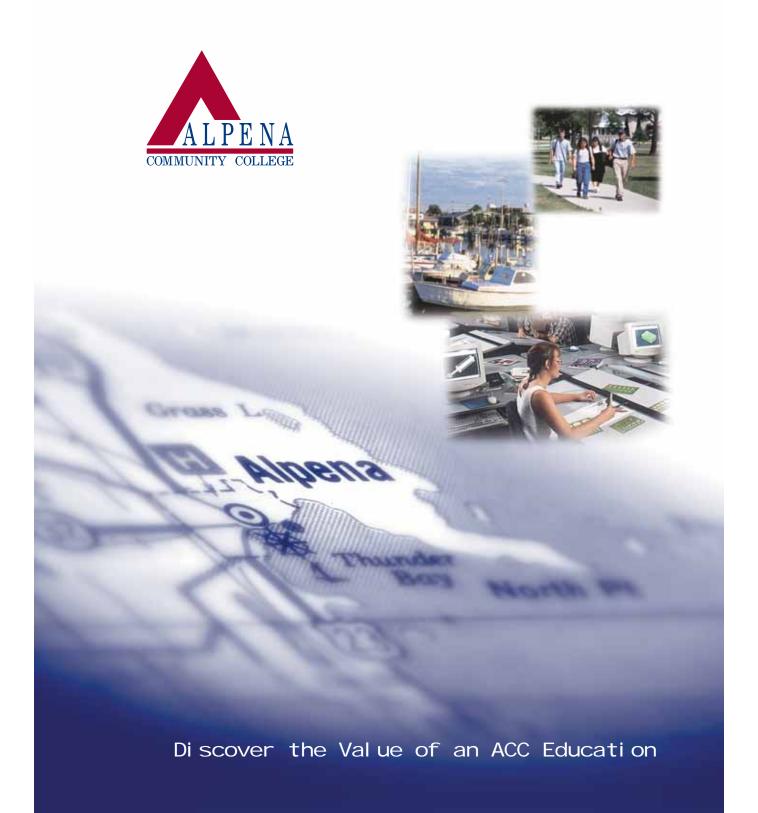
| Al pena Community College



2008-09 Catalog and Student Handbook

Catalog Volume 53 — March 2009

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

Information in this catalog and student handbook was accurate as of March 2009 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, employment and activities comply with requirements of Title VI 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, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, gender, age or disability. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator: Carolyn Thomas, VLH 104, (989) 358-7211.

Alpena Campus

665 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 Thomas Townsend, Vice Chairperson Joseph Gentry II, Treasurer Marc Ferguson

Dr. Judith Grenkowicz Lisa Hilberg Florence Stibitz

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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,

Olin Joynton President

Institutional Profile 2007-08

FUNDING: Property taxes (18.8%), state appropriations (41.1%), tuition and

fees (37.7%), and other sources (2.4%).

ENROLLMENT: 2,713 credit and 701 non-credit students during the 2007-08 year.

GRADUATES: 447 for 2007-08.

COST: The average full-time cost for a resident of the College's district for

tuition and fees was \$3,040 plus an estimated \$4,650 for books

and living expenses for a total of approximately \$7,690.

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 417,284 square feet.

ASSETS: \$17,499,614 (physical properties ending balance as of June 30,

2008)

STAFF: Full-Time* Part-Time*

Faculty	58	114
Technician	15	13
Administration	24	3
Clerical	20	3
Custodial/Maint.	11	0
Others	0	1
Total Employees	128	134

^{*}As of September 1, 2008

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

History

Alpena Community College offers educational programs, technical training, and cultural opportunities to all of Northeast Lower Michigan. Its student population — numbering approximately 3,414 credit and non-credit students during 2007-08 — 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. In 2007 the old Concrete Tech lab space was renovated to house seven computer classrooms, four faculty offices, and a 3,000 square foot student commons area.

The Natural Resources Center opened in 1972, and in 1977 the former Alpena Catholic Central High School became Alpena Community College East Campus and housed the fine arts 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 Building, it became "a center of activity" as both the College and community found its multiple spaces perfect for a myriad of uses. In 2005 it was renamed the Donald L. Newport Center.

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 next addition to campus was 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.

In January 2008 the 12,000 square foot Fine Arts Center was constructed on the site of the old Graphic Arts Building and became the new home of the fine arts programs.

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.

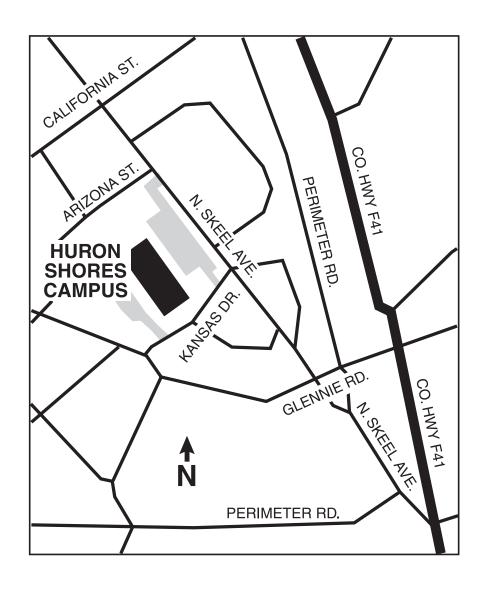
Huron Shores Campus

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



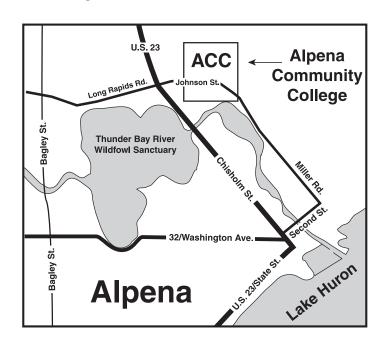
Alpena Campus

665 Johnson St. • Alpena, MI 49707-1495 • (989) 356-9021 • Toll-Free: 888-468-6222

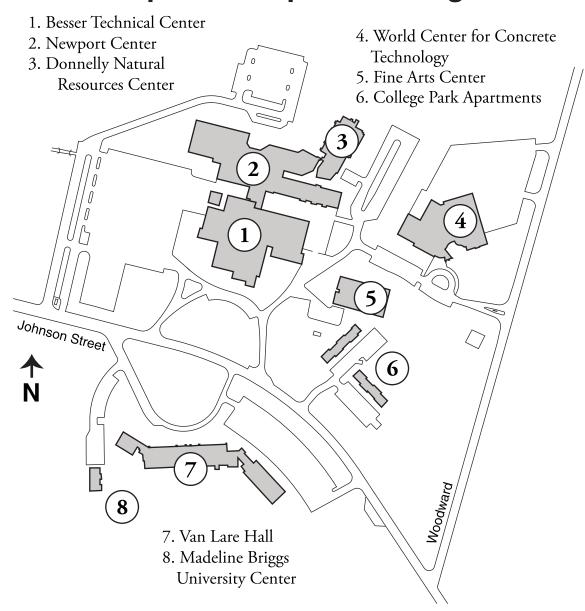
Use the last four digits as the extension with the automated phone system.

Health Occupations/Nursing 358-7226

Besser Technical Center (BTC)	University Center (MBUC)		
ACC Foundation	Northwood University358-7302		
Bookstore358-7259	Versilers Hell (VIII)		
Facilities	Van Lare Hall (VLH)		
Food Service	Admissions		
Parking Office	Business Office		
Public Information	Counseling Office		
President	Dean of Student Affairs358-7200		
r resident	Financial Aid358-7205		
Newport Center (CTR)	Human Resources		
ACC Library	Management Info Systems (IT)358-7374		
Center for Professional, Community	Registration, Records358-7353		
and Volunteer Services358-7234	The Learning Center358-7342		
Small Business & Technology	Tutoring358-7270		
Development Center 358-7383	Veterans Counselor 358-7265		
Volunteer Center	VP for Admin. & Finance358-7368		
Wellness Center358-7391	VP for Instruction		
Fine Arts Center (FAC)	World Center for Concrete		
Art Classrooms	Technology (WCCT)		
711 Classicollis	Director		
Natural Resources Center (NRC)			



Alpena 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 openair courtyard and houses the ACC Bookstore and Lumberjack Shack (dining services) as well as faculty offices and the offices of the President, Board of



Besser Technical Center main lobby.

Trustees, Director of Public Information & Marketing, Alpena Community College Foundation, Facilities Management, Parking Control, Educational Talent Search and *The CrossCut* student newspaper. As part of the Pathways to the Future project, the space which formerly housed the Concrete Tech program was renovated to house seven computer classrooms, faculty offices, and a 3,000-square-foot student commons area.

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).

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.

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 opened in 2000 and houses the Concrete Tech program.

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.



The Fine Arts Center, which opened in January 2008, houses ceramics, photography, painting, and sculpture labs.

Fine Arts Center

The Fine Arts Center was constructed as part of the Pathways to the Future project to house ACC's fine arts programs after the closing of the East Campus facility. Opened in January 2008, the 12,000 square foot building contains photography, ceramics, and painting labs in addition to gallery space for displaying artwork.

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.

Van Lare Hall (VLH)

Van Lare Hall was the first building constructed on the current ACC campus; its cornerstone was laid by philanthropist and area businessman Jesse Besser, who also donated the land on which the current Alpena campus resides. Van Lare Hall provides most student services including admissions, counseling and career center, financial aid, registration, student records, and campus services. The offices of the Vice President for Instruction and the Dean of Student Affairs are also located in VLH. Also housed in Van Lare Hall: The Learning



Van Lare Hall was the first building constructed on the current 700-acre Alpena campus.

Center; the Business Office including the vice president for finance and administration and the controller; cashier; accounting; payroll/Human Resources Office; and telephone switchboard, word processing, and the Office of Management Information Systems.

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.

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 140-142.

Huron Shores Campus

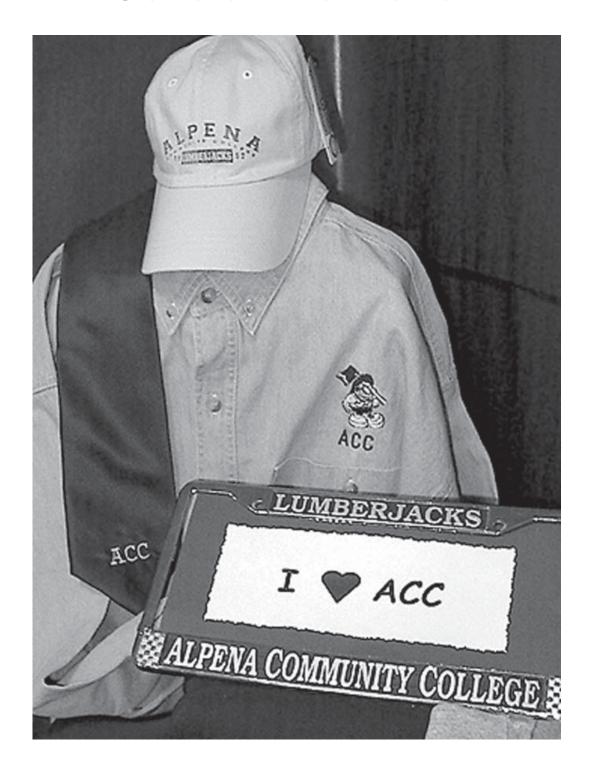
Alpena Community College has operated a full service extension center in Iosco County since 1969. The Huron Shores Campus serves area residents with classes in Oscoda, Tawas, and Whittemore.

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 7 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 disability services may appeal the decision by following the Student Complaint Procedure as written in the Alpena Community College Student Handbook.

Disability Services Procedures

The Learning Center (TLC) is the designated office at ACC to coordinate disability services for all students with identified and documented disabilities. Disability services eligibility decisions and service plans are made on an individual basis.

Disability documentation is required before disability accommodation services can be provided. Students applying for disability accommodation services are urged to make the request early in the registration process. Adequate time is necessary to arrange for specific services.

- 1. Student contacts TLC Coordinator and completes the disability services intake process.
- 2. Student provides documentation of disability from an appropriate licensed professional to TLC. (Guidelines for acceptable documentation can be found in the Access for Students with Disabilities policy, available on the ACC website and in TLC). All disability documentation will be maintained by TLC Coordinator.
- 3. The student is contacted by a disability services staff member after documentation has been reviewed.
- 4. A decision regarding reasonable disability accommodation services is made by the disability services staff member and the student based on the documentation. Arrangements will be made to contact instructors regarding disability accommodation services, if appropriate. Students are encouraged to contact their instructors personally to discuss course expectations early in the semester.

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
- 3. Can produce Test of English as a Foreign Language (TOEFL) test score results of 500 or better when coming from a non-English speaking country.

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 privatelyoperated 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 policies and practices for admission, employment and activities comply with requirements of Title VI 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, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, gender, age or disability. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator: Carolyn Thomas, VLH 104, (989) 358-7211.

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

COMPASS Score	<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

COMPASS Score	<u>Sub Score</u>	Reading Score	Placement Course
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

COMPASS Scores		Placement Course
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

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 corequisite 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		
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 colorshaded 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 inservice activities for staff. Additional information is disseminated through student publications.

F.	Campus occurrences:	'03-'04*	'04-'05*	'05-'06*	'06-'07*
	a. Murder	0	0	0	0
	b. Sex offenses - forcible	0	0	0	0
	c. Sex offenses - non forcible	0	1	0	0
	d. Robbery	0	0	0	0
	e. Aggravated assault	1	0	0	0
	Simple assault (intimidation)	1	0	0	1
	f. Burglary	4	1	3	1
	Larceny/theft	7	6	2	3
	g. Motor vehicle theft	0	1	0	0

^{*} Includes occurrences at College Park Apartments.

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

H. Campus Occurrences	'03-'04*	'04-'05*	'05-'06*	'06-'07*
a. Liquor law violations	0	0	2	3
b. Drug abuse violations	0	0	0	1
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 377 students who began attending ACC during Fall Semester 2002, 299 students who began during Fall Semester 2003, and 299 students who began during Fall Semester 2004. 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 2004

		<u>'02-'03</u>	<u>'03-'04</u>	<u>'04-'05</u>
A.	Students	377	299	299
	Completers	148 (39%)	61 (20%)	54 (18%)
В.	Male Students	206	158	173
	Completers	79 (38%)	35 (22%)	35 (20%)
	Female Students	171	141	126
	Completers	69 (40%)	26 (18%)	19 (15%)
C.	Ethnic Breakdown			
	White Students	353	289	288
	Completers	141 (40%)	58 (20%)	54 (22%)
	Black Students	9	4	6
	Completers	2 (22%)	1 (25%)	0 (0%)
	Other Students	2	5	3
	Completers	0 (0%)	2 (40%)	0 (0%)
	Native American Students	1	1	2
	Completers	0 (0%)	0 (0%)	0 (0%)

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

Cohort Completion Rates — **Athletics**

A.	Scholarship Athletics Male Female Program Completers New Students Athletes Completers	'02-'03 44* 13 21 24 (55%) 31 11 (35%)	'03-'04 38* 13 25 19 (50%) 24 9 (38%)	 '04-'05/44* 19 25 10 (23%) 31 5 (16%)
В.	Men's Basketball Athletes Completers Caucasian Completers Black Completers Native American Completers	15 9 (60%) 8 5 (63%) 7 4 (57%) 0 n/a	13 5 (38%) 6 4 (66%) 7 1 (14%) 0 n/a	13 3 (23%) 3 1 (33%) 10 2 (20%) 0 n/a
C.	Women's Basketball Completers Caucasian Completers Black Completers	15 6 (40%) 13 6 (46%) 2 0 (0%)	10 6 (60%) 8 5 (63%) 2 1 (50%)	10 5 (50%) 9 5 (55%) 1 0 (0%)
D.	Men's Golf Athletes Completers Caucasian Completers	6 4 (66%) 6 4 (66%)	6 3 (50%) 6 3 (50%)	6 0 (0%) 6 0 (0%)
E.	Women's Softball Athletes Completers Caucasian Completers Black Completers	14 8 (57%) 14 8 (57%) 0 0 (0%)	14 9 (64%) 14 9 (64%) 0 0 (0%)	12 2 (17%) 10 1 (10%) 1 0 (0%)
F.	Men's Cross Country Athletes	Discontinued		
G.	Women's Volleyball Athletes Completers Caucasian Completers	11 5 (45%) 11 5 (45%)	10 6 (60%) 10 6 (60%)	9 2 (22%) 9 2 (22%)

 $^{*\} Unduplicated\ count$

Costs

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

Payment is by check, money order, Visa, MasterCard, Discover, American Express or financial aid at the time of registration. Michigan Merit/Michigan Promise Award recipients must present at the time of registration a copy of their certification showing ACC as the receiving institution.

All charges are assessed and payable in United States currency at registration or as otherwise stated. Students are urged to use checks, credit cards, 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 excess amount will be added to the student's account and may be used at the Bookstore for purchases during the enrollment period. Refunds and amounts left on student accounts at that time will be refunded to the student. Excess credit card amounts will be refunded to the credit card(s) used for 60 days from date used. Online payments are now accepted through WebAdvisor. Cash is accepted at the Alpena Campus; however, no cash payments are accepted at the Huron Shores Campus. Your cooperation is appreciated.

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.

2008-09 Tuition Costs

The following rates are for the 2008-09 academic year and are subject to change.

In-District (Alpena Public Schools District) \$84.00 per contact hr.* In-State \$126.00 per contact hr.* Out-of-State \$168.00 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 2008-09 academic year and are subject to change.

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 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 2008-09 tuition and fee rates, which are subject to change.

<u>Expenses</u>	In-District	<u>In-State</u>	Out-of-State
Tuition	\$2,520	\$3,780	\$5,040
Fees	520	520	520
Books and Supplies	750	750	750
Room and Board	2,500	5,000	5,000
Personal	700	800	800
Transportation	700	1,000	1,000
Total	\$7,690	\$11,850	\$13,110

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): \$1,200

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:

Hours Completed	<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. 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 \$4,300 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 \$3,500 for first-year students, \$4,500 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 24 semester hours of tuition and fees per year at the local community college. 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.

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 \$125,000 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 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:

- 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 during the first 5 days of the semester (for a 16 week course). Due to extenuating circumstances and only with written permission from the Vice President for Instruction and the course instructor, a course may be added during the second 5 days of the semester. A course may be dropped any time through the 10th week of the semester (2/3 of the semester for accelerated courses); courses dropped after the 10th week require both instructor and Vice President for Instruction approval. During weeks 2-10, students are strongly encouraged to talk to their instructor(s) prior to dropping a course. After the first 10 days of the semester (or 1/10 of the semester for accelerated courses) a grade of W (Withdrew) is assigned for courses dropped during the withdrawal period, or if a student completely withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams (See "Withdrawal" for details). Prior to the 10th day of the semester (or 1/10 of the semester for accelerated courses), a dropped course is not reflected on the student record.

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, lifelong 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 Prior Semesters." 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. Persons interested in CLEP should call 989-358-7209 for information about CLEP, the fee structure and to make an appointment to take the CLEP exam.

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 Vice President for 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.
 - 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 problemsolving 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:

- 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:

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

Standard:

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.
- They will have an understanding of factors important to mental and physical health and well-being.

Standard:

- identify the life-long practices related to good health and fitness, and
- 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	C Fair	2.0
A	3.7	C	1.7
B+	3.3	D+	1.3
B Good	3.0	D	1.0
B	2.7	D	0.7
C+	2.3	E Failure	0.0

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

Grade Point Average

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

	Hours of Credit	Grade	Honor Points
History 121	3	C+(2.3)	6.9
English 121	3	B (3)	9.0
Psychology 255	3	A- (3.7)	11.1
Speech 121	3	E (0)	0.0
Biology 121	_4	C(2)	8.0
	16		35

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

Other Marks

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

I — Incomplete

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

W — Withdrew

The grade of W (Withdrew) is given in a course if a student processes a drop form for the course during the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams. See "Drop-Add Procedure" (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. Students may apply for graduation in WebAdvisor, available through the ACC website at www.alpenacc.edu. 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

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 by the Records Office upon the written and signed request of the student. An unofficial transcript may be obtained through WebAdvisor which is available on ACC's website (www.alpenacc.edu). Instructions for WebAdvisor access are included at this site.

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). Transcript requests can also be made through WebAdvisor. Forms and request letters, with the appropriate fee, should be sent to:

Alpena Community College Records Office 665 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 requested 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 highest 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 18,000 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 audiovisual 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 by contacting Fremont Catering at (989) 358-7216 or (989) 354-0016.

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 Certified Application Specialist Authorized Test Center

Microsoft Office Certified Application Specialist (MCAS) credentialing is a globally recognized standard for demonstrating desktop computer skills. ACC is an authorized testing center for MCAS certification. Details on the benefits of certification and preparation for exams are located on the Internet at http://www.microsoft.com/learning/mcp/msbc/ credentials/default.mspx. 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 and Fairview school districts.

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 the host site for Region 3 of the Michigan Small Business and Technology Development Center (SBTDC). The SBTDC is a partner program of the Small Business Administration and provides free, confidential, one-on-one counseling for existing businesses or people interested in starting or buying a business. This service includes helping clients with the development of business plans, refining marketing strategies, and financial analysis.

In addition to counseling, the SBTDC provides demographic research and low cost training through a variety of workshops designed to address topics of interest including business start up, developing business plans, customer service and marketing. For information on the Small Business and Technology Development Center, call (989) 358-7375 or visit us on the web at www.gvsu.edu/misbtdc/region3.

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, special events, service-learning opportunities for 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) 358-7271.

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 combination of courses taken in more than one course area (course abbreviation/ prefix) or
- 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 Vice President for 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 specialty.

Associate In General Studies (AGS)

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

AGS Distribution Requirements

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

Group I General Education Courses — English Composition (see page 58). Six semester credits required, including ENG 111 or 121 and ENG 112, 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).

English Composition Group I.

- A. ENG 111, 121
- ENG 112, 122, 123

Group II. Sciences and Mathematics

- Biological Sciences
 - BIO All Biology courses
- 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

Social Sciences Group III.

- 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

Humanities/Fine Arts Group IV.

- 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 Vice President of Instruction. A waiver of specific requirements does not reduce the total hours required for graduation from the student's program.

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- [†] 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.

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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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 123 Technical Com	munications3.0(3.0)
BUS 121 Introduction to Bu	usiness ^B	SPE 121 Speech Commun	ications3.0(3.0)
BUS 123 Principles of Accor	unting I ^B 4.0(4.0)	BUS 124 Principles of Acc	counting II ^B 4.0(4.0)
MTH 121 College Algebra	or MTH 123	American Gov. Req. A	3.0 or 6.0(3.0 or 6.0)
College Algebra & Anal	lytical Trig4.0(4.0)	BUS 255 Business Applica	tion Software B 3.0(4.0)
CIS 120 Intro to Microcom	puters ^B or		
MTH 119 Intro to Cor	mputers-Prog 3.0(4.0)		16.0 or 19.0(17.0 or 20.0)
	17.0(18.0)		

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 221 Business Law B	3.0(3.0)	BUS 222 Business Law B	3.0(3.0)
BUS 223 Intermediate Accord	ınting I ^B 4.0(4.0)	BUS 224 Intermediate Acco	unting II ^B 3.0(3.0)
ECN 231 Economics (Micro)3.0(3.0)	ECN 232 Economics (Macro	0)3.0(3.0)
BUS 257 Computerized Acc	t. Systems3.0(3.0)	BUS 228 Cost Accounting B	3.0(3.0)
BUS 225 Tax Accounting B	3.0(3.0)	Business Elective ^C	3.0(3.0 or 4.0)
	16.0(16.0)		15.0(15.0 or 16.0)

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

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 134-35 and the MBUC section on pages 140-142.

^B Included in occupational specialty.

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

Associate in Arts Degree (AA) Concentration in

ANTHROPOLOGY

Program Number: 45.0201

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
Math ¹		Laboratory Science Course	4.0(6.0)
ANP 121 Cultural Anthroj	oology3.0(3.0)	SOC 123 Sociology	3.0(3.0)
GEO 125 Geography	3.0(3.0)	GEO 126 Cultural Geogra	phy3.0(3.0)
HST 121 History of Weste	rn Civilization 3.0(3.0)	HST 122 History of Weste	rn Civilization 3.0(3.0)
	16.0-17.0(16.0-17.0)		16.0(18.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ECN 231 Economics (Micro)3.0(3.0)	ECN 232 Economics (Mac	ro)3.0(3.0)
PSY 101 General Psychology	3.0(3.0)	SOC 227 Marriage and the	Family3.0(3.0)
PLS 221 Political Science 2	3.0 or 6.0(3.0 or 6.0)	Social Science Elective ³	3.0(3.0)
Humanities/Fine Arts Electiv	e 3.0-4.0(4.0-5.0)	Electives	6.0-7.0(6.0-7.0)
Elective ⁴	3.0(3.0)		
			15.0-16.0(15.0-16.0)
	15.0-19.0(16.0-20.0)		

- 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 222) or six credits in U.S. History (HST 221 and 222).
- 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	Credit(Contact) Hrs
APP 131 Measuring Instrum	ents1.0(1.0)
APP 106M Industrial Safety.	0.5(0.5)
APP 100E Electrical Studies	for Trades3.0(4.0)
MTH 110 Technical Math I.	3.0(4.0)
	7.5(9.5)

BASIC COURSES

Courses	Credit(Contact) Hrs
APP 102E Residential Wiring 8	&
Blueprint Reading	3.0(4.0)
APP 103E Commercial and	
Industrial Wiring	3.0(4.0)
APP 104E AC/DC Fundamen	ntals 3.0(4.0)
APP 107E Specialty Wiring	3.0(4.0)
APP 111E Electric Motor Co.	ntrol 3.0(4.0)
APP 114E Programmable Co.	ntrollers 3.0(4.0)
APP 115E National Electric	
Code Application	3.0(3.0)
	21.0(27.0)

ADVANCED COURSES

(Must have completed core and basic courses)

Courses	Credit(Contact) Hrs
APP 122E Digital Elect	. for Electricians 3.0(4.0)
APP 123E Linear Elect.	for Electricians 3.0(4.0)
	6.0(8.0)

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. College credits earned in this program may be applied toward the 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 basic program may obtain an advanced certificate by completing the specified courses. The Apprentice (APP) courses for this program of study are offered primarily at night on a four-year rotating basis.

BASIC COURSES

Courses	Credit(Contact) Hrs	Courses	Credit(Contact) Hrs
APP 100E Electrical Studies f	or Trades 3.0(4.0)	APP 129M Apprentice Pneu	amatics 1.5(2.0)
APP 106M Industrial Safety.		APP 223M Predictive & Pre	eventative
APP 121M App. Blueprint R	eading ^A 3.0(4.0)	Maintenance	2.5(4.0)
APP 122M Machine Repair	2.5(4.0)	MET 123 Welding Processe	es or
APP 124M Apprentice Hydra	ulics 2.5(4.0)	MET 124 Welding Pro-	cesses4.0(6.0)
APP 125M Apprentice Mach	ine Shop ^B 2.5(3.0)	MTH 110 Technical Math	I3.0(4.0)
APP 128M Rigging & Weigh	t Est1.5(2.0)		

ADVANCED CERTIFICATE COURSES**

Courses Credit(Contact) Hrs	ò
APP 102E Residential Wiring & Blueprint	
Reading)
APP 103E Commercial & Ind. Wiring 3.0(4.0))
MFG 100 Machinery's Handbook)
Plus three courses from the following list:	
APP 111E Electric Motor Control3.0(4.0))
APP 114E Programmable Controllers 3.0(4.0))
MFG 102 Metal Cutting II6.0(10.0))
MFG 201 Intro to CNC5.0(10.0))
APP 290M Millwright Internship 3.0-4.0(3.0-4.0))
An additional welding (MET) course 3.0-4.0(3.0-6.0))

^{**}Must have completed core and basic courses to enroll in the advanced certificate courses.

^A Will be waived if student successfully completes MFG 101.

^B 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	Credit(Contact) Hrs	
AUT 115 Auto Body Repair.	17.0(30.0)	

Second Semester	Credit(Contact) Hrs
AUT 116 Auto Body Repair.	17.0(30.0)

Summer Credit(Contact) Hrs AUT 117 Auto Body Repair.....10.0(30.0)



Certificate (C) or Associate in Applied Science Degree (AAS) 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

SECOND SEMESTER

Course	Credit(Contact) Hrs	Course	Credit(Contact) Hrs
AUT 118 Automotive Funda	mentals 4.0(6.0)	AUT 122 Automotive	Air, Fuel & Emissions
AUT 119 Automotive Brake	Systems 5.0(8.0)	Systems	4.0(6.0)
AUT 123 Automotive Suspen	nsion, Steering &	AUT 125 Automotive	Electrical & Electronics
Alignment	5.0(8.0)	Systems II	5.0(8.0)
AUT 124 Automotive Electric	cal & Electronics	AUT 201 Computerize	ed Eng. Controls4.0(6.0)
Systems I	5.0(8.0)	AUT 202 Engine Perfo	rmance Diagnosis &
		Tune-Up	5.0(8.0)
	19.0(30.0)		
			18.0(28.0)

SUMMER SESSION

Course	Credit(Contact) Hrs
AUT 151 Automotive Sum	nmer Co-Op6.0(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	Credit(Contact) Hrs	Course	Credit(Contact) Hrs
AUT 221 Engine Repair &	C Overhaul 5.0(8.0)	AUT 205 Auto	Climate Control
AUT 203 Auto. Manual Ti	ansmission and	AUT 206 Auto	matic Transmissions5.0(8.0)
Drive Lines	4.0(6.0)		

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

Course	Credit(Contact) Hrs	Course Cre	edit(Contact) Hrs
ENG 120 Applied Co.	mmunications or	MTH 115 Applied Algebra & Trig	5.0(6.0)
ENG 111 English		PLS 221 Political Science	3.0(3.0)
ENG 123 Technical C	ommunications or		
ENG 112 English	3.0(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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
		ENG 112 English or ENG	122 English 3.0(3.0)
ENG 111 English or ENG	G 121 English 3.0(3.0)	CEM 122 Inorganic Chem	istry &
CEM 111 General Chemi	stry or CEM 121	Qualitative Analysis	4.0(7.0)
General & Inorganic	Chem 4.0-5.0(7.0-8.0)	BIO 211 General Zoology.	4.0(5.0)
BIO 210 Introduction to	Botany4.0(5.0)	MTH 123 College Algebra	. &
MTH 122 Plane Trigonor	metry 3.0(3.0)	Analytic Geometry	4.0(4.0)
	14.0-15.0(18.0-19.0)		15.0(19.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 221 Organic Chemis	stry4.0(6.0)	CEM 222 Organic Chemist	ry4.0(6.0)
Math/Science Elective	4.0(4.0-7.0)	American Govt. Req. AB	3.0 or 6.0(3.0 or 6.0)
MTH 119 Introduction to	Computers3.0(3.0)	BIO 227 Microbiology	4.0(6.0)
Humanities/Fine Arts Req.	в 3.0-4.0(3.0-5.0)	Humanities/Fine Arts & Soc	cial Sciences
		Requirement ^B	3.0-4.0(3.0-5.0)
	14.0-15.0(16.0-21.0)	-	
			14.0-18.0(18.0-23.0)

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

^B 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 Ci	redit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 101 Keyboard Skillbuilding	*B1.0(2.0)	CIS 151 Word Proc. I † B	1.0(1.25)
BIS 140 Proofreading & Editing	for Business	CIS 152 Word Proc. II † B	1.0(1.25)
Professionals	3.0(4.0)	CIS 153 Word Proc III † B	1.0(1.25)
BUS 121 Intro. to Business ^B	3.0(3.0)	CIS 171 Spreadsheets I † B	1.0(1.25)
BUS 125 Business Math, MTH	102 Elem.	CIS 172 Spreadsheets II † B	1.0(1.25)
Algebra or higher ^B	3.0 or 5.0(3.0 or 5.0)	CIS 173 Spreadsheets III † B	1.0(1.25)
CIS 110 Computer Essentials ^B	1.0(1.25)	CIS 240 Multimedia Present	ations ^B 3.0(4.0)
CIS 111 Computer Operating Sy	ystems ^B 1.0(1.25)	American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)
ENG 111 English or ENG 121 I	English 3.0(3.0)	ENG 112 English or ENG 1	22 English 3.0(3.0)
	15.0-17.0(17.5-19.5)	1	5.0 or 18.0(17.5 or 20.5)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs	
BIS 178 Machine Transcripti	on ^B 3.0(4.0)	BIS 230 Business Office Pr	rocedures ^B 3.0(4.0)	
BUS 123 Principles of Accou	inting I BC or	BUS 124 Principles of Acc	BUS 124 Principles of Accounting II ^B or	
BUS 131 Applied Accou	nting ^B 4.0 or 3.0(4.0)	BUS 132 App. Accour	nting B 4.0 or $3.0(4.0)$	
CIS 250 Desktop Publishing	^B 3.0(4.0)	BUS 234 Mgt. of Information	tion Systems ^B 3.0(3.0)	
CIS 260 Data Base B	3.0(4.0)	BUS 248 Business Commu	inications ^B 3.0(3.0)	
CIS 281 Adv. Word Proc. I †	^B 1.0(1.25)	CIS 241 Intro to Web Des	ign & Man. ^B 3.0(4.0)	
CIS 282 Adv. Word Proc. II	†B1.0(1.25)	Recommended Business El	ective ^D 1.0-3.0(3.0-4.0)	
CIS 283 Adv. Word Proc. III	†B1.0(1.25)			
			16.0-19.0(21.0-22.0)	
	15.0 or 16.0(19.75)			

- ^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 For the student taking BUS 123, MTH 102 must be taken as a prerequisite.
- D Choose three credits from: BUS 127, BUS 221, BUS 235, CIS 140, or BIS 290 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 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 101 Keyboard Skillbuil	ding * B 1.0(2.0)	CIS 151 Word Proc. I † B	1.0(1.25)
BIS 140 Proofreading & Ed	liting for Business	CIS 152 Word Proc. II † B	1.0(1.25)
Professionals ^B	3.0(4.0)	CIS 153 Word Proc. III † B	1.0(1.25)
CIS 110 Computer Essenti	als ^B 1.0(1.25)	CIS 171 Spreadsheets I † B	1.0(1.25)
CIS 111 Computer Operat	ing Systems ^B 1.0(1.25)	CIS 172 Spreadsheets II † B.	1.0(1.25)
ENG 111 English or ENG	121 English 3.0(3.0)	CIS 173 Spreadsheets III † B.	1.0(1.25)
Laboratory Science Require	ement4.0(6.0)	ENG 112 English or ENG 1	22 English 3.0(3.0)
Social Science Requirement	3.0(3.0)	American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)
		Science or Math Requiremen	nt4.0(4.0-5.0)
	16.0(20.5)		
			16.0 or 19.0(17.5-21.5)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 123 Principles of Accoun	nting I ^{B C} 4.0(4.0)	BIS 230 Business Office Pro	ocedures ^B
CIS 250 Desktop Publishing	B3.0(4.0)	BUS 248 Business Commu	nications ^B
CIS 260 Data Base ^B	3.0(4.0)	CIS 240 Multimedia Preser	tations ^B 3.0(4.0)
CIS 281 Advanced Word Prod	c. I ^{† B} 1.0(1.25)	CIS 241 Intro to Web Desi	gn and Man. ^B 3.0(4.0)
CIS 282 Advanced Word Prod	c. II † B 1.0(1.25)	Humanities/Fine Arts Requ	irement4.0(4.0-5.0)
CIS 283 Advanced Word Prod	c. III † B 1.0(1.25)		
Humanities/Fine Arts Require	ement4.0(4.0-5.0)		16.0(19.0-20.0)
	17.0(19.75-20.75)		

^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 For the student taking BUS 123, MTH 102 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 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 140 Proofreading & Edi	ting for Business	BIS 101 Keyboard Skillbu	ilding *B1.0(2.0)
Professionals	3.0(4.0)	BIO 110 Essentials of Ana	ntomy/Physiology
BIS 160 Medical Terminolog	gy ^B 4.0(4.0)	or BIO 201 Human A	Anatomy4.0(5.0)
CIS 151 Word Processing I †	^B 1.0(1.25)	ENG 112 English or ENG	G 122 English 3.0(3.0)
CIS 152 Word Processing II	†B1.0(1.25)	BUS 125 Business Mather	matics or MTH 102
CIS 153 Word Processing III	[† B1.0(1.25)	Elem. Algebra or high	ner ^B 3.0 or 5.0(3.0 or 5.0)
ENG 111 English or ENG 1	21 English 3.0(3.0)	BIS 147 Medical Office To	ranscription ^B 4.0(6.0)
American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)		
			15.0 or 17.0(19.0 or 21.0)
16.	0 or 19.0(17.75 or 20.75)		

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 163 Medical Office Co	ding ^B 4.0(4.0)	BIS 161 Medical Transcript	ion ^B 4.0(6.0)
BIS 165 Medical Office Pro	ocedures ^B 4.0(4.0)	BIS 162 Medical Office Con	mputer Appl. ^B 1.0(2.0)
BIS 178 Machine Transcrip	otion ^B 3.0(4.0)	BIS 164 Medical Office Inst	urance Billing $^{\text{B}}$ 3.0(4.0)
CIS 281 Advanced Word P	rocessing I † B 1.0(1.25)	BIS 167 Medical Ethics and	Law ^B 1.0(1.0)
CIS 282 Advanced Word P	rocessing II † B 1.0(1.25)	BIS 170 Electronic Health I	Records ^B 1.5(2.0)
CIS 283 Advanced Word P	rocessing III † B 1.0(1.25)	BUS 248 Business Commun	nications ^B 3.0(3.0)
		Recommended Business Ele	ct. ^c 3.0 or 4.0(3.0-4.0)
	14.0(15.75)		
			16.5(20.5-21.5)

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

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

^c Choose three credits from BIS 173, BUS 121, BUS 124, BUS 132, BUS 234, CIS 171, CIS 172, CIS 173, CIS 241, or INT 290.

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

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.

Certificate (C) in

BUSINESS INFORMATION SYSTEMS — Medical Transcriptionist

Program Number: 51.0708

The Medical Transcription Certificate program is designed to provide the basic knowledge and skills necessary to transcribe health care dictation and prepare patient documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct. Students will acquire competencies in English language usage, medical terminology, and anatomy and physiology. Medicolegal and ethical concepts related to health care documentation will also be covered. This certificate program is designed to provide students with the skills necessary to function as transcriptionists in insurance companies, doctor's offices, hospitals, clinics, and private practices.

In this certificate program, students will convert audio recordings from doctors and other healthcare providers into grammatically correct written reports using accurate medical terminology. Students will transcribe a broad range of transcription based on actual medical records — including chart notes, history and physical reports, consultations, office procedure notes, x-ray reports, progress notes, and letters.

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 140 Proofreading & Editing for Business		BIO 110 Essentials of Anato	omy &
Professionals ^B	3.0(4.0)	Physiology	4.0(5.0)
BIS 160 Medical Terminolo	gy ^B 4.0(4.0)	BIS 101 Keyboard Skillbuil	ding ^B 1.0(2.0)
BIS 178 Machine Transcript	3.0(4.0)	0) BIS 161 Medical Transcription B	
BIS 147 Medical Office Tra		BIS 167 Medical Ethics and Law for Health	
CIS 151 Word Processing I	AB1.0(1.25)	Professionals B	1.0(1.0)
CIS 152 Word Processing II	^{AB} 1.0(1.25)	ENG 111 English or ENG	121 English 3.0(3.0)
CIS 153 Word Processing II	I ^{AB} 1.0(1.25)	SDE 201 Job Search Strateg	gies 1.0(1.0)
	17.0(22.25)		14.0(18.0)

Certificate prerequisites: CIS 110 Computer Essentials and CIS 111 Computer Operating Systems or equivalent.

^A 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 101 Keyboard Skillbuild	ling ^B 1.0(2.0)	BIS 178 Machine Transcrip	tion ^B 3.0(4.0)
BIS 140 Proofreading & Edi	ting for Business	BIS 230 Business Office Pro	ocedures ^B 3.0(4.0)
Professionals B	3.0(4.0)	CIS 171 Spreadsheets I † B	1.0(1.25)
BUS 125 Business Math, M'	TH 102 Elementary	CIS 172 Spreadsheets II † B.	1.0(1.25)
Algebra, or higher ^B	3.0 or 5.0(3.0 or 5.0)	CIS 173 Spreadsheets III † B	1.0(1.25)
BUS 131 App. Accounting B	or BUS 123	CIS 281 Advanced Word Pr	rocessing I † B 1.0(1.25)
Principles of Accounting	g I ^{B C} 3.0 or 4.0(4.0)	CIS 282 Advanced Word Pr	rocessing II † B 1.0(1.25)
CIS 110 Computer Essentia	ls ^B 1.0(1.25)	CIS 283 Advanced Word Pr	rocessing III † B 1.0(1.25)
CIS 111 Computer Operation	ng Systems ^B 1.0(1.25)	ENG 111 English or ENG	121 English 3.0(3.0)
CIS 151 Word Processing I [†]	^B 1.0(1.25)		
CIS 152 Word Processing II	†B1.0(1.25)		15.0(18.5)
CIS 153 Word Processing II	I † B 1.0(1.25)		
			
	15.0-18.0(19.25-21.25)		

[†] 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs	
BIS 101 Keyboard Skillbuild	ding * B 1.0(2.0)	BUS 248 Business Commu	nications ^B 3.0(3.0)	
BIS 140 Proofreading & Ed	iting for Business	CIS 140 PC Operating Sys	CIS 140 PC Operating System Custom. B 3.0(4.0)	
Professionals ^B	3.0(4.0)	CIS 151 Word Proc. I † B	1.0(1.25)	
BUS 125 Bus. Mathematics	, MTH 102 Elem.	CIS 152 Word Proc. II † B	1.0(1.25)	
Algebra or higher ^B	3.0 or 5.0(3.0 or 5.0)	CIS 153 Word Processing I	II † B 1.0(1.25)	
CIS 110 Computer Essentia	ls ^B 1.0(1.25)	CIS 171 Spreadsheets I † B.	1.0(1.25)	
CIS 111 Computer Operati	ng Systems ^B 1.0(1.25)	CIS 172 Spreadsheets II † B	1.0(1.25)	
ENG 111 English or ENG	121 English 3.0(3.0)	CIS 173 Spreadsheets III † 1	B1.0(1.25)	
American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)	ENG 112 English or ENG	122 English 3.0(3.0)	
	15.0-20.0(17.5-22.5)		15.0(17.5)	

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 123 Principles of Acc	ounting I ^{B C} or	BIS 230 Business Office I	Procedures ^B
BUS 131 Appl. Accou	nting ^B 4.0 or 3.0(4.0)	BUS 124 Principles of Ac	counting II ^B or
CIS 205 PC Hardware, M	aintenance &	BUS 132 Applied Ac	counting B 4.0 or 3.0(4.0)
Upgrading ^B	3.0(4.0)	BUS 234 Mgt. of Information	ation Systems ^B 3.0(3.0)
CIS 250 Desktop Publishi	ng ^B 3.0(4.0)	CIS 240 Multimedia Pres	sentations ^B 3.0(4.0)
CIS 260 Data Base B	3.0(4.0)	CIS 241 Web Design & I	Management ^B 3.0(4.0)
CIS 281 Advanced Word I	Processing I † B 1.0(1.25)		
CIS 282 Advanced Word I	Processing II † B 1.0(1.25)		15.0 or 16.0(19.0)
CIS 283 Advanced Word I	Processing III † B 1.0(1.25)		
	15.0 or 16.0(19.75)		

- ^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 For the student taking BUS 123, MTH 102 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 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
Mathematics Elective or BU	JS 125 Business	BUS 124 Principles of Accounting II ^B 4.0(4.0)	
Mathematics	3.0(3.0-4.0)	BUS 127 Principles of Mar	nagement ^B 3.0(3.0)
BUS 121 Introduction to Business ^B		CIS 120 Intro to Microcomputers or	
BUS 123 Principles of Acco	ounting I ^B 4.0(4.0)	MTH 119 Intro to Computers —	
ECN 231 Economics (Mic.	ro)3.0(3.0)	Programming	3.0(3.0 or 4.0)
		ECN 232 Economics (Mac	cro)3.0(3.0)
	16.0(16.0-17.0)		
			16.0(16.0 or 17.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 221 Business Law ^B	3.0(3.0)	BUS 222 Business Law B	3.0(3.0)
SPE 121 Speech Communica	ation3.0(3.0)	BUS 255 Business Application	Software3.0(4.0)
American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)	PSY 101 General Psychology	3.0(3.0)
Business Elective BC	3.0(3.0)	Business Elective ^C	3.0(3.0)
Social Sciences Elective	3.0(3.0)	Social Sciences Elective	3.0(3.0)
1	5.0 or 18.0(15.0 or 18.0)		15.0(16.0)

^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.

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

CAD 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 fields. 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. 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CAD 101 Intro to CAD	Careers ^A 0.5(0.5)	CAD 130 Adv. Multiview	Drawing AB 1.5(2.0)
CAD 110 Engineering (Graphics I A B 1.5(2.0)	CAD 131 Pict. Drawing 8	X Sketching AB 1.5(2.0)
CAD 111 Engineering (Graphics II AB 1.5(2.0)	CAD 140 3D Modeling A	B1.5(2.0)
CAD 132 AutoCAD Fu	ndamentals ^{A B} 1.5(2.0)	CAD 141 Integrated CAD	Apps. AB1.5(2.0)
CAD 135 Intermediate	AutoCAD AB1.5(2.0)	MTH 112 Technical Math	n II ^c 3.0(4.0)
MTH 110 Technical Ma	tth I ^C 3.0(4.0)	ENG 112 English or ENG	G 123 Technical
MFG 101 Metal Cutting	g I ^A 4.0(6.0)	Communications	3.0(3.0)
ENG 111 English or EN	IG 120 Applied	American Govt. Req. A	3.0 or 6.0(3.0 or 6.0)
Communication	3.0(3.0)		
			15.0 or 18.0(18.0 or 21.0)
	16.5(21.5)		

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CAD 220 Machine Drawir	ng ^A 3.5(5.0)	CAD 222 Kinematic Design	gn of Mech. A 3.5(5.0)
CAD 134 Arch. Design (Re	esidential) ^A 3.5(5.0)	CAD 224 Arch. Design (C	fommercial) ^A 3.5(5.0)
IND 227 Principles of Flui	d Power AB1.5(2.0)	CAD 226 Industrial Design	n ^A 3.5(5.0)
CAD 225 Schematic Diagr	rams ^{AB} 1.5(2.0)	CAD 229 Descriptive Geo	metry ^A 3.5(5.0)
PHY 111 Applied Physics ¹	3.0(4.0)	Technical Elective E	2.0-3.0(3.0 or 4.0)
IND 225 Strength of Mate	rials ^A 4.0(4.0)		
			16.0-17.0(23.0 or 24.0)
	17.0(22.0)		

^A Included in occupational specialty.

^B These courses are normally offered in sequence during a semester.

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.

^C 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.

^D Will be waived if student successfully completes PHY 121 or higher.

^E Technical elective, choose from the following: APP 100E, CST 214; MET 200; MFG 100; MFG 122; MFG 123.

Certificate (C) in

CAD/CAM, ADVANCED

Program Number: 15.1306

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CAD 130 Advanced Multi	view Drawing 1.5(2.0)	CAD 140 3D Modeling	1.5(2.0)
CAD 220 Machine Drawin	ng *3.5(5.0)	CAD 141 Integrated CAD	Applications 1.5(2.0)
MFG 201 Introduction to	CNC5.0(10.0)	MFG 100 Machinery's Har	ndbook 3.0(4.0)
MFG 204 Computer Aide	d Manufacturing 3.0(4.0)	MFG 202 Advanced CNC	6.0(10.0)
		Elective	3.0(3.0 or 4.0)
	13.0(21.0)		
			15.0(21.0 or 22.0)

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

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	3.0(3.0) English	ENG 112 English or ENG	122 English 3.0(3.0)
CEM 111 General Chemistry or CEM 121		CEM 122 Inorganic Chemistry & Qualitative	
General & Inorganic (Chem 4.0-5.0(7.0-8.0)	Analysis	4.0(7.0)
MTH 131 Analytic Geom	etry & Calculus 5.0(5.0)	MTH 132 Analytical Geor	n. & Calculus 5.0(5.0)
Humanities/Fine Arts Req	. B 3.0-4.0(4.0-5.0)		
			12.0(15.0)
	15.0-17.0(19.0-21.0)		

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 221 Organic Chemi	stry4.0(6.0)	CEM 222 Organic Chemist	ry4.0(6.0)
MTH 231 Analytic Geom	etry/Calculus5.0(5.0)	CEM 222 Organic Chemist	ry Laboratory 1.0(0.0)
PHY 221 Physics	5.0(7.0)	MTH 232 Differential Equa	tions4.0(4.0)
American Govt. Req. AB	3.0 or 6.0(3.0 or 6.0)	PHY 222 Physics	5.0(7.0)
		SPE 121 Speech Communic	ation3.0(3.0)
	17.0 or 20.0(21.0 or 24.0)	_	
			17.0(20.0)

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

^B 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) in

COMPUTER INFORMATION SYSTEMS

Program Number: 11.0401

This program is designed for students who plan to continue their education in pursuit of a fouryear degree in Computer Information Systems. The program includes all of the necessary courses to qualify for the MACRAO Articulation Agreement. 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CIS 120 Intro to Microcon	puters3.0(4.0)	ENG 112 English or ENG	122 English 3.0(3.0)
CIS 140 Intro to Microsoft	Client OS3.0(4.0)	Laboratory Science Requir	ement4.0(4.0-5.0)
CNS 170 PC Repair and M	Iaintenance4.0(5.0)	MTH 223 Statistical Meth	ods4.0(4.0)
ENG 111 English or ENG	121 English 3.0(3.0)	PLS 221 Political Science.	3.0(3.0)
MTH 121 College Algebra	4.0(4.0)	SPE 121 Speech Commun	ication3.0(3.0)
	17.0(20.0)		17.0(17.0-18.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 123 Principles of Acco	ounting I4.0(4.0)	BUS 124 Principles of Acco	ounting II4.0(4.0)
BUS 262 Project Managem	ent 3.0(4.0)	CIS 295 IT Professional Pr	actice3.0(4.0)
CIS 258 Intro to Enterprise	e Database2.0(3.0)	ECN 232 Economics (Mac	ero)3.0(3.0)
CIS 260 Data Base	3.0(4.0)	Humanities/Fine Arts Requ	irement3.0(3.0)
ECN 231 Economics (Mic	ro)3.0(3.0)	Humanities/Fine Arts Requ	irement3.0(3.0)
	15.0(18.0)		16.0(17.0)

COMPUTER INTEGRATED MACHINING TECHNOLOGY (MACHINING OPTION)

Program Number: 15.0613

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.

FIRST YEAR

Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
4.0(6.0)	MFG 100 Machinery's Handb	ook ^B 3.0(4.0)
rint Reading I ^B 3.0(4.0)	MFG 102 Metal Cutting II ^B .	6.0(10.0)
	MTH 112 Tech Math II or	
Algebra ^C 3.0-4.0(4.0)	MTH 122 Plane Trigonor	netry ^c 3.0(3.0-4.0)
20 Applied	ENG 112 English or ENG 12	3 Technical
3.0(3.0)	Communications	3.0(3.0)
3.0(4.0)	CAD 102 Intro to AutoCAD.	2.0(3.0)
16.0-17.0(21.0)		17.0(23.0-24.0)
	4.0(6.0) rint Reading I ^B 3.0(4.0) sligebra ^C 3.0-4.0(4.0) 20 Applied3.0(3.0)3.0(4.0)	mint Reading I B 3.0(4.0) MFG 102 Metal Cutting II B . MTH 112 Tech Math II or MTH 122 Plane Trigonom ENG 112 English or ENG 12 Communications

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CAD 130 Advanced Multi-	view Drawing ^B 1.5(2.0)	CAD 140 3D Modeling B	1.5(2.0)
CAD 220 Machine Drawin	g ^B 3.5(5.0)	CAD 141 Integrated CAD A	Applications ^B 1.5(2.0)
MFG 201 Introduction to	CNC^{B} 5.0(10.0)	MFG 202 Advanced CNC I	6.0(10.0)
PLS 221 Political Science A	3.0(3.0)	PHY 111 Applied Physics	3.0(4.0)
MFG 204 CompAided M	anuf. (CAM) ^B 3.0(4.0)	Elective	3.0(3.0)
	16.0(24.0)		15.0(21.0)

^A Fulfills American Government Requirement.

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

^c Students transferring into manufacturing or industrial engineering should take MTH 113 and MTH 122.

COMPUTER INTEGRATED MACHINING TECHNOLOGY (WELDING OPTION)

Program Number: 15.0699

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.

FIRST YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
MFG 101 Metal Cutting I B	4.0(6.0)	CAD 102 Intro to AutoCAD	^B 2.0(3.0)
MFG 120 Applied Manuf. I	Print Reading I B 3.0(4.0)	MET 124 Welding Processes	B4.0(6.0)
MTH 110 Tech Math I ^B or		MTH 112 Tech Math II or	
MTH 113 Intermdiate	Algebra ^c 3.0-4.0(4.0)	MTH 122 Plane Trigono	metry ^c 3.0(3.0-4.0)
ENG 111 English or ENG 120 Applied		ENG 112 English or ENG 123 Technical	
Communications	3.0(3.0)	Communications	3.0(3.0)
MET 123 Welding Processe	s ^B 4.0(6.0)	MET 240 Gas Tungsten Arc/	Pipe Welding ^B 4.0(6.0)
MET 200 Material Science	B3.0(4.0)	MET 242 Welding Fabrication	on ^B 3.0(5.0)
	20.0(27.0)		19.0(27.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CAD 130 Advanced Multi-	view Drawing ^B 1.5(2.0)	CAD 140 3D Modeling B	1.5(2.0)
CAD 220 Machine Drawin	g ^B 3.5(5.0)	CAD 141 Integrated CAD A	Applications B 1.5(2.0)
MFG 201 Introduction to G	CNC^{B} 5.0(10.0)	MFG 100 Machinery's Hand	dbook ^B 3.0(4.0)
PLS 221 Political Science A.	3.0(3.0)	MFG 202 Advanced CNC B	6.0(10.0)
MFG 204 CompAided M	anuf. (CAM) ^B 3.0(4.0)	PHY 111 Applied Physics	3.0(4.0)
	16.0(24.0)		15.0(22.0)

^A Fulfills American Government Requirement.

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

^c Students transferring into manufacturing or industrial engineering should take MTH 113 and MTH 122.

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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CON 110 Intro to Concrete	Tech ^B 1.0(1.0)	CON 122 Concrete Admix	tures ^B 1.0(1.0)
CON 121 Aggregates ^B	3.5(4.9)	CON 124 Concrete Mix Pr	roportioning B 4.0(6.0)
CON 123 Cementitious Ma	terials ^B 1.5(2.1)	CST 112 Building Constru	ction ^B 3.0(3.0)
ENG 111 English or ENG 1	20 Applied	ENG 112 English or ENG	123 Technical
Communications	3.0(3.0)	Communications	3.0(3.0)
MTH 115 Applied Algebra &	& Trig I or MTH 113	MTH 116 Applied Algebra	& Trig II or MTH 122
Intermediate Algebra	5.0 or 4.0(6.0 or 4.0)	Plane Trigonometry	5.0 or 3.0(6.0 or (3.0)
Computer Elective	3.0(3.0)	SDE 201 Job Search Strates	gies1.0(1.0)
	16.0-17.0(18.0-20.0)		17.0 or 15.0(20.0 or 17.0)

Summer Session Credit(Contact) Hrs CST 151 Construction Summer Co-Op6.0(6.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CON 221 Placed Concrete	B4.0(6.0)	CON 222 Placed Concrete	e II ^B 4.0(6.0)
CON 223 Concrete Masonr	y Prod. ^B 4.0(6.0)	CON 224 Prestress/Precast	Concrete ^B 3.0(5.0)
CON 227 Construction Ins	pection ^B 2.0(2.0)	CON 226 Concrete Troub	leshooting
CON 231 Concrete Project	Lab ^B 1.0(1.0)	& Repair ^B	2.0(2.0)
PLS 221 Political Science A	3.0(3.0)	CON 232 Project Lab B	2.0(2.0)
PHY 111 Applied Physics	3.0(4.0)	Program Elective *	3.0(3.0)
		-	
	17.0(22.0)		14.0(18.0)

^A Fulfills American Government Requirement.

^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.

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 87).

FIRST YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 or ENG 121 En	glish3.0(3.0)	ENG 112 or ENG 122 En	glish3.0(3.0)
CJ 121 Intro. to Criminal]	fustice ^B 3.0(3.0)	CJ 233 Police-Community	Relations ^B 3.0(3.0)
CJ 231 Introduction to Co	rrections ^{B C} 3.0(3.0)	CJ 235 Client Relations in	Corrections ^{B C} 3.0(3.0)
CIS 120 Introduction to M	licrocomputers3.0(4.0)	PSY 101 General Psycholog	gy3.0(3.0)
SOC 123 Sociology	3.0(3.0)	SPE 121 Speech Commun	cation3.0(3.0)
	15.0(16.0)		15.0(15.0)

First Semester	Credit(Contact) Hrs	Second Semester Credi	t(Contact) Hrs
CJ 220 Juvenile Delinquenc	y ^B 3.0(3.0)	CJ 110 Criminal Justice Physical Ed.	^B 2.0(3.0)
CJ 229 Criminal Investigation	on ^B 4.0(4.0)	CJ 211 Ethics in Criminal Justice ^B	3.0(3.0)
CJ 234 Multicultural Law E	nforcement ^B 3.0(3.0)	CJ 227 Defense Tactics ^B	2.0(2.0)
CJ 236 Correctional Client	Growth &	CJ 230 Field Service Practicum B	3.0(3.0)
Development ^{B C}	3.0(3.0)	CJ 237 Correctional Inst./Facilities B	3.0(3.0)
CJ 238 Legal Issues in Corre	ections ^{B C} 3.0(3.0)	PLS 221 Political Science or PLS 222	
		Political Science A	3.0(3.0)
	16.0(16.0)		
			16.0(17.0)

^A Fulfills American Government Requirement.

^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.

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 Credit(Contact) Hrs
CJ 231 Intro. to Corrections
CJ 235 Client Relations in Corrections3.0(3.0)
CJ 236 Correctional Client Growth
& Development
CJ 237 Corr. Institutions & Facilities3.0(3.0)
CJ 238 Legal Issues in Corrections3.0(3.0)
CJ 110 Criminal Justice Physical Education2.0(3.0)
17.0(18.0)

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 or ENG 121 Eng	glish3.0(3.0)	ENG 112 or ENG 122 Eng	lish3.0(3.0)
CJ 121 Intro. to Criminal Ju	ustice3.0(3.0)	Computer Elective	3.0(3.0-4.0)
CJ 231 Intro. to Correction	s3.0(3.0)	CJ 233 Police-Community l	Relations 3.0(3.0)
Laboratory Science Require	ment ^B 4.0(4.0)	PSY 101 General Psycholog	y3.0(3.0)
Elective	3.0(3.0)	Science or Math Requirement	nt ^B 4.0(4.0-5.0)
	16.0(16.0)		16.0(16.0-18.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
American Govt. Req. A	3.0 or 6.0(3.0 or 6.0)	CJ 211 Ethics in Criminal Just	ice3.0(3.0)
CJ 126 Intro. to Private Sec	curity3.0(3.0)	CJ 223 Police Administration	3.0(3.0)
CJ 220 Juvenile Delinquen	cy3.0(3.0)	Humanities/Fine Arts Elective.	4.0(4.0-5.0)
CJ 234 Multicultural Law I	Enforcement 3.0(3.0)	SOC 123 Sociology	3.0(3.0)
Humanities/Fine Arts Requ	irement4.0(4.0-5.0)	CJ 119 Intro to Homeland Sec	eurity 3.0(3.0)
	16.0 or 19.0(16.0-20.0)		16.0(16.0-17.0)

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

^B 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
APP 100E Electrical Stud	ies for Trades ^B 3.0(4.0)	ENG 123 Technical Comp	munications3.0(3.0)
CAD 110 Geometric Cor	structions &	APP 104E AC/DC Funda	mentals ^B 3.0(4.0)
2D Drafting B	1.5(2.0)	CAD 130 Adv. Multiview	Drawing ^B 2.0(2.0)
CAD 111 Multiview Drav	wing ^B 1.5(2.0)	CAD 140 3D Modeling B.	
CAD 132 AutoCAD Fun	damentals ^B 1.5(2.0)	CAD 141 Integrated CAD	O Apps ^B 1.5(2.0)
CAD 135 Intermediate A	utoCAD ^B 1.5(2.0)	CIS 120 Intro to Microco	mputers B 3.0(4.0)
ENG 120 Applied Comm	unications3.0(3.0)	PHY 111 Applied Physics.	3.0(4.0)
MTH 115 Applied Algeb	ra & Trig. I5.0(6.0)		
			17.0(21.0)
	17.0(21.0)		

CERTIFICATE OR AAS SECOND YEAR

First Semester	Credit(Contact) Hrs
BUS 121 Introduction to Bus	iness ^B 3.0(3.0)
BUS 131 Applied Accounting	3.0(4.0)
BUS 221 Business Law B	3.0(3.0)
BUS 241 Principles of Marke	$ting^{B}$ 3.0(3.0)
SPE 121 Speech Communica	tion 3.0(3.0)
Electrical Elective A	3.0(3.0-4.0)
	18.0(19.0-20.0)

TOTAL CERTIFICATE PROGRAM CREDITS: 52

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

APP 102E Residential Wiring/Blueprint Reading APP 103E Commercial/Industrial Wiring

APP 107E Specialty Wiring

APP 111E Electric Motor Control

APP 115E National Electric Code Application

APP 122E Digital Electronics for Electricians APP 123E Linear Electronics for Electricians

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in 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 or 222) or six credits in U.S. History (HST 221 and 222) AND five credits of general electives. Sixty total credit hours needed for an AAS.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
BUS 123 Principles of Acco	ounting I4.0(4.0)	BUS 124 Principles of Acco	unting II4.0(4.0)
MTH 121 College Algebra	or MTH 123	MTH 223 Statistical Metho	ods4.0(4.0)
College Algebra/Analyt	ic Trig 4.0(4.0)	PLS 221 Political Science A.	3.0(3.0)
SPE 121 Speech Communication	cation3.0(3.0)	PSY 101 General Psycholog	y3.0(3.0)
Social Sciences Elective ^B	3.0(3.0)		<u>—</u>
			17.0(17.0)
	17.0(17.0)		

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 201 International Busin	ess3.0(3.0)	ECN 225 Money and Ban	king3.0(3.0)
ECN 231 Economics (Micro) 3.0(3.0)	ECN 232 Economics (Mac	cro)3.0(3.0)
HST 121 History of Western	Civilization 3.0(3.0)	HST 122 History of Weste	ern Civilization 3.0(3.0)
Laboratory Science	4.0(6.0)	PLS 228 International Affa	irs3.0(3.0)
Social Sciences Elective ^B	3.0(3.0)	Elective ^C	3.0(3.0-4.0)
	16.0(18.0)		15.0(15.0-16.0)

^A Fulfills American Government Requirement.

^B 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	- -

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

EDUCATION — **ELEMENTARY**

Program Number: 13.1202

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 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENC	G 122 English 3.0(3.0)
EDU 121 Introduction to	Education 3.0(3.0)	BIO 114 Intro. to Biologic	cal Science ¹ 4.0(5.0)
PHS 113 Intro to Physical	Science 4.0(5.0)	MTH 111 Math for Elem	entary Teachers ¹ 3.0(3.0)
MTH 113 Int. Algebra or	higher4.0(4.0)	SOC 210 Social Inequality	y: Race, Class
PSY 101 General Psycholo	gy3.0(3.0)	& Gender	3.0(3.0)
		Elective (see below)	3.0(3.0)
	17.0(18.0)		
			16.0(17.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
HST 221 United States His	tory ^{1, 2} 3.0(3.0)	HST 222 United States His	story ^{1, 2} 3.0(3.0)
Humanities/Fine Arts Req.	3 3.0-4.0(3.0-4.0)	Humanities/Fine Arts Req.	³ 3.0-4.0(3.0-4.0)
Elective: ENG 242 Children	ı's Lit or	EDU 220 Multicultural Ed	ucation3.0(3.0)
SPE 126 Interpreting R	eading 3.0(3.0)	Elective	3.0(3.0)
SPE 121 Speech Communic	cation ¹ 3.0(3.0)		
SOC 230 Social Problems	3.0(3.0)		12.0-13.0(12.0-13.0)
	15.0-16.0(15.0-16.0)		

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 of general education requirements for an associate degree: 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).

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 228 International Relations
ENG 125 Intro to Journalism	ENG 254 News Writing	PLS 230 Comparative Gov.
ENG 203 Intro to Mythology	GEO 125 Geography	PSY 225 Dev. Psych.
ENG 204 Intro to Literature	GEO 126 Cultural Geography	SOC 123 Sociology
ENG 223/224 American Lit.	HST 121/122 Hist. West. Civ.	SPE 123 Public Communication
ENG 242 Children's Literature	PHL 125 Language & Reason	SPE 126 Oral Interp. of Lit.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENC	G 122 English 3.0(3.0)
EDU 121 Introduction to	Education 3.0(3.0)	PSY 101 General Psycholo	ogy3.0(3.0)
MTH 113 Intermediate Algebra or MTH 115		PHY 111 Applied Physics or PHS 113 Intro to	
Applied Algebra & Tri	g I 4.0 or 5.0(4.0 or 6.0)	Physical Science	3.0 or 4.0(4.0 or 5.0)
Technical Electives A	8.0(8.0)	Technical Electives A	8.0(8.0)
	18.0 or 19.0(18.0 or 20.0)		17.0 or 18.0(18.0 or 19.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
PLS 221 Political Science	3.0(3.0)	Social Science Elective	3.0(3.0)
SPE 121 Speech Communic	cation3.0(3.0)	Humanities/Fine Arts Requ	irement4.0(4.0-5.0)
Humanities/Fine Arts Requi	rement4.0(4.0-5.0)	Technical Electives ^A	6.0(6.0)
Technical Electives ^A	8.0(8.0)		
			13.0(13.0-14.0)
	18.0(18.0-19.0)		

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.

ELECTRICAL MAINTENANCE TECHNICIAN

Program Number: 46.0302

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	Credit(Contact) Hrs
APP 131 Measuring Instrum	ents ^B 1.0(2.0)
APP 106M Industrial Safety	^B 0.5(0.5)
APP 100E Electrical Studies	for Trades B 3.0(4.0)
MTH 110 Technical Math I	or MTH 115
Applied Algebra and Tri	g 3.0 or 5.0(4.0 or 6.0)
Total Core Course Hours	7.5 or 9.5(10.5 or 12.5)

BASIC TECHNICAL COURSES

Courses	Credit(Contact) Hrs	Courses Cre	dit(Contact) Hrs
APP 102E Residential Wiri	ng & Blueprint	APP 122E Digital Electronics for	
Reading B	3.0(4.0)	Electricians ^B	3.0(4.0)
APP 103E Comm. & Ind.	Wiring3.0(4.0)	APP 123E Linear Electronics for	
APP 104E AC/DC Fundan	nentals ^B 3.0(4.0)	Electricians ^B	3.0(4.0)
APP 107E Specialty Wiring	^B 3.0(4.0)	BIS 100 Computer Keyboarding	1.0(2.0)
APP 111E Electric Motor (Control ^B 3.0(4.0)	CIS 120 Intro to Microcomputers.	3.0(4.0)
APP 114E Programmable C	Controllers ^B 3.0(4.0)	Technical/Business Elective B	3.0(3.0-4.0)
APP 115E National Electric	Code App. ^B 3.0(3.0)		
		Total Technical Course Hours	34.0(44.0-45.0)

GENERAL EDUCATION COURSES

Courses	Credit(Contact) Hrs	Courses Cred	it(Contact) Hrs
ENG 111 English or ENG	G 120 Applied	American Government Requirement	^A 3.0(3.0)
Communications	3.0(3.0)	General Electives	7.0(7.0)
ENG 112 English or ENG	G 123 Technical		
Communications	3.0(3.0)	Total General Education Hours	19.0(19.0)
SPE 121 Speech Commun	nication3.0(3.0)		

^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.

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 133 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.

GEOGRAPHY

Program Number: 45.0701

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
PHS 113 Intro to Physical	Science 4.0(5.0)	Laboratory Science	4.0(4.0)
Math ¹	4.0-5.0(4.0-5.0)	MTH 119 Intro to Compu	iters-Prgrmng 3.0(3.0)
GEO 125 Geography	3.0(3.0)	GEO 126 Cultural Geogra	phy3.0(3.0)
		Elective 4	3.0(3.0)
	14.0-15.0(15.0-16.0)		
			16.0(16.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ECN 231 Economics (Micro	o) 3.0(3.0)	ECN 232 Economics (Macro	3.0(3.0)
ANP 121 Cultural Anthropo	ology 3.0(3.0)	HST 122 History of Western	Civilization 3.0(3.0)
HST 121 History of Western	n Civilization 3.0(3.0)	BUS 201 International Busin	ess 3.0(3.0)
PLS 221 Political Science 2	3.0(3.0)	Humanities/Fine Arts elective	e 3.0 or 4.0(4.0 or 5.0)
Social Sciences Elective 3	3.0(3.0)	Elective 5	3.0(3.0)
	15.0(15.0)		15.0-16.0(16.0-17.0)

- 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 222) or six credits in U.S. History (HST 221 and 222) to fulfill American Government Requirement (see page 44).
- 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.

GRAPHIC DESIGN

Program Number: 10.0305

This graphic design curriculum provides students with hands-on experience in the areas of photooffset, 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs	
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	ENG 112 English or ENG 122 English or	
Science/Math Requirement	^A 4.0-5.0(4.0-5.0)	ENG 123 Technical C	Comm3.0(3.0)	
HUM 241 Humanities or H	IST 121 History of	Laboratory Science	4.0(4.0)	
Western Civ	3.0-4.0(3.0-4.0)	HUM 242 Humanities or	HST 122	
GRA 125 Graphic Design I	3.0(4.0)	History of Western Civ	3.0-4.0(4.0-3.0)	
ART 127 Basic Drawing	3.0(4.0)	GRA 126 Graphic Design	II3.0(3.0)	
		ART 123 Design I	3.0(4.0)	
	16.0-18.0(18.0-20.0)			
			16.0-17.0(18.0-17.0)	

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
PLS 221 Political Science or	PLS 222 Political	Social Sciences Requirement.	3.0(3.0)
Science ^B	3.0(3.0)	GRA 111 Photography	3.0(3.0)
Social Sciences Requirement	3.0(3.0)	ART 223 Painting	3.0(4.0)
CIS 250 Desktop Publishing	g3.0(4.0)	O) ART 226 Ceramics II or ART 229 Sculpture	
ART 225 Ceramics I or ART 229 Sculpture or		or ART 128 Basic Drawi	ng II or
ART 223 Painting I	3.0(4.0)	ART 224 Painting II	3.0(4.0)
GRA 221 Graphic Design II	II3.0(4.0)	Elective(s)	3.0(3.0)
	15.0(18.0)		15.0(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. 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 44).

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	Credit(Contact) Hrs
ART 123 Design I	3.0(4.0)
CIS 250 Desktop Publishing.	3.0(4.0)
GRA 111 Photography	3.0(3.0)
GRA 125 Graphic Design I	3.0(4.0)
GRA 126 Graphic Design II.	
GRA 221 Graphic Design III	3.0(4.0)
ENG 120 Applied Communi	cations or
ENG 121 English or	
ENG 111 English	3.0(3.0)
ENG 123 Technical Commun	nications or
ENG 125 Introduction to	0
Journalism or ENG 112 Engl	ish or
ENG 122 English	3.0(3.0)
BUS Business Elective *	3.0(3.0)
Elective	3.0(3.0)
	30.0(35.0)

* 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

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
GEO 125 Geography	3.0(3.0)	GEO 126 Cultural Geogra	phy3.0(3.0)
HST 121 History of Wester	rn Civ3.0(3.0)	HST 122 History of Weste	rn Civ3.0(3.0)
Math ¹	4.0-5.0(4.0-5.0)	Humanities/Fine Arts Elect	tive 3.0-4.0(4.0-5.0)
Social Sciences Elective 2	3.0(3.0)	Laboratory Science	4.0(4.0)
	16.0-17.0(16.0-17.0)		16.0-17.0(17.0-18.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ECN 231 Economics (Micro)	3.0(3.0)	ANP 121 Cultural Anthrop	oology3.0(3.0)
HST 221 United States Histo	ory 3.0(3.0)	ECN 232 Economics (Mac	ro)3.0(3.0)
PLS 221 Political Science	3.0(3.0)	HST 222 United States His	story 3.0(3.0)
Social Sciences Elective 2	3.0(3.0)	Electives 3	6.0-8.0(6.0-8.0)
	12.0(12.0)		15.0-17.0(15.0-17.0)

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 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: 52.1804

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 industrial customers, determine if their product will add value by improving effectiveness, efficiency, and quality, then appropriately communicate with the customer to develop long term partnerships.

FIRST YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 120 Applied Commu	nications or	ECN 231 Economics ((Micro	o)3.0(3.0)
ENG 111 English or E	NG 121 English 3.0(3.0)	APP 122M Machine Repair.	2.5(4.0)
IND 110 Industrial Organi	zations 3.0(3.0)	MFG 100 Machinery's Hand	book3.0(4.0)
MFG 120 App. Man. Print	Reading I 3.0(4.0)	BUS 122 Personal Selling	3.0(3.0)
SPE 121 Speech Communi	cations 3.0(3.0)	MTH 115 Appl. Algebra & T	Гrig5.0(6.0)
BUS 123 Principles of Acco	ounting I4.0(4.0)		
			20.0(22.0)
	14.0(14.5)		

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CIS 120 Intro to Microcom	puters3.0(4.0)	BUS 249 Principles of Nego	tiation3.0(3.0)
BUS 221 Business Law	3.0(3.0)	BUS 222 Business Law	3.0(3.0)
BUS 241 Principles of Mark	xeting3.0(3.0)	PLS 221 Political Science or	
APP 100E Electrical Studies	for Trades3.0(4.0)	PLS 222 Political Science	ce3.0(3.0)
APP 124M Apprentice Hyd	raulics 2.5(4.0)	BUS 255 Business Applicati	on Software3.0(4.0)
		ENG 123 Technical Comm	unications3.0(3.0)
	16.0(17.0)		
			15.0(16.0)

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG 1	21 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
ENG 125 Introduction to Jo	urnalism 3.0(3.0)	ENG 126 Introduction to	Journalism 3.0(3.0)
HST 221 U.S. History	3.0(3.0)	HST 222 U.S. History	3.0(3.0)
Laboratory Science Requiren	nent4.0(5.0)	SPE 121 Speech Commun	ication3.0(3.0)
Elective A	3.0(3.0)	Sciences/Math Requirement	nt
	16.0(17.0)		16.0-17.0(16.0-17.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
HST 225 20th Century U.S.	History3.0(3.0)	ENG 229 Creative Writing	3.0(3.0)
ENG 253 News Reporting	3.0(3.0)	ENG 254 News Writing	3.0(3.0)
PLS 221 Political Science	3.0(3.0)	GRA 112 Photography	3.0(3.0)
GRA 111 Photography	3.0(3.0)	Electives	7.0(7.0)
Elective A	3.0(3.0)		
			16.0(16.0)
	15.0(15.0)		

^A Choose from the following recommended electives:

ECN 223/224 Economics

ENG 223/224 American Literature

HST 227 Contemporary American Problems

HUM 241/242 Humanities

PLS 222 Political Science

PSY 101 General Psychology

BIS 100/101 Computer Keyboarding / Keyboard Skillbuilding

SOC 123 Sociology

SPE 122 Speech Communication

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 or ENG 121 Eng	lish3.0(3.0)	ENG 112 or ENG 122 Eng	glish3.0(3.0)
CIS 120 Intro. to Microcon	nputers ^B	CJ 124 Highway Traffic Ad	ministration 3.0(3.0)
CJ 121 Intro. to Criminal Ju	ıstice ^B 3.0(3.0)	CJ 223 Police Administration	on3.0(3.0)
CJ 126 Intro. to Private Sec	urity 3.0(3.0)	PLS 221 Political Science A	3.0(3.0)
CJ 231 Intro. to Correction	s3.0(3.0)	SPE 121 Speech Communi	cation3.0(3.0)
	15.0(16.0)		15.0(15.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CJ 220 Juvenile Delinquency	^в 3.0(3.0)	CJ 110 Criminal Justice F	Physical Ed2.0(3.0)
CJ 221 Criminal Law B	3.0(3.0)	CJ 119 Introduction to H	Iomeland Security 3.0(3.0)
CJ 224 Police Operations	3.0(3.0)	CJ 211 Ethics in Crimina	l Justice3.0(3.0)
CJ 229 Criminal Investigatio	n4.0(4.0)	CJ 222 Criminal Procedu	re ^B 3.0(3.0)
CJ 234 Multicultural Law Er	nforcement 3.0(3.0)	CJ 233 Police Communit	y Relations3.0(3.0)
		PSY 101 General Psychological	ogy3.0(3.0)
	16.0(16.0)		
			17.0(18.0)

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits of 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.

[†] 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 threesemester 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	3.0(3.0) English	ENG 112 English or ENG	122 English 3.0(3.0)
Fine Arts	3.0 or 4.0(4.0 or 5.0)	Fine Arts or Literature	3.0 or 4.0(4.0 or 5.0)
Sciences/Math Requirement	nt 4.0-5.0(4.0-5.0)	Laboratory Science	4.0(4.0)
HST 121 History of Weste	ern Civilization 3.0(3.0)	HST 122 History of Weste	ern Civilization 3.0(3.0)
Elective	3.0(3.0)	Elective	3.0(3.0)
	16.0-18.0(17.0-19.0)		16.0-17.0(17.0-18.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
Fine Arts or Literature	3.0 or 4.0(4.0-5.0)	Fine Arts or Literature	3.0 or 4.0(4.0-5.0)
PLS 221 Political Science A	3.0(3.0)	Social Science Requirement.	3.0(3.0)
Social Science Requirement	3.0(3.0)	Electives	9.0(9.0)
Electives	6.0(6.0)		
			15.0-16.0(16.0-17.0)
	15.0-16.0(16.0-17.0)		

^A Fulfills American Government Requirement (see page 44).

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 52.0201)
- 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 45.0101)

Certificate (C) in

LOCAL CORRECTIONS OFFICER CERTIFICATE

Program Number: 43.0102

The Local Correctional Training Program is a Michigan Sheriff's Coordinating and Training Council approved 160-hour training program for correctional personnel supervising inmates in county jails. Satisfactory completion of the 160-hour program is just one of the requirements to become certified as a local Corrections Officer. In addition, a candidate for certification must also have a high school diploma.

FIRST YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CJ 240 Correctional Law A.	B1.0(1.0)	CJ 241 Prisoner Control Ta	actics A,B2.5(4.0)
CJ 242 Custody and Securi	ty ^{A,B} 1.5(1.5)	CJ 245 Corrections Workp	lace Safety A,B 1.0(1.0)
CJ 243 Interpersonal Comr	nunications in	CJ 246 Intake and Prisoner	Behavior A,B 1.0(1.0)
a Corrections Setting A,	B1.0(1.0)	CJ 247 Prisoner Safety A,B	1.0(1.0)
CJ 244 Special Issues in Co	rrections A,B 1.0(1.0)		
			5.5(7.0)
	4.5(4.5)		

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

^B A score of 70% or higher must be earned to meet Michigan Sheriff's Association Training Council requirements.

Certificate (C) in

MANUFACTURING TECHNOLOGY, BASIC

Program Number: 48.0501

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
MFG 101 Metal Cutting IB	4.0(6.0)	MFG 100 Machinery's Han	dbook 3.0(4.0)
MFG 120 Applied Mfg. Print	t Reading I ^B 3.0(4.0)	MFG 102 Metal Cutting II	6.0(10.0)
MTH 110 Applied Machinist	r's Math I ^B 3.0(4.0)	MTH 112 Technical Math	II3.0(4.0)
MET 200 Material Science	3.0(4.0)	Technical Elective *	2.0-4.0(2.0-4.0)
	13.0(18.0)		14.0-16.0(20.0-22.0)

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	Credit(Contact) Hrs
ENG 120 Applied Communic	cations or
ENG 111 English	3.0(3.0)
ENG 123 Technical Commun	ications or
ENG 112 English	3.0(3.0)
PHY 111 Applied Physics	3.0(4.0)
PLS 221 Political Science	3.0(3.0)
	12.0(13.0)

^{*} 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.

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

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 121 Introduction to Business ^B		BUS 124 Principles of Accounting II ^B 4.0(4.0)	
BUS 123 Principles of Accounting I B 4.0(4.0)		BUS 241 Principles of Marketing B	
BUS 125 Business Mathematics or Mathematics		CIS 120 Intro to Microcomputers ^B or MTH 119	
Elective ^B		Intro to Computers -	— Programming 3.0(4.0)
ENG 111 English or ENG	G 121 English 3.0(3.0)	ENG 112 English or EN	G 122 English 3.0(3.0)
SPE 121 Speech Communications		American Govt. Requirement A 3.0 or 6.0(3.0-6.0)	
	16.0-18.0(16.0-18.0)		16.0 or 19.0(17.0-20.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 122 Personal Selling B	3.0(3.0)	BUS 222 Business Law B	3.0(3.0)
BUS 221 Business Law B	3.0(3.0)	BUS 255 Business Application	on Software ^B 3.0(4.0)
BUS 229 Advertising ^B	3.0(3.0)	CIS 240 Multimedia Present	ations ^B 3.0(4.0)
ECN 231 Economics (Micro)	3.0(3.0)	CIS 241 Intro Web Design 8	Mngmnt. B 3.0(4.0)
PSY 101 General Psychology	3.0(3.0)	ECN 232 Economics (Macro	3.0(3.0)
	15.0(15.0)		15.0(18.0)

^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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG 121 English 3.0(3.0)		ENG 112 English or ENG 122 English 3.0(3.0)	
MTH 131 Analytic Geometry & Calculus 5.0(5.0)		MTH 132 Analytic Geometry & Calculus 5.0(5.0)	
Laboratory Science Requir	ement4.0(4.0)	Science Elective C	4.0(4.0)
Non-Science Elective	3.0-4.0(3.0-4.0)	Non-Science Elective	3.0-4.0(3.0-4.0)
			
	15.0-16.0(15.0-16.0)		15.0-16.0(15.0-16.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
MTH 231 Analytic Geor	netry & Calculus 5.0(5.0)	MTH 232 Differential Equ	uations4.0(4.0)
American Govt. Req. AB	3.0 or 6.0(3.0 or 6.0)	Science Elective ^C	4.0(4.0)
Science Elective C	4.0(4.0)	Non-Science Elective	4.0(4.0)
Humanities/Fine Arts Req. B 3.0-4.0(4.0-5.0)		Humanities/Fine Arts & So	ocial Science
		Requirements ^B	3.0-4.0(3.0-4.0)
15.0-19.0(16.0-20.0)			
			15.0-16.0(15.0-16.0)

^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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 101 Keyboard Skillbuil	ding * 1.0(2.0)	BIO 110 Essn. of Anatomy	and Physiology4.0(5.0)
BIS 160 Medical Terminolo	ogy ^B 4.0(4.0)	BIS 147 Medical Office Tra	anscription $^{\text{B}}$ 4.0(6.0)
BIS 163 Medical Office Co	ding ^B 4.0(4.0)	BIS 162 Med. Office Com	puter Apps ^B 1.0(2.0)
BIS 165 Medical Office Pro	ocedures ^B 4.0(4.0)	BIS 164 Medical Office In:	s. Billing B
BIS 167 Medical Ethics and Law for Health		BIS 170 Electronic Health	Record ^B 1.5(2.0)
Professionals ^B	1.0(1.0)	CIS 120 Intro to Microcor	nputers ^B 3.0(4.0)
	14.0(15.0)		16.5(22.5)

Summer Internship Credit(Contact) Hrs BIS 220 Med. Asst. Admin. Practicum.......... 2.0(2.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English	3.0(3.0)	ENG 112 English	3.0(3.0)
HEA 223 Medication Admi	inistration ^B 3.0(3.0)	HEA 222 Medical Asst. Cl	inical Practice ^B 4.0(12.0)
HEA 224 Medical Asst. Cli	nical Lab ^B 7.0(9.0)	PSY 101 General Psycholog	gy3.0(3.0)
Elective	3.0 or 4.0(4.0 or 5.0)	American Govt. Req. ^A	3.0 or 6.0(3.0 or 6.0)
	16.0 or 17.0(19.0 or 20.0)		13.0 or 16.0(21.0 or 24.0)

^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.

^{*} 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.

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

Certificate (C) in

MEDICAL CODER AND BILLER

Program Number: 51.0713

This program is designed to prepare individuals for positions in medical and allied health facilities requiring a comprehensive knowledge of ICD-9-CM and CPT codes and computerized billing software. Employment opportunities include hospitals, medical offices, public health facilities, health insurance agencies, billing agencies, skilled-care facilities, and allied health facilities.

Coursework is taught using various teaching methods. Students will learn in a structured learning environment, but will also be required to work independently. Students will gain a broad base of knowledge in medical office skills, along with the required background in medical billing, coding, and insurance procedures.

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BIS 101 Keyboard Skillbuildin	ng1.0(2.0)	BIS 162 Medical Office Co	omp. Apps. ^B 1.0(2.0)
BIS 160 Medical Terminology	^B 4.0(4.0)	BIS 164 Medical Office Ins	s. Billing B
BIS 163 Medical Office Codi	ing ^B 4.0(4.0)	BIS 170 Electronic Health	Record ^B 1.5(2.0)
BIS 165 Medical Office Proce	dures ^B 4.0(4.0)	BIS 173 Advanced Medica	Coding ^B 3.0(4.0)
BIS 167 Medical Law and Et	hics ^B 1.0(1.0)	BIO 110 Essntls. of Anat.	& Phys. ^B 4.0(5.0)
CIS 120 Introduction to Micr	rocomputers 3.0(4.0)	BUS 125 Business Math or	MTH 102
		Elementary Algebra or	higher 3.0-5.0(3.0-5.0)
	17.0(19.0)	· -	
			15.5-17.5(20.0-22.0)

^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) 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. The Apprentice (APP) courses for this program of study are offered primarily at night on a four-year rotating basis.

BASIC CORE COURSES

Course Credit(Contact)	Hrs	Course C	redit(Contact) Hrs
APP 106M Industrial Safety0.5	(0.5)	APP 223M Predictive & Prevent	. Maint 2.5(4.0)
APP 100E Electrical Studies for Trades3.0	(4.0)	MET 123 Welding Processes or	MET 124
MTH 110 Technical Math I3.0	(4.0)	Welding Processes	4.0(6.0)
APP 121M Apprentice Blueprint Reading B 3.0	(4.0)	APP 102E Residential Wiring ar	nd Blueprint
APP 124M Apprentice Hydraulics2.5	(4.0)	Reading	3.0(4.0)
APP 122M Machine Repair2.5	(4.0)	APP 103E Commercial and Ind.	. Wiring 3.0(4.0)
APP 129M Apprentice Pneumatics 1.5	(2.0)	MFG 100 Machinery's Handboo	ok3.0(4.0)
APP 125M Apprentice Machine Shop A 2.5	(4.0)	Computer Elective	3.0(3.0)
APP 128M Rigging & Weight Estimating 1.5	(2.0)		

TECHNICAL SPECIALTY ELECTIVES (8 CREDIT HOURS MINIMUM)

Course	Credit(Contact) Hrs	Course	Credit(Contact) Hrs
APP 111E Electric Motor	Control 3.0(4.0)	MFG 102 Metal Cutting II	6.0(10.0)
APP 114E Programmable	Controllers 3.0(4.0)	MFG 201 Introduction to Con	mputer
APP 290M Millwright Int	ernship 3.0(3.0)	Numerical Control	5.0(10.0)

GENERAL EDUCATION COURSES

Course	Credit(Contact) Hrs	Course	Credit(Contact) Hrs
ENG 111 English or ENG 1	20 Applied	SPE 123 Public Speaking	3.0(3.0)
Communication	3.0(3.0)	PLS 221 Political Science or	
ENG 112 English or ENG 1	23 Technical	PLS 222 Political Science	3.0(3.0)
Communication	3.0(3.0)	General Elective	3.0(3.0)

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

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

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENC	G 121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
CEM 111 General Chemi	stry or CEM 121	CEM 122 Inorganic Chem	istry &
General & Inorganic	Chem 4.0-5.0(7.0-8.0)	Qualitative Analysis	4.0(7.0)
BIO 210 Introduction to	Botany4.0(6.0)	BIO 211 General Zoology.	4.0(5.0)
Math Elective		Math Elective	
	14.0-17.0(20.0-22.0)		14.0-16.0(19.0-20.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 221 Organic Chemis	try4.0(6.0)	BIO 203 Human Physiology.	3.0(5.0)
PHY 121 General College	Physics4.0(6.0)	CEM 222 Organic Chemistry	y4.0(6.0)
American Govt. Req. A	3.0 or 6.0(3.0 or 6.0)	PHY 122 General College Ph	ysics4.0(6.0)
Humanities/Fine Arts Req.	^B 3.0-4.0(4.0-5.0)	Humanities/Fine Arts & Socia	al
		Science Requirement ^B	3.0-4.0(4.0-5.0)
	14.0-18.0(19.0-23.0)		
			14.0-15.0(21.0-22.0)

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

^B 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.

Certificate (C) in

NETWORK ADMINISTRATION

Program Number: 11.1001

This two-semester program prepares students for entry level positions in Network Administration support positions. Successful completion will equip students with the skills and knowledge to support and maintain computer networks, as well as to perform maintenance and troubleshooting activities associated with Information Technology (IT) equipment and software. The program helps prepare students for industry certification.

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CIS 140 Intro to Microsoft	Client OS3.0(4.0)	BUS 248 Business Commun	nications 3.0(3.0)
CNS 150 Networking Fund	amentals 3.0(4.0)	CIS 195 Current Topics in 1	T or
CNS 151 Network Comm.	Cabling 3.0(4.0)	CIS 290 Internship	3.0(4.0)
CNS 170 PC Repair and Ma	aintenance4.0(5.0)	CIS 241 Intro to Web Desig	gn Management 3.0(4.0)
ENG 111 English or ENG 1	21 English3.0(3.0)	CNS 155 Intro to Routing and Switching3.0(4)	
		CNS 180 Intro to Microsoft	t Server3.0(4.0)
	16.0(20.0)		
			15.0(19.0)

Associate in Applied Science Degree (AAS) in

NETWORK ADMINISTRATION

Program Number: 11.1001

This program prepares students for employment as network administrators, consultants, or support professionals 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 maintenance and troubleshooting activities associated with Information Technology (IT) equipment and software. The program helps prepare students for industry certification.

FIRST YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CIS 140 Intro to Microsoft	Client OS 3.0(4.0)	BUS 248 Business Comm	unications 3.0(3.0)
CNS 150 Networking Fun	damentals 3.0(4.0)	CIS 195 Current Topics in	IT or
CNS 151 Network Comm	Cabling 3.0(4.0)	CIS 290 Internship	3.0(4.0)
CNS 170 PC Repair and M	faintenance4.0(5.0)	CIS 241 Intro to Web Des	ign Management 3.0(4.0)
ENG 111 English or ENG	121 English3.0(3.0)	CNS 155 Intro to Routing and Switching 3.0(4	
		CNS 180 Intro to Microso	oft Server
	16.0(20.0)		
			15.0(19.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 262 Project Manageme	ent 3.0(4.0)	CIS 295 IT Professional Pr	ractice Mgmt 3.0(4.0)
CIS 260 Data Base	3.0(4.0)	CNS 220 Advanced Micro	soft Server3.0(4.0)
CNS 240 Open Source Net	working3.0(4.0)	CNS 225 Microsoft Enter	prise Mgmt3.0(4.0)
CNS 210 Microsoft Networ	k Management 3.0(4.0)	ENG 112 English or ENG	G 122 English 3.0(3.0)
CNS 230 Information Secur	rity 3.0(4.0)	American Govt. Req. A	3.0 or 6.0(3.0 or 6.0)
CIS 258 Intro to Enterprise	Database2.0(3.0)	_	
_			15.0 or 18.0(18.0 or 21.0)
	17.0(23.0)		

^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.

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 Board of Nursing. Upon successful completion of Level I and with approval of the Board of Nursing, graduates are eligible to take the NCLEX-PN for LPN licensure. Upon successful completion of Level II and with approval of the Board of Nursing, graduates are eligible to take the NCLEX-RN for RN licensure.

Level I of the Nursing Program has 40 openings for students, 20 admitted each fall semester and 20 in spring 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.

LEVEL I PREREQUISITES

Course	Credit(Contact) Hrs
BIO 201 Human Anatomy	4.0(5.0)
ENG 111 or ENG 121 English	sh3.0(3.0)
PSY 101 General Psychology.	3.0(3.0)
CEM 111 General Chemistry	or
CEM 121 General and Ir	norganic
Chemistry	4.0-5.0(7.0-8.0)
	14.0-15.0(18.0-19.0)

GENERAL EDUCATION COURSES

These Level I corequisite courses and Level II prerequisite and corequisite courses can be taken prior to entry into Level I of the Nursing Program.

Course	Credit(Contact) Hrs
BIO 203 Human Physiology	4.0(5.0)
BIO 227 Microbiology	4.0(6.0)
PSY 226 Developmental Psychological Psycholo	ology 3.0(3.0)
ENG 112 or ENG 122 English	3.0(3.0)
HEA 102 Nutrition	3.0(3.0)
PLS 221 or PLS 222 Political S	cience
or HST 221 and HST 222	
U.S. History	3.0-6.0(3.0-6.0)
	20.0-23.0(23.0-26.0)

If any courses were taken at another college or university, the ACC Records Office determines whether an equivalent course receives transfer credit. The deadline for submission of transcripts to the Records Office for a fall semester opening is March 1, and October 1 for the spring semester. All prerequisite courses and general education corequisite courses must have a grade of "C" or higher, with a combined grade point average of 2.8 to be eligible for consideration for a Nursing Program opening in Level I or Level II. (LPN applicants for Level II must complete the same prerequisite courses and achieve a 2.8 grade point average in the general education courses.) Please be aware that meeting minimum requirements does not guarantee an opening in either level. Admission is competitive and is based on grade point average requirements and meeting deadlines. Late applications will only be considered if all requirements are met and openings remain after placing all 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 abilities with or without accommodation, 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 program. Unrestricted LPN licensure is required for entry into Level II.

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. The Nursing Program must meet legal and contractual agency requirements and students will not be admitted to the Nursing Program or be allowed to continue the Nursing Program if clinical requirements of the Nursing Program cannot be met.

Level I students may apply to Level II of the Nursing Program while nearing completion of Level I at ACC. LPNs who obtained practical nurse education at ACC or another school or college may also apply. Eligibility to progress directly to Level II from Level I requires completion of all Level I courses with a grade point average of 3.0 or higher in NUR courses and obtaining LPN licensure prior to entering into Level II. In addition to meeting general education course requirements, 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 a Nursing Program Level II opening. LPN applicants who meet all requirements and deadlines will be given priority for Level II openings over progressing eligible Level I students.

The Nursing Program has its own application forms and processes. Forms are available in the Nursing Office, NRC 202. Application deadline for a fall semester opening is mid-April. Actual dates depend on how the calendar falls. For a fall 2008 opening the mid-April deadline is 4:00 p.m. on April 11. Application deadline for a January Level I opening will be mid-October. Required forms are to be submitted to the Nursing Office, NRC 202. A grade of "C" or higher is necessary to pass NUR courses; 900 must be achieved on the HESI-RN Exit Exam in NUR 256. The Nursing Program uses the following grading scale:

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

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

Certificate (C) in

LICENSED PRACTICAL NURSING

Program Number: 51.1613

First Semester Courses

First half of semester:		Second half of semester (must pass first half courses to be eligible to proceed):		
Course NUR 140 Foundations Theo NUR 141 Foundations Lab. NUR 133 Dosage Calculation	2.0(6.0)	Course NUR 142 Medical-Surgical NUR 143 Medical-Surgical N	Credit(Contact) Hrs Nursing I2.0(2.0)	
	Full semester courses:			
	Course HEA 102 Nutrition NUR 128 Pharmacology I.			
Total Level I First Semester13.0(21.0)				
Second Semester Co	ourses			
First half of semester:		Second half of semester:		
Course NUR 152 OB Reproductive	Credit(Contact) Hrs Health Theory 1.0(1.0)	Course NUR 154 Pediatrics Theory.	Credit(Contact) Hrs1.0(1.0)	
Full semester courses: Course	Credit(Contact) Hrs	Five-week courses (can o students attending 10 of 1	, ,	
NUR 150 Medical-Surgical NUR 156 Pharmacology II . PSY 226 Developmental Psy	Theory II	Course NUR 153 OB Reproductive NUR 151 Medical-Surgical O		
	Total Level I Second Seme	ester12.0(19.0)		

Total Level I Certificate...... 39.0-40.0(58.0-59.0)

Associate in Applied Science (AAS) Concentration in

REGISTERED NURSING

Program Number: 51.1601

Alpena Community College's Nursing Program is a "ladder program." All Level II Nursing students are LPNs. In addition to the nursing courses that were part of the educational program that led to LPN licensure, the following general education courses are prerequisites for a Level II opening.

Level II Prerequisites

Course	Credit(Contact) Hrs	Course C	redit(Contact) Hrs
BIO 201 Human Anatomy	4.0(5.0)	ENG 111 English (or ENG 121)3.0(3.0)
BIO 203 Human Physiology	4.0(5.0)	HEA 102 Nutrition	3.0(3.0)
BIO 227 Microbiology	4.0(6.0)	PSY 101 General Psychology	3.0(3.0)
CEM 111 General Chemistry	y (or CEM 112 or	PSY 226 Developmental Psycho	logy3.0(3.0)
CEM 121)			
			28.0-29.0(35.0-36.0)

Level II First Semester Courses

Full-semester courses:		5-week courses (can occur in any sequence; students attending 10 of 15 weeks):	
Course Credit(Contact) Hrs			
NUR 240 Advanced Medical-Surgical I 2.0(2.0)		Course	Credit(Contact) Hrs
NUR 242 Advanced Parent/Child1.5(1.5)		NUR 241 Advanced Medical-Surgical I	
NUR 244 Physical Assessment		Clinical	2.0(6.0)
NUR 246 Nursing Issues		NUR 243 Advanc	ed Parent/Child Clinical 1.5(4.5)
ENG 112 English			

Total Level II First Semester Courses......13.0(20.0)

Level II Second Semester Courses

First half of semester:		Second half of semester:	
Course NUR 254 Nursing Transition	Credit(Contact) Hrs	Course NUR 256 Diagnostic Readin	Credit(Contact) Hrs ness
Full-semester courses:		5-week courses (can oc	, ,
Course Credit(Contact) Hrs		students attending 10 of 15 weeks):	
NUR 249 Advanced Medical	-Surgical	Course	Credit(Contact) Hrs
Theory II2.0(2.0)		NUR 250 Advanced Medical-Surgical	
NUR 252 Psychiatric Nursing Theory 1.5(1.5)		Clinical II	2.0(6.0)
PLS 221 Political Science		NUR 253 Psychiatric Nursing Clinical 1.5(4.5)	

Total Level II Second Semester Courses..11.0(18.0)
Total AAS Degree......71.0-72.0(107.0-108.0)

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 Credit(Contact) Hrs	Second Semester Credit(Contact) Hrs
ENG 111 English or ENG 121 English 3.0(3.0)	ENG 112 English or ENG 122 English 3.0(3.0)
CEM 121 General & Inorganic Chemistry 4.0(7.0)	CEM 122 Inorganic Chemistry & Qualitative
MTH 131 Analytic Geometry/Calculus5.0(5.0)	Analysis
Non-Science Elective	MTH 132 Analytic Geometry & Calculus 5.0(5.0)
	MTH 221 C++ Programming3.0(4.0)
15.0-16.0(18.0-19.0)	
	15.0(19.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
American Govt. Req. AB.	3.0 or 6.0(3.0 or 6.0)	MTH 232 Differential Equ	uations4.0(4.0)
MTH 231 Analytic Geom	netry & Calculus 5.0(5.0)	PHY 222 Physics	5.0(7.0)
PHY 221 Physics	5.0(7.0)	Non-Science Elective	3.0-4.0(3.0-4.0)
Humanities/Fine Arts Rec	. ^B 3.0-4.0(4.0-5.0)	Humanities/Fine Arts &	
		Social Science Require	ment ^B 3.0-4.0(4.0-5.0)
	16.0-20.0(19.0-23.0)		
			15.0-17.0(18.0-20.0)

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

^B 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
ANP 121 Cultural Anthrop	ology 3.0(3.0)	Laboratory Science	4.0(4.0)
HST 121 History of Wester	rn Civilization 3.0(3.0)	HST 122 History of Wester	rn Civilization 3.0(3.0)
MTH 123 College Alg. & A	Analytical Trig ¹ 4.0(4.0)	PLS 222 Political Science	3.0(3.0)
PLS 221 Political Science	3.0(3.0)	SOC 123 Sociology	3.0(3.0)
	16.0(16.0)		16.0(16.0)

Second Semester Credit(Contact) Hrs
ECN 232 Economics (Macro)3.0(3.0)
HST 222 United States History
PLS 228 International Affairs3.0(3.0)
SPE 121 Speech Communications
Elective ³
15.0(15.0)

¹ It is recommended that transfer students determine math 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or EN	IG 121 English 3.0(3.0)	ENG 112 English or ENG	G 122 English 3.0(3.0)
BIO 210 Introduction to	o Botany4.0(6.0)	BIO 211 General Zoology	4.0(5.0)
CEM 121 General & Inorganic Chemistry 4.0(7.0)		CEM 122 Inorganic Chemistry/Qualitative	
		Analysis	4.0(7.0)
	11.0(16.0)	MTH 131 Analytical Geo	metry and Calc I 5.0(5.0)
			16.0(20.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 221 Organic Chemistr	y4.0(6.0)	CEM 222 Organic Chemist	ry4.0(6.0)
PHY 121 General College Ph	ysics4.0(6.0)	MTH 223 Statistical Method	ds4.0(4.0)
American Govt. Req. AB	B		hysics4.0(6.0)
Humanities/Fine Arts Req. ^B 3.0-4.0(4.0-5.0)		Humanities/Fine Arts or Social Science	
•		Requirement ^B	
	14.0-18.0(18.0-23.0)	•	
			15.0-16.0(20.0-21.0)

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

^B 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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENC	G 121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
MTH 131 Analytic Geom	etry & Calc 5.0(5.0)	MTH 132 Analytic Geom	etry & Calc 5.0(5.0)
CEM 121 General & Inor	ganic Chem4.0(7.0)	MTH 221 C++ Programm	ing3.0(4.0)
EGR 122 Introduction to	Engineering 1.0(1.0)	EGR 125 Engineering Gra	phics4.0(6.0)
Humanities/Fine Arts Req	uirement ^B 3.0(4.0-5.0)	PLS 221 Political Science A	3.0(3.0)
	16.0(20.0-21.0)		18.0(21.0)

SECOND YEAR

First Semester	Credit(Co	ntact) Hrs	Second Semester	Credit(Contact) Hrs
MTH 231 Analytic Geomet	ry & Calc.	5.0(5.0)	MTH 232 Differential Ed	quations4.0(4.0)
PHY 221 Physics		5.0(7.0)	PHY 222 Physics	5.0(7.0)
HUM 241 Humanities		4.0(4.0)	EGR 222 Mechanics of M	Materials4.0(4.0)
EGR 221 Statics		3.0(3.0)	EGR 231 Dynamics	4.0(4.0)
		17.0(19.0)		17.0(19.0)

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
HST 121 History Western	Civilization 3.0(3.0)	HST 122 History Western	Civilization 3.0(3.0)
PLS 221 Political Science	3.0(3.0)	Laboratory Science	4.0(4.0)
MTH 123 College Algebra	& An. Trig. 1 4.0(4.0)	PLS 222 Political Science.	3.0(3.0)
PSY 101 General Psycholog	gy3.0(3.0)	SOC 123 Sociology	3.0(3.0)
	16.0(16.0)		16.0(16.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ECN 231 Economics (Micro	o) 3.0(3.0)	ECN 232 Economics (Mac	cro)3.0(3.0)
HST 221 United States Hist	cory 3.0(3.0)	HST 222 United States Hi	story 3.0(3.0)
BUS 123 Principles of Accou	unting I4.0(4.0)	Electives ³	9.0(9.0)
SPE 121 Speech Communic	ations 3.0(3.0)		
Social Science Elective 2	3.0(3.0)		15.0(15.0)
	16.0(16.0)		

¹ It is recommended that transfer students determine math 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG 1	21 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
CEM 111 General Chemistry	or CEM 121	MTH 123 College Algebra	4.0(4.0)
General & Inorganic Ch	em 4.0-5.0(7.0-8.0)	BIO 211 General Zoology.	4.0(5.0)
BIO 210 Intro to Botany	4.0(6.0)	CEM 122 General and Ino	rganic Chem 4.0(7.0)
MTH 122 Plane Trigonomet	ry 3.0(3.0)		
	·		15.0(19.0)
	14.0-15.0(19.0-20.0)		

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
American Govt. Req. A	3.0 or 6.0(3.0 or 6.0)	CEM 222 Organic Chemistr	ry4.0(6.0)
BIO 201 Human Anatomy	4.0(5.0)	PHY 122 General College P.	hysics4.0(6.0)
CEM 221 Organic Chemistr	y4.0(6.0)	Humanities/Fine Arts & Soc	ial Science
PHY 121 General College Ph	nysics4.0(6.0)	Requirement ^B	3.0-4.0(4.0-5.0)
1	5.0 or 18.0(20.0 or 23.0)		11.0-12.0(16.0-17.0)

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

See also page 131 for a cooperative 2+2 program in medical technology with Ferris State University.

^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 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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or EN	G 121 English 3.0(3.0)	ENG 112 English or ENG 122	2 English 3.0(3.0)
CEM 111 General Chen	n. or CEM 121 General	CEM 122 Inorganic Chemistry	y & Qualitative
& Inorganic Chemis	try 5.0-4.0(7.0-8.0)	Analysis	4.0(7.0)
MTH 131 Analytic Geor	metry & Calculus 5.0(5.0)	MTH 223 Statistical Methods.	4.0(4.0)
BIO 114 Intro to Biolog	ical Science or BIO 210	HST 221 U.S. History	3.0(3.0)
Introduction to Bota	ny4.0(5.0)		
			14.0(17.0)
	16.0-17.0(20.0-21.0)		

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 221 Organic Chemistry	74.0(6.0)	CEM 222 Organic Chemistr	y4.0(6.0)
ECN 231 Economics	3.0(3.0)	PSY 101 General Psychology	or SOC 123
BIO 227 Microbiology	4.0(6.0)	Sociology	3.0(3.0)
HST 222 U.S. History	3.0(3.0)	SPE 121 Speech Communica	ation or SPE 123
		Public Communication.	3.0(3.0)
	14.0(18.0)	Humanities/Fine Arts 200-lvl e	lective ^A 3.0-4.0(4.0-5.0)
		Elective	3.0(3.0)
			16.0-17.0(19.0-20.0)

^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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
BIO 114 Intro to Biologica	al Science4.0(5.0)	BIO 211 General Zoology	4.0(5.0)
CEM 121 General & Inor	ganic Chemistry 4.0(7.0)	CEM 122 Inorganic Chem	nistry & Qualitative
MTH 122 Plane Trigonon	netry 3.0(3.0)	Analysis	4.0(7.0)
Humanities/Fine Arts/Socia	Science Elect3.0(4.0-5.0)	MTH 123 College Algebra	ı & Analytic
		Trigonometry	4.0(4.0)
	17.0(22.0-23.0)		
			15.0(19.0)

SECOND YEAR

Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
4.0(6.0)	CEM 222 Organic Chemistr	y4.0(6.0)
4.0(5.0)	BIO 227 Microbiology	4.0(6.0)
rsics4.0(6.0)	PHY 122 General College Ph	nysics4.0(6.0)
3.0 or 6.0(3.0 or 6.0)	Humanities/Fine Arts Req. ^B	3.0-4.0(4.0-5.0)
.0 or 18.0(20.0 or 23.0)		15.0-16.0(22.0-23.0)

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

Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

^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.

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
ENG 111 English or ENG	121 English 3.0(3.0)	ENG 112 English or ENG	122 English 3.0(3.0)
SPE 121 Speech Communi	cation3.0(3.0)	Lab Science Requirement ^A .	4.0(4.0)
PSY 101 General Psycholog	y3.0(3.0)	SOC 123 Intro to Sociology	<i>7</i> 3.0(3.0)
Math ^A	4.0-5.0(4.0-5.0)	PSY 241 Social Psychology.	3.0(3.0)
		Math Elective ^A	4.0(4.0)
	13.0-14.0(13.0-14.0)		
			17.0(17.0)

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
PSY 242 Abnormal Psycholog	gy 3.0(3.0)	PSY 226 Developmental Psy	chology 3.0(3.0)
PLS 221 Political Science B	3.0(3.0)	ANP 121 Cultural Anthropo	ology 3.0(3.0)
MTH 223 Statistical Method	s4.0(4.0)	Humanities/Fine Arts Requi	rement ^c 3.0(3.0)
Social Science Elective D	3.0(3.0)	PSY 230 Human Sexuality	3.0(3.0)
Humanities/Fine Arts Require	ement ^c 3.0(3.0)	Social Science Elective D	3.0(3.0)
	16.0(16.0)		15.0(15.0)

- ^A It is strongly recommended that transfer students determine mathematics requirements at the university to which they will transfer.
- ^B Choose either 3 credits in Political Science (PLS 221 or 222) or 6 credits in U.S. History (HST 221 and 222).
- ^C Humanities/Fine Arts electives include any courses with the following prefixes which are listed in the course description section of this catalog: ART Art; ENG English (only ENG 125, 126, and all 200-level ENG courses); HUM Humanities; HST History (only HST 121 and 122); MUS Music; PFA Performing Arts; PHL Philosophy; SPE Speech; SOC Sociology (only SOC 252 [satisfies either Social Science or Humanities requirements, but may not be used for both]).
- ^D 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; and SOC Sociology.

Certificate (C) or Associate in Applied Science Degree (AAS) in

SMALL BUSINESS MANAGEMENT

Program Number: 52.0701 (C) or 52.0703 (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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
BUS 121 Introduction to	Business ^A 3.0(3.0)	BUS 131 Applied Accounting	A3.0(4.0)
BUS 122 Personal Selling	^A 3.0(3.0)	BUS 125 Business Math A	3.0(3.0)
BUS 128 Small Business M	Management ^A 3.0(3.0)	Computer Elective C	3.0(3.0-4.0)
BUS 221 Business Law A	3.0(3.0)	Electives D	6.0(6.0)
CIS 151, 152, 153 Word Pr	ocessing I, II, III ^B 3.0(3.75)		
ECN 231 Economics (Mi	cro) 3.0(3.0)		15.0(16.0-17.0)
	18.0(18.75)		

^A Included in occupational specialty.

BUS 257 Computerized Accounting Systems

CIS 120 Introduction to Microcomputers

MTH 119 Introduction to Computers — Programming

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

^B Waived for any student having the equivalent of one year of typewriting.

^c Choose from the following suggested computer electives:

^D Choose from the following recommended electives:

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 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. A goal of this suggested program of study is to satisfy all English composition and mathematics requirements for a bachelor of arts degree while at Alpena Community College and to promote a foundation in the social sciences. Social work provides a more applied exposure to sociological applications while sociology provides a general academic discipline.

FIRST YEAR

First Semester ¹	Credit(Contact) Hrs	Second Semester (Credit(Contact) Hrs
ENG 111 English or ENG 121 English 3.0(3.0)		ENG 112 English or ENG 122	2 English 3.0(3.0)
HST 121 or HST 122 Histo	ory of Western	Laboratory Science	4.0(4.0)
Civilization		PSY 101 General Psychology	3.0(3.0)
MTH 121 College Algebra or MTH 123		SOC 210 Social Inequality: Race, Class	
College Algebra & Trig	4.0(4.0)	& Gender	3.0(3.0)
SOC 110 Intro to Social We	ork3.0(3.0)	SPE 121 Speech Communication	ons3.0(3.0)
SOC 123 Intro to Sociology	<i>7</i> 3.0(3.0)		
			16.0(16.0)
	16.0(16.0)		

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
PLS 221 Political Science or		ANP 121 Cultural Anthrop	oology3.0(3.0)
PLS 222 Political Science	e3.0(3.0)	PHL 228 Intro to Ethics	3.0(3.0)
PSY 242 Abnormal Psycholo	gy3.0(3.0)	SOC 227 Marriage and the	Family3.0(3.0)
SOC 230 Social Problems	3.0(3.0)	Elective ²	3.0(3.0)
Elective ²	3.0(3.0)		
Elective ²	3.0(3.0)		12.0(12.0)
	15.0(15.0)		

¹ CIS 110 Computer Essentials is highly recommended and is a requirement in many social work programs.

NOTE: Electives should be selected to fulfill transfer institution requirements and the area of concentration (major or minor).

PHL 125 Language and Reason
PHL 225 Philosophy
PSY 226 Developmental Psychology
PSY 230 Human Sexuality
SPE 123 Public Communication

² Check transfer institution requirements.

Associate in Arts Degree (AA) Concentration in

SOCIOLOGY

Program Number: 45.1101

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 and degree distribution requirements per the catalog and student handbook and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits are 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 the bachelor of arts degree while at Alpena Community College and to promote a foundation in the social sciences. Sociology provides an exposure to more general academic discipline as opposed to social work that is more of an applied program.

FIRST YEAR

First Semester ¹	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
SOC 123 Intro to Sociolog	y3.0(3.0)	SOC 210 Social Inequality:	Race, Class
Eng 111 English or ENG 1	21 English 3.0(3.0)	& Gender	3.0(3.0)
HST 121 or 122 History of	Western Civ 3.0(3.0)	ENG 112 or ENG 122 Eng	lish3.0(3.0)
MTH 121 or MTH 123 C	ollege Algebra ² 4.0(4.0)	Lab Science	4.0(5.0)
Elective ²	3.0(3.0)	SPE 121 Speech Communic	cations 3.0(3.0)
		PSY 101 General Psycholog	y3.0(3.0)
	160(160)		
	16.0(16.0)		16.0(17.0)

SECOND YEAR

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
SOC 230 Social Problems	3.0(3.0)	SOC 227 Sociology of Mari	riage & Family3.0(3.0)
PLS 221 or 222 Political Scie	nce3.0(3.0)	ANP 121 Cultural Anthrop	ology3.0(3.0)
PSY 241 Social Psychology	3.0(3.0)	MTH 223 Statistical Metho	ods4.0(4.0)
PHL 228 Introduction to Eth	nics3.0(3.0)	Elective ²	3.0(3.0)
Elective ²	3.0(3.0)		
			13.0(13.0)
	15.0(15.0)		

¹ CIS 110 Computer Essentials is highly recommended and is a requirement in many Sociology programs.

NOTE: Electives should be selected to fulfill transfer institution requirements and the area of concentration (major or minor).

ECN 231 Economics (Micro)	PHL 125 Language & Reason
ECN 232 Economics (Macro)	PHL 225 Philosophy
GEO 125 Geography	SPE 123 Public Communication
GEO 126 Cultural Geography	PLS 228/230 Political Science
HST 121/122 History of Western Civilization	

² Check transfer institution requirements.

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, entrylevel 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 38 credit hours of practical theory and hands-on training using actual equipment and materials in classroom, laboratory, and field settings.

First Semester	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs	
APP 106M Industrial Safety	B	UTT 201 Test Equip./Tr	oubleshooting B 1.0(1.0)	
APP 100E Electrical Studies	for Trades ^B 3.0(4.0)	UTT 202 Transformer F	UTT 202 Transformer Fundamentals ^B 2.0(3.0)	
MTH 110 Technical Math I	or MTH 115	UTT 204 System Design	and Operation B $4.0(4.0)$	
App. Algebra and Trig. I	3.0 or 5.0(4.0 or 6.0)	UTT 206 Equipment/Ve	ehicle Operation ^B 2.0(3.0)	
UTT 101 Intro to the Utility	Industry B 0.5(0.5)	UTT 207 Environmenta	l Concerns of the	
UTT 102 Climbing Elevated	l Work Sites ^B 1.0(1.0)	Utility Industry ^B	1.0(1.0)	
UTT 103 Overhead Construction B		UTT 208 Climbing & V	Vorking in Elevated	
UTT 110 Utility/Line Mech	anics Lab6.0(10.5)	Work Sites B	2.0(2.0)	
UTT 203 Underground Con	struction ^B 2.0(2.0)	UTT 210 Utility/Line M	fechanic Lab ^B 5.0(9.0)	
SDE 201 Job Search Strategies 1.0(1.0)		PEH 263 Workplace Firs	st Aid/CPR/AED 1.0(1.0)	
	18.0 or 20.0(25.5)		18.0(24.0)	

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: \$1,300

^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

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs	
APP 106M Industrial Safety	В	UTT 201 Test Equip./Tr	oubleshooting B 1.0(1.0)	
APP 100E Electrical Studies	for Trades ^B 3.0(4.0)	UTT 202 Transformer F	UTT 202 Transformer Fundamentals B 2.0(3.0)	
MTH 110 Technical Math I	or MTH 115		and Operation ^B 4.0(4.0)	
App. Algebra and Trig. 1	1 3.0 or 5.0(4.0 or 6.0)	UTT 206 Equipment/Ve	chicle Operation ^B 2.0(3.0)	
UTT 101 Intro to the Utilit	y Industry ^B 0.5(0.5)	UTT 207 Environmenta	l Concerns of the	
UTT 102 Climbing Elevated Work Sites ^B 1.0(1.0)		Utility Industry B	1.0(1.0)	
UTT 103 Overhead Construction B 1.0(1.0)		UTT 208 Climbing & V	Vorking in Elevated	
UTT 110 Utility/Line Mechanics Lab6.0(10.5)		Work Sites B	2.0(2.0)	
UTT 203 Underground Con	nstruction ^B 2.0(2.0)	UTT 210 Utility/Line M	Iechanic Lab ^B 5.0(9.0)	
SDE 201 Job Search Strategies		PEH 263 Workplace Firs	t Aid/CPR/AED 1.0(1.0)	
	18.0 or 20.0(24.5 or 26.5)		18.0(24.0)	

SECOND YEAR

First Semester CrHrs	Second Semester CrHrs
APP 107E Specialty Wiring ^B 3.0(4.0)	APP 104E AC/DC Fundamentals ^B 3.0(4.0)
CIS 120 Introduction to Microcomputers 3.0(4.0)	ENG 112 English or ENG 123 Technical
ENG 111 English or ENG 120 Applied	Communication3.0(3.0)
Communications3.0(3.0)	American Govt. Req. ^A 3.0 or 6.0(3.0 or 6.0)
SPE 123 Public Communication	EPT 230 Poly-Phase Metering ^B
12.0(14.0)	12.0 or 15.0(14.0 or 17.0)

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 Various hand tools required by the trade Lineman belt, safety strap and climbers Work shoes Rain wear Approximate cost: \$1,300 Safety glasses

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits of 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.

Certificate (C) in

WELDING FABRICATION

Program Number: 48.0508

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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
MET 123 Welding Processes	s ^A 4.0(6.0)	CAD 102 Intro to AUTO	CAD A2.0(3.0)
MET 200 Material Science	3.0(4.0)	MET 124 Welding Proces	ses ^A 4.0(6.0)
MFG 101 Metal Cutting I ^A 4.0(6.0)		MET 240 Gas Tungsten Arc/Pipe Welding A 4.0(6.0)	
MFG 120 Applied Manufacturing		MET 242 Welding Fabric	ation ^A 3.0(5.0)
Print Reading I A	3.0(4.0)		
MTH 110 Technical Math I	3.0(4.0)		13.0(20.0)
	17.0(24.0)		

^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	Credit(Contact) Hrs	Second Semester	Credit(Contact) Hrs
CEM 111 General Chemistry or CEM 121		CEM 112 Organic & Biochem or CEM 122	
General & Inorgani	c Chemistry4.0-5.0(8.0)	Inorganic Chem & Qualitative Analysis4.0(7.0)	
ENG 111 English or EN	NG 121 English 3.0(3.0)	ENG 123 Technical Com	munications3.0(3.0)
MTH 121 College Algebra or higher4.0(4.0)		PEH Physical Education	& Health
PLS 221 or PLS 222 Political Science 3.0(7.0)		Fitness Elective	2.0(3.0)
		SPE 121 Speech Commu	nication or SPE 123
	14.0-15.0(22.0)	Public Communicati	on3.0(3.0)
			12.0(16.0)

Cooperative Programs with **DELTA COLLEGE**

Associate in Applied Science Degree (AAS) in

DENTAL HYGIENE

DEITIAE III GIENE		
TO BE TAKEN AT ACC	COURSES TAKEN AT DELTA	
Course Credit(Contact) Hrs BIO 201 Human Anatomy 4.0(5.0) BIO 203 Human Physiology 4.0(5.0) BIO 227 Microbiology 4.0(6.0)	CourseCredit HrsDH 100 Dental Hygiene Professional1.0DH 101 Dental Anatomy2.0	
ENG 111 English 3.0(3.0) ENG 112 English 3.0(3.0) PLS 221 Political Science 3.0(3.0)	Total General Education Credits 33.0	
PSY 101 General Psychology 3.0(3.0) SOC 123 Sociology 3.0(3.0) SPE 121 Speech 3.0(3.0)	For more information visit Delta's website at www.delta.edu	
Dental Hygiene Professional Co (All Dental Hygiene classes	ourse Sequence at Delta College must be taken in sequence.)	
FIRST YEAR		
Fall Semester Only (18 credits)	Winter Semester Only (16 credits)	
DH 110 Dental Infection Control2.0	DH 120 Periodontics I	
DA 111 Oral Examinations1.0	DH 121 Dental Hygiene Seminar I2.0	
DH 112 Medical Assessment/Emergencies2.0	DH 122 Oral Histology and Embryology3.0	
DH 114 Oral Health2.0	DH 123 Dental Radiography2.0	
DH 115 Clinical Techniques5.0	DH 124 Pharmacology for Dental Hygiene2.0	
DH 116 Preventive Nutrition3.0	DH 123L Dental Radiography Lab1.0	
DH 118 Head and Neck Anatomy3.0	DH 125 Clinical Dental Hygiene I4.0	
,	LW 206A Occupational Wellness I1.0	
Spring Semester Only (6.5 credits)		
DH 130 Management of Dental Pain3.0	DH 135 Clinical Dental Hygiene II3.0	
DH 131 Dental Hygiene Seminar II1.0	LW 206B Occupational Wellness II	
SECOND YEAR		
Fall Semester Only (17.5 credits)	Winter Semester Only (11 credits)	
DH 210 Periodontics II2.0	DH 222 Case Study Documentation1.0	
DH 213 Oral Pathology3.0	DH 225 Clinical Dental Hygiene IV6.0	
DH 214 Dental Materials4.0	DH 227 Community Dentistry II1.0	
DH 215 Clinical Dental Hygiene II6.0	DH 228 Dental Hygiene Seminar III1.0	
DH 216 Community Dentistry I2.0	DH 229 Seminar on Practical Exam II2.0	
LW 206C Occupational Wellness III		

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;
- 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
- Product Design Engineering Technology

Cooperative Programs with LAKE SUPERIOR STATE UNIVERSITY

Alpena Community College and Lake Superior State University have a longstanding partnership to meet degree completion needs of ACC students through transfer programs. These are programs specifically designed so that ACC credits are guaranteed to transfer to LSSU. Transfer programs require additional course work to be completed on the LSSU main campus in Sault Ste. Marie, Michigan (a three-hour drive from Alpena). Students interested in these programs should work closely with their ACC academic advisor.

2+2 Programs

(Usually two years at ACC, two years at LSSU main campus.)

- Biology
- 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:

Prerequisite Courses Credit(Contact) H	rs Additional Courses Credit(Contact) Hrs
ENG 111 or ENG 121 English	0) BIO 203 Human Physiology4.0(5.0)
BIO 201 Human Anatomy4.0(5.	0) PSY 101 General Psychology
MTH 102 Elementary Algebra or higher 5.0(5.	0) SPE 121 Speech Communication or SPE 123
CEM 100 Intro to Chemistry or higher 5.0(7.	0) Public Communication
BIS 160 Medical Terminology4.0(4)	0) PEH 263 Workplace First Aid/CPR/AED1.0(1.0)
CIS 120 Intro to Microcomputers or MTH	
119 Intro to Computers-Prog3.0(3.0-4	0) 13.0(14.0)
	_
24.0(27.0-28	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.

ACC HUM 241 Humanities or 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 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.

Northwood University's Management curriculum is one of the most relevant of its kind. Created by our executive faculty, with advice from the professional business community, the program prepares students to thrive in a global economy by teaching 50 percent more of the business basics, as compared to other four-year colleges. Our unique approach to education teaches students about the free enterprise system and the importance of personal responsibility in a free market economy. Management is our largest curriculum and combines business courses with traditional academic courses.

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.

An understanding of accounting is central to managing any financial-related enterprise, and those who aspire to a successful business career must be well-grounded in accounting principles. Accounting is a worthwhile and challenging area of study for students who are concerned with managerial decision making. Accounting is so much more than the mechanical manipulation of financial data to produce balance sheets and profit and loss statements.

This degree helps prepare 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 Degree — 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.

Bachelor of Business Administration Degrees — Computer Information Management

Computer Information Management curriculum provides students with the required knowledge to understand and develop the interrelations of computers, networking, telecommunications, business, and technology management.

Additional Northwood University bachelor degree programs include:

- 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

*Some Northwood University HCM classes are offered only in Midland.

Cooperative Program with

Spring Arbor University

Spring Arbor University School of Education:

Bachelor of Arts with Elementary Certification

Majors in Social Studies and Language Arts; minors in Social Studies, Language Arts and Integrated Science. 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. Degreeseeking 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 contact the SAU office in Gaylord 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.

- 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.

After August 16, 2008, SAU coursework will need to be completed at SAU sites in Gaylord, Petoskey, Lansing, the main campus or through SAU online.

Contact Deanna Couture at 1-800-522-6775 at the Spring Arbor University — Gaylord Site office for complete information.

Spring Arbor University School of Adult Studies:

- Bachelor of Arts Social Studies Major (non-teaching major)
- Bachelor of Arts English Writing Major (non-teaching major)
- 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 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 Deanna Couture at 1-800-522-6775 at the Spring Arbor University — Gaylord Site office 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 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 141-142. For more information, please contact the following university representatives who have regular office hours:

Northwood University

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 January 2009

Northwood University Bachelor Degrees

• Bachelor of Business Administration Degree — Management

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Northwood University's Management curriculum is one of the most relevant of its kind. Created by our executive faculty, with advice from the professional business community, the program prepares students to thrive in a global economy by teaching 50 percent more of the business basics, as compared to other four-year colleges. Our unique approach to education teaches students about the free enterprise system and the importance of personal responsibility in a free market economy. Management is our largest curriculum and combines business courses with traditional academic courses.

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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: 1-800-455-5873

*Some Northwood University HCM classes are offered only in Midland.

COURSE DESCRIPTIONS

Understanding Course Descriptions

The course descriptions on the following pages are in alphabetical order by subject and each





Stresses the base concept of accounting and financial reporting. The accounting cycle is presented, followed by discussion of current assets and lies, 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.



course appears in numerical order. The following diagram will help you understand each part of a course description.

- 1. **Subject abbreviation & course number** This is a Business Administration 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 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)
	11 000	1 7 07	

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

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.

ANP 257 UNDERWATER ARCHAEOLOGY 3(3-0)

Normally Offered: On Demand

This course will provide students with an introduction to theory, method, technologies, and practice in underwater archaeology, with a focus on prehistoric and historical sites, worldwide and in the Great Lakes, inland lakes, and streams of the State of Michigan. Course content will draw primarily from anthropology and the applied social or behavioral sciences.

Prerequisite: ANP 121 or permission of instructor.

APPRENTICE — ELECTRICAL

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

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.

Normally Offere	des commercial and industrial applications of alternating current with applicable blueprint reading.
Normally Offered Course content includirect current as app	AC AND DC FUNDAMENTALS
Normally Offered Course content inc systems, fiber optic voltage and high-vol	SPECIALTY WIRING
Normally Offere Course content incl	d: On Demand udes motor control circuit layout theory and advanced motor control applications. 00E, MTH 110 Technical Math I or permission of instructor.
	PROGRAMMABLE CONTROLLERS
Normally Offere A comprehensive strinstallation. Capston	NATIONAL ELECTRIC CODE APPLICATION
octal, hexadecimal), and the Boolean Alg The laboratory will	dent with the basics of digital electronics. Topics covered will be numbering systems (binary, converting from and to base 10, binary arithmetic. Gate, AND, OR NOR, NAND, and XOR gebra equivalent computer addressing. Adder and subtractor counter, registers and converters. use TTL devices and trouble shooting will be stressed in the laboratory. r Electronics for electro-mechanical technicians or satisfactory grade on placement test or n.
uses in rectification;	atory, trouble shooting techniques of electronic circuits. Topics covered will be diode theory and zener diodes and voltage regulation; bipolar transistors in the three configurations; suspended effect transistors; operational amplifiers; soldering techniques; and component identification.

APPRENTICE — MILLWRIGHT
APP 106M INDUSTRIAL SAFETY
personal safety, proper and safe selection and use of tools and material handling, equipment, and fire safety.
APP 121M APPRENTICE BLUEPRINT READING
APP 122M MACHINE REPAIR
APP 124M APPRENTICE-HYDRAULICS
APP 125M APPRENTICE MACHINE SHOP
APP 128M RIGGING AND WEIGHT ESTIMATING
APP 129M APPRENTICE PNEUMATICS
APP 223M PREDICTIVE AND PREVENTATIVE MAINTENANCE 3(1-3) Normally Offered: A proactive approach to maintenance practice stressing the importance of Total Predictive Maintenance (TPM) Management, which increases productivity and quality, reducing failure and downtime.
ART
ART 123 DESIGN I
ART 124 DESIGN II

of design and structure.

Prerequisite: ART 123 or permission of instructor.

ART 127	BASIC DRAWING I 3(0-4)
line, shape, texture, (contour, gesture, u ink, markers, water	g through development of awareness and knowledge and experience of art elements (space, value, and color). It develops confidence and ability to draw through varied drawing activities pside-down, memory, life, and perspective). The use of varied media (ex. pencil, charcoal, India color), knowledge of styles and techniques will intermix with artists of the past and artists of ortunity to express one's self.
ART 128	BASIC DRAWING II 3(0-4)
within production;	d: SP 7, Basic Drawing I and the drawing process with emphasis on creativity, originality and message also, more emphasis on observing and drawing the human form, proportion and perspective. 127 or permission of instructor.
ART 221	COMPUTER GENERATED IMAGES 3(0-4)
Adobe Photoshop. done on Macintosh create images comp	ded to introduce the student to the image editing capabilities of a computer program called Using this program and either a Macintosh computer or Windows PC (in-class work will be a computers), student will be able to manipulate, repair and enlarge existing photographs or oletely within the computer itself. Students will also create original images from "composite program's ability to generate images that may not necessarily "exist in reality."
ART 223	PAINTING I 3(0-4)
	d: F oblems and methods of dealing with painting. Emphasis is on various media, techniques, pression. Students explore watercolor, acrylic and oil paint.
ART 224	PAINTING II
combination of med	d: SP nds use of materials and techniques of Painting I and painting primarily in medium of choice or lia. Emphasis is on skill development in medium, knowledge of color, creativity and originality. 223 or permission of instructor.
ART 225	CERAMICS I
	d: F ic but focuses on technical know-how regarding the art of hand built ceramics. Students are etic challenges of material and form.
ART 226	CERAMICS II3(0-4)
	d: SP s I, with more emphasis on throwing than hand-built forms. Students experiment with different es. Functional forms dominate the course, but improvised forms are encouraged.
ART 229 Normally Offere	SCULPTURE I
Each student will be will introduce the	exposed to a number of traditional processes used to create three-dimensional art. Each process student to a different aspect of sculpture, giving the student a well-rounded 3-D experience. It and space through individual creative experiences working with various sculpture media.
ART 230	SCULPTURE II
forms that build or	d: F, SP e exposed to a number of traditional and nontraditional processes to create three-dimensional a techniques, skills, and methods learned in Sculpture I. Through visual exploration of other lets will gain insight into the ideas and concepts involved in creating sculpture.

ART 233 PAINTING III
ART 234 PAINTING IV
ART 235 CERAMICS III
ART 236 CERAMICS IV
ART 246 ART FOR THE CLASSROOM TEACHER
AUTOMOTIVE
AUT 115 AUTO BODY REPAIR
AUT 116 AUTO BODY REPAIR
AUT 117 AUTO BODY REPAIR

AUT 118 AUTOMOTIVE FUNDAMENTALS
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 &
ALIGNMENT5(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
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-OP6(0-6)
Normally Offered: SUM Employment experience allows the student an opportunity to gain "on-the-job" training. Culminates the certificate
Employment experience allows the student an opportunity to gain on-the-job training. Culimilates 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. **AUTOMOTIVE MANUAL TRANSMISSION & AUT 203** 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.

ESSENTIALS OF ANATOMY AND PHYSIOLOGY 4(3-2) **BIO 110**

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.

INTRODUCTION TO BIOLOGICAL SCIENCE 4(3-2) **BIO 114** 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

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 161

Normally Offered: F

First installment of a year-long introductory course in biology for science majors. Topics include macromolecules, energy metabolism, cytology cellular reproduction, genetics, evolution, phylogeny, viruses, bacteria and protists. Prerequisite: BIO 114 Intro to Biological Science or equivalent; eligibility placement in ENG 111 English and CEM 111 General Chemistry or CEM 100 Introductory Chemistry (as a corequisite).

BIO 162

Normally Offered: S

Second semester of a year-long introductory course in biology for science majors. Topics include biological diversity and evolution of plants, fungi, and animals; form and function of plants and animals; development; ecology and behavior. Prerequisite: BIO 114 Intro to Biological Science or equivalent; eligibility for placement in ENG 111 English.

ANATOMY & PHYSIOLOGY FOR ALLIED HEALTH...... 6(4.5-3) BIO 200 Normally Offered:

This course is designed for students in allied health programs. It is an intensive lecture/laboratory course emphasizing the basic concepts and principles of human anatomy and physiology.

Prerequisite: BIO 110 or BIO 114 and CEM 100 or equivalent or permission of instructor.

BIO 201 HUMAN ANATOMY
BIO 203 HUMAN PHYSIOLOGY
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
A basic survey course covering the major divisions of plants from algae through the flowering plants. Two weeks are spent on local flora, as well as traditional aspects of plant anatomy, physiology, paleontology, genetics, and ecology. Prerequisite : BIO 114 or equivalent.
BIO 211 GENERAL ZOOLOGY 4(3-2)
Normally Offered: SP A survey course on the major phyla of animals. Includes evolutionary relationships, structure, function, behavior, adaptations, and economic importance of major groups of phyla of animals. Prerequisite: BIO 114 with a 2.0 or better or equivalent.
BIO 215 FIELD BOTANY
Prerequisite: BIO 114.
BIO 217 CELL BIOLOGY
BIO 227 MICROBIOLOGY
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 161 or the following combinations: BIO 110 or BIO 114 and CEM 111.
BIO 228 PATHOPHYSIOLOGY
Normally Offered: Mechanisms of disease will be examined at the cellular, organ, and organ system levels as background for understanding clinical interventions. Alterations in structure and function will be correlated with adaptive responses. Capacity to cope with disease will be presented as a product of factors including heredity, age, and lifestyle. Prerequisite: BIO 201 and BIO 203 with a 2.0 grade or higher.

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. PERSONAL SELLING 3(3-0) **BUS 122** 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. Corequisite: MTH 102 or BUS 125. **BUS 124** Normally Offered: SP Continues BUS 123. The basics of financial and managerial accounting are presented. Stock transaction, longterm 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.

APPLIED ACCOUNTING I 3(2-2) **BUS 131**

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 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. INTERNATIONAL BUSINESS3(3-0) **BUS 201** Normally Offered: F This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international market. Upon completion, students should be able to describe the foundation of international business. **Prerequisite:** BUS 121 or permission of instructor. BUSINESS LAW...... 3(3-0) **BUS 221** 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. BUSINESS LAW...... 3(3-0) **BUS 222** 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** Normally Offered: F This course covers principles applicable to the corporate balance sheet and income statement following a review of accounting procedures developed in Accounting Principles. Accounting for assets, liabilities and stockholders' equity of corporations, as well as income statement and cash flow reporting will be covered. Financial statement presentation and disclosures will be emphasized as well. The practice of working problems under supervision is continued. Prerequisite: BUS 124 or consent of instructor. **BUS 224** 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. TAX ACCOUNTING...... 3(3-0) **BUS 225**

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
BUS 229 ADVERTISING
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 courseworks experience with work processing, spreadsheet and database software or permission of instructor.
BUS 235 PERSONNEL MANAGEMENT
BUS 239 REAL ESTATE LAW
BUS 241 PRINCIPLES OF MARKETING
BUS 248 BUSINESS COMMUNICATIONS

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

business letters; a business report is required.

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

COMPUTERIZED ACCOUNTING SYSTEMS...... 3(2-1) **BUS 257** 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.

PROJECT MANAGEMENT...... 3(2-2) **BUS 262**

Normally Offered: F

Students will be presented a number of techniques and tools used in guiding a project from concept through lifecycle completion. Topics will include defining a project, creating a budget, defining objectives, evaluation, and the usage of project management software. Instruction will include standards from ANSI, ISO, and the Project Management Institute (PMI).

Prerequisite: ENG 111 or ENG 121, and CIS 120 or instructor permission.

BUSINESS INFORMATION SYSTEMS

BIS 100 COMPUTER KEYBOARDING1(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.

KEYBOARD SKILLBUILDING1(0-2) **BIS 101** 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.

PROOFREADING AND EDITING FOR BUSINESS **BIS 140** 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 147 MEDICAL OFFICE TRANSCRIPTION 4(2-4)

Normally Offered: F

Introduces the profession of medical office transcription. In this course, the student transcribes a broad range of transcription based on actual medical records-including chart notes, history and physical reports, consultations, office procedure notes, x-ray reports, progress notes, and letters through/by listening to a variety of voices/dictation by physicians and other health care professionals. The authentic dictation recordings develop speed and accuracy in transcribing medical documents, helping students gain skill in editing and proofreading and increasing their knowledge of medical terminology.

Prerequisite: BIS 160 Medical Terminology or concurrent enrollment.

BIS 160

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.

MEDICAL TRANSCRIPTION 4(2-4) **BIS 161** 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 CODING4(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 corequisite.

MEDICAL OFFICE INSURANCE BILLING...... 3(2-2) **BIS 164** 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.

MEDICAL OFFICE PROCEDURES......4(4-0) **BIS 165** 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.

LAW OFFICE MANAGEMENT, SYSTEMS AND **BIS 166** 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.

MEDICAL ETHICS AND LAW FOR HEALTH **BIS 167** 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 170 ELECTRONIC HEALTH RECORDS 1.5(1-1)

Normally Offered:

This course familiarizes students with the electronic health record (CHR) and provides hands-on activities that assist the learner to become proficient in using HER software on the job. Students will gain a thorough understanding of both the terminology of HER systems and the practical use of such systems in a health-care provider office setting. Some of the topics discussed include problem lists, assessments, prescription/medication management, exam notes, and diagnostic orders and results.

Prerequisite: BIS 100 or equivalent.

ADVANCED MEDICAL CODING 3(2-2) **BIS 173**

Normally Offered:

This course is designed to expand upon and summarize the official guidelines for coding and reporting of complex diagnoses and procedures effecting acute care and skilled-care facilities. Emphasis is placed on ICDE-9-CM and CPT codes impacting the major body systems, evaluation and management, and surgery section of the coding manuals. The proper translation of a disease and/or procedure into a viable code will be emphasized through theory and interpretation of many case studies.

Prerequisite: BIS 160, BIS 163. Corequisite: BIS 164, BIO 110.

MACHINE TRANSCRIPTION 3(2-2) **BIS 178**

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 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, BIS 147, BIS 160, BIS 162, BIS 163, BIS 164, BIS 165, and BIS 167 with a grade of 2.0 or higher for these occupational specialty classes.

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. CAD ENGINEERING TECHNOLOGY **CAD 101** 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. INTRODUCTION TO AUTOCAD2(1-2) **CAD 102** 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. INTRODUCTION TO SOLIDWORKS 2(1-2) **CAD 104** 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** Normally Offered: F, SP Introduces methods for construction of engineering geometry in two-dimensional design applications. Both CAD software and traditional manual drawing methods are utilized. Includes the use of various scales of measurement, preferred methods of lettering, and basic dimensioning of single view drawings. **CAD 111** Normally Offered: F, SP This course introduces fundamentals of orthographic projection, as applied in multi-view drawings. Threedimensional visualization, representation of objects in principle views, standard projection methods, and basic dimensioning procedures for multi-view drawings are covered. Both CAD and manual methods are utilized. Prerequisite: CAD 110.

This course further explores the principles of orthographic projection as applied to the analysis of multiview 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 and CAD 132.

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

CAD 130

Normally Offered: F, SP

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. SCHEMATIC DIAGRAMS 1.5(1-1) **CAD 225** 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(3-2)** Normally Offered: SP This course presents principles of projection relating to all areas of technical drawing, with a focus on spatial relationships 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 111 and CAD 132. 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 GENERAL CHEMISTRY 5(5-3) **CEM 111** 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. ORGANIC AND BIOCHEMISTRY...... 4(4-3) **CEM 112** 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,

Prerequisite: CEM 111 or 121 or its equivalent and one year of algebra or consent of instructor.

non-science majors and several health science categories.

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

CEM 121 GENERAL AND INORGANIC CHEMISTRY
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 221 ORGANIC CHEMISTRY
CEM 222 ORGANIC CHEMISTRY
COLLEGE SUCCESS SKILLS
CSS 095 EFFECTIVE 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. CSS 098
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, develop new techniques for efficient study, and provide opportunities to practice those strategies in a variety of content areas. College Comprehension and Study Skills focuses on group-work and improving comprehension, vocabulary, rate, writing and study skills, lecture/reading 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.
CSS 100 BECOMING A MASTER STUDENT

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.

COMPUTER OPERATING SYSTEMS 1(.75-.5) **CIS 111**

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

This course introduces the student to operating systems and software applications of word processing, spreadsheets, databases, and multimedia presentations. Covers file management, using Help and Support, creating and editing letters, research papers, and resumes, creating spreadsheets and charts using formulas and functions, performing what-if analysis, creating, maintaining and querying a database, and creating and editing a presentation using illustrations, shapes and transitions. Students who have little or no computer experience (open, save, print) are advised to take CIS 110 Computer Essentials before taking this course. Additionally, students who have little experience with folder and file management tasks (expanding, collapsing, creating, copying, moving, and deleting) are advised to take CIS 111 Computer Operating Systems before taking this course.

Prerequisite: CIS 110 and CIS 111 or equivalent skills, or permission of instructor.

INTRO TO MICROSOFT CLIENT OS.......3(2-2) **CIS 140 Normally Offered:**

Using both a "hands-on" and theoretical approach, this course teaches students to manage system resources through the Microsoft client operating system (OS) environment. In addition to basic system commands, students will learn how to install and customize the operating system environment for deployment in an office or networked environment.

Prerequisite: CIS 111 or equivalent skills or instructor permission.

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.

WORD PROCESSING II: FORMATTING CIS 152*

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 instructor permission.

SPREADSHEETS I: BEGINNING WORKSHEETS & CIS 171* 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.

Prerequisite: CIS 205 or instructor permission.

CURRENT TOPICS IN IT...... 3(2-2) **CIS 195**

Normally Offered: SP

This course will help students prepare for the ever changing world of information technology. Through the evaluation and study of emerging technologies students will be presented with a framework to evaluate new products or services. This course will cover not only the considerations in evaluating a new technology, but the process of early adoption and its risks and benefits. At least one current emerging technology will be explored in depth.

Prerequisite: CIS 205 or instructor permission. Corequisite: CIS 190 or instructor permission.

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 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 clip art, 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 instructor permission.

* 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 instructor permission.

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

DESKTOP PUBLISHING3(2-2) CIS 250

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.

PC DATABASE PROGRAMMING...... 3(2-2) **CIS 256**

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.

DATABASE CONCEPTS......2(1.33-1.34) **CIS 257**

Normally Offered:

This course gives an overview of database management on a microcomputer. The class covers creating and managing database tables, creating and modifying queries, forms, and reports. Students learn how to do advanced queries, forms with subforms, and using calculations and advanced commands and functions.

Prerequisite: CIS 120 or instructor permission.

CIS 258 INTRODUCTION TO ENTERPRISE DATABASE......2(1-2)

Normally Offered: F

Students will learn about the many different database languages deployed in the marketplace. Advanced concepts such as Data Mining, Business Intelligence, Disaster Recovery, Security, and Load Balancing will be introduced. Structured Query Language (SQL) platforms will be used in this class.

Corequisite: CIS 260 or instructor permission.

CIS 260*

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.

operating systems ha	NETWORK ADMINISTRATION
LAN. Topics covere system software, LA hardware problems. during the course o	cocal Area Network (LAN) fundamentals and terminology. Students will install and configure a d include: selection of LAN interface cards, cable, wiring plans, server hardware and operating AN maintenance, integrating LANs into existing networks and isolating LAN software and Labs should cause all elements to come to life through the many real-world exercises provided f instruction. Most important, though, is the emphasis on gaining skills to start anyone who etwork administration on the road to success.
CIS 281 Normally Offere	
drawing application	nformation processing skill development in the areas of graphics, graphical lines, charts, and s in layouts and document designs, especially when used in columns, tables and reports. 53 or proficiency exam.
tables, tables of con-	ADVANCED WORD PROCESSING II: PRODUCING LONG DOCUMENTS
CIS 283	ADVANCED WORD PROCESSING III: MACROS &
as merging documen	MERGES
with business object departments and p playing, students wi	d: SP about the ever-changing industry of Information Technology and its impact on and alignment crives. Using concepts from prior classes, students will explore the design and setup of IT rocedures in both small and large organizations. Through case studies, scenarios, and role ll have the opportunity to manage a team of IT professionals.
COMPU	TER NETWORK SYSTEMS
CNS 150 Normally Offere This course will in	NETWORKING FUNDAMENTALS

communicate data among devices. Students will build a working Local Area Network (LAN) utilizing multiple

protocols and operating systems. Corequisite: CIS 140 and CNS 151 or instructor permission.

Normally Offered: F This course is designed to provide the learner with the knowledge to install and support the physical layer of computer and telecommunications networks. Students will learn proper installation and certification techniques based on TIA/EIA standards for copper and fiber optic cabling.
CNS 155 INTRODUCTION TO ROUTING AND SWITCHING
CNS 170 PC REPAIR AND MAINTENANCE
CNS 180 INTRODUCTION TO MICROSOFT SERVER
CNS 210 MICROSOFT NETWORK MANAGEMENT
CNS 220 ADVANCED MICROSOFT SERVER
CNS 225 MICROSOFT ENTERPRISE MANAGEMENT
CNS 230 INFORMATION SECURITY
CNS 235 ADVANCED INFORMATION SECURITY 3(2-2) Normally Offered:

NETWORK COMMUNICATION CABLING...... 3(2-2)

CNS 151

CNS 240 OPEN SOURCE NETWORKING 3(2-2)

Normally Offered: F

Students will learn the foundational differences between open source and commercially purchased software. By utilizing LINUX in a lab setting, a comparison to and contrast with Microsoft Server products will be drawn. The class will help participants become familiar with freely available software using command line and graphical user interface options.

Prerequisite: CIS 140 or instructor permission.

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.

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.

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.

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. Corequisite: CON 222.

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.

CONCRETE PROJECT LAB 2(2-0) **CON 232**

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
CON 242 VIBRAPAC PRODUCTION
CON 243 EQUIPMENT CONTROLS
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
CON 246 PRODUCT HANDLING
CON 247 PRODUCT HANDLING
CON 248 PREVENTATIVE MAINTENANCE
CON 249 ADVANCED VIBRAPAC PRODUCTION
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 TECHNOLOGY2(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.

CONSTRUCTION SUMMER CO-OP 6(0-6) **CST 151**

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:

	the hazards that the United States will possibly face in the future, and how the Department challenges from a first responder's and emergency planning perspective.
	INTRODUCTION TO CRIMINAL JUSTICE
	HIGHWAY TRAFFIC ADMINISTRATION
	INTRODUCTION TO PRIVATE SECURITY
	s and practitioners to the fundamentals of ethical theory, doctrines and controversies, and rules . Covers ways and means of making moral judgment. Addresses the state of ethics in police,
	JUVENILE DELINQUENCY
elements of the cris	dy of the origin, nature, and purpose of substantive law with particular emphasis on the basic mes, both statutory and common law. Criminal law topics covered are: Crime defined, sources ments of, scope, defenses, crimes against people, habitation and property; offenses against
through the appellatrial, punishment, a	CRIMINAL PROCEDURE
	POLICE ADMINISTRATION
	POLICE OPERATIONS
CJ 227	DEFENSE TACTICS 2(1-1)

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

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 INVESTIGATION4(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 RELATIONS3(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
The purpose of this course is to give the student an understanding of and sensitivity to the motivations and

CORRECTIONAL INSTITUTIONS AND FACILITIES....... 3(3-0) **CJ 237** Normally Offered: SP

intervention and treatment strategies.

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

Provides the student with a concentrated overview of correctional institutions and facilities. Designed primarily

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.

This one-credit course examines legal principles of processes which impact on the custody of inmates and the management of local correctional facilities. A prime objective of this course is to give the student more confidence through knowledge of the law. At the same time, resentment of legal parameters will be reduced, familiarizing the student with the basis for important legal decisions. By examining benchmark cases involving inmate and staff lawsuits as well as legislation, the student will gain insight about the basis for many of the laws which affect his or her daily duties.

CJ 241 PRISONER CONTROL TACTICS.......2.5(1-3)

Normally Offered: F

Prisoner Control Tactics introduces the corrections student to proven methods of both defensive and offensive techniques utilized in the control of violent inmates. The preferred programs used in the Local Corrections Training Program are Pressure Point Control tactics (PPCT), Inmate Control, PPCT GAGE, and PPCT Spontaneous Knife Defense.

Custody and Security is designed to acquaint local correctional staff with security issues and procedures. Information includes weapons and key control, inmate counts and security checks, inmate movement, contraband recognition, and control and searches. Security issues relative to trustee and day-parole inmates are covered. Transportation of prisoners, courtroom security, hospital security, and unusual occurrences such as hostage situations are addressed.

CJ 243 INTERPERSONAL COMMUNICATIONS IN A CORRECTIONS SETTING.......1(1-0)

Normally Offered: F

This course has been used by correction agencies for several years to train officers in skills needed to effectively communicate with prisoners and defuse hostile encounters. This National Institute of Corrections (NIC) course is designed to be skills oriented and is a 16 hour course. The program uses a combination of text and video scenarios to demonstrate communication skills. In addition, students are involved in role playing exercises to practice the skills learned.

CJ 244 SPECIAL ISSUES IN CORRECTIONS......1(1-0)

Normally Offered: F

Special Issues in Corrections is a collection of required topics that must be included in the Local Corrections Officer Certificate. The required topics are Cultural Diversity, Ethics in Corrections, Workplace Harassment, and Report Writing.

CJ 245 CORRECTIONS WORKPLACE SAFETY 1(1-0) Normally Offered: S

Fire Safety module — The purpose of the Fire Safety module is to acquaint the local correctional officer with basic fire science and an understanding of characteristics of smoke spread throughout a structure. Corrections officers

also learn proper fire suppression techniques utilizing portable fire extinguishers and how to function with a smoke filled environment using a self contained breathing apparatus (SCBA). Emphasis is placed upon function and proper use and maintenance of the self contained breathing apparatus. Stress Management module — Stress is as much a part of corrections work as bars and keys. This module examines the causes of stress. The effects of stress on the mind and body, and effective methods of stress reduction will be presented.

CJ 246 INTAKE AND PRISONER BEHAVIOR......1(1-0) Normally Offered: F

The local corrections officer must know and understand the proper procedures for booking prisoners into their facilities. Additionally, the corrections officer must understand and appreciate his or her legal responsibilities and the consequences of his or her actions during the booking process. Proper booking and intake screening is designed to follow the normal flow of activity in a typical corrections facility. This course will familiarize the officer with all aspects of the booking and intake screening process. The Prisoner Behavior module addresses characteristics of human behavior, specifically the antisocial, manipulative behavior which many inmates engage in as well as specific mental disorders which are exhibited by many inmates. The module also explores methods of dealing with the behavior and illness effectively.

CJ 247 PRISONER SAFETY...... 1(1-0) Normally Offered: F

The prisoner Safety course is designed to cover two broad topics: Suicide Awareness and First Aid/CPR/AED. In the Suicide Awareness module, the training is designed to make the correctional officer aware of causes for suicidal behavior, symptoms of suicidal prisoner behavior, suicide prevention and intervention techniques, and emergency procedures for attempted suicide. The the First Aid/CPR/AED module, the training is designed to train the correctional officer in the required first responder skills. The approved programs are American Red Cross — Workplace Training and Standard First Aid, American Heart Association — Heart-Saver First Aid, and American

DIRECTED STUDIES

Safety & Health Institute — First Responder.

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

MONEY AND BANKING 3(3-0) **ECN 225**

Normally Offered: On Demand

This course examines the role of money in society and the role of the financial system. Banking fundamentals and monetary policy are reviewed from a macroeconomic viewpoint. Focus is given to the contemporary issues relating to our monetary economic system. Students completing this course will have an enhanced knowledge of public monetary policy and how our banking system operates.

ECN 227 THE INTERNATIONAL POLITICAL ECONOMY 3(3-0) Normally Offered:

This course introduces students to the interdependence of national and regional issues as they relate to economics, sociology and political science. Study includes interests in the varying ways different regions and cultures throughout Prerequisite: Eligibility placement in MTH 121.

ECN 231 ECONOMICS (MICRO) 3(3-0)

Normally Offered: F

This course focuses on the analysis of individual consumer and supplier behavior. Students will learn the basics of consumer demand theory, labor supply theory, price theory, and various production decisions in different types of competitive markets. Upon completion, students should have a fundamental appreciation and comprehension for the motivation of individual firms and consumers.

Prerequisite: Eligibility placement in MTH 113 or instructor permission.

Normally Offered: SP

This course is a study of the behavior of the economy as a whole. It examines certain principles of aggregate behavior as suggested by the famous economist John Maynard Keynes and how certain deductions taken from microeconomic behavior effect the entire economy. Students who complete this course will have an improved understanding of our national economy and the critical economic issues of our times.

Prerequisite: ECN 231.

EDUCATION

EDU 121 INTRODUCTION TO EDUCATION......3(3-0)

Normally Offered: F

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." The course requires participation in the school environment through a 35-hour service project in which students learn to investigate and understand educational concepts through classroom and personal experience.

Provides a theoretical and empirical overview of educational issues affecting low-income immigrant and U.S.-born minority student populations in an increasingly diverse and changing society. Special attention is given to the transformative practices that enable students to dismantle inequality and struggle for a more democratic society. **Prerequisite:** EDU 121.

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.

STATICS 3(3-0) **EGR 221**

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).

MECHANICS OF MATERIALS 4(4-0) **EGR 222**

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

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.

ENGLISH.......3(3-0) **ENG 111**

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.)

ENGLISH.......3(3-0) **ENG 112**

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.

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 newswriting 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.

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.

INTRODUCTION TO POETRY 3(3-0) **ENG 205**

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

Normally Offered: On Demand

Continues ENG 221 British Literature I.

Prerequisite: ENG 112 English or ENG 122 English.

ENG 223

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

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.

CREATIVE WRITING...... 3(3-0) **ENG 229**

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.

CHILDREN'S LITERATURE 3(3-0) **ENG 242**

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

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.

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

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.

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

	GEOGRAPHY
GEO 126 Normally Offere Introduction to the ancient times to the	e theme of human alterations of the natural scene and creation of cultural landscapes from
GERMA	N
	GERMAN
listening and writin	GERMAN
GRAPHI	IC ARTS
	PHOTOGRAPHY
The photographic individual's use in h	photography course. This course further acquaints the student with the photographic process media is studied with emphasis on the artistic qualities of the image for adaptation of th
	ant the opportunity to work with a professional photographic and graphic artist to improve plore new directions in the medium of photography.
	s to the various graphic design processes: offset, screen printing, intaglio, papermaking and e technical know-how of the craft while providing the students with aesthetic challenges of the
GRA 126 Normally Offere Continues Graphic complete offset prir	Design I with closer regard to aesthetic quality and emphasis on offset platemaking and the

Prerequisite: GRA 125 or instructor's permission

intellectual and religious life.

Normally Offered Continues Graphic	
Normally Offered Emphasizes develop definition of the gra	ing self-direction. Student will extend aesthetically and technically without sacrificing the aphic design process. Student will continue development of the creative idea, exploration of dium and may work with both conventional and unconventional materials.
HEALTH	
Normally Offered	
current nutritional r	formation about human nutrition and how it influences personal health. Emphasis is placed on esearch; U.S. Government guidelines and goals; U.S. RDA's human nutritional needs of foods; s of foods; human growth and development; and nutrition and human performance.
HEA 222	MEDICAL ASSISTANT CLINICAL PRACTICE 4(0-12)
student is supervised performing adminis	educational/work experience in a selected physician's office or health care facility. The d and evaluated by qualified/licensed medical personnel. The student applies knowledge in trative and clinical procedures and in developing professional attitudes for interacting with nd consumers in the health field.
	MEDICATION ADMINISTRATION FOR MEDICAL
Normally Offered	ASSISTANTS
Teaches the student	how to measure and calculate drug dosages, techniques of medication administration, and the conditions under which medical assistants may actually administer drugs. This course is
	10, BIS 147, BIS 160, BIS 162, BIS 163, BIS 164, BIS 165, BIS 167, BIS 170, BIS 220.
HEA 224 Normally Offered	
physical exams in the	h skills for the medical assistant to prepare patients and to assist the physician with routine ne office or clinic. Emphasizes patient preparation, accuracy in test performance and safety coording to current guidelines. Includes theory and procedures for microbiology, urinalysis, and hematology.
	10, BIS 147, BIS 160, BIS 162, BIS 163, BIS 164, BIS 165, BIS 167, BIS 170, BIS 220.
HISTOR	Υ
HST 121 Normally Offered	HISTORY OF WESTERN CIVILIZATION
Studies the emergen	ce of Europe from the Ancient World through the Dark Ages and Feudalism into the modern udies the rise of modern capitalism and the impact of the new emerging social structure upon

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.	d
HST 221 UNITED STATES HISTORY 3(3-0 Normally Offered: F, SP)
This course surveys the history of the United States from the period of colonization to reconstruction. The cours is designed to achieve breadth of understanding and appreciation for social, political, economic and cultural histor of the United States within a global context and while emphasizing the responsibilities of citizenship for studen with broad academic and professional interests. The topics include pre-European society in the Americas, European settlement, colonial development, the development of constitutional government and representative democraciscial and economic development, the western territorial expansion of the United States, sectionalism and the Civil War.	y ts n y,
HST 222 UNITED STATES HISTORY 3(3-0)
Normally Offered: SP Surveys the history of the United States from the period of Civil War reconstruction to the present time. This cours is designed to achieve breadth of understanding and appreciation for the social, political, economic and cultural history of the United States within a global context and while emphasizing the responsibilities of citizenship for students with broad academic and professional interests. The topics include the Civil War and its causes, the period post-war reconstruction, the expansion of industrialization and subsequent implications for the socio-politic order, the Gilded Age, the Progressive Era, World War I, the Great Depression and the New Deal, World War I and the Cold War and Post-Cold War era.	al or d
HST 224 HISTORY OF MICHIGAN 3(3-0)
Normally Offered: On Demand This course traces the history of Michigan from ancient times through French and British rule. It relates the growt of Michigan as a territory and state within the national union, drawing connections with regional, national an international social, political and economic trends into the present.	
HST 225 TWENTIETH CENTURY U.S. HISTORY3(3-0)
Normally Offered: On Demand This course aims to increase the student's factual and structural knowledge of the social, political, economic and foreign and domestic developments of the United States since 1900, providing great detail and breadth of understanding, appreciation and global context for students with broad academic and professional interests.	
HST 227 CONTEMPORARY AMERICAN PROBLEMS 3(3-0)
Normally Offered: On Demand Surveys the current social, political, economic and cultural domestic and international problems facing the Unite States and the region (state and local) in which the student lives. Ideological, economic, and social factors as stressed within an historical perspective. Considerable emphasis is placed on relating these issues to the student own local environment and their personal and professional interests.	re
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 durin that period, as well as the subsequent impact of the war on American culture.	g
HUMANITIES	

INTRODUCTION TO OLD TESTAMENT LITERATURE...... 3(3-0)

HUM 110

Normally Offered: SU

Introduces the student to the Old Testament canon, its historical antecedents and development, cultural setting, literary styles, and subject matter. Attention is given to the importance of the Old Testament's leading ideas in developing Western culture. Critical problems related to the ancient texts will be introduced in the context of Medieval and modern debates. **HUM 114** INTRODUCTION TO NEW TESTAMENT LITERATURE..... 3(3-0) Normally Offered: SU

Introduces the student to the New Testament canon, its historical antecedents and development, cultural setting, literary styles, and subject matter. Attention is given to the importance of the New Testament's leading ideas to developing Western culture. Critical problems related to the ancient texts will be introduced in the context of Medieval and modern debates.

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.

HUMANITIES 4(4-0) **HUM 242**

Normally Offered: SP Continues HUM 241.

Prerequisite: HUM 241 or permission of instructor

INDUSTRIAL

INDUSTRIAL ORGANIZATIONS 3(3-0) **IND 110 Normally Offered:**

A detailed survey of organizational theories and structures, operational, financial, marketing, and accounting activities; duties of management, planning, control, personnel, safety, wages, policy and human factors necessary for effective management of an industrial organization.

STRENGTH OF MATERIALS 4(3-2) **IND 225** Normally Offered: F

This course employs a practical approach to stress, strain, shear, torsion, and moments found in mechanical and construction design. Bolted and welded constructions, axial tension and compression members, shafts, beams, columns, and trusses will be studied. Shear and moment diagrams will be used to analyze beams. Lab testing of the strengths of materials will be utilized.

Prerequisite: MTH 102 or higher.

PRINCIPLES OF FLUID POWER 1.5(1-1) **IND 227** 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 values and fluids. Prerequisite: MTH 115.

PROJECT LAB......1(0-1) **IND 231**

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.

PROJECT LAB...... 2(0-2) **IND 232**

Normally Offered: SP

Continues IND 231, Project Lab Prerequisite: IND 231.

INTERNSHIPS

INT 290	INTERNSHI	P						1-4
Normally Offer	ed: F, SP, SUM							
An internship is a	method of earning	college cre	edit for kn	owledg	e gair	ned in	a supervised job situa	ation. It is an
actual work exper	ience for students w	ho want to	explore c	areer oi	inter	rest are	as. Students experien	ce interviews,
professional guida arranged at the p	nce, individual cou blace of work by	nseling, on- to fill	the-job tra requirem	aining, ents.	repor Caref	t writir ful	ng and evaluations. In Broadcasting — TV, 1	nternships are Radio
the ACC Interns	hip Coordinator,	attention	must be	given	to t	he :	Business	

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

description of the work proposed because this constitutes the record of a course outline which is filed with instructor, Vice President for Instruction and Campus Services Office. Before registering, the student is responsible for working with staff and following proper procedures in developing the individualized program. Anthropology

Art/Art Education Automotive Biological Science Botany

Business Info. Systems Botany Business Chemistry Computer-Aided Drafting & Design Computer Info. Systems Concrete Technology Construction Technology Criminal Justice Data Processing **Economics** Education Electronics/ Engineering

English Geography Graphic Arts Health Occupations History Home Economics Humanities/Fine Arts Industrial Technology Journalism Law Enforcement Legal Research Library Science Mathematics Medical Assistant Music Network Admin. Physical Education Physics Political Science Psychology Sociology Pre-Dental Pre-Pharmacy Pre-Veterinary Social Sciences

Theatre

Utility Technician

LAIIN		
LTN 125	BASIC LATIN I	 4(4-0)
Normally Offere	ed:	,

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

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.

FAMILY LAW 4(4-0) **LAW 239**

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 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

LEGAL RESEARCH AND WRITING II 3(3-0) **LAW 241** 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

PROBATE LAW, WILLS, TRUSTS AND ESTATES...... 3(3-0) **LAW 242**

Normally Offered: SP

Studies probate law, including wills, estates, estate planning and trusts. Emphasis on document preparation. Prerequisite: LAW 125 or instructor's permission

LEGAL ASSISTANT PROFESSION AND ETHICS 3(3-0) **LAW 243**

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** 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 AND PROCESSES................. 3(2-2) Normally Offered: SP This course explores the intent, use, and application of the Machinery's Handbook and applies the principles, concepts, and data in the Handbook to industrial related projects. Emphasis will be placed on chart usage and data retrieval from this handbook. This course also provides students with a comprehensive study of the materials, concepts and processes used in modern manufacturing which is augmented by field trips to local manufacturing plants. METAL CUTTING I...... 4(2-4) MFG 101 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** 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. FUNDAMENTALS OF GD&T 3(2-2) **MFG 123** Normally Offered: On Demand

INTRO TO COMPUTER NUMERICAL CONTROL 6(3-7) MFG 201

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.

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.

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

ELEMENTARY ALGEBRA...... 5(5-0) MTH 102

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

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
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
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
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
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

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.

Includes the study of trigonometric functions, identities, graphing, inverse trigonometric functions and sinusoidal

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 or MTH 123 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.

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.

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.

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

WELDING PROCESSES...... 4(2-4) **MET 123**

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 138 Normally Offered: ON DEMAND

This course will cover advanced welding, preparing the student to pass the American Welding Society Level I entrylevel welding program. Projects will consist of welding in the flat, horizontal, vertical and overhead positions. This is a follow-on course to provide the student with more time to finish the weldments that have not been completed in prior coursework.

Prerequisite: MET 123 or MET 124 or instructor permission.

MET 200 MATERIAL SCIENCE...... 3(2-2)

Normally Offered: F

Introduction to the study of the science of engineering metals. Included in topics of study are atomic structure and bonding, properties and testing of materials. Methods of production and fabrication, methods of changing properties including heat treatment of metals, alloying and surface treatments. Introduces mechanical properties, phase diagrams, thermal processing, alloying, and corrosion. The common classification systems used to identify the various engineering materials are also covered. Laboratory exercises include heat treatment and destructive and non-destructive materials testing.

MET 238 AMERICAN WELDING SOCIETY LEVEL II 4(2-4) Normally Offered:

This course will cover advanced pipe welding, preparing the student to pass the AWS Level II Advanced Welding program. Projects will consist of welding in the flat, horizontal, vertical and overhead positions. Fabricating and testing of pipe weld samples will also be covered. This is a follow-on course to provide the student with more time to finish the weldments that have not been completed in prior coursework.

Prerequisite: MET 240.

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

WELDING FABRICATION...... 3(1-4) **MET 242** 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	-
MUS 121 PIANO	nt is
MUS 122 PIANO	t is
MUS 123 VOICE I	les:
MUS 124 VOICE II	-
MUS 125 MUSIC THEORY	rse.
MUS 126 MUSIC THEORY	ion
MUS 141 COLLEGIATE SINGERS I	red
MUS 142 COLLEGIATE SINGERS II	2)
MUS 151 CONCERT BAND I	2)

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.
The ensemble will	CONCERT BAND II
The ensemble will	CONCERT BAND III
The ensemble will	CONCERT BAND IV
MUS 155 Normally Offere Continues MUS 14 Prerequisite: MUS	42.
MUS 157 Normally Offere Continues MUS 15 Prerequisite: MUS	55.
	APPLIED FLUTE I ed: F provide the student with private instruction in flute pedagogy and flute literature. Student must purchase method book and music.
which is chosen acc half hour lesson eac	PIANO
according to the st	nstruction in the art of piano mastery. Graded pieces comprise the repertoire that is chosen udent's proficiency. It is a continuation of MUS 221. It is comprised of a one-half hour lesson arrangement with instructor.
classroom. Student	MUSIC IN THE ELEMENTARY CLASSROOM
MUS 229	MUSIC COMPOSITION2(2-0)

Corequisite: NUR 103 Nutrition.

	of a variety of composers to understand how melodies are written and musical material is a unified piece. Students will complete their own composition using the Finale 2004 program.
MUS 241 Normally Offere Students rehearse in	JAZZ ENSEMBLE I
	JAZZ ENSEMBLE II
	JAZZ ENSEMBLE III
	JAZZ ENSEMBLE IV
the medium, an un	CHAMBER ENSEMBLE I
MUS 252 Normally Offere Continues MUS 25 Prerequisite: MUS	50.
MUS 253 Normally Offere Continues MUS 25 Prerequisite: MUS	52.
MUS 254 Normally Offere Continues MUS 25 Prerequisite: MUS	53.
NURSIN	G
and planning, organ	ical nurse student for development proficiency in nursing treatments, medication administration, nizing, and delivering patient care. ssful completion of all fall and spring Nursing Level I Program (LPN) courses.

NUR 121 PARENT/CHILD NURSING THEORY I
NUR 128 PHARMACOLOGY I
NUR 129 PHARMACOLOGY II
NUR 133 DOSAGE CALCULATIONS
NUR 140 FOUNDATIONS OF NURSING
NUR 141 NURSING FOUNDATIONS LAB
NUR 142 MEDICAL-SURGICAL NURSING I
NUR 143 MEDICAL-SURGICAL I CLINICAL
NUR 150 MEDICAL-SURGICAL NURSING II

This course provides the theoretical background to prepare the Level I nursing student to provide care in an acute care setting to adults with a variety of medical-surgical problems.

Prerequisite: BIO 201, CEM 111, ENG 111, HEA 102, PSY 101, NUR 128, NUR 133, NUR 140, NUR 141, NUR 142, NUR 143.

Corequisite: PSY 226, NUR 151, NUR 152, NUR 153, NUR 154, NUR 156.

This is a clinical course in an acute care setting that builds upon skills and knowledge acquired in the first semester of Level I. Students provide care to adults with a variety of medical-surgical problems.

Prerequisite: BIO 201, CEM 111, ENG 111, HEA 102, PSY 101, NUR 128, NUR 133, NUR 140, NUR 141. **Corequisite**: PSY 226, NUR 150, NUR 152, NUR 153, NUR 154, NUR 156.

NUR 152 OBSTETRICS/REPRODUCTIVE HEALTH 1(1-0) Normally Offered: F, SP

This course provides the theoretical background to prepare the Level I nursing student to provide care to a pregnant client, and aspects of care during labor, delivery, and postpartum phase, aspects of newborn care, and care to the women hospitalized for reproductive health problems.

Prerequisite: BIO 201, CEM 111, ENG 111, HEA 102, PSY 101, NUR 128, NUR 133, NUR 140, NUR 141, NUR 142, NUR 143.

Corequisite: PSY 226, NUR 150, NUR 151, NUR 153, NUR 154, NUR 156.

NUR 153 OBSTETRICS CLINICAL 1.5(1.5-4.5)

Normally Offered: F, SP

This is a clinical course in an acute care setting or units providing care during labor and delivery, and postpartum/ newborn care. Care of clients admitted for conditions related to reproductive health is included as are observations experiences with pre-school children and children with disabilities.

Prerequisite: BIO 201, CEM 11, ENG 11, HEA 102, PSY 101, NUR 128, NUR 133,

NUR 140, NUR 141, NUR 142, NUR 143.

Corequisite: PSY 226, NUR 150, NUR 152, NUR 153, NUR 154, NUR 156.

This course provides the theoretical background to prepare the Level I nursing student for health care encounters with children and various health problems and issues that occur during childhood.

Prerequisite: BIO 201, CEM 111, ENG 11, HEA 102, PSY 101, NUR 128, NUR 133, NUR 140, NUR 141, NUR 142, NUR 143.

Corequisite: PSY 226, NUR 150, NUR 151, NUR 152, NUR 153, NUR 156.

This course provides additional theoretical background to prepare the Level I nursing student to safely administer medications. The student studies the effects of specific medications on body systems, ways to promote therapeutic effect, and how to recognize and treat side effects or toxic effects.

Prerequisite: BIO 201, CEM 111, ENG 111, HEA 102, PSY 101, NUR 128, NUR 133, NUR 140, NUR 141, NUR 142, NUR 143.

Corequisite: PSY 226, NUR 150, NUR 151, NUR 152, NUR 153, NUR 154.

NUR 240 ADVANCED MEDICAL-SURGICAL NURSING I 2(2-0) Normally Offered: F

This course provides the theoretical background to prepare the Level II nursing student to care for clients with multiple acute and chronic conditions.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 241, NUR 242, NUR 243, NUR 244, NUR 246.

NUR 241 ADVANCED MEDICAL-SURGICAL NURSING CLINICAL..... 2(2-6) Normally Offered: F

This is a clinical course, occurring primarily on medical-surgical units with supplemental learning experience

options. Level II nursing students provide care to clients with complex needs resulting from acute and chronic health problems within the scope of practice for the Registered Nurse in Michigan.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 240, NUR 242, NUR 243, NUR 244, NUR 246.

NUR 242 ADVANCED PARENT-CHILD NURSING 1.5(1.5-0) Normally Offered: F

This course provides the theoretical background to prepare the Level II nursing student to care for childbearing families, children with health problems, and clients hospitalized with reproductive health problems.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 240, NUR 241, NUR 243, NUR 244, NUR 246.

NUR 243 ADVANCED PARENT-CHILD NURSING CLINICAL ... 1.5 (1.5-4.5) Normally Offered: F

This is a clinical course, occurring on a women's health unit, with supplemental learning experience options. Level II nursing students provide care during labor and delivery, postpartum and newborn hospitalization, and to women hospitalized for reproductive health problems.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 240, NUR 241, NUR 242, NUR 244, NUR 246.

NUR 244 PHYSICAL ASSESSMENT...... 2 (2-0) Normally Offered: F

This course prepare the Level II nursing student with the knowledge of techniques to do health status assessments of clients needing nursing care.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 241, NUR 240, NUR 242, NUR 243, NUR 246.

NUR 246 NURSING ISSUES 1 (1-0) Normally Offered: F

This course provides the theoretical background to prepare the Level II nursing student for issues within the environment of care that impact nursing practice.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, PSY 101, PSY 226, HEA 102, LPN admitted to Level II.

Corequisite: ENG 112, NUR 240, NUR 241, NUR 242, NUR 243, NUR 244.

NUR 249 Normally Offered: SP

The nursing program is based on the metaparadigm concepts: person, health, environment, and nursing. This course continues to focus primarily on the student acquiring knowledge of advanced medical-surgical concepts associated with multiple acute and chronic conditions of persons receiving nursing care. The Level II emphasis is on the student nurse evolving into the role of the professional nurse.

Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, ENG 112, HEA 102, PSY 101, PSY 226, nursing courses leading to LPN licensure, NUR 240, NUR 241, NUR 242, NUR 243, NUR 244, NUR 246. Corequisite: PLS 221, NUR 250, NUR 252, NUR 253, NUR 254, NUR 256.

NUR 250 ADVANCED MEDICAL-SURGICAL II CLINICAL...... 2 (2-6) Normally Offered: SP

This is a clinical course, occurring primarily on a medical-surgical unit. Level II nursing students progress to assume additional aspects of the scope of practice of the Registered Nurse in Michigan by providing and coordinating care

PEH 110

for clients with complex needs resulting from acute and chronic health problems. Prerequisite: BIO 201, BIO 203, BIO 227, CEM 111, ENG 111, ENG 112, HEA 102, PSY 101, PSY 226 nursing courses leading to LPN licensure, NUR 240, NUR 241, NUR 242, NUR 243, NUR 244, NUR 246. Corequisite: PLS 221, NUR 249, NUR 252, NUR 253, NUR 254, NUR 256.
NUR 252 PSYCHIATRIC NURSING
NUR 253 PSYCHIATRIC NURSING CLINICAL
NUR 254 NURSING TRANSITIONS
NUR 256 DIAGNOSTIC READINESS
NOR 232 HOLISTIC NURSING

Normally Offered: F, SP, SUMProvides development of basic exercise skills to increase and maintain levels of cardiovascular endurance, muscular

PERSONALIZED FITNESS I......2(0-3)

PHYSICAL EDUCATION & HEALTH FITNESS

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

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.

AMERICAN RED CROSS LIFEGUARDING......1.5(1-1) **PEH 123 Normally Offered:**

This course offers students the knowledge and skills to prevent and respond to aquatic emergencies, following the American Red Cross Lifeguarding curriculum. Students who successfully complete this course according to American Red Cross (ARC) standards will receive two ARC Universal Certificates: Lifeguarding/First Aid and CPR/AED (Cardiopulmonary Resuscitation/Automatic Electronic Defibrillation). Students must successfully demonstrate the ability to swim 300 yards continuously using these strokes in the following order during the first session in order to continue the class: (1) 100 yards of front crawl, using rhythmic breathing and a stabilizing, propellant kick. (2) 100 yards of breaststroke using a pull, breathe, kick, and glide sequence. (3) 100 yards of either the front crawl or breaststroke. The 100 yards may be a combination of front crawl and breaststroke.

Prerequisite: See course description.

GOLF......2(1-2) **PEH 140**

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.

YOGA FOR FITNESS II......2(0-4) **PEH 182**

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.

COLLEGE SPORTS.......1(0-1) **PEH 200**

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 247

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 or instructor permission.

Normally Offered: F, SP This course seeks to help participants identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first aid care. It teaches the knowledge and skills that individuals in the workplace need to know to give immediate care to an ill or injured person until more advanced medical care arrives. Students who successfully complete this course according to American Red Cross standards will receive adult, child, and infant First Aid, CPR and AED certification.
PERFORMING ARTS
PFA 101 INTRODUCTION TO DANCE
PFA 102 DANCE II
Continues the curriculum in dance principles in creative and contemporary movement, ballet basics and jazz techniques from Dance I.
Prerequisite: PFA 101 or instructor permission.
PFA 108 ACTING I
Acting I will focus on improvisation, creative dramatics and basic acting skills.
PFA 110 ACTING II
PFA 203 DANCE III
Normally Offered: F This course is geared for the student of dance who has a background in dance and would like to continue their education in ballet and jazz techniques. An introduction to choreography will also be covered. Prerequisite: PFA 102 or instructor permission.
PFA 204 DANCE IV
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 geared for the student who has an interest in dance and theatre. Dance steps commonly used in musical theatre will be taught. We will also study different choreographers that have made a significant impact in musical theatre history both by studying their work and by recreating some of their more memorable pieces. Prerequisite: PFA 101 or instructor permission.
PFA 211 ACTING III
Normally Offered: F Acting III will focus on developing audition techniques, script analysis and advanced character analysis utilizing the Stanislavski technique. Prerequisite: PFA 110.

PEH 263 WORKPLACE FIRST AID/CPR/AED......1(1-0)

	is on advanced performance activity and character analysis and development utilizing the view. Acting IV will concentrate on preparing students for continued studies in theatre at the
	INTRO TO THEATRE (PLAY PRODUCTION)
	INTRO TO SET DESIGN
Normally Offered Meets the equivalent	t of one hour per week. Students involved in a production register for one hour of credit per of not more than four hours. Students in the class are not required, however, to participate in
PHILOS	
relationship between reasoning, analogica	LANGUAGE AND REASON
Normally Offered Surveys some of the	PHILOSOPHY
Normally Offered Introduces the stude number of contemp and punishment iss students become me methods for reachin	INTRODUCTION TO ETHICS
PHYSIC	AL SCIENCE
of physics, chemistr	INTRODUCTION TO PHYSICAL SCIENCE

laboratory session.

Prerequisite: MTH 102 with a grade of 2.0 or higher, or consent of instructor. **PHYSICS** APPLIED PHYSICS 3(2-2) **PHY 111** 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. APPLIED PHYSICS 3(2-2) **PHY 112** 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. GENERAL COLLEGE PHYSICS 4(4-2) **PHY 121** 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. GENERAL COLLEGE PHYSICS 4(4-2) **PHY 122** 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

PHY 222 PHYSICS5(3-2-2)

Prerequisite: High school physics and MTH 131 or its equivalent.

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

POLITICAL SCIENCE.......3(3-0) **PLS 221**

Normally Offered: F, SP, SUM

Introduces U.S. politics and government at the national level while providing local, state and international context. Fosters breadth of understanding and appreciation for the structure of the political process and the responsibilities of citizenship for students with broad academic and professional interests. Emphasis is placed on the nature of representative democracy, political philosophies, the U.S. Constitution and its historical evolution, federalism, and practical politics, including political behavior, political parties and interest groups.

PLS 222 STATE AND LOCAL GOVERNMENT...... 3(3-0) Normally Offered: F, SP

Studies politics, government and civic engagement at the state and local level with comparative perspective from a variety of states within the United States. Considerable attention is afforded the formal institutions of government at the state level as well as county, township, city, and village government and the challenges facing each level of government within the federal system of the United States. Special attention is given to practical application of individual involvement in civic engagement at the local level as it applies to the student's role and their professional pursuits in a participatory social and political system.

INTERNATIONAL RELATIONS 3(3-0) **PLS 228**

Normally Offered: On Demand

Provides a broad and comprehensive survey of the historical, social, cultural, economic and political characteristics of modern international political systems and relations among nation-states throughout the world, including such organizations as the United Nations and NATO and regions such as the Middle East, Africa, the Indian subcontinent, Asia, Europe and the Americas, placing the United States within a larger international context. Considers relations among nations from a regional perspective and the larger trends in contemporary global politics.

COMPARATIVE GOVERNMENT 3(3-0) **PLS 230** Normally Offered: On Demand

Studies governmental structures, practices and ideological foundations of democratic and non-democratic countries, inclusive of Britain, France, Germany, China and Iran, in comparison with one another and the United States. Consideration is given to the scientific methodology of comparative study of politics, nation-states and their development, state institutions (parliamentary versus presidential systems), democracy, political ideologies, electoral systems, political parties, interest groups, political culture and political economy.

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.

DEVELOPMENTAL PSYCHOLOGY.......3(3-0) **PSY 226**

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, ENG 111 or permission of instructor.

PSY 230 HUMAN SEXUALITY 3(3-0)

Normally Offered:

This course will cover the biological, psychological and socio-cultural aspects of human sexuality.

Prerequisite: PSY 101 and ENG 111 or instructor permission.

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.

Prerequisite: PSY 101 and ENG 111 or instructor permission.

PSY 241 SOCIAL PSYCHOLOGY......3(3-0)

Normally Offered: SP

This course begins with a discussion surrounding the methods used to study social psychology. Then, we will look at how we view ourselves and others by examining the accuracy of our impressions, institutions, and explanations. In part three, we will explore the cultural sources of our attitudes to better recognize the social forces at work upon us. Finally, part four focuses on social relations. Our discussions will be directed at subjects such as prejudice, aggressions, attraction, altruism, conflict, and peacemaking.

Prerequisite: PSY 101 and ENG 111 or instructor permission.

PSY 242 ABNORMAL PSYCHOLOGY.......3(3-0)

Normally Offered: F, SP

This course will familiarize students with the 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 and ENG 111 or instructor permission.

SOCIOLOGY

SOC 110 INTRODUCTION TO SOCIAL WORK 3(3-0)

Normally Offered: F

This is an exploratory course that introduces students to the profession and practice of social work and examines the history, principles, functions, and knowledge base of social work.

Corequisite: SOC 123.

SOC 123 INTRODUCTION TO SOCIOLOGY 3(3-0)

Normally Offered: F, SP

This introduction to sociology offers students foundational understandings of central sociological approaches, including terminology, theory, and methods that sociologists use to understand life worlds, social order, social conflict, and social change. Students will learn how sociologists examine social arrangements to shape human experience and how people create order and conflict.

SOC 210 SOCIAL INEQUALITY: RACE, CLASS AND GENDER 3(3-0)

Normally Offered: SP

Race, ethnicity, class, and gender have all been, and continue to be, significant areas of social difference and discrimination in American society. This course will examine contemporary social conditions as they relate to race, ethnicity, class, and gender. The course will also address the ways in which these three elements are interconnected and how the interconnection of these three elements serves to further complicate social difference in America.

Prerequisite: SOC 123 or EDU 121.

000 005
SOC 225 SOCIOLOGY OF GENDER AND SEX ROLES
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 123 or PSY 101.
SOC 227 SOCIOLOGY OF MARRIAGE AND THE FAMILY 3(3-0)
Normally Offered: SP This course will involve an analysis of the social construction and social experience of marriage and the family as institutions. The course will explore the concepts of marriage and the family as important cornerstones that structure social interactions at various levels, and especially relations of power and inequality in society. Prerequisite: SOC 123.
SOC 230 SOCIAL PROBLEMS3(3-0)
Normally Offered: F This course explores the causes of and possible solutions to selected social problems such as inequality, crime and deviance, and poverty. Students will examine the interrelationship of social problems and their roots in fundamental societal institutions. Prerequisite: SOC 123 or EDU 121.
SOC 252 GREAT BOOKS ON LEADERSHIP3(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
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
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 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 Normally Offered: SP	LANGUAGE II	2(2-0)
For students who have had permission. Students will co	SPE 120 or who have had previous experience in signing and have ontinue to increase their fluency in conversational sign language unmunication approach. Vocabulary skills and expressiveness in sign it assignments.	tilizing a Signed
Normally Offered: On I	LANGUAGE III	2(2-0)
Normally Offered: SP		
SPANISH		
Normally Offered: On I	VERSATIONAL SPANISH Demand y course for prospective travelers or those who are considering en	
Normally Offered: F Promotes grammatical, cultura	al and geographic appreciation of the Spanish language and the people we to develop the student's fluency in listening to, speaking, reading and wr	vho speak it. This
SPN 126 SPAN	IISH	4(4-0)
	tes grammatical, cultural and geographic appreciation of the Spanish lourse will continue developing the student's fluency in listening to, structor's permission.	
STUDENT D	EVELOPMENT EDUCATION	
Normally Offered: F, SP, This class provides multiple of work. Various careers are	ODUCTION TO CAREERS	on to the world
SDE 201 JOB	SEARCH STRATEGIES	1(1-0)
techniques; also, they learn ho Students complete a job sear	e a professional resume, cover letter and job search strategies as well ow to use Internet sites to find jobs in their field of study and post resum ch portfolio containing documents required for an effective job searc promote students' understanding of the competitive job market and h	nes electronically. ch and interview.

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			
UTT 103 OVERHEAD CONSTRUCTION			
UTT 110 LINE MECHANIC LAB I			
UTT 201 TEST EQUIPMENT & TROUBLE SHOOTING			
UTT 202 TRANSFORMER FUNDAMENTALS			
UTT 203 UNDERGROUND CONSTRUCTION			
UTT 204 SYSTEM DESIGN AND OPERATION			
UTT 206 EQUIP EN FHIC CPERA N			
INDUSTRY			

UTT 208 CLIMBING & WORKING IN ELEVATED WORK SITES 2(2-0)

Normally Offered: SP

Classroom study of climbing and elevated work platforms used in the utility industry to perform construction and maintenance. Topics include dead line and live line techniques as well as safety instruction.

Prerequisite: Student must be a qualified climber.

Corequisite: UTT 210.

UTT 210 UTILITY LINE/MECHANIC LAB 5(1-8)

Normally Offered: SP

Orient students, in an outdoor lab setting, to the proper and safe construction and maintenance of overhead and underground electric systems. To include test and diagnostic equipment as well as transformer function, installation, selection and troubleshooting of single phase and three-phase power banks.

Prerequisite: First semester of Utility Technology program.

Corequisite: UTT 201, UTT 202, and UTT 208.

ACC Personnel

PRESIDENT

OLIN H. JOYNTON

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

ADMINISTRATORS

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- M.B.A., New Hampshire College

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- B.A., Iowa State University
- M.B.A., Lake Superior State University

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- B.S., Aquinas College

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- B.S., Western Michigan University
- M.A., Western Michigan University
- Ed.D., Western Michigan University

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- Advanced Studies, Central Michigan University

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- M.A., Northern Michigan University

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

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

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• A.S., Lake Superior State University

TODD ARTLEY

State Licensed Master Electrician

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- M.A., Northern Michigan University

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

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Engineering, Mathematics

- B.S., Michigan State University
- M.S., Purdue University

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- A.A., Southwestern College
- B.A. San Diego State University
- M.A., San Diego State University
- Ph.D., University of California

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Mathematics

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

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- B.S., Western Michigan University
- M.B.A., Rutgers Graduate School

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

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CAD Engineering Technology

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

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Business, Accounting

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

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Geography, History

- B.S., University of Michigan
- M.S., University of Wisconsin

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Business, Economics

- B.B.A., Saginaw Valley State University
- M.A., University of Michigan
- Advanced Studies, Stoner Graduate School of Banking, Rutgers

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

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

NAN HALL

Drama, Speech

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

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Botany, Biology

- A.S., Roane State Community College
- B.A., University of Tennessee
- M.S., Wayne State University

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- M.A., University of South Dakota
- Ph.D., University of South Dakota

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- B.A., Concordia Senior College
- Master of Divinity, Concordia Seminary
- D.Min., Graduate Theological Foundation

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- M.A., Central Michigan University

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Brenda Kelley

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

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Mathematics

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

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Business, Computer Information Systems

- B.A., University of Akron
- M.S., University of Akron

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History, Political Science

- B.A., Hillsdale College
- M.A., Western Michigan University

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

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

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Mathematics, Engineering, Computer Science

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

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- B.S.N., University of Michigan-Flint
- M.S.N., Wayne State University
- D.N.P., Case Western Reserve University

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Psychology

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

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

TIMOTHY ONSTWEDDER

Concrete Technology

- A.A.S., Alpena Community College
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Humanities, Philosophy

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

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English

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

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- A.G.S., Lansing Community College
- B.S., Ferris State University
- M.S., Ferris State University

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Chemistry

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- M.S.E., University of Michigan

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- M.A., University of Dayton

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

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- A.S., Long Beach City College
- A.S., L. A. Pierce College
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- B.S., California State University
- M.S., Ferris State University

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- B.B.A., Davenport University
- M.S., Ferris State University
- Graduate Certificate, Michigan State University
- Microsoft Certified Trainer

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- Ph.D., University of Nevada

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- M.S.N., Michigan State University

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- M.S., Ferris State University

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Intramural Coordinator and Head Women's Basketball Coach

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RON BELLENIR

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Maintenance

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RICHARD BUCHLER

Maintenance

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Yuko Fellows

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Custodian

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LRC Library Technician

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Word Processing Operator

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Secretary, Accounts Payable

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Custodian

JAY LIBKA

Groundskeeper

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VICKY McCoy

Health Fitness Activities Technician

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Lab Technician, World Center for Concrete Technology

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Secretary/Buyer, ACC Bookstore

KATHRYN MOMRIK

Cashier

CHARLES NOWAK

Custodian

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LRC Media Technician

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Maintenance, Huron Shores Campus

LORRAINE PULDA

Secretary, Huron Shores Campus

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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, Instructional Services

SANDRA SENGENBERGER

Secretary, Community-Based Job Training

Grant

SALLY SHUBERT

Secretary, Facilities Management

LISA SNYDER

Programmer/Analyst

RHONDA SNYDER

Art Technician — Ceramics

LINDA SOUVA

Testing Coordinator

RODNEY STEPANSKI

Maintenance

MARY BETH STUTZMAN

Communications/Instructional Development Technician

BEVERLY SUSZEK

LRC Library Technician

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Custodian

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Custodian

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Financial Aid Coordinator

KATHLEEN VOUGHT-SKUSE

Clerical Assistant

JEAN WAEISS

Secretary, ACC Foundation

FRED WENN

Machine Tool Room Attendant

YVONNE WHITE

The Learning Center Coordinator/Technician

CAROL WHITEHEAD

Switchboard Operator

SUE WILLYARD

Secretary, Administrative Services

JACKIE WITTER

Clerical Assistant, The Learning Center

GREG WOODS

Auto Body Tool Room Attendant

FACULTY EMERITI

(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

ROBERT DICKINSON

Accounting

DAVID W. DIERKING

Computer Science

ROBERT DOMINIC

Chemistry, Biology

DR. ELBRIDGE L. DUNCKEL

Physical Science, Biological Science

SANDY EASTWAY

Mathematics

ROBERT ELLER

Concrete Technology

JOSEPH G. FABER

Psychology

DOROTHY FANCHER

The Learning Center

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Biology

KATHRYN GOUIN

Nursing

TERRY HALL

Humanities

GERALD M. HARDESTY

Industrial Technology

CAROL HART

Nursing

THELMA SNEIDE HARTWICK

Mathematics

HANS HATOPP

Engineering and Mathematics

KENNETH HUBBARD

Computer Science/Network Administration

ARTHUR **H**UNT

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OWEN C. LAMB

Drafting, Design

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FORD W. LEMIEUX

Auto Body

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English

RICHARD MATTESON

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Services and Athletics

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JEFFREY MONROE

Manufacturing Technology

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ROGER M. PHILLIPS

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TERRY QUINN

English

CHARLEY ROSEBUSH

Mathematics

CHARLES SCHEUFLER

Utility Technician Training

GARY E. SPARKS

Physics, Computer Science

MICKEY STRONG

Educational Talent Search

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Accounting

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

(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

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Director, Huron Shores Campus

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Dean of Liberal Arts & Sciences

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 Director of the Alpena Community College Foundation

CHARLES TETZLAFF

Associate Dean, Learning Resources Center/ Media, The Learning Center Director, TRiO Coordinator

CHARLES N. WIESEN

Dean of Technology & Economic Development

DONALD WITT

Director of Facilities Management

STAFF EMERITI

(Note this list only includes living emeriti staff.)

RICHARD GROCHOWSKI

Maintenance



Above: President Olin Joynton (far left) and ACC Board of Trustees Chair John Briggs (far right) congratulate the 2007-08 Lumberjacks of the Month (from left) Jeff Oliver, Carol Putkamer, Sarah Burt, Meghan Cameron, John Bellows, and Sue Weathers.

Student Handbook



Services Directory

TLC The Learning Center **BTC** Besser Technical Center The Donald L. Newport Center **VLH** Van Lare Hall **CTR** WCCT World Center for Concrete **FAC** Fine Arts Center **HUSH** Huron Shores Campus Technology

Charles R. Donnelly Natural **NRC**

Resources Center

<u>For</u>	<u>See</u>	Office, Hours	Ext.	
Academic Concerns	Dr. Mark Curtis, Vice President			
	for Instruction	VLH 109	7443	
		8 a.m 4:30 p.m.		
	Mary McLaren, Exec. Asst. to			
		8 a.m 4:30 p.m		
		8 a.m 4:30 p.m.		
	Linda Souva, Evening Tech	1 - 6 p.m. (M-TH)	7209	
Admissions	Mike Kollien,	VLH 111	7339	
	Director of Admissions			
		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			
Bookstore	William Matzke, Director	BTC 104	7299	
	Joan Misiak, Secretary/Buyer		, -, ,	
		Extended hours for startup		
Cashier	Kathy Momrik	•	7257	
Casiner	atily iviolitik	8 a.m. to 4:30 p.m.	12)1	
Committee	Audrey Julian	*	7277	
Counseling	Audrey Junan		/	
	Richard Sanderson	8 a.m. to 4 p.m. VLH 109B	7265	
	Idenard Sanderson	8 a.m. to 4 p.m.	/20)	
T: 1 A : 1	M DI: I	•	7200	
Financial Aid	Max P. Lindsay, Dean of Students		/200	
		8 a.m. to 4:30 p.m. VLH 107C	7205	
	Financial Aid Technician		/20)	
0.1.		•	7252	
Graduation	Lori Dziesinski, Registrar		/353	
		8 a.m. to 4:30 p.m.		
Huron Shores CampusDirect phone: (989) 739-14455800 Skeel, Oscoda				
	George Falkenhagen, Coordinator		+442	
	Lori Pulda, Secretary			
		& 1 to 7 p.m.; Friday 9 a.m.	. 205	
		to noon & 1 to 4:30 p.m88		
	Jill Dorcey,		+444	
Center	TLC Technician	Call for appointment		

For:	See:	Office, Hours: Ext.		
Intramural Activities	Bobby Allen	Wellness Center 105A7218 Call for hours		
Library	Wendy Brooks, Director Kelly Jackson, Technician Nat Salziger, Technician	CTR 111		
Parking Office	James Chapman, Parking Attendant	BTC 101		
President	Dr. Olin Joynton Lee Spragg, Assistant	BTC 1257246 8:30 a.m. to 5 p.m7247		
Registrar	Lori Dziesinski, Registrar	VLH 1087353 8 a.m. to 4:30 p.m.		
Registration	Lori Dziesinski, Registrar	VLH 108		
Residency	Max P. Lindsay, Dean	VLH 107B		
Resumes	Student Services Office	VLH 1077286 8 a.m. to 4:30 p.m.		
Student Support Services	Dana LaBar, Director Jewel Lancaster, Counselor	VLH 101B		
Technical Career Services	Monica Bushey, Counselor	VLH 101F7350 8 a.m. to 4:00 p.m.		
Transcripts	Kathy Vought-Skuse	VLH 108		
The Learning CenterJackie Witter, Clerical AsstVLH 101E7342 8 a.m. to 4:30 p.m.				
Tutoring	Yvonne White	VLH 1017270 8 a.m. to 4:30 p.m.		
Volunteer Center	Kathleen Bruski, Volunteer Center Director	CTR 1087335 9 a.m. to 4:30 p.m.		
Wellness Center	Noel Curtis, Director Vicky McCoy, Health Fitness Technician	CTR 1017391 Call for hours7409		
Work Study	Student Services Office	VLH 1077286		

2008-09 Academic Calendar

Subject to change

SPRING SEMESTER 2009

January

- 6...... Freshman Orientation/Registration
- 6-8 Central registration
- 12...... Spring Semester classes begin
- 12-16 ... Late registration
- 23...... Last day to drop classes with full tuition refund

February

- 6...... Deadline for Spring Semester graduation application
- 19...... Staff Development Day no classes; college offices closed
- 20...... Midwinter Break no classes; college offices open

March

- 23...... Early Registration opens for Summer and Fall 2009 semesters
- 30-31 ... Spring Break no classes; offices open for normal hours

April

- 1-3 Spring Break no classes; offices open for normal hours
- 10-13 ... Easter Break no classes; offices closed

May

- 1..... Last day of Spring Semester regular classes
- 1..... An Evening with the Arts student art exhibit
- 4-6 Final exams
- 7...... Commencement, 7 p.m., Park Arena

FALL SEMESTER 2009

August

- 17...... Freshman Orientation
- 18...... Freshman Registration
- 19-20 ... Central registration
- 24...... Fall semester classes begin
- 24-28 ... Late registration

September

- 3..... Last day to drop classes with full tuition refund
- 7..... Labor Day College closed

October

- TBA..... Global Awareness Series events to be announced
- 2...... Deadline for Fall Semester graduation application
- 16...... ACC Open House

November

- 2..... Early registration opens for Spring 2010
- 6...... Deadline to apply for Spring graduation early review
- 16...... Fall Break no classes; College offices
- 26-27 ... Thanksgiving vacation College closed

December

- 4...... Tuition due for early Spring registration
- 4...... An Evening with the Arts (student art exhibit)
- 4..... Last day of Fall 2009 classes
- 7-10 Final exams

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 degree audit from the Registrar's Office (VLH 108) or an advisor prior to registering for courses each semester. Students may review their progress through WebAdvisor.

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

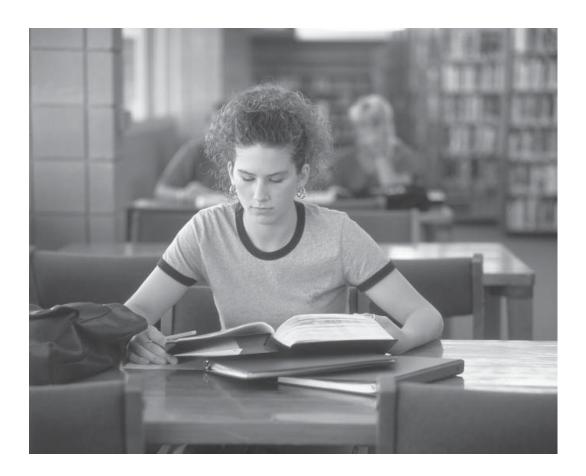
Students are expected to attend their scheduled classes according to the requirements of the instructor as stated in the course syllabus. Be sure to consult your instructor if absence is unavoidable. Nursing students should refer to the Student Nursing Handbook for specific program attendance requirements. (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, 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. Study Skills Development: TLC offers 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.
- 3. **Tutoring**: Individual or group tutoring is available for all ACC courses at no charge. Tutoring is provided by qualified peer and professional tutors.
- 4. 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, writing assistance, disability accommodations services for students with disabilities, and assistance in finding and using campus and community services.

5. 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
- Backpacks
- Snacks, beverages, and candy
- Campus wear

- Insignia items
- Study aids
- Greeting cards
- Gift certificates
- Gift wrapping
- 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 18,000 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 and will have their grades blocked.

The Lumberjack Shack

Cafeteria-style food service and meal discount cards are available on campus in the Lumberjack Shack, BTC 107, and the ACC Bookstore, BTC 104.

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.

Announcement Definition

Classes are cancelled Classes for the whole day are cancelled. College offices remain open.

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:

Announcement Definition

Classes are cancelledAll 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
WATZ AM 1450 and FM 99.3
WGFM 105.1 FM
WGRY 100.3 FM and 1230 AM
WHAK 99.9 FM (The Wave)
WHSB 107.7 FM (The Bay)

WIOS 1480 AM
WKJC 104.7 FM
WKJZ 94.9 FM
WQLB 103.3 FM (Hits FM)
WQON 101.1 FM
WWTH 94.1 FM

TELEVISION

WBKB-TV (Channel 11, 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;
- 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 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 year, 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. Students earn practical experience as well as samples for the their clip files and 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 Heather Pines in CTR 110D, ext. 7250.

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 BTC 109D at ext. 7313.

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 Dr. Karol Walchak, NRC 212A, ext. 7349, or e-mail walchakk@alpenacc.edu.

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.

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) 358-7271.



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 attain a 1.5 grade point average* during his/her first semester of enrollment;
- Completes less than 30 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 and
- Achieving the required cumulative GPA that will maintain the minimum required grade point average for hours attempted as specified above.

A student on academic probation should meet with a member of the counseling staff, by appointment, to develop an academic plan. The development of this plan is encouraged prior to the next semester registration. 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 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 disability accommodation services for students with documented 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 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.

Civil Rights Grievance Procedures

The following are grievance procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990.

Section 1 — Any person believing that Alpena Community College or any part of the school organization had inadequately applied the principles and/or regulation of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator/Director of Human Resources Alpena Community College 665 Johnson Street Alpena, MI 49707

Section II — The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1 — A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 — A complainant wishing to appeal the decision of the Alpena Community College's Civil Rights Coordinator may submit a signed statement of appeal to the President of Alpena Community College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 — If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Trustees within five (5) business days of receiving the President's response in Step 2. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at anytime may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

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.

Notice of Nondiscrimination

Alpena Community College policies and practices for admission, employment and activities comply with requirements of Title VI 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, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, gender, age or disability. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator: Carolyn Thomas, VLH 104, (989) 358-7211.

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.

Social security numbers are requested 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.

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 Collegesponsored 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 Vice President for 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 may be obtained from the Office of the Vice President for Instruction or the Business Office (VLH 110) and 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 vicechairperson 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 obtain and establish this Constitution of the Student Senate of Alpena Community College.

ARTICLE 1: NAME, MEMBERSHIP, PURPOSE

SECTION A: Name

The general representation 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 Student Senate will consist of 15 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 freshman representatives, and two representatives from Huron Shores Campus (in Oscoda), a freshman and sophomore representative from that campus. (11-07) 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 right and authority to execute the Articles of the Constitution and to enforce the Bylaws and decisions of the Student 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 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 ways 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 disprove with valid reason all Senate expenditures.

SECTION F: The Public Relations Officer

It shall be the duty 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 Representative to faithfully express and uphold the sentiments of the students.

SECTION H: Clubs and Organization Representatives

Club and Organization Representatives will be bound by the rules and policies of the club or organizations which they represent and also the Student Senate when participating.

SECTION I: Huron Shores Campus Sophomore and Freshman Representatives

To be considered a Huron Shores Campus Representative, the representative must attend the Huron Shores Campus in Oscoda. It shall be the duty of the Huron Shores Campus Representative to faithfully represent the views and concerns of the students of Huron Shores Campus to the Senate, and be a liaison between the Huron Shores Campus students and the Student Senate, institution, faculty, staff, and the student body. (11-07)

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 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 and issue 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 current participating students is presented to the Student Senate as proof of functioning. This requirement may only be waved 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 freshmen representatives.

The present assembled Senate will initiate the general election procedure of Student Senate freshmen 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 Election

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 elections 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: Huron Shores Campus Representatives

As stated before, a Huron Shores Campus representative must attend the Huron Shores Campus in Oscoda. The Huron Shores representatives must at least attend one class on Huron Shores Campus in Oscoda to be nominated for the representative positions. They must also maintain a 2.0 GPA, and be elected by the Huron Shores students and main campus students. (11-07)

SECTION D: Procedure

After all nominations 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 E: Ballots

In order for a candidate to appear on the ballot, an application must be submitted by the established deadline. If the application is not received by the deadline or filled out and finished correctly, the candidate will not appear on the ballot. However, write-in candidates are allowed.

A write-in candidacy is defined as a candidate who is not on the ballot, but is written into a spot reserved on the ballot for write-ins by the voting interest group. Write-ins can only run for one position like the other candidates in the election. Student Senate must receive an application for a write-in candidate within two weeks after verification and notification of election results. Write ins must have first and last names to be counted.

Every position being voted on in the election, including those which are uncontested, must appear on the ballot, with the exception of Freshman Representatives in the spring, and Sophomore Representatives in the fall. Student Senate is not responsible for illegible write-ins. (11-07)

SECTION F: 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

SECTION A: GPA and Attendance

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 without prior notification. 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.

SECTION B: Student Senate Activities

Student Senate Representatives must be involved in at least one Senate activity per semester, two during their term of office. Senate Executive Officers must be involved in at least half of the Senate activities during their term of office. All Senate members must attend most of the Senate activities during their term of office, when possible. (11-07)

SECTION C: Club Standards

Club representatives are under the jurisdiction of the Student Senate Constitution. If a club representative it 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.

If the Student Services Department gives monitory compensation, 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 procedure 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 reason 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 elections 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 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 (see 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, 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 meetings before any voting decisions can be made. A quorum is defined as two-thirds of the current members of Senate. (05-06)

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 canceled or informal. If the meeting is canceled, 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 parliamentarian 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, and Restrictions

All appointments to committees or other representative functions must be approved by the majority vote of 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.

Amended 11-07

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