



# COLLEGE CATALOG

2024 – 2025 ACADEMIC YEAR



## Message from the President



Hello from LCC:

As you embark on the journey of deciding what comes next, it's an exciting time filled with possibilities. You may have already determined that the next step in your path involves pursuing a degree or certificate, or perhaps you're aiming to complete what you've started and transfer earned credits to a four-year institution. In either case, you've recognized the value of beginning your journey at a community college, and I wholeheartedly agree.

You seek a college that offers affordable tuition and outstanding programs supported by high-quality, hands-on learning experiences. You desire expert faculty, personalized assistance, and a wealth of resources, as well as courses that seamlessly transfer and opportunities for continuous growth. Lansing Community College consistently ranks among the best in the state and nation for its innovative programs. Our college community thrives on diverse perspectives and backgrounds, and we take pride in our inclusivity and focus on your success. You're seeking a college where you feel you belong, and you've certainly found it here.

Within this Catalog, I'm confident you'll discover a program that aligns with your passions and a pathway to completion that fits your lifestyle. Our exceptional faculty and staff, along with our state-of-the-art facilities, provide the comprehensive support you need from beginning to end.

You're looking for a college that will empower you to achieve your goals and embark on your next chapter – and we are that college.

Ready when you are,

Go Stars!

## Message from the Provost



Welcome to Lansing Community College, and congratulations on taking the next step in your education! On behalf of every faculty and staff member at the college, we are elated you are here.

At LCC, you will find small class sizes, supportive faculty, affordable tuition, career-focused instruction and beautiful campuses. We are proud to be a community college, one that makes our classes accessible to anyone who wants to learn.

We want to see you succeed in whatever goal you choose. That's why all students at LCC have access to free support services, from mental health counseling to tutoring in any subject to in-depth academic advising. Additionally, we assign every single student to one of our expert Academic Success Coaches, who will serve as your personal guide through your LCC education, from orientation to graduation.

LCC offers classes in six different formats, so you can choose to learn in the way that's best for you – in-person, online, or some mix of the two. You can complete your professional education at LCC and become a dental hygienist, firefighter or robotics technician; or, you can use LCC as a launch pad to your bachelor's, master's or doctoral degree. Whatever you want to do in life, LCC can help you get there.

Take a look through this catalog to get a sense of what degrees or certificates might interest you. If you have any questions, or want help getting started, please contact our [StarZone](mailto:lcc-starzone@star.lcc.edu) (lcc-starzone@star.lcc.edu). I look forward to seeing you as part of our Stars community – you belong here!

Sincerely,  
Sally Welch  
Provost

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## [Quick Help Links](#)



## Disclaimers

This document is for informational purposes only and is not to be construed as a binding offer or contract between the College and the student. This document is subject to change without prior notice. The listing of instructors' names in the Banner class schedule is for informational purposes only and does not constitute a contract of employment or offer to employ any named instructor. Instructional assignments are subject to change in accordance with College policies as needs of the College may require. The College reserves the right to cancel classes which do not have sufficient enrollment. Students enrolled in classes which are cancelled will have the opportunity to add another class. Classes may be held in a different room at an off-campus location if there is insufficient space on campus. This document is intended to be used alongside the Banner registration system, which provides complete information on courses.

# Downtown Campus Map



## Downtown Campus

### Building Locations

- 505** 505 N. Capitol
- 515** 515 N. Capitol
- 601** 601 N. Washington Square
- A&S** Arts and Sciences Building
- ADM** Administration Building
- AOF** Academic and Office Facility
- DRT** Dart Auditorium
- GB** Gannon Building
- HB** Huron Building
- HHS** Health and Human Services Building
- HRC** Herrmann and Rogers-Carrier Houses
- MB** Mackinaw Building
- TLC** Technology and Learning Center
- UC** University Center
- WCP** Washington Court Place

   Available Parking  
6, 12, 15, 17, 20, 22, 23, 26, 27  
and Gannon Ramp

   Restricted Parking  
28 and 29

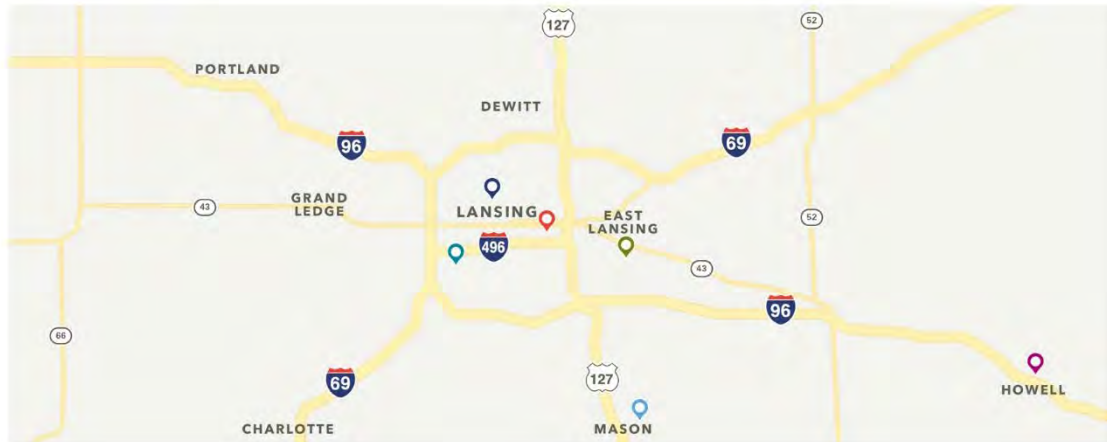


**If having difficulty accessing this map, please  
visit [LCC's Downtown Campus webpage](#)**

## Other Campus Maps

### LCC Locations

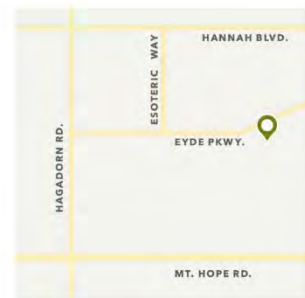
For more information about LCC locations, visit [lcc.edu/maps](http://lcc.edu/maps).



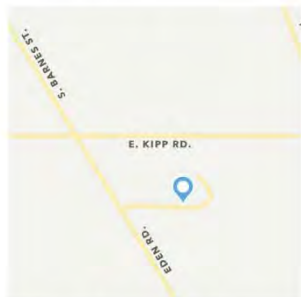
**Downtown Campus**  
411 N. Grand Ave.  
Lansing, MI 48933



**LCC West Campus**  
5708 Cornerstone Dr.  
Lansing, MI 48917



**LCC East**  
2877 Eyde Parkway  
East Lansing, MI 48823



**Mason Jewett Field**  
661 Aviation Dr.  
Mason, MI 48854



**Livingston Center**  
402 Wright Rd.  
Lansing, MI 48943



**AIS Construction**  
3175 Remy Dr.  
Lansing, MI 48906

Visit the [LCC Locations](http://lcc.edu/maps) webpage for more information

## Lansing Community College Administration & Board

### BOARD OF TRUSTEES

Angela L. Mathews, Chair  
Lawrence Hidalgo, Jr., Vice Chair  
Robert E. Proctor, Treasurer  
LaShunda Thomas, Secretary  
Terrence L. Frazier, Trustee  
Noel Garcia, Jr., Trustee  
Samantha Vaive, Trustee

### PRESIDENT

Steve Robinson

### PROVOST AND SENIOR VP OF ACADEMIC

#### AFFAIRS

Sally Welch

### SENIOR VP OF BUSINESS OPERATIONS

Seleana Samuel

### ASSOCIATE VP, EXTERNAL AFFAIRS & DEVELOPMENT & K-12 OPERATIONS

Toni Glasscoe

### CHIEF DIVERSITY OFFICER

Dale Dan

### CHIEF FINANCIAL OFFICER

Donald Wilske

### CHIEF INFORMATION OFFICER

Bill Garlick

### DEAN, ARTS & SCIENCES

Andrea Hoagland

### DEAN, COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

Baldomero Garcia

### DEAN, HEALTH & HUMAN SERVICES

Elizabeth Burger

### DEAN, STUDENT AFFAIRS

Ronda Miller

### DEAN, TECHNICAL CAREERS

Shon'ta Dwyer

### ADMINISTRATIVE SERVICES EXECUTIVE

#### DIRECTOR

Christopher MacKersie

### CENTER FOR DATA SCIENCE EXECUTIVE

#### DIRECTOR

Matthew Fall

### HUMAN RESOURCES EXECUTIVE DIRECTOR

Chelsea Ditz

## Academic Calendars

### Fall 2024 Academic Calendar

#### Fall Semester 2024 – Registration begins April 29, 2024

Length of Course	Dates
Full Semester (16 Weeks)	August 22 – December 16, 2024
First 8 Weeks	August 22 – October 16, 2024
First 12 Weeks	August 22 – November 13, 2024
Last 15 Weeks	August 29 – December 16, 2024
Last 14 Weeks	September 5 – December 15, 2024
Last 12 Weeks	September 19 – December 15, 2024
Last 8 Weeks	October 17 – December 16, 2024

#### Pre-Registration Tasks

- [Establish Placement Levels\\*](#)
- [Attend orientation if you are a new student\\*\\*](#)
- [Meet with an Academic Advisor](#)
- [Verify and Update Program of Study](#)
- [Search All Course Descriptions and Required Prerequisites](#)
- [Search for Available Course Offerings for Fall Semester](#)
- [Estimate your Tuition Cost](#)
- [Know your Payment Responsibilities and View Options on How to Fund your Education](#)
- [Review Registration and Refund Deadlines](#)
- [Verify and Update Address and Phone](#)
- [Check for Holds](#)
- [Verify Placement Test Scores and Residency in myLCC](#)

\*Additional prerequisite and placement information can be found on the [Waiver Information](#) webpage.

\*\*New students are **required** to attend orientation prior to registering for courses. Orientation is **not** required for transfer or guest students.

Visit the [Registration](#) page for more information

Number of CREDITS earned at the time of registration	Register during or after	Date
60 or more	8 - 10 a.m.	Monday, April 29, 2024
30 or more	10 - 12 noon	
12 or more	12 - 2 p.m.	
1 or more	2 - 4 p.m.	
Current & Returning Students	After 4 p.m.	
*New students	After 8 a.m.	Tuesday, April 30, 2024

Event	Date
Web registration begins - For more details visit our <a href="#">Registration</a> page.	Monday, April 29, 2024
Orientation available online, required for new students - For more details visit our <a href="#">Orientation</a> page.	Monday, April 15, 2024
Priority Financial Aid FAFSA file date - For more details visit our <a href="#">Financial Aid</a> page.	Monday, July 1, 2024
Priority Financial Aid document submit date - For more details visit our <a href="#">Financial Aid</a> page.	Monday, July 15, 2024
Financial Aid book vouchers begin – For more details visit our Financial Aid Disbursements page.	Thursday, August 8, 2024
Financial Aid supply advances begin – For more details visit our Financial Aid Disbursements page.	Tuesday, August 13, 2024
Semester Begins	Thursday, August 22, 2024
End 100% refund tuition and fees - Full semester and first 8 week & 12 week only – For more details visit our <a href="#">Registration</a> page.	Wednesday, August 28, 2024
Labor Day – College closed	Monday, September 2, 2024
End 50% refund, tuition & student support fee only - Full semester and first 8 week & 12 week only – For more details visit our Registration page.	Wednesday, September 4, 2024
Financial Aid <a href="#">Refunds</a> for <a href="#">Grants</a> , <a href="#">Scholarships</a>	Tuesday, October 1, 2024
Last day to <a href="#">change residency</a>	Thursday, October 3, 2024

Event	Date
Last day to <a href="#">change program of study</a>	Thursday, October 3, 2024
Last day to <a href="#">submit Associate Degree/Certificate</a> applications for Fall semester	Friday, November 15, 2024
Thanksgiving Holiday - College Closed	Thursday, November 28 - Sunday, December 1, 2024
Semester Ends	Monday, December 16, 2024
End of semester grades posted and available for view	Thursday, December 19, 2024

**Fall 2024 - Registration and Schedule Adjustment Dates for All Teaching Periods**

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
<b>Standard Teaching Periods</b>	<b>[start - end]</b>					
Full Semester	[8/22/24-12/16/24]	8/28	9/4	9/4	9/4	12/2
First 8 weeks	[8/22/24-10/16/24]	8/28	9/4	9/4	9/4	10/9
Last 8 weeks	[10/17/24-12/16/24]	10/23	10/30	10/30	10/30	12/9
First 12 weeks	[8/22/24-11/13/24]	8/28	9/4	9/4	9/4	11/2
Last 12 weeks	[9/19/24-12/15/24]	9/25	10/2	10/2	10/2	12/4

		<b>Last Date for 100% Refund TUTION and FEES</b>	<b>Last Date for 50% Refund TUTION and SUPPORT FEE ONLY</b>	<b>Last Date to Change to Audit/Credit</b>	<b>Last Date to Drop With No Grade</b>	<b>Last Date to Drop Course with a Record of a W &amp; Last Date to Drop Online</b>
<b>Standard Teaching Periods</b>	<b>[start - end]</b>					
Last 14 weeks	[9/5/24-12/15/24]	9/11	9/18	9/18	9/18	12/3
Last 15 weeks	[8/29/24-12/16/24]	9/4	9/11	9/11	9/11	12/3

	<b>Last Date for 100% Refund TUTION and FEES</b>	<b>Last Date for 50% Refund TUTION and SUPPORT FEE ONLY</b>	<b>Last Date to Change to Audit/Credit</b>	<b>Last Date to Drop With No Grade</b>	<b>Last Date to Drop Course with a Record of a W &amp; Last Date to Drop Online</b>	
<b>Variable-Start Courses</b>						
Community and Continuing Education (Non-Credit Courses)	[Section Specific]	Please call (517) 483-1415 for assistance.				
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Per learning contract	Day prior to the learning contract start date	Day prior to the leaning contract start date	NONE
Less than 8 weeks	[Section Specific]	Day prior to the start of class	N/A	Midpoint of class	Day prior to start of class	NONE



	Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online	
<b>Variable-Start Courses</b>						
8 weeks or more	[Section Specific]	7 days into the class	14 days into the class	14 days into class	14 days into class	Day prior to the last week

To view on LCC’s Website, go to the [Fall 2024 Academic Calendar](#).

## Spring 2025 Academic Calendar

**Spring Semester 2025 – Registration begins October 14, 2024**

Length of Course	Dates
Full Semester (16 Weeks)	January 13 - May 12, 2025
First 8 Weeks	January 13 - March 17, 2025
First 12 Weeks	January 13 - April 14, 2025
Last 15 Weeks	January 21 - May 12, 2025
Last 14 Weeks	January 28 - May 12, 2025
Last 12 Weeks	February 11 - May 12, 2025
Last 8 Weeks	March 18 - May 12, 2025

### Pre-Registration Tasks

- [Establish Placement Levels\\*](#)
- [Attend orientation if you are a new student\\*\\*](#)
- [Meet with an Academic Advisor](#)
- [Verify and Update Program of Study](#)
- [Search All Course Descriptions and Required Prerequisites](#)
- [Search for Available Course Offerings for Fall Semester](#)
- [Estimate your Tuition Cost](#)
- [Know your Payment Responsibilities and View Options on How to Fund your Education](#)
- [Review Registration and Refund Deadlines](#)
- [Verify and Update Address and Phone](#)
- [Check for Holds](#)
- [Verify Placement Test Scores and Residency in myLCC](#)

\*Additional prerequisite and placement information can be found on the [Waiver Information](#) webpage.

\*\*New students are **required** to attend orientation prior to registering for courses. Transfer and guest students are NOT required to attend orientation.

Visit the [Registration](#) page for more information

Number of CREDITS earned at the time of registration	Register during or after	Date
60 or more	8 - 10 a.m.	Monday, October 14, 2024
30 or more	10 - 12 noon	
12 or more	12 - 2 p.m.	
1 or more	2 - 4 p.m.	
Current & Returning Students	After 4 p.m.	
*New students	After 8 a.m.	Tuesday, October 15, 2024

Event	Date
Orientation available online, required for new students - For more details visit our <a href="#">Orientation</a> page.	Monday, October 7, 2024
Web registration begins - For details visit our <a href="#">Registration</a> page.	Monday, October 14, 2024
First date to submit documentation and a Student Declaration of Residency form Spring semester.	Wednesday, October 1, 2024
Priority Financial Aid FAFSA file date - For more details visit our <a href="#">Financial Aid</a> page.	Friday, November 1, 2024
Priority Financial Aid document submit date - For details visit our <a href="#">Financial Aid</a> page.	Friday, November 15, 2024
Financial Aid supply advances begin - For more details visit our <a href="#">Financial Aid Disbursements</a> page.	Monday, January 6, 2025
Financial Aid book vouchers begin - For more details visit our <a href="#">Financial Aid Disbursements</a> page.	Monday, January 27, 2025
Semester Begins	Monday, January 13, 2025
End 100% refund tuition and fees - Full semester and first 8 week and 12 week only - <a href="#">See below for all teaching periods.</a>	Sunday, January 19, 2025
Martin Luther King Jr Day - College Closed	Monday, January 20, 2025
End 50% refund, tuition & student support fee only - Full semester and first 8 week and 12 week only - <a href="#">See below for all teaching periods.</a>	Sunday, January 26, 2025

Event	Date
Financial Aid <a href="#">Refunds</a> for <a href="#">Grants</a> , <a href="#">Scholarships</a> , and first half of loans begin	Tuesday, February 18, 2025
Last Day to <a href="#">change residency</a>	Monday, February 24, 2025
Last Day to <a href="#">change program of study</a>	Monday, February 24, 2025
Spring Break - No Classes	Monday, March 10 through Sunday, March 16, 2025
Last day to <a href="#">submit Associate Degree/Certificate</a> applications for Spring semester	Saturday, March 15, 2025
Semester Ends	Monday, May 12, 2025
End of semester grades posted and available for view	Thursday, May 15, 2025
<a href="#">Commencement</a> - Breslin Student Events Center, MSU Campus, Time: TBA	TBA

**Spring 2025 - Registration and Schedule Adjustment Dates for All Teaching Periods**

		Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
<b>Standard Teaching Periods</b>	<b>[start - end]</b>					
Full Semester	[1/13/25-5/12/25]	1/19	1/26	1/26	1/26	4/28

		Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
<b>Standard Teaching Periods</b>	<b>[start - end]</b>					
First 8 weeks	[1/13/25-3/17/25]	1/19	1/26	1/26	1/26	3/10
Last 8 weeks	[3/18/25-5/12/25]	3/24	3/31	3/31	3/31	4/5
First 12 weeks	[1/13/25-4/14/25]	1/19	1/26	1/26	1/26	4/3
Last 12 weeks	[2/11/25-5/12/25]	2/17	2/24	2/24	2/24	5/1
Last 14 weeks	[1/28/25-5/12/25]	2/3	2/10	2/10	2/10	4/30
Last 15 weeks	[1/21/25-5/12/25]	1/27	2/3	2/3	2/3	4/29

	Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
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**Variable-Start Courses**

Community and Continuing Education (Non-Credit Courses)	[Section Specific]	Please call (517) 483-1415 for assistance.			
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	Last Date for 100% Refund TUITION and FEES	Last Date for 50% Refund TUITION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online	
<b>Variable-Start Courses</b>						
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Per learning contract	Day prior to the learning contract start date	Day prior to the learning contract start date	NONE
Less than 8 weeks	[Section Specific]	Day prior to the start of class	N/A	Midpoint of class	Day prior to start of class	NONE
8 weeks or more	[Section Specific]	7 days into the class	14 days prior to the last week of class	14 days into class	14 days into class	Day prior to the last week

To view on LCC’s Website, go to the [Spring 2025 Academic Calendar](#).

## Summer 2025 Academic Calendar

### Summer Semester 2025 – Registration begins March 31, 2025

Length of Course	Dates
Full Semester (12 Weeks)	May 19 - August 11, 2025
First 6 Weeks	May 19 - June 30, 2025
8 Weeks	June 5 - August 3, 2025
Second 6 Weeks	July 1 - August 11, 2025

#### Pre-Registration Tasks

- [Establish Placement Levels\\*](#)
- [Attend orientation if you are a new student\\*\\*](#)
- [Meet with an Academic Advisor](#)
- [Verify and Update Program of Study](#)
- [Search All Course Descriptions and Required Prerequisites](#)
- [Search for Available Course Offerings for Fall Semester](#)
- [Estimate your Tuition Cost](#)
- [Know your Payment Responsibilities and View Options on How to Fund your Education](#)
- [Review Registration and Refund Deadlines](#)
- [Verify and Update Address and Phone](#)
- [Check for Holds](#)
- [Verify Placement Test Scores and Residency in myLCC](#)

\*Additional prerequisite and placement information can be found on the [Waiver Information](#) webpage.

\*\*New students are **required** to attend orientation prior to registering for courses. Transfer and guest students are not required to attend orientation.

Visit the [Registration](#) page for more information

Number of CREDITS earned at the time of registration	Register during or after	Date
60 or more	8 - 10 a.m.	Monday, March 31, 2025
30 or more	10 - 12 noon	
12 or more	12 - 2 p.m.	
1 or more	2 - 4 p.m.	
Current & Returning Students	After 4 p.m.	
*New students	After 8 a.m.	Tuesday, April 1, 2025

Event	Date
Orientation available online, required for new students - For more details visit our <a href="#">Orientation</a> page.	Monday, March 24, 2025
Web registration begins - For details visit our <a href="#">Registration</a> page.	Monday, March 31, 2025
Priority Financial Aid FAFSA file date - For more details visit our <a href="#">Financial Aid</a> page.	Tuesday, April 1, 2025
Priority Financial Aid document submit date - For more details visit our <a href="#">Financial Aid</a> page.	Tuesday, April 15, 2025
Financial Aid supply advances begin - For more details visit our <a href="#">Financial Aid Disbursements</a> page.	Tuesday, May 27, 2025
Semester Begins	Monday, May 19, 2025
End 100% refund tuition and fees - Full semester and first 6 weeks only - <a href="#">See below for all teaching periods.</a>	Sunday, May 25, 2025
Memorial Day - College closed	Saturday, May 24 through Monday, May 26, 2024
End 50% refund, tuition & student support fee only - Full semester and first 6 weeks only - <a href="#">See below for all teaching periods.</a>	Sunday, June 1, 2025
Financial Aid book vouchers begin - For more details visit our <a href="#">Financial Aid Disbursements</a> page.	Tuesday, June 17, 2025
Juneteenth - College closed	Thursday, June 19, 2025



Event	Date
Financial Aid <a href="#">Refunds</a> for <a href="#">Grants</a> , <a href="#">Scholarships</a> , and first half of loans begin	Tuesday, July 1, 2025
Last day to <a href="#">change residency</a>	Monday, June 30, 2025
Last day to <a href="#">change program of study</a>	Thursday, July 17, 2025
Independence Day - College closed	Friday, July 4, 2025
Last day to <a href="#">submit Associate Degree/Certificate</a> applications for Summer semester	Tuesday, July 15, 2025
Semester Ends	Monday, August 11, 2025
End of semester grades posted and available for view	Thursday, August 14, 2025

**Summer 2025 - Registration and Schedule Adjustment Dates for All Teaching Periods**

		Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
<b>Standard Teaching Periods</b>	<b>[start - end]</b>					
Full Semester	[5/19/25-8/11/25]	5/25	6/1	6/1	6/1	7/28
First 6 weeks	[5/19/25-6/30/25]	5/25	6/1	6/1	6/1	6/24
8 weeks	[6/5/25-8/3/25]	6/11	6/18	6/18	6/18	7/27

		Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
<b>Standard Teaching Periods</b>	[start - end]					
Last 6 weeks	[7/1/25-8/11/25]	7/7	7/14	7/14	7/14	8/5

	Last Date for 100% Refund TUTION and FEES	Last Date for 50% Refund TUTION and SUPPORT FEE ONLY	Last Date to Change to Audit/Credit	Last Date to Drop With No Grade	Last Date to Drop Course with a Record of a W & Last Date to Drop Online
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**Variable-Start Courses**

Community and Continuing Education (Non-Credit Courses)	[Section Specific]	Please call (517) 483-1415 for assistance.				
Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Open Entry Courses or Modules	[Based on learning contract]	Day prior to the learning contract start date	Open Entry Courses or Modules
Less than 6 weeks	[Section Specific]	Day prior to the start of class	Less than 6 weeks	[Section Specific]	Day prior to the start of class	Less than 6 weeks
6 weeks or more	[Section Specific]	7 days into class	6 weeks or more	[Section Specific]	7 days into class	6 weeks or more

To view on LCC’s website, go to the [Summer 2025 Academic Calendar](#).

## About LCC

### Vision

Serving the learning needs of a changing community.

### Mission

Lansing Community College provides high-quality education ensuring that all students successfully complete their educational goals while developing life skills necessary for them to enrich and support themselves, their families, and their community as engaged global citizens.

### Motto

Where Success Begins

### Guiding Principles

1. LCC will be a “Comprehensive Community College,” focused upon offering learning opportunities in four areas: career and workforce development, general education, developmental education, and personal enrichment.
2. LCC will have a careers emphasis and, in support of this, maintain a technology-rich environment, fostering “user-” vs. classroom-level information technology skills.
3. LCC will maintain and support a well-qualified, committed, and competitively compensated faculty and staff who use both proven traditional and progressive student-centered learning approaches.
4. LCC commits to continuous improvement in its programs and services and will maintain high expectations of its students.
5. LCC will be flexible, affordable, and accountable, continuously improving student learning and support services through the assessment of measurable outcomes.
6. LCC will strive to be “state of the art” in all that it does, while pursuing a select number of cutting-edge initiatives.
7. LCC will have a local emphasis in allocating its resources, while maintaining vital connections to the world, culturally and technologically.
8. LCC, within its broader purpose of serving its entire community in diverse ways, recognizes a special responsibility to young adults, those from lower income brackets, and those requiring developmental academic or entry-level career skills.
9. LCC seeks cooperative relationships with both private and public organizations, pursuing growth not as an end in itself but only when it best serves student and community needs.
10. LCC will prepare those it serves to thrive in a diverse world by reflecting that diversity in its student enrollment, staffing, planning, and allocation of resources.
11. LCC will manage its finances in a responsible manner; allocating resources and achieving efficiencies to best serve the priority needs of its students and the taxpayers who support its operation.
12. LCC is a dedicated community member working for the betterment of all.

## A History of LCC

Lansing Community College (LCC) is one of the largest community colleges in Michigan, serving more than 17,700 students each year. It offers more than 200 associate degree and certificate programs in addition to career and workforce development and personal enrichment options. The College was founded in 1957 and has since grown from its flagship campus in downtown Lansing to include locations in Delta Township, East Lansing, Mason, and Livingston County. LCC is consistently named one of Michigan's best community colleges, and students enjoy unsurpassed instruction, beautiful facilities, cutting-edge technology and comprehensive support services to help them succeed.

## Accreditation

LCC is accredited by the Higher Learning Commission (HLC), an agency that accredits degree-granting institutions of higher education throughout the United States. Accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution, including its academic offerings, governance and administration, mission, finances, and resources. Institutions that the HLC accredits are evaluated against the Commission's [Criteria for Accreditation](#), a set of standards that must be met in order for the institution to receive and/or maintain accredited status. The HLC's Criteria for Accreditation reflect a set of [guiding values](#). Accreditation is largely a peer-based review and evaluation process. HLC decision-making bodies are comprised of institutional representation from colleges and universities accredited by the Commission; public members are also sometimes involved.

## Board of Trustees

LCC is directed and governed by a Board of Trustees, consisting of seven members, elected at large in the community college district on a nonpartisan basis. Members are elected to serve 6-year terms.

## Board Policies

As with any other professional or workplace responsibility, failure to follow any Board Policy which applies to any College employee may result in disciplinary action up to and including discharge where appropriate. Before any discipline is administered, the College will follow applicable established administrative procedures with respect to non-bargained for employees, and applicable provisions of any collective bargaining agreement. To view Board Policies, go to the [Board of Trustees' Policies](#) webpage.

## Program Accreditations

The following occupational programs are accredited, approved, certified, licensed, or regulated by the association, agency, or governmental agency identified. For the most current list, please visit our [Program Accreditation](#) website.

<b>Program Area</b>	<b>Accrediting Agency</b>	<b>Date of Next Review</b>	<b>Status</b>
<a href="#"><u>Automotive Technology</u></a>	<a href="#"><u>National Automotive Technicians Education Foundation (NATEF)</u></a> 1503 Edwards Ferry Rd., NE Suite 401 Leesburg, VA 20176	12/01/2028	Accredited
<a href="#"><u>Aviation Technology</u></a>	<a href="#"><u>Federal Aviation Administration (FAA)</u></a> Federal Aviation Administration 800 Independence Ave, SW Washington, DC 20591	Quarterly	Certified
<a href="#"><u>Child Development &amp; Early Education</u></a>	<a href="#"><u>National Association for Education of Young Children (NAEYC)</u></a> 1401 H St. NW, Suite 600 Washington, D.C. 20005	2024	Accredited
<a href="#"><u>Computer Information Technologies – Computer Networking Technology</u></a>	<a href="#"><u>National Security Agency</u></a> 9800 Savage Rd., Suite 6272 Ft. Meade, MD 20755-6000	2024 (in review)	Designated
	<a href="#"><u>National Centers of Academic Excellence in Cyber Defense (CAE-CD)</u></a> 9800 Savage Road Ft. Meade, MD 20755-6804	2029	Designated
<a href="#"><u>Construction Management</u></a>	<a href="#"><u>Accreditation Council for Construction Education (ACCE)</u></a> 300 Decker Drive, Suite 330 Irving, TX 75062	07/2026	Accredited
<a href="#"><u>Criminal Justice - Correctional Officer Certificate</u></a>	<a href="#"><u>Michigan Department of Corrections (MDC)</u></a> Grandview Plaza 206 E. Michigan Ave. P.O. Box 30003 Lansing, MI 48909	Annual Report 6/30/2024	Certified

<b>Program Area</b>	<b>Accrediting Agency</b>	<b>Date of Next Review</b>	<b>Status</b>
<a href="#"><u>Criminal Justice - Local Corrections Officer Academy</u></a>	<a href="#"><u>Michigan Sheriffs Coordinating &amp; Training Council</u></a> 600 S. Capital Ave. Lansing, MI 48933	Annual Report 7/1/2024	Certified
<a href="#"><u>Dental Hygiene</u></a>	<a href="#"><u>Commission on Dental Accreditation (CODA)</u></a> 211 East Chicago Ave. Chicago, IL 60611	2025	Accredited
<a href="#"><u>Diagnostic Medical Sonography</u></a>	<a href="#"><u>Commission on Accreditation of Allied Health Education Program (JRCADMS-CAAHEP)</u></a> 9355 - 113th St. N, #7709 Seminole, FL 33775	2027	Accredited
<a href="#"><u>Emergency Medical Services</u></a>	<a href="#"><u>Michigan Department of Health &amp; Human Services, Bureau of Emergency Preparedness, EMS, and Systems of Care (MDHHS-BEPESoC), Division of EMS and Systems of Care</u></a> 333 S. Grand Ave P.O. Box 30195 Lansing, Michigan 48909	07/2024	Approved
<a href="#"><u>Fire Academy</u></a>	<a href="#"><u>Michigan Firefighters Training Council (MFFTC)</u></a> 3101 Technology Blvd, Suite H Lansing, MI 48910	Annual Report 12/30/2024	Approved Training
<a href="#"><u>Heavy Equipment Repair Technician</u></a>	<a href="#"><u>Associated Equipment Distribution (AED) Foundation</u></a> 650 E Algonquin Rd., Ste 305 Schaumburg, IL 60173	2024	Accredited

Program Area	Accrediting Agency	Date of Next Review	Status
<a href="#"><u>Legal Studies</u></a>	<a href="#"><u>American Bar Association (ABA)</u></a> Chicago Headquarters American Bar Association 321 North Clark Street Chicago, IL 60654  Washington DC Office American Bar Association 1050 Connecticut Ave. N.W. Suite 400 Washington, D.C. 20036	08/2026	Approved
<a href="#"><u>Massage Therapy</u></a>	<a href="#"><u>Commission on Massage Therapy Accreditation (COMTA)</u></a> 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464	2024	Accredited
<a href="#"><u>Neurodiagnostic Technology through the EPiC Consortium</u></a>	<a href="#"><u>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</u></a> 9355 - 113th St. N, #7709 Seminole, FL 33775	4/22/2024	Accredited
<a href="#"><u>Nursing</u></a>	<a href="#"><u>Society for Simulation in Healthcare (SSH) Accreditation</u></a> 2021 L Street, NW Suite 400 Washington, DC 20036  <a href="#"><u>Accreditation Commission for Education in Nursing (ACEN)</u></a> 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326	2024	Accredited

Program Area	Accrediting Agency	Date of Next Review	Status
<u>Paramedic</u>	<p data-bbox="483 327 919 743"> <a href="#">Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professionals (CoAEMSP)</a>            To contact CoAEMSP:            8301 Lakeview Parkway            Suite 111-312            Rowlett, TX 75088         </p> <p data-bbox="483 806 919 953"> <a href="#">Commission on Accreditation of Allied Health Programs (CAAHEP)</a>            9355 - 113th St. N, #7709            Seminole, FL 33775         </p> <p data-bbox="483 1016 919 1394"> <a href="#">Michigan Department of Health &amp; Human Services, Bureau of Emergency Preparedness, EMS, and Systems of Care (MDHHS-BEPESoC), Division of EMS and Systems of Care</a>            333 S. Grand Ave            P.O. Box 30195            Lansing, Michigan 48909         </p>	<p data-bbox="1040 327 1105 359">2025</p> <p data-bbox="1040 1026 1105 1058">2025</p>	<p data-bbox="1247 327 1382 359">Accredited</p> <p data-bbox="1247 1026 1382 1058">Approved</p>
<u>Police Academy</u>	<p data-bbox="483 1472 919 1619"> <a href="#">Michigan Commission on Law Enforcement Standards (MCOLES)</a>            927 Centennial Way            Lansing, Michigan 48909         </p>	<p data-bbox="980 1472 1170 1541">Annual Report 12/31/24</p>	<p data-bbox="1247 1472 1382 1503">Approved</p>
<u>Radiologic Technology</u>	<p data-bbox="483 1661 837 1841"> <a href="#">Joint Review Committee on Education in Radiologic Technology (JRCERT)</a>            20 N. Wacker Dr, Ste. 2850            Chicago, IL 60606-3182         </p>	<p data-bbox="1040 1661 1105 1692">2029</p>	<p data-bbox="1247 1661 1382 1692">Accredited</p>



Program Area	Accrediting Agency	Date of Next Review	Status
<a href="#">Surgical Technology</a>	<a href="#">Commission on Accreditation of Allied Health Education Programs (CAAHEP)</a> 25400 US Highway 19 North Suite 158 Clearwater, FL 33763	2029	Accredited

To review LCC’s most up-to-date accreditations, go to the [Program Accreditation](#) webpage. To review LCC’s accreditation documents, contact the Academic Affairs Office at 517-483-1618 or via [email](#).

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA): FERPA is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the release of these records (known as education records) maintained by an educational institution and access to these records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. The FERPA statute is found at 20 U.S.C § 1232g, and the FERPA regulations are found at 34 CFR Part 99 on the [U.S. Department of Education FERPA](#) webpage.

LCC Registrar’s office will communicate students’ rights under the Family Educational Rights and Privacy Act (FERPA) with all registered students through their LCC student email every semester.

LCC cannot discuss student academic and/or personally identifiable information (PII) with parents, spouse, or guardians, or any other third party without a release (consent) on file. Students may submit a [Release of Information \(FERPA\)](#) request form directly to the Registrar’s Office authorizing LCC to discuss selected information with your designee(s). This form can be used to cancel, add, remove, or change the designee(s) on the release. Paper copies are available by visiting the StarZone or by accessing the Registrar’s Office public shared drive.

Directory Information: Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

LCC defines directory information as the following:

- Name of student
- Dates of attendance
- Enrollment status

- Awards, degrees, or certificates received
- Participation in officially recognized activities
- Sport, weight, and height of members of an athletic team
- Previous educational agency or institution attended
- LCC Email address

Under the provisions of the FERPA of 1974, as Amended, students have the right to withhold the disclosure of the Directory Information. To request to prevent disclosure, students must submit a [Request to Prevent Disclosure of Directory Information](#). Students may submit this form at any time. The form remains in effect until the student provides a written release to the [Registrar's Office](#) requesting the form to be cancelled.

### Behavioral Intervention Team (BIT)

LCC is concerned with the safety, health, and well-being of its students, faculty, staff, and community. The Behavioral Intervention Team (BIT) works to promote the sharing of information internally when significant circumstances pertaining to the health and safety of LCC's students arise. Members of the team intake and assess information, take action when necessary, and monitor details about behavioral concerns noted on campus. The team links students of concern to appropriate services either on or off campus while balancing the individual's rights with the rights of all others for safety.

### Title IX Resources

LCC policies prohibit sexual harassment, sexual discrimination, and sexual misconduct in its employment and educational programs. The Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy can be found on the LCC [Title IX and Sexual Misconduct Resources](#) webpage along with additional resources and forms to file a complaint. Students, employees, and visitors are encouraged to report any allegations of sexual discrimination, sexual harassment, or sexual misconduct to:

**TO REPORT A STUDENT**

[Student Complaint Form](#)

Christine Thompson  
Director of Student  
Compliance/Student Title IX  
Coordinator  
Gannon Building  
411 N. Grand Ave.  
Lansing, MI 48933  
517-483-9632  
[Email](#)

Greg Lattig  
Athletic Director/  
Deputy Student Title IX  
Coordinator  
Gannon Building  
411 N. Grand Ave.  
Lansing, MI 48933  
517-483-1622  
[Email](#)

**TO REPORT AN EMPLOYEE**

[Employee Complaint Form](#)

Lisa Thomas  
Human Resource  
Manager/Title IX Coordinator  
Administration Building  
610 N. Capitol Ave.  
Lansing, MI 48933  
517-483-1879  
[Email](#)

**TO FILE AN EEO COMPLAINT**

(Harassment based on race,  
religion, disability, or other  
non-gender-based issues)

JR Beauboeuf  
Director of Risk Management  
& Equal Opportunity Officer  
309 N. Washington Square  
Lansing, MI 48933  
517-483-1730  
[Email](#)

**Equal Opportunity & Nondiscrimination, Harassment & Retaliation**

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College. For more information, please visit the [Title IX and Sexual Misconduct Resources](#) webpage.

The College prohibits retaliation or reprisals against any individual because they have filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Equal Opportunity Officer  
Washington Court Place  
309 N. Washington Square  
Lansing, MI 48933  
517-483-1730

Employee Coordinator 504/ADA  
Administration Building  
610 N. Capitol Ave.  
Lansing, MI 48933  
517-483-1875

Christine Thompson  
Director of Student  
Compliance/Student Title IX  
Coordinator  
Gannon Building  
411 N. Grand Ave.  
Lansing, MI 48933  
517-483-9632  
[Email](#)

Lisa Thomas  
Human Resource Manager/Title IX Coordinator  
Administration Building  
610 N. Capitol Ave.  
Lansing, MI 48933  
517-483-1879  
[Email](#)

Greg Lattig  
Athletic Director/  
Deputy Student Title IX Coordinator  
Gannon Building  
411 N. Grand Ave.  
Lansing, MI 48933  
517-483-1622  
[Email](#)

Student Coordinator 504/ADA  
Gannon Building  
411 N. Grand Ave.  
Lansing, MI 48933  
517-483-1885

## Consumer Information Notices and Disclosures

The Higher Education Act of 1965 (HEA), as amended, requires that postsecondary institutions participating in federal student aid programs make certain disclosures. The [Consumer Information](#) page discloses the following information to enrolled and prospective students, employees, parents, and the public.

- Institutional and Student Information
- Financial Information
- Student Outcomes
- Health and Safety Information

For any questions or a paper copy of a disclosure, please contact the Office of Compliance at 517-483-5298 or via [email](#).

## Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also referred to as the “Clery Act”) requires colleges and universities that receive federal funding to disseminate a public [Annual Security Report \(ASR\)](#) to all current students and employees and make its availability known to prospective students and employees. The purpose of this report is to provide an overview of the College’s security resources, policies and procedures.

The ASR is published annually on or before October 1st and contains statistics for the previous three years concerning crimes that occurred on campus, on non-campus buildings, on properties owned or controlled by the College, and on public property within or adjacent to campuses of the College. The report also includes College policy statements concerning campus security, crime prevention, reporting of crimes; timely warnings; emergency response and evacuation; and alcohol, drug use, and sexual offenses.

The Annual Security report is available on the [Police Department webpage](#). A paper copy of the ASR is available upon request by contacting LCC Police Department office at 517-483-1800 or in person at 411 N. Grand Avenue, Gannon Building, Room 2110, Lansing, MI 48933.

## Drug and Alcohol Abuse Prevention Program (DAAPP)

In compliance with the Drug-Free Schools and Communities Act the College maintains a [DAAPP](#) that is distributed annually and on an ongoing basis to all employees and students. The DAAPP contains descriptions of the health risks of drug and alcohol abuse; drug and alcohol counseling, treatment, and rehabilitation programs; and the legal and College sanctions for violations of College policies, local, state or federal laws relating to illicit drugs and alcohol. A biennial review of the DAAPP is also conducted. A printed copy of the DAAPP is available upon request by contacting the LCC Police Department at 517-483-1800 or in person at 411 N. Grand Avenue, Gannon Building, Room 2110, Lansing, MI 48933.

## State Authorization

LCC offers distance education learning opportunity for students and is an institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), a voluntary and regional method to oversee distance education. The [State Authorization](#) webpage discloses the following information to enrolled and prospective students, employees, parents, and the public.

- Accreditation Information
- Student Compliant Information
- Professional Licensure and Certification
- Refund Policy
- Adverse Actions
- Approved States & Territories
- Location & Residency Status
- International Students

## Student General Rules and Guidelines and Code of Conduct

The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior. The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in efficiently operating College programs. It is the responsibility of each student to know and abide by the Student General Rules and Guidelines and Student Code of Conduct.

The College has established procedures for reporting and addressing alleged violations of the [Student General Rules and Guidelines](#) and Student Code of Conduct in accordance with the College's [Ethics and Standards of Conduct for Students Policy](#). These procedures are designed to provide a fair, consistent, and reliable process for all parties.

The Student General Rules and Guidelines and Student Code of Conduct apply from the time of admission to the College and continue as long as the student remains enrolled at the college. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at the College, and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. The office supports the mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting the College community, or other students, including themselves.

## Access to College Buildings

StarCards are currently required to enter all LCC buildings on Downtown Campus, West Campus, LCC East and Aviation Maintenance Technology Center. Livingston County Center shares a building with Howell Public Schools and has instituted a separate security protocol.

Access to College buildings after normal hours of operation is restricted. Contact LCC Police Department at 517-483-1800 for access outside of normal hours of operation.

## Animals

For the protection, health, and safety of the members of the College community, animals are not permitted on campus. This provision excludes service animals. For additional information please refer to the [Service Animal Webpage](#).

## Cell Phones

The use of cell phones for conversations during class is at the discretion of the instructor.

## Drugs and Alcohol

LCC complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act. The College is committed to providing a campus environment free of prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, and College policy.

See the [Drug and Alcohol Policy](#), Section 4.040, for details.

## Examinations

Students are required to take examinations at scheduled appointed time and place at the discretion of instructors. Generally, examinations are given during the regularly scheduled class period with a final exam during the last week of the semester. Please see course syllabi for details.

## Field Trips and College Sponsored Events and Activities

Students participating in field trips and other College-sponsored events and activities must abide by all College policies.

## LCC Email Account

Students are responsible for checking their LCC-assigned student email accounts on a regular basis. Official notifications and information are routinely sent to student email accounts. Students who use other email accounts should make sure they are monitoring their LCC email accounts as well.

## Student Organizations

Certain student clubs and organizations are registered at the College. For information about certain clubs and organizations or how to start a student club or organization please contact the Student Life Office. For more information, go to the LCC [Clubs & Organizations](#) webpage.

## Smoking

LCC is a smoke-free campus. See the [Smoking Policy](#), Section 6.110, for details.

## Technology Resources - Acceptable Use

The LCC Acceptable Use Policy describes guidelines for the use of the College's technology resources and use of College-wide data. Use of College-owned technology resources is a privilege extended by the College to students as a tool to promote the College's mission and to enhance technological/computer literacy. College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for any lab or the department which houses the computer they use.

This policy applies to all users of College technology resources and data, including those using the College's network via a personally owned device. Violations of this policy may result in

loss of computer privileges and/or disciplinary action under the Student Code of Conduct. In addition, the user may be subject to civil and criminal liabilities. See the [Acceptable Use Policy, LCC Board Policy 6.010](#), for details.

### Student Code of Conduct

In addition to being familiar with the Student General Rules and Guidelines, all students are responsible for knowledge of and adherence to the [Student Code of Conduct](#).



## Campus Departments, Locations, and Contact & General Information

### Academic Success Coaches

Academic Success Coaches are responsible for ensuring that students receive persistent, proactive, individualized mentoring, and academic coaching and support throughout their enrollment at LCC. For more information please visit the [Academic Success Coach webpage](#) or contact them via [email](#). The Academic Success Coach program is located in the Gannon building in the Success Coach Lounge – room 2202. Academic Success Coaches have offices at all campus locations and are available to meet virtually, over the phone, and in-person.

#### *What We Do:*

Academic Success Coaches meet with students! Students are encouraged to reach out to an Academic Success Coach; they may also be referred to us by instructors or other members of the LCC community. During the meetings Academic Success Coaches will learn about the students' experiences at LCC, identify obstacles that may be barriers to their academic success, and help strategize solutions and next steps. Some of the topics discussed may include:

- Study strategies - how to effectively study, take notes, and keep organized
- Time Management - how to balance work, school, and other responsibilities
- Self-Awareness - helping students identify their strengths, purpose, and goals
- Campus Engagement and Resources - identifying opportunities and resources on campus and helping students make those connections

### Academic Advising

The Academic Advising team supports and guides students during their academic journey here at LCC whether it's to achieve a degree or certificate at LCC or transfer to a four-year University. A few of the many topics that the Advising team can also assist with include but are not limited to:

- Identifying a program of study that aligns with students' long term career goals
- Guidance and clarity on program of study prerequisites and sequencing
- Support with navigating transfer to four-year school options/goals
- Advising that will help students navigate their pathway efficiently
- Assistance with creating a course map that will help students achieve their transfer goals and/or certificate / associate degree completion goals
- Degree Works graduation audits and "what-if I change my program of study" and MTA audits

Academic Advisors are available virtually, in-person, and by phone to meet your advising needs. For more information, please visit the [LCC Academic Advising](#) webpage. Schedule an appointment [here](#), or call 517-483-1904, and select option 4.

## Admission to the College

LCC is an open-admissions college. Prospective students must complete an admissions application before registering for classes. Please visit the [Pre-Orientation Checklist](#) for more information. For a paper application, call the Registrar's Office. All accepted applicants will receive a letter confirming their admission to LCC. Applicants who do not receive a letter within two weeks of applying should call the Registrar's office or [email](#). For further information, call 517-483-1200, option 2. Certain programs, however, require students to complete a selective admissions application. Please see the [Selective Admissions webpage](#) for additional information.

### *Admissions Team*

The Admissions department participates in college fairs, classroom presentations, application and scholarship workshops, and more. They meet with future students and families to answer questions and assist with the admissions process. The team also regularly hosts groups on campus for tours and informational sessions.

To schedule an appointment, or to view available orientation sessions, please go to the [Admissions Team](#) webpage, contact us via [email](#), or call 517-483-1200.

## Arts & Sciences Division

The Arts & Sciences (A&S) Division offers Math, Science, English, Humanities, Social Sciences, Business, Communication, and the Arts courses as well as programs that prepare students to successfully complete junior and senior university level courses upon transfer.

The Arts & Sciences Division courses build a foundation for both transfer students and applied certificate and degree students that allows them to fulfill their educational goals. For further information, go to the [Arts and Sciences Division](#) webpage.

## Athletics

LCC Athletic Department offers student-athletes the opportunity to further their educational plans and enhance their athletic experience by continuing to recruit and provide equal opportunities for all student-athletes while promoting pride, respect, and integrity throughout our athletic programs. LCC Athletics competes as a Division II member of the National Junior College Athletic Association comprised of over 500 institutions across the United States competing at the two-year institution level. LCC offers nine varsity sports Men's and Women's Cross Country, Volleyball, Men's and Women's Basketball, Softball, Baseball, Women's and Men's Outdoor Track and Field. LCC offers athletic scholarships for all nine sports helping cover the costs of student athletes' tuition and course-related fees. For more information regarding Athletics, go to the [LCC Stars](#) webpage or call the Athletics Office at 517-483-1610.

## Business & Community Institute – Specialized Workforce Training

The Business and Community Institute offers customized training, coaching, and consulting to area businesses, non-profit organizations, and public entities across our six-county region. The solutions we provide help organizations increase productivity, improve employee retention, build effective communication, create operational efficiencies, develop stronger leadership, and strengthen their workforce. For more information, please visit the [Business & Community Institute](#) website, call the Business and Community Institute at 517-483-1857, or [email](#).

## Campus Locations

LCC community has six locations and several partner sites in the mid-Michigan area. Each provides learning spaces and staff dedicated to your academic success and positive college experience.

Within our more than 1.5 million square feet of learning facilities are student support spaces dedicated to celebrating cultural diversity, fostering equitable learning opportunities, catering to the needs of our student-veterans, engaging first-generation and returning students, and welcoming international students.

Our diverse student body is our biggest asset; different views and ideologies challenge and open the minds of our LCC community.

### *Downtown Campus*

411 N. Grand Avenue, Lansing, MI 48933

LCC's downtown campus is the main campus.

([webpage](#))

### *West Campus*

5708 Cornerstone Drive, Lansing, MI 48917

Located in Delta Township, West Campus is home to the Technical Careers and Community Education and Workforce Development divisions of LCC.

([webpage](#))

The 290,536-square-foot facility features the [Center for Manufacturing Excellence](#), [Mid-Michigan Police Academy](#), Fire Academy, Regional Fire Training Center, Corrections Academy, Computer Information Technology, Geospatial Science, Unmanned Aerial Systems (Drones), Cybersecurity, Automotive Technology, Building Construction, Electrical Technology, Lineworker, Legal Studies, HVAC, in-demand skilled trades, and much more.

### *LCC East*

2827 Eyde Parkway, East Lansing, MI 48823

Located in East Lansing, LCC East offers convenience for those who live in Haslett, Okemos, East Lansing and Williamston areas with 12 classrooms, excellent instructors, free parking and a variety of academic and student support services. The location provides extensive

support to guest students from other educational institutions looking to supplement their course schedule. For more information, please visit the [LCC East](#) webpage, [email](#) or contact us at 517-483-1860 for assistance.

#### *Livingston County Center*

402 Wright Road, Howell, MI 48843

Located at the Parker Campus in Howell, the Livingston County Center conveniently serves students in Howell and surrounding areas. A wide variety of courses are offered in fall, spring, and summer semesters and students benefit from small class sizes and qualified faculty. Students can easily access tutoring services, test proctoring, and academic advising. For more information, please visit the [LIVCEN](#) webpage, [email](#) or contact us at 517-545-3522 for assistance.

#### *Aviation Maintenance Technology Center*

Mason Jewett Field, 661 Aviation Drive, Mason, MI 48854

Situated at Jewett Airfield in Mason, the Aviation Maintenance Technology Center stands as a pinnacle of excellence. Esteemed by industry professionals, educators, and the local community alike, this facility is hailed as the premier destination for aviation maintenance training in the Midwest.

At LCC, students benefit from access to cutting-edge equipment and technology. Through hands-on experience with a variety of aircraft, including large and small planes, turbine and jet engines, and advanced composite materials, students receive comprehensive training that meets industry standards.

Equipped with modern amenities such as classrooms, a computer lab, and individual bay workstations, the facility facilitates both personalized one-on-one instruction and group learning. This robust infrastructure ensures that students receive a well-rounded education tailored to their individual needs and prepares them for success in the aviation maintenance field.

#### *Job Training Center (JTC) at West Campus, Community Education & Workforce Development Offices, Rm. M105*

The Job Training Center strives to prepare community members for in-demand, entry-level employment by offering short-term training and career-focused programs necessary for future career success and improved quality of life. Specifically, the Job Training Center helps unemployed, underemployed, and at-risk populations in our region to obtain marketable skills and credentials as they head out into the workforce or continue their academic education.

Course offerings run eight to ten weeks. These shortened and condensed programs are ideal for those who cannot accommodate a traditional college schedule. For more information, visit the [JTC](#) website, [email](#) or call 517-483-1857 for more information.

### *AIS Training Center*

3600 North Grand River, Lansing, MI 48906

LCC trains its [Heavy Equipment Repair](#) students at the best heavy machinery training facility in Lansing, the AIS Training Center. Here LCC faculty offer “real world” hands-on training in machine operation, heavy equipment maintenance and technology, and safety. The AIS Training Center is located in North Lansing off Grand River Avenue and boasts the latest machinery and technology, as the AIS Company has been serving Michigan for more than 55 years in the heavy equipment industry.

### *Michigan State University*

426 Auditorium Road, East Lansing, MI 48824

Veterinary Nursing is offered through a joint agreement between LCC and Michigan State University (MSU), with major courses taught by MSU and General Education courses taught by LCC.

Agricultural Technology is offered through a joint agreement between LCC and the Michigan State University Institute of Agricultural Technology (IAT), with Major courses taught by MSU and General Education courses taught by LCC.

### *Mid Michigan College*

1375 S. Clare Avenue, Harrison, MI 48625

The Magnetic Resonance Imaging (MRI) program is offered through a partnership with other Community Colleges as part of the Michigan Educational Programs in Collaboration (EPiC) consortium. For additional information, go to the [Michigan Workforce Training and Education Collaborative MRI website](#).

## Capital Area Michigan Works

Capital Area Michigan Works! (CAMW!) is a network of resources available to LCC students. CAMW! partners with businesses to develop recruiting and retention strategies and partners with job seekers to enhance education and career opportunities. For more information, visit the [CAMW!](#) website or call 517-492-5580 for assistance.

## Career and Employment Services

Career and Employment Services (CES) assists students and alumni with exploring career options, developing employability skills, learning job search strategies, and connecting with employers. Through one-on-one appointments, class presentations, job fairs, and other events, CES helps individuals make informed career choices, develop résumés and cover letters, prepare for interviews, pursue internships, and navigate the job search. Visit us at the Career Center, Gannon Building 2nd floor room 2219, to get started.

For more information, please visit the [Career & Employment Services](#) webpage, call 517-483-1172, or [email](#).

## Childcare Grants

The Childcare Grant is designed to provide eligible custodial parents with childcare funding assistance while the parent is attending LCC. The grants are based on specific criteria and provide partial payment of licensed childcare services for the recipient. For more information, please contact us at 517-483-1199 or by [email](mailto:adultrc@star.lcc.edu) (adultrc@star.lcc.edu).

## Computer Labs

### *Aviation Technology Center*

25 PCs and one printer are available for student use. Students also have access to 50 laptops that can be signed out each day.

### *Downtown Campus*

67 student-use computers are available on the 2nd and 3rd floor of TLC's open computer lab. The open computer lab is located within the TLC building's Library and Learning Commons. In addition to PCs and Macs, this space includes laptops that students can check out for the semester and a technology lab. The Technology Lab includes 3D printers, poster printer, virtual reality machines, and audio recording.

### *LCC East*

Eleven PC's are available for student use with one printer.

### *Livingston County Center*

Students have access to two computer labs with 24 PCs and a printer in each room.

### *West Campus*

Up to 14 student-use computers are available in M123 along with three printers.

## Community Education and Workforce Development (CEWD) Division

CEWD is made up of diverse individuals, units, and departments who craft unique solutions for our students, businesses, customers, stakeholders and educational partners. CEWD is collaborative and supports the institutional mission at its highest level.

Community Education and Workforce Development acts as a gateway to success for traditional and non-traditional students. Enhancing the College's academic mission, CEWD ensures that all learners are offered an opportunity to thrive through access to education. For more information, please contact 517-483-1857.

### *Continuing Education*

The Continuing Education program at LCC offers high quality, non-credit career and workforce development training, to improve professional and occupational skills. Through LCC's certificate programs and other non-credit classes, students can receive the accelerated or self-paced training needed to keep up on licensure requirements, increase skill sets for

career advancement, obtain skills for new career opportunities, and become exceedingly stronger in current career. LCC's non-credit programs are developed in close collaboration with industry partners and LCC's subject matter experts. For more information, please visit the [Continuing Education](#) webpage, [email](#) or call 517-483-1857.

#### *Lifelong Learning (Adult Enrichment and Youth Program)*

LCC provides access to educational opportunities that connect LCC's strengths with our community's needs. Courses include non-credit offerings in a wide spectrum of disciplines. Adult Enrichment is here to provide interesting and fun learning experiences that help discover the "Best You." The [Youth Program](#) offers youth summer camps, after-school classes, sports camps and online classes for children in elementary, middle, and high school. These summer camps and classes provide fun ways for kids to study topics in Science, Technology, Engineering, Arts and Mathematics (STEAM), leadership and team dynamics. Please find additional information at [Adult Enrichment](#) and/or the [Youth Program](#) webpage(s) or contact the Lifelong Learning Office by [email](#) or call 517-483-1415.

### Center for Student Support

LCC's Center for Student Support facilitates student success by providing comprehensive support services that engage students in achieving their personal and academic goals. The center encompasses the Adult Resource Center, Counseling Services, Fostering Stars, the Center for Student Access, and the Office of Student Compliance.

#### *Adult Resource Center (ARC)*

The [Adult Resource Center](#) (ARC) provides assistance to adult students returning to college and those who have children and need childcare services to attend classes at LCC. You can visit the ARC webpage to learn more about the scholarships available for childcare and tuition for occupational students. To schedule an appointment, please call 517-483-1199. Click here to [request an appointment online](#).

#### *Counseling Services*

Counseling services are available to all students needing professional guidance to help overcome personal issues and achieve academic success. Counseling is provided by licensed, professional counselors and sessions are confidential and free of charge. You can visit the [Counseling Services webpage](#) for more information. To schedule an appointment, please call 517-483-1924 or schedule an [appointment online](#).

#### *Fostering S.T.A.R.S.*

The Fostering S.T.A.R.S. Program provides an opportunity and a supportive network for students currently engaged in or aging out of the foster care system. Some of the services provided in this program include advising, academic support, community outreach, transportation assistance, specific emergency assistance, care-packages, one-on-one mentoring, and group membership and networking opportunities. Additionally, students involved in this program will be able to connect with an independent life skills coach who is

trained in providing guidance, empowerment and improvement in all areas of life. A life skills coach seeks to empower others by helping them make, meet and exceed goals. For more information, go to the [Fostering S.T.A.R.S.](#) webpage, visit the StarZone in the Gannon Building, or call 517-483-1924.

#### *Center for Student Access*

The Center for Student Access (CSA) consults with students, faculty, and staff to support an accessible college. LCC encourages and welcomes all students with disabilities to meet with an Access Consultant. A meeting with an Access Consultant is a required step in receiving approved accommodations.

LCC also recognizes that CSA is part of a larger system of support that includes parents, families, community advocates, and organizations, and the many high schools that feed into LCC. CSA regularly speaks with families, works with various community partners, and visits high schools to discuss the transition to college. To request an appointment please call 517-483-5323 or [email](#). View the [Center for Student Access](#) webpage.

#### *The Office of Student Compliance*

The Office of Student Compliance (OSC) is an integral part of the positive educational environment at LCC; and is responsible for upholding the Student Code of Conduct and General Rules and Guidelines, Student Title IX and Sexual Misconduct Complaints, and the LCC Behavioral Intervention Team (BIT). OSC supports the Mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting the college community, or other students, including themselves.

Please refer to the following pages for further information:

- [Student Code of Conduct](#)
- [Title IX and Sexual Misconduct](#)
- [Behavioral Intervention Team \(BIT\)](#)

Students can visit the Office of Student Compliance in the Gannon Building, Room 1204, or contact the office by calling 517-483-1261 or via [email](#).

## **Degree Works**

Degree Works is a computerized guide to help you and your advisor monitor and plan your pathway toward completion of your certificate(s) and degree(s). Degree Works compares your coursework against the requirements for your declared major/program to produce an easy-to-read audit divided into blocks (Degree/Certificate, Major/Program, General Education, etc.). Check-boxes within each block show whether requirements are completed, in-progress (enrolled courses), or are still needed. With Degree Works you also can run What-If scenarios to try different majors, and your advisor and you can set up plans for future semesters, too.



### *How to access Degree Works*

Students access Degree Works through myLCC

- Login to [myLCC](#)
- Click on the School tab
- Click on Degree Works in the Student eToolbox
- Degree Works Audit page displays

Note: Students who have enrolled and have been admitted to LCC in the last several years are in Degree Works. Students who have not taken classes in several years will be added to Degree Works the next time they enroll for classes.

For additional information, visit the [Degree Works](#) webpage, contact the Registrar's Office at 517-483-1200 option 2, or by [email](mailto:registrar@star.lcc.edu) (registrar@star.lcc.edu).

### **Office of Diversity and Inclusion**

LCC's Office of Diversity and Inclusion (ODI) provides resources that foster awareness as well as empower students with knowledge, tools and experiences that promote global citizenship and a more inclusive campus. ODI thus embraces an inclusive community that brings together students, faculty, and staff of different racial and multi-racial, ethnic and multi-ethnic, gender and sexually diverse, economic, religious, and national identities and ages. ODI envisions a college that is supportive of all perspectives, cultures, and differences. Our core values are evident through services, programs, and initiatives that ensure the creation and maintenance of a diverse and inclusive community that affirms diverse perspectives, attitudes, beliefs, and experiences. For additional information, view the [ODI](#) webpage.

#### *Centre for Engaged Inclusion*

The Centre for Engaged Inclusion (CEI) engages the campus and Lansing area in building an equitable and inclusive community through intellectual exploration and collaboration. The Centre is the premier space for training, learning, engagement, and exploration of topics in the Advocacy, Belonging, Diversity, Engagement, and Inclusion for all identities.

The Centre envisions a community where everyone has a sense of belonging and possibility and is empowered to cultivate an equitable world.

For more information, please come to the CEI in the Gannon Building (GB 2204), call 517-483-1616, visit the [CEI](#) webpage, or [email](#).

#### *The Caesar Chavez Learning Center*

The Caesar Chavez Learning Center (CCLC) provides a comfortable atmosphere where students of diverse backgrounds can get academic, social, and personal support. The Center's staff assist students and provide guidance on how to navigate campus resources and other educational opportunities. Visit the [CCLC](#) webpage for more information or in person at the Arts and Sciences Building, Room 1313.

Programs at CCLC: Committed to the values of meeting the needs of our times, social justice, radical hospitality, student leadership and cultivating brave spaces, ODI created programs focused on instilling these values and meeting the needs of our students. We believe that all students, regardless of age, family background, learning style, or diverse-ability, should have equal opportunity to reach their full personal, academic, and career potential.

#### *ACCESS Scholars*

The ACCESS Program provides wraparound student support services and intervention efforts and is designed to support LCC students' personal, social, cultural, and academic adjustment, particularly BIPOC, LGTBQ+, First-Generation, Low Income, adult students; varying ability; and other marginalized and underrepresented students' groups. For more information, view the [ACCESS](#) webpage or via [email](#).

#### *LUCERO*

Latinos Unidos con Energia Respeto y Orgullo (LUCERO) is a support services program designed to assist in the recruitment, retention, graduation and transfer of LCC students of color, particularly Latinx students. The focus of the LUCERO program is to create a positive connection for Latinx students with each other and with LCC to develop exceptional academic, leadership and professional skills while learning about and celebrating their culture and diversity. For more information, visit the [LUCERO webpage](#) or via [email](#),

#### *Error! Hyperlink reference not valid.*

Men About Progress (MAP), is an initiative established by the Office of Diversity and Inclusion at LCC to increase, encourage, and support the inclusion and educational success of male students of color, particularly African- American males (AAM). Housed within the Caesar Chavez Learning Center, MAP serves as an intentional intervention to assist program participants in both, their academic and their career endeavors while promoting and advocating for an improved educational experience at LCC and enhanced quality of life. For more information, visit the [MAP](#) webpage or via [email](#).

#### *WISE*

Women Inspiring Scholarships through Empowerment (WISE) Program WISE is an initiative that seeks to inspire, support and empower individuals who self-identify as women by offering educational opportunities to develop knowledge and leadership skills, build professional and personal connections, promote the presence of professional women, and foster mentoring relationships. Housed within the Cesar Chavez Learning Center. For more information, visit the [WISE](#) webpage or via [email](#).

#### *Summer Impact Pre-College Experience*

This program is intended for local high school students and recent high school graduates, particularly students from under-served communities - African-American, Latino, Indigenous, students in the foster system, immigrant, and refugee, LGBTQIA+, first-generation college students. The Summer Impact Program aims to help students

increase their knowledge and skills in diversity, equity, and inclusion while building a bridge between what they are learning in high school to their future college and employment success. These will be highly interactive sessions. For more information and registration, visit the [Summer Impact](#) webpage.

## Department Directory

For the most up to date information, go to the [Office & Department Directory](#) webpage.

## eLearning Department

The eLearning Department is responsible for the administration of D2L, LCC's Course Management System (CMS). D2L support is provided, both in-person and online, to all students and instructors using D2L and online tools integrated into D2L.

D2L is used for the delivery of courses and course content for all course delivery methods. Courses utilize D2L to provide access to:

- Course content and materials
- Communication tools, including discussions and D2L email
- Assessment tools, including quizzes and assignment submission folders
- Course grades, including assignment grades and instructor feedback

The eLearning Department provides a variety of D2L resources to support students with the use of D2L, and tools integrated into D2L. View the resources below to see how the eLearning Department can assist with using D2L:

- **Online D2L Support Resources**
  - - The [student resource site](#) provides access to step-by-step instructional guides, 1 minute or less D2L Help videos, eLearning contact information, online chat, and more!
- **D2L Trainings**
  - The eLearning Department offers a variety of D2L training opportunities, including:
    - A variety of [self-paced trainings](#) are available in D2L to support the use of D2L and other online resources. Students are encouraged to complete the *D2L for Students-Training* to learn about accessing and navigating courses in D2L. Students are able to [self-enroll](#) in the training through D2L at any time.
    - **Live D2L Training Sessions:** Live D2L training [sessions](#) are offered each semester, via Webex, on a variety of D2L topics.

- **In-person Support Resources**

- eLearning staff is available for in-person assistance in the Technology Learning Center, Suite 1101 by appointment or walk-ins.
  - Call (517) 483-1839 to make an appointment or visit the [Contact eLearning](#) webpage for additional information.

## Emergency Management and Preparedness

The [Emergency Management Department](#), under Administrative Services Division, develops and administers an emergency management and preparedness program. Important aspects include:

- A college [Emergency Response Guide](#) with color and symbol-coded posters, a webpage, and video
- [Emergency notification/communication information](#), in coordination with the Public Relations Department, including preparedness messages communicated via newsletters and email updates, including social media, and outreach presentations on a regular basis, at least monthly
- **Emergency Planning Teams**
  - The Emergency Management Policy Team
  - The Emergency Preparedness Planning Team (EPPT)
  - The Continuity of Operations (COOP) Planning Team
- **Emergency Response Teams**
  - The Incident Management Team
  - The Building Emergency Response Team (BERT)
- **Emergency Plans and Procedures**
  - A Training and Exercise Plan that specifies needed training and exercises, including drills, which take-place regularly
  - Emergency Operations Plan with response procedures
  - Continuity Plans

## LCC Alerts, driven by RAVE and RAVE Guardian

LCC Emergency Alerts are used to warn people of an emergency that poses an imminent threat to life safety, such as violence or severe weather, ongoing criminal activity, or an urgent situation like a power outage.

There are three types of alerts, and three distinct email banners:

1. An **EMERGENCY NOTIFICATION** is an immediate threat to persons or property.
2. A **TIMELY WARNING** is based on a [Clery crime\(s\)](#) that pose(s) a serious or ongoing threat to the campus community.

3. **PUBLIC SAFETY NOTICES** are non-Clery incidents or situations that may impact campus safety or operations.

You can review or make changes to your RAVE profile by going to [RAVE Mobile Safety webpage](#) and specifying Lansing Community College.

Anyone in the community can also **register** for LCC Emergency Alerts by registering at the same site and specifying Lansing Community College.

To learn more LCC emergency communications, go to the [Emergency Communications webpage](#).

### RAVE GUARDIAN Safety app

Find in the ITUNES STORE and GOOGLE PLAY.

Download it for all these cool features:

- Panic Button
- Tip Texting
- Personal Guardians & Safety Timer
- Safety Profile
- Personal safety timer
- LCC Police Department direct chat
- LCC Police Department direct call
- LCC Alert Notification direct to app
- Local 911 direct call
- Help/tip lines
- LCC web resource link

### English for Speakers of Other Languages

The English for Speakers of Other Languages (ESOL) program focuses on developing academic English skills to achieve college readiness in reading and writing for students learning English as another language. The ESOL program serves students at a low intermediate level of proficiency or higher. This program builds upon the beginning ESOL literacy classes already offered in the community and serves as a bridge into LCC. ESOL High Intermediate and Advanced (levels 4 and 5) classes are offered for credit and are part of the English Department; ESOL Low Intermediate (level 3) classes are non-credit and are part of the Community Education and Workforce Development (CEWD) Division. For information regarding credit or non-credit courses, email the [Global Student Services Specialists](#) in Student Affairs. Additional information can be viewed on the [ESOL](#) webpage.

This program also serves as a connection to short-term, accelerated, or certificate-based Career Technical Education learning opportunities offered at LCC for both non-credit and

credit programs. For more information, please contact the Job Training Center at 517-483-1857.

## Faculty Information

To contact faculty member or other instructional personnel, please call the appropriate division office. Visit our website to view the [Program Contact Directory](#).

## Financial Aid

The Financial Aid Office assists students with finding resources to finance their postsecondary education. Financial Aid resources are available through the federal government, state government, private organizations, and LCC. Students can contact the Financial Aid Office by calling 517-483-1200, Option 1, visit the [Financial Aid](#) webpage, or via [email](#).

## Financial Responsibility

Students are expected to remain current on their financial obligations to the College. Students owing money to the College may be subjected to a hold and may not be permitted to register for classes until their account is paid in full or until a payment plan is approved by the College.

In addition, students must review, update, and accept the Financial Responsibility Agreement each semester of enrollment by logging into [MyLCC](#) and selecting Banner, then Student, and "Financial Responsibility Agreement." Doing so will automatically release the financial responsibility agreement hold allowing for registration in courses.

## LCC Foundation

The LCC Foundation believes that a lack of financial resources should not be an obstacle to education for anyone. Over 500 scholarships are offered to students every year.

Some quick facts about scholarships at LCC:

- Scholarship applications open: November 1
- Scholarship applications close: January 31
- Website: [Scholarships](#)
- Online [Scholarship Workshops](#) and other scheduled workshops
- Approximately 500 scholarships are available

For more information, view the [Foundation Scholarships](#) webpage, contact at 517-483-1985, or via [email](#).

## Global Student Services (GSS)

Global Student Services staff is here to help International Students navigate the admission and registration process, including issuance of Form I-20 documents and following visa regulations. GSS staff also provides support services to English Learner students. For more information, go to the [Global Student Services](#) webpage, call 517-483-5323, or [email](#).

## Guest Speakers

In situations involving guest speakers, the College requires orderly conduct, noninterference with College functions or activities, and identification of the sponsoring groups or individuals.

## Health Concerns

Some selective admission programs may require students to undergo medical testing and vaccinations. Students with medical conditions or disabilities are encouraged to contact the Center of Student Access (CSA) to determine whether they qualify for accommodations or exemptions. Discussions with CSA about medical conditions of students are confidential.

## Health & Human Services Division

The [Health and Human Services](#) (HHS) Division offers essential health and wellness services through our public dental hygiene clinic, massage clinic, and human services practicums while providing students with clinical and workforce experience. The state-of-the-art Health and Human Services Building is a 141,992 square foot facility that houses HHS programs which prepare highly skilled healthcare, human services, and fitness professionals. In response to the local and national shortage of healthcare, human service and fitness workers, LCC leads in education, innovation, and simulation. Credentialed faculty provide instruction using cutting-edge equipment in programs that are nationally accredited or meet industry standards. LCC works with our community partners to provide healthcare apprenticeships and stackable certificates to heighten the credentials of our local workforce. For more information call the Health and Human Services Division office at 517-483-1410 or [email](#) (lcc-hhs@star.lcc.edu).

## High School-Based Programs

LCC offers high school-based programs, which include [High School Credit by Exam](#), [High School Advantage](#), Career and Technical Education Direct Credit (ERESA and CCRESA), as well as HOPE and Promise Scholarships. For more information call us at 517-483-1413 or send an [email](#) (k12operations@star.lcc.edu).

## High School Dual Enrollment

Dual Enrollment provides an opportunity for qualified high school students to earn college credit while working toward their high school diploma. High school credit may or may not be granted according to the discretion of the participating student's high school. Dual enrollment affords students educational advancement in specific areas where unusual abilities and

interest are displayed, especially in courses and academic areas not available in the student's high school. For further information, visit the [High School Dual Enrollment](#) webpage, call the K-12 Operations Office at 517-483-1413 or send an [email](#).

## Honors Program

The Honors Program at LCC offers enriched courses, special advising services, community service options, and other enhanced learning opportunities for students.

Each year, the program offers up to 36 Honors Program Awards to new students who have demonstrated outstanding academic achievement and plan to complete a [two-year transfer curriculum](#) at LCC to pursue a bachelor's degree at a four-year institution. For more information, view the [LCC Honors Program](#) webpage or please contact us at 517-483-1061 or via [email](#).

## Learning Commons

The Learning Commons is an academic support and learning assistance service for all students at LCC. Professional Tutors provide FREE Tutoring for LCC Students.

Students are encouraged and welcome to walk-in to study and get tutorial assistance with our staff of Professional Tutors - no appointment needed. Students may schedule an individual tutoring appointment - both on-campus and online options are available.

### *Academic Workshops, Study Sessions, & Exam Prep Parties*

Professional Tutors lead a variety of sessions throughout the semester to help students with specific topics, application of course content and skills, study tips, and learning strategies. Locations vary and may be scheduled on-campus, online, or hybrid – a combination of on-campus and online.

### *Student Peer Tutors*

An opportunity for students to build a network of support. Peer Tutors work with teaching faculty in class and facilitate group peer-tutoring sessions for assistance outside of class on course specific content and skills.

### *Academic Resources at the Learning Commons*

- **Study Spaces & Learning Studios** – Open, comfortable spaces welcome students to work individually or in small groups – independent study and tutoring is available.
- **Textbooks** – course-specific textbooks, reference material, and research assistance.
- **Models, Tools, and Equipment** – for Biology, Chemistry, Math, and other subjects.
- **Technology** – Laptops, iPads, and calculators for use on-site, along with computers that have specialized software applications for LCC course work.
- **Quick-Print Station** – Students can print and assemble papers and course material.



#### *Learning Commons Locations:*

- DOWNTOWN CAMPUS - Abel B. Sykes, Jr. Technology and Learning Center (TLC) building TLC 1st & 2nd Floors
- WEST CAMPUS – Room M123
- East Campus and Livingston Campus services vary by semester

More info -- Go to [The Learning Commons](#) Webpage

Phone: 517-483-1206

Email ([learning-commons@star.lcc.edu](mailto:learning-commons@star.lcc.edu))

[Tutoring Appointment Request form](#)

## Library

At the Library, students can get research help from a librarian, study, relax, and check out books, journals, magazines, laptops, and calculators. Many textbooks are available for short lending periods. Study rooms, quiet study space and group collaboration areas are available, too. The Library offers e-books, e-journals, and a broad range of electronic resources that students and employees can access from the library's website.

For more information, visit us, go the [Library's](#) website, call 517-483-1038, or [email](#).

## Media Services

Information Technology Services (ITS) offers a wide array of services to support student learning and promote academic goals.

Media Services, a part of ITS, offers the following services accessible to students: AV Services, Classroom Video, DMAC Equipment Checkout Audio Services, and Photography and Media Creation & Design.

For more information on media services please visit the [Media Services](#) webpage or contact Information Technology Services at 517-483-1755.

## Occupational and Environmental Safety

LCC's Occupational and Environmental Safety (OES) Board Policy and The Occupational and Environmental Safety Framework guide divisions, departments, and programs in meeting local, state, and federal regulations related to the health and safety of our community. Working together, we can establish and maintain a comprehensive culture of safety at LCC. For more information, view the [OES](#) webpage, contact by telephone 517-483-1812, or by [email](#).

## Office Directory

For the most up to date information, go to the [Office & Department Directory](#) webpage.

## Orientation

Orientation is required for all students attending LCC prior to registering for classes. For guest students, transfer students or students who are dual enrolling while in high school, completion of orientation is not required. Please find the next steps on the [Getting Started](#) webpage. For additional information, please contact us at 517-483-1200 or by [email](#).

## Payments

Student tuition payments can be made online, 24/7, by logging into myLCC and then selecting TouchNet. TouchNet is LCC's secure online payment vendor, where you can review account balances and payment history, make and schedule payments, or enroll in a payment plan. You may also authorize your parents or others to view account information and make payments on your behalf. LCC offers payment plans through TouchNet to help students budget their education expenses. Students are encouraged to enroll early for best payment plan selections. For more information, go to the [Student Finance](#) webpage, call 517-483-1200, option 3 or via [email](#).

## Parking Services

All students have access to free parking in designated areas on campus. For most up to date parking information, please go to the [Parking at LCC](#) webpage.

Parking permits are issued to LCC students for the semester in which they are enrolled. For more information, please call us at 517-483-1798 or by [email](#).

### *Replacement*

For a replacement permit, students and employees can visit LCC's Downtown Campus, AOF building, room 108, located at 315 North Grand Ave from 7:30 a.m. to 4 p.m., Monday through Friday.

### *Parking Enforcement*

The LCC Police Department (LCCPD) enforces parking on campus by patrolling the college's parking lots to ensure the safety of students, employees, guests, and their vehicles. As necessary, the LCCPD will also issue parking citations to maintain the integrity of the college's parking program.

LCC permit parking is for school-related business only. LCC parking lots cannot be used when attending to unrelated LCC business, such as off-campus employment. Permits are non-transferable and issued to a specific person for use. Use of a parking permit by someone other than the person to whom it was issued may result in a written violation or revocation of the parking permit.

### *Electric Vehicle (EV) Charging Stations*

LCC is proud to provide 32 ChargePoint charging ports at the Downtown Campus. All employees and students can charge their electric vehicles for free for up to four hours every day. Visit the [EV Charging](#) webpage to learn more.

## LCC Police Department

Lansing Community College Police Department (LCCPD) consists of Police, Dispatch, and other services. LCC Police Department is charged with providing a safe environment at all LCC campuses, and maintains physical offices at the Downtown and West campuses. LCC Police provide services in areas of crime prevention and control, criminal investigations, traffic and parking violations, facilities security, and emergency first-aid treatment. LCC Police operates 24 hours, 7 days a week via police presence and Dispatch. They can be reached anytime at 517-483-1800 or via [email](#). In an emergency call 911 for Police, Fire, and Emergency Medical Services. Also visit the [LCC Police Department](#) webpage for more information.

### *Services*

Below is a list of services provided by LCC Police Department. Visit us by stopping the LCC Police Department office in the Gannon Building downtown or call 517-483-1800:

- Battery jump starts
- Directional assistance
- Lost & Found at Downtown and West campus.
  - Disposal of unclaimed items takes place at the end of every semester.
- Open locked vehicles
- Safety escort
- After hours building access, if necessary
- Emergency CPR, First Aid, or AED use during a medical emergency
- Regular check and servicing of fire extinguishers, AED batteries, and first aid kits
- Emergency notifications and timely warnings when warranted
- The development and delivery of safety and law enforcement talks, when requested.

Please report suspicious behavior, unusual circumstances and any possible law enforcement crimes or offenses immediately by calling 517-483-1800. Anonymous reporting is acceptable.

### *Request a Police Escort*

Police escorts are for LCC students, faculty or staff and not the general public. Citizens may request a police escort by:

- Calling 517-483-1800
- Approaching an officer directly around campus grounds
- Coming to the Police Department Office located in the Gannon Building at 411 N Grand Ave.

To facilitate the College's commitment in maintaining a secure and positive learning environment, students, staff, and visitors are encouraged to accurately and promptly report to LCC Police or other law enforcement agencies all crimes, suspicious activities, emergencies, and public safety incidents, including when the victim of a crime elects to, or is unable to make such report. To report a crime or incident to LCC Police call 517-483-1800. To report an emergency please dial 911 and emergency services will be dispatched. Dispatchers at LCCPD Office are available 24 hours/day, seven days/week to answer calls.

Any location:

- [LCC Police Department](#) (non-emergency) (517) 483-1800
- Main Campus: Lansing Police Department (non-emergency) (517) 483-4600
- East Campus: Meridian Township Police (non-emergency) (517) 332-6526
- West Campus: Eaton County Sheriff (non-emergency) (517) 543-3512
- Mason Jewett Airport: Ingham County Sheriff (non-emergency) (517) 676-2431
- Livingston County Center: Livingston County Sheriff (non-emergency) (517) 546-2440

### **Emergencies Call 911**

### **The Registrar's Office**

The Registrar's Office maintains students' academic records and transcripts. It also issues certificates, diplomas, degrees, degree certifications, enrollment registration and verification, grade collection and recording, fee classification, and transfer credit processing. For more information, visit the [Registrar's Office](#) webpage, contact us at 517-483-1200, Option 2 or via [email](#).

### **StarCard Student IDs**

The LCC StarCard is a student identification card that also provides students access to campus buildings and services. A StarCard is required at all building doors on LCC's Downtown Campus, West Campus, LCC East Campus, and Aviation Maintenance Technology Center. The Livingston County Center shares a building with Howell Public Schools and has instituted a separate security protocol.

The StarCard must be presented when requested by a College official. For more information, go to the [StarCard](#) webpage or contact the Help Desk at 517-483-5221.

### **StarZone**

The StarZone is LCC's student services hub. Located in the Gannon Building at the Downtown Campus, the Enrollment Support Specialists can assist with registration, financial aid, student finance, and general questions. For more information, go to the [StarZone](#) webpage, contact by telephone at 517-483-1200, or [email](#).

## Student Affairs Division

The Student Affairs Division offers student and academic support services. Our services are designed to help students reach their academic goals. For assistance, view the [Student Affairs Division](#) webpage, by [email](#), or please call 517-483-1162.

## Student Finance

The functions of the [Student Finance](#) department include processing tuition payments, administering payment plans, working with third-party sponsorships, processing refunds for excess account balances, and issuing 1098T student tax statements. For more information, please contact us at 517-483-1200, option 3 or via [email](#).

## Student Life

The Student Life Office exists to enhance the overall educational experiences and success of students through the development of, exposure to, and engagement in social, academic, intellectual, cultural, recreational, campus and community service, and leadership development. For more information, go to the [Student Life](#) webpage or contact via [email](#).

## Student Resources Webpage

LCC recognizes that basic needs can impact the success of our students. The [Student Resources](#) webpage can help you connect to information about these resources, such as:

- Academic Resources
- Student Support Services
- Food Resources & Assistance
- Laptops, Calculators & Technology
- Mental Health Resources
- Need Assistance Now?/Schedule an Appointment
- Relation and Intimate Partner Violence & Sexual Violence Resources
- Scholarship & Grants

If you cannot find what you need on this page, contact a Success Coach to get help at 517-483-1422 or [email](#) (lcc-successteam@star.lcc.edu).

## Technical Careers Division

The dynamic nature of the economy means that today's and tomorrow's jobs differ significantly from those of previous generations. Technological advancements are reshaping workplaces, making it crucial for workers to acquire new skills to support our evolving economy. Many of these skill sets weren't even on the radar just a few years ago. In fields like skilled trades, new equipment and software have transformed traditional manufacturing practices. The importance of Electrical Technology has surged with the rise of electric and

autonomous vehicles, changing priorities in energy generation and consumption. Even firefighting and policing have adapted, integrating cutting-edge technologies into their operations. Advanced Manufacturing, driven by robotics and automation, now fully embraces Industry 4.0 principles. Careers in Aviation Maintenance and Heavy Equipment Repair are experiencing high demand, expected to persist for years to come. With cybersecurity and the fight against cyberterrorism taking center stage across all industries, expertise in this area is essential. LCC's Technical Careers Division is strategically positioned to meet the demands of emerging industries. By providing students with both foundational knowledge and practical skills, it prepares them for meaningful, well-paying careers. For further details, visit the [Technical Careers Division webpage](#) or call 517-483-1319.

## Testing Services

Testing Services provides exam administration and related services to prospective and current students, faculty, and community members. The Testing Center is located in the Gannon Building, Room 2228. For more information, please contact us at 517-267-5500 or via [email](#), or visit the [Testing Services](#) webpage.

- [Course Testing](#)
  - Testing Services proctors LCC course exams for online and hybrid courses, lecture makeup exams and for students with accommodations for testing.
  - Some online/hybrid courses, even if the class is completely online, may require students to come in person to take an exam in a proctored environment. [View courses with required in-person testing](#). You can also check your syllabus or contact your instructor to determine if you will be required to do so.
  - Exams for online courses can be taken at Downtown Campus, West Campus, East Campus and Livingston County Center or an approved non-LCC testing site.
- [Placement Levels](#)
  - Most courses at LCC have minimum skill level requirements in reading, writing, and/or math that must be met before a student can enroll in the class. Ways to establish placement levels
- [Other Testing Services](#)
  - Proctoring Services (Non-LCC), CLEP, WorkKeys, and Certification Testing
- [Waiver Information](#)
  - All LCC students are required to meet individual course prerequisites before they can register. The waiver form can be used to obtain placement levels in Reading, Writing, and Math or to receive a prerequisite override based on previous college-level coursework.

## Textbooks

Barnes & Noble College is LCC's official online bookstore. The bookstore presents all options available to students to purchase their textbooks including new with a guaranteed buyback price and, if available, used, e-book/digital, First Day Inclusive Access (FDIA), rental, and marketplace options.

Textbooks, both required and recommended, can be viewed on the [Barnes & Noble College online bookstore](#).

Other options available are:

- [\*First Day Inclusive Access\*](#)

First Day Inclusive Access (FDIA) is an alternative to traditional textbooks. FDIA provides students access to digital course textbooks and materials on the first day of class, at a lower cost than a physical copy of the textbook. To view courses using First Day Inclusive Access, go to the [Textbooks and Bookstores](#) webpage.

Need help using First Day Inclusive Access? Contact the [LCC Help Desk](#), 517-483-5221 or [online chat](#).

- [Open Educational Resource \(OER\)](#)

OERs are ebooks or other learning materials that are openly available to download and use at no cost. To view courses using an OER, go to the [Textbooks and Bookstores webpage](#).

- [Library](#)

Textbooks for many courses are available for check-out in the Library. Please direct any questions via [email](#) or phone at 517-483-1626.

Some textbooks may be available as an [e-book](#) through the Library or as an [Open Educational Resource \(OER\)](#). [Ask a Librarian](#) if you need help.

- [\*Local Bookstore\*](#)

Student Book Store  
421 E. Grand River Ave.  
East Lansing, MI 48823  
517-351-4210

For more information, view the [Textbooks and Bookstores](#) webpage, or contact the appropriate [department/program](#).

## TouchNet

TouchNet is LCC's secure online payment vendor. Students can review account balances and payment history, make payments with credit/debit cards, schedule payments, enroll in an installment payment plan, select refund preference, review refund history, access 1098T student tax statements, authorize parents and others to view account information and make payments on student's behalf.

## Transfer Center

The Transfer Center at LCC provides resources, guidance, and services necessary for LCC students to successfully transfer to another institution in an engaging and inclusive environment.

If you are interested in transferring your LCC credits to a 4-year College or University, we can help. Your journey begins with completing the [Transfer Success Form](#). Once submitted, a Transfer Center staff member will review your request to become familiar with your specific needs and then reach out to schedule an appointment with you.

Current, former, and prospective LCC students may take advantage of the Transfer Center's services located in the Gannon Building, room 2204 on LCC's Downtown Campus.

For more information, please call 517-483-9700, complete the [Transfer Success Form](#) or visit the [Transfer Center webpage](#).

### *Transfer Guides & Articulation Agreements*

To review current information, please visit the [Transfer Guides & Articulation Agreements](#) webpage.

### *Requesting Official Transcripts:*

LCC has partnered with the National Student Clearinghouse to offer electronic transcripts through an online ordering system. To request a transcript, please visit the [Requesting Official Transcript](#) webpage and carefully review the fees and requirements.

### *Transfer Events:*

Please visit our [LCC Web Calendar](#) for a list of all campus events.

## Office of Veteran and Military Affairs

The Office of Veteran and Military Affairs (OVMA) goal is to become the top Veteran-oriented campus in Michigan. The primary mission of the office is to provide a one-stop shop for our veteran and dependent students. The OVMA assists students in selecting the proper VA GI Bill® education benefit and helps them enroll in their chosen GI Bill® benefit. The OVMA serves as a liaison between students, the VA, and other LCC departments and can make contacts on behalf of students when needed. The OVMA also offers a dedicated academic advisor and a large veteran lounge area for veteran students to meet, relax, and work on schoolwork. For more information, please call 517-483-5246 or visit the [Veteran and Military Affairs](#). GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site for [U.S. Department of Veterans Affairs](#).



## Writing Center

Writing is a skill, a practice, and a process that improves over time. Students develop a better awareness of processes and strategies that produce better writing with support from our Writing Assistants. Our goal is to help students become better writers by developing confidence, proficiency, and self-awareness as they encounter future writing tasks.

### *In-Person and Online Real-Time Appointments*

Students choose between in-person or online real-time appointment options when scheduling. We offer 45-minute appointments that can be scheduled up to two weeks in advance. Online real-time appointments are conducted using WebEx.

### *Asynchronous Email Feedback*

Students submit the assignment sheet/description/rubric, their writing, and a prioritized list of concerns through the form on the Writing Center website. It's assigned to a Writing Assistant who will email a response to the paper and students' concerns within 3 business days.

### *Hours of operation*

Fall and Spring semester:	Monday-Thursday: 9 a.m. – 8 p.m. Friday-Saturday: 11 a.m. – 4 p.m.
Summer semester:	Monday-Thursday: 10 a.m. – 4 p.m. Friday: 10 a.m. – 2 p.m.

Find us at A&S 2214, contact us at 517-483-1907, or by [email](mailto:writingctr@star.lcc.edu) (writingctr@star.lcc.edu). Also, on our [LCC Writing Center webpage](#).

## Registration

### Course Offering Formats

Course offerings fit into six types:

- **In-Person/Face-to-Face:** Courses with all instruction delivered in-person in the classroom, clinical, or worksite. Look for sections with the Format “In-person/Face-to-Face.”
- **HYF - Hyflex:** Students have the flexibility to choose how they will participate for each class session: in-person, online during the class meeting time, or online asynchronously. Look for sections with the Format “HYF:Flex In-person or Online.” \*
- **ON - Online:** Asynchronous online courses with no class meeting dates/times. Look for sections with the Format “ON: Online.” \*
- **ORT - Partial Schedule Lecture:** Online real time (ORT)/live online courses with some regularly scheduled online meeting day(s) and times. Look for sections with the Format “ORT: Online Part Scheduled Time.”
- **ORT - Full Scheduled Lecture:** Online real time (ORT)/live online courses where all instruction is delivered online during designated meeting day(s) and times. Look for sections with the Format “ORT: Online at Scheduled Times.”
- **OH - Online Hybrid:** Required in-person instruction with online coursework and activities. Look for sections with the Format “OH: In-person and Online.”

\* Courses offered in an online format may require students to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) for proctored exams. For more information, including the courses that require onsite proctored exams, please visit the Online Course Testing webpage.

### Estimate Tuition Cost

Planning for the cost of higher education is extremely important. Use the [Tuition Cost Estimator](#) tool to estimate the cost of tuition for this semester.

Course fees support costs unique to specific courses, beyond the standard cost of instruction and basic materials. Fees include a variety of consumable costs, specialized equipment, and technology dedicated to the associated course. Further, small group instruction is sometimes required by state or federal regulations, national accreditation mandates, or quality and safety standards, which all impact faculty-to-student ratios and overall program costs. These costs have not changed because of distance learning.

LCC’s longstanding practice is that students are charged for the cost to deliver their education in their chosen program. As such, the courses and programs that have these additional costs are charged to the students enrolled in the courses rather than spreading those costs out evenly among all students by way of higher tuition. This practice promotes fairness for all.

## Register for Class(es)

To register, Log into [myLCC](#), and click on the [Banner](#) link to drop or add course(s). For assistance on how to register online, please check out LCC's "How to Register Online" instruction guide.

Note: Prerequisite overrides are managed within each [division/department](#).

Students can add classes based on the teaching periods. For important deadline details, see the charts:

- Registration begins Monday, April 29, 2024
- Registration begins Monday, October 14, 2024
- Registration begins Monday, March 31, 2025

Register early for best class selection! For additional information, call LCC at 517-483-1957 or toll-free at 1-800-644-4522. Refer to variable-date options list for classes beginning throughout the semester.

Many LCC courses are offered in a shorter timeframe than the traditional full-semester teaching period and provide the same amount of credit. See the list above for the various start and end dates of the teaching periods.

Students must be admitted to the College and complete the required steps prior to registering.

Students should determine that all the required course prerequisites have been met and seats are available.

## Late Registration and Scheduling Adjustments

Late registration at LCC is allowed within the first calendar week or three (3) days of registration, depending on the parts of term.

- Late registration for Fall and Spring, parts of term: 16 week, 15 week, and 14 week; will be allowed within the first week (7 calendar days) of registration.
- Late registration for Fall and Spring, parts of term: 12 week, 12B week, 8A week, and 8B week; will be allowed within the first three days (3 calendar days) of registration.
- Late registration for Summer, for all parts of term, will be allowed within the first three days (3 calendar days) of registration.

Late registration is defined as adding a course for the current semester after the semester has begun. A schedule adjustment is defined as adding a course by a student with registration activity for the current semester. Adding an additional course, switching sections, and being reinstated into a section in which the student was previously registered, are all examples of

schedule adjustments. Once the late registration period has ended, special circumstance may be considered after consultation with the instructor and the Academic Dean.

#### *WHAT IS REGISTRATION ACTIVITY?*

Examples of registration activity include:

- A student is registered in a section for the current semester
- A student dropped a section during the current semester
- A student was on a waitlist for a section during the current semester

### Online Courses Requiring On-campus Testing

Some courses offered in an online format require students to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) for proctored exams.

Those courses include:

- ACCG 210
- BIOL 201, 202, 203, and 270
- CHEM 151 and 152
- CITP 180, 190, and 280
- IRXT 144, 222, and 224
- MATH 119, 120, 126, 141, 151, 152, 253, 254, and 260
- PHYS 120
- SOCL 120 and 260
- STAT 170 and 215

For more information, please visit the [Online Degrees and Certificates webpage](#).

### Online Degrees and Certificates

#### *Associate of Applied Science Degree*

- Cybersecurity (1832)
- Digital Media and Design (1846)

#### *Associate of Arts Degrees*

- African-American History (0137)
- American Studies (0142)
- Anthropology (1621)
- Art History (0746)
- Business Transfer Studies (1622)
- Criminal Justice (0146)
- Economics (0230)
- Education (1624)
- History (0197)
- Humanities (0119)
- Journalism (1628)
- Philosophy (0159)
- Psychology (0215)
- Sociology (0753)
- World Language (0132)

### *Associate of Business Degrees*

- Accounting (0162)
- Accounting CPA Exam Prep (0255)
- Business Administration (0243)
- Computer Programmer/Analyst (0113)
- E-Business (0839)
- Financial Institutions (0103)
- Human Resource Management (0712)
- International Business (0240)
- Legal Studies (0101)
- Management and Leadership (0245)

### *Associate of Fine Arts:*

- Theatre (1849)

### *Certificates*

- Accounting, Certificate of Achievement (0714)
- Advanced Management, Certificate of Achievement (0280)
- Computer Programmer/Analyst, Certificate of Completion (0969)
- Computer Software Tester, Certificate of Achievement (1633)
- Computer Technology Basics, Certificate of Completion (0844)
- Correctional Officer, Certificate of Completion (0840)
- Cybersecurity Advanced, Certificate of Completion (1845)
- Cybersecurity Foundations, Certificate of Completion (1833)
- E-Business, Certificate of Achievement (0845)
- eDiscovery Proficiency Certificate, Certificate of Achievement (1847)
- Financial Institutions, Certificate of Completion (0151)
- Information Technology Foundations, Certificate of Completion (0766)
- Japanese Studies, Certificate of Completion (1787)
- Legal Studies Post-Bachelor, Certificate of Achievement (0744)
- Management, Certificate of Achievement (0249)
- Microsoft Office Specialist, Certificate of Completion (0841)
- Sales Specialist, Certificate of Achievement (0242)
- Spanish Studies, Certificate of Completion (1788)
- Web Site Developer, Certificate of Completion (0843)

### *General Associate Degrees*

- Business (1821)
- Communication, Journalism, and Language (1823)
- Public Services Career Community (1848)

### *Transfer Programs*

For students following the [Michigan Transfer Agreement](#), the requirements can be completed online.

## Maximum Enrollment per Semester

Individual students will enroll in no more than 28 credits per semester. Students who wish to enroll in more than 28 credits per semester may request permission from the Dean or designee overseeing the academic program the student is following. The Dean or designee will make a decision which is based on the student's academic and personal circumstances and which supports reasonable expectations for successful learning and course completion. In the case of any appeal, the final decision rests with the Academic Affairs Office.

## Placement Levels

Most courses require basic skills proficiency levels which must be met prior to enrolling in courses that require specific placement levels. Students are strongly encouraged to establish their placement levels, complete orientation, and meet with an advisor prior to registration. Placement levels may be established through high school transcripts documenting required GPA or through ACT, SAT, CLEP, ASVAB, or GED test scores, or through placement testing. Levels may also be established through previously completed college coursework.

## Tuition and Fee Information

Below are policies related to the calculation of tuition based on residency and veteran status, the payment of those fees, and the refund policy.

### Eligibility for In-District, In-State, Out-of-State, or International Tuition

In order to abide by state law and ensure the fairness for taxpayers in the district, the College's Board of Trustees periodically approves tuition and fees for resident, non-resident, out-of-state, and international students.

#### *2024-2025 TUITION RATES (PER BILLING HOUR)*

The cost for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor, in lab, or with laboratory equipment.

#### *COLLEGE DISTRICT RESIDENT STUDENTS - \$120\**

Resident students have lived for four months or more within one of the 15 school districts listed below and pay property taxes to support LCC's budget. School districts include:

School Districts included in LCC District		
Bath	Haslett	Okemos
Dansville	Holt/Dimondale	Stockbridge
Dewitt	Lansing	Waverly
East Lansing	Leslie	Webberville
Grand Ledge	Mason	Williamston

#### *IN-STATE STUDENTS - \$240\**

If student resides in Michigan, but not in one of the above 15 school districts, the student is an in-state student.

#### *OUT-OF-STATE STUDENTS - \$360\**

If student lives outside of Michigan, the student is an out-of-state student.

#### *INTERNATIONAL STUDENTS - \$420\**

If the student has been admitted to the United States on a temporary, non-resident status, the student is classified as an international student.

### *SENIOR CITIZENS\**

If the student is age 62 or older on the first day of the semester and a resident of the LCC district four months prior to the beginning of the semester in which registering, the student qualifies for a reduced tuition rate of \$60 per billing hour on classes at LCC. (Note: Michigan residents living outside the LCC district qualify for a reduced rate of \$120 per billing hour.) These rates apply to LCC classes taken for audit or credit. Classes with zero billable hours are not covered by the tuition rate reduction. For details, stop by the [StarZone](#) or call 517-483-1957.

## Mandatory Fees

- **Registration Fee** - \$25\*  
The registration fee is applied to each semester the student is enrolled and pays for some of the cost of registration. This fee is charged to all students.
- **Student Support Fee** - \$15\*  
Fee includes student support services such as tutoring, advising, counseling, library, computer lab and parking. (This fee is charged per billable hour and to all students).
- **Course Fee** \*  
Course fees vary and apply to courses requiring specialized supplies, equipment, facilities, and other instructional resources unique to the individual course. See class offerings to determine if a course has an applicable course fee.

\*Tuition and Mandatory Fees are subject to change by action of the LCC Board of Trustees.

## About Billing Hours

### **What is a billing hour?**

The cost for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor, in lab, or with laboratory equipment.

### **How are billing hours for a course determined?**

Several factors are considered in determining the billing hours of a course. The main factor is the number of hours the student is expected to either be in a class or in another "instructional" setting (such as a lab) in a typical week for a full-semester course. LCC courses range from one billing hour to 21 billing hours per course. The billing system caps the number of billing hours that can be added to a course. For the majority of courses at LCC, the credit hours and the billing hours are the same.



## Tuition Estimate Resources

### [Tuition Cost Estimator](#)

The Course Tuition Cost Estimator will give you a rough estimate of the tuition and fee charges for one or more courses you plan to enroll in. This is a tool to help you plan prior to registering for courses.

### [Net Price Calculator](#)

This tool can be used to receive an estimate of how much students similar to you paid to attend LCC during the current Academic Year.

## Military-Connected Student In-State Tuition

Any individual using Veterans Affairs (VA) Educational Benefits under Chapter 30, Chapter 31, Chapter 33, Chapter 35, or the Fry Scholarship and who lives in the State of Michigan while attending LCC, regardless of their former state of residence, and regardless of when they or the military member was discharged from military service, will pay in-state tuition rates for all VA approved programs.

To remain compliant and approved to receive VA GI Bill® funding, schools must charge in-state tuition and fee amounts to “covered individuals.” A “covered individual” is defined in Section 1005 of Public Law 116-315 as:

- A veteran who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when they discharged from military service.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member discharged from military service.
- A spouse or child using benefits under the Survivors’ and Dependents Educational Assistance Program (DEA) who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member died in the line of duty or when the individual became eligible to receive the benefit.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located, regardless of their former state of residence, and enrolls in the school, regardless of when the military member died in the line of duty.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site for [U.S. Department of Veterans Affairs](https://www.va.gov).

## Payment of Tuition and Fees

According to the Michigan Community College Act, “the Board of Trustees may establish and collect tuition and fees for resident and nonresident students.” The Board of Trustees shall review student tuition and fees on an annual basis, based on the financial requirements of the College, to provide optimal services to students at an affordable price.

## Tuition and Fees Refund Policy

It shall be the College policy to refund tuition and fees accordingly, except where superseded by law, to a student who properly withdraws from a class. Specific dates can be found in the Teaching Period Schedule for [Fall 2024](#), [Spring 2025](#), and [Summer 2024](#).

Additional information can be viewed on the [Tuition and Fees Refund Policy](#) webpage, per the [Board Policy 5.070: Student Tuition and Fees](#).

## Financial Aid

### What is Financial Aid?

It is resources to assist students with paying for their post-secondary education.

### Ways to Cover the Cost of Post-Secondary Education

#### *Scholarships*

Scholarship eligibility varies based on financial need, academic merit, field of study, talent, athletic participation, etc. For the most part, these funds do not need to be repaid. Students can apply for scholarships at LCC, the State of Michigan, community organizations, and their employer. Selection criteria and requirements vary according to the individual scholarship and it is important to pay attention to application deadline dates. Please take a look at the following scholarship opportunities offered through a variety [online scholarship search engines](#).

#### *Grants*

Grants are funds to help cover educational costs and do not need to be repaid. These funds are offered by the federal government, State of Michigan, and LCC. Additional information can be found on the [Grants](#) webpage.

#### *Student Employment & Work-Study*

On- and off-campus employment opportunities allows the student to earn the funds to help cover the costs of educational expenses. As work is completed, the student can earn wages that may be used toward school-related costs. More information can be found on the [LCC Student Employment & Work-Study](#) webpage.

#### *Loans*

Loans are available through the government and students also have the option of taking out loans from a private lender. These funds must be repaid. See the [Loans](#) webpage for more information.

### Applying for Financial Aid

#### *Free Application for Federal Student Aid (FAFSA) Process*

To qualify for Financial Aid, students must complete and submit the Free Application for Student Aid ([FAFSA](#)) using LCC's school code: 002278.

If planning on attending Fall 2024, Spring 2025, and/or Summer 2025, the student must complete the 2024-2025 FAFSA, which requires 2022 income information.

## Types of Financial Aid

### *Need-Based v. Non-Need-Based Financial Aid*

**Need-based aid** is financial aid a student can receive if the student has financial need and meets other eligibility criteria. Financial need is determined by subtracting the Student Aid Index (SAI) derived from the FAFSA from the student's Cost of Attendance (COA). Students cannot receive more need-based aid than the amount of financial need.

Example: COA of \$11,000 and SAI of \$7000 = financial need of \$4,000. Student is eligible for \$4,000 in need-based aid.

The following are need-based financial aid programs:

- [Children of Fallen Heroes Scholarship](#)  
The Children of Fallen Heroes Scholarship is provided to students whose parent or guardian was a public safety officer who died in the line of duty. This scholarship is available to those who are Federal Pell Grant eligible and are under 24 years of age or enrolled at an institution of higher education at the time of parent's or guardian's death.
- [Federal Pell Grant](#)  
The Federal Pell Grant is a need-based federal grant to promote access to postsecondary education, and is awarded to low- and middle-income undergraduate students who have not yet earned a bachelor's or professional degree. Students must meet [basic eligibility requirements](#). Grant amounts are based on the student's SAI (see [Determining Financial Aid Eligibility](#)), and [enrollment level](#) at the [Federal Pell Grant Census Date](#). The maximum annual award is \$7,395 for 2024-2025 award year. Students are limited to receiving the equivalent of 12 full-time semesters of Federal Pell Grant.
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)  
The FSEOG is a federal grant awarded to students who demonstrate financial need, meet the [basic eligibility requirements](#), and qualify for a Federal Pell Grant. FSEOG funding is limited; therefore, priority is given to students who have the lowest SAI.
- [Federal Direct Subsidized Loan](#)  
Federal Direct Subsidized are loans made to eligible undergraduate students who need help with covering educational expenses. These funds must be repaid according to the terms of the Master Promissory Note and interest does not accrue while the student is in school.
- [Federal Work-Study](#)  
Federal Work-Study is a need-based federal program that provides students with employment opportunities, both on- and off-campus, to assist with educational expenses. Students must meet the [basic eligibility requirements](#) to receive these funds.

- [Fostering Futures Scholarship](#)  
The Fostering Futures Scholarship is awarded on a first-come, first-served basis to students who have been placed by the Department of Human Services in the Michigan foster care system on or after the 13th birthday. To apply for these funds, students can create an MISSG portal and submit a Fostering Futures Scholarship application or contact the Customer Care Center at 1-888-447-2687. Eligible applicants are required to maintain half-time enrollment (minimum 6 credit hours) and meet Satisfactory Academic Progress.
- [Iraq & Afghanistan Service Grant](#)  
The Iraq and Afghanistan Service Grant is a need-based federal grant awarded to students whose parent or guardian was a member of the U.S. armed forces who died as a result of military service performed in Iraq or Afghanistan after the events of 9/11 when the student was under 24 years old or enrolled in college at least part-time at the time of the student's parent's or guardian's death. The student must be enrolled at least half-time (6 credit hours) and the award amount is prorated based on enrollment level: 100% for full-time (12 or more credits), 75% for three-quarter-time (9-11.99 credits), and 50% for half-time (6-8.99 credits).
- [LCC Grant](#)  
The LCC Grant is an institutional grant awarded to students who demonstrate financial need. Grant funds are limited; therefore, priority is given to students with the lowest SAI.
- [Michigan Competitive Scholarship](#)  
The Michigan Competitive Scholarship is awarded to students who are pursuing their first degree and demonstrate financial need along with having a qualifying ACT or SAT score. Eligible applicants are required to file a FAFSA each year, maintain half-time enrollment (minimum 6 credit hours), maintain a GPA of 2.0 and meet Satisfactory Academic Progress. This award can only pay for tuition and fee charges and may be adjusted due to other awards. The award amount is pro-rated based on enrollment levels: 100% for full-time (12 or more credits), 75% for three-quarter-time (9-11.99 credits), and 50% for half-time (6-8.99 credits).
- [Michigan Achievement Scholarship](#)  
The Michigan Achievement Scholarship provides renewable scholarships to undergraduate students who graduate from a Michigan high school with a diploma, certificate of completion, or achieved a high school equivalency certificate in 2023 or after. Students must demonstrate financial need by completing the Free Application for Federal Student Aid ([FAFSA](#)) and having a Student Aid Index (SAI) of \$30,000 or less. Students who **received** the Michigan Achievement Scholarship in Academic Year 2023-24, and have completed a 2024-25 FAFSA, shall be considered meeting the financial need component of the Michigan Achievement Scholarship for Academic Year 2024-25 regardless of their SAI. The scholarship of up to \$2750 per academic year can cover remaining tuition and mandatory fees that are not covered by other gift aid. Depending on individual student eligibility, the award may cover other educational expenses

**Non-need-based aid** is financial aid that is not based on SAI. The student's eligibility is determined by COA and the amount of other financial aid awarded.

Example: COA of \$11,000 and need-based awards of \$4,000 = no more than \$7,000 in non-need-based aid.

The following are non-need-based student aid programs:

- [Children of Veterans Tuition Grant \(CVTG\)](#) The CVTG is awarded for up to four academic years to students older than 16 and less than 26 years of age who are the natural or adopted child of a Michigan veteran. The veteran must have died or become totally and permanently disabled as a result of military service. Students must enroll at least half-time (minimum 6 credit hours) and meet Satisfactory Academic Progress (SAP) standards, which includes maintaining a minimum GPA of at least a 2.25, to continue to receive the award. This award covers tuition and mandatory fees (Registration and Student Support Fees), prorates based on enrollment level and may be adjusted due to other awards. CVTG will not cover any billing hours in excess of credit hours.
- [Federal Direct Unsubsidized Loan](#)  
The Federal Direct Unsubsidized are loans made to eligible undergraduate, graduate, and professional students to help cover educational expenses. These funds must be repaid according to the terms of the Master Promissory Note and interest does accrue while the student is in school.
- [Federal Direct PLUS Loan](#)  
The Federal Direct PLUS are loans made to parents of a dependent student to help cover educational expenses of the dependent student. Eligibility is not based on financial need, but a credit check is required. Parent borrowers who have an adverse credit history must meet additional requirements to qualify.
- [Futures for Frontliners \(F4F\)](#)  
The F4F provides tuition assistance to Michigan residents who have not obtained a college degree and worked as a frontline worker in an essential industry between April 1 and June 30, 2020. The program is intended to give thanks to those who put themselves at risk during the pandemic. Students must have applied by December 31, 2020. The scholarship covers any remaining in-district tuition and mandatory fees (Registration and Student Support Fee) that are not covered by the Federal Pell Grant or other tuition-restricted scholarships. Students must maintain enrollment in a financial aid eligible program, earn 12 credits per academic year, and maintain a 2.0 GPA or meet Satisfactory Academic Progress to maintain renewal in the program.
- [Gaining Early Awareness and Readiness for Undergraduate Programs \(GEAR-UP\)](#)  
The Michigan GEAR UP (MI GEAR UP) is a federally funded program designed to provide early intervention services and programs to students in middle school and high school. MI GEAR UP targets low-income students by providing them with support services to increase their opportunity to succeed in postsecondary education.

Students must maintain Satisfactory Academic Progress and be enrolled at least half-time (6 credit hours).

- [Michigan Indian Tuition Waiver \(MITW\)](#)  
The MITW is awarded to students approved by the Michigan Department of Civil Rights. Students must be  $\frac{1}{4}$  or more Native American blood quantum as certified by their Tribal Enrollment Department, be an enrolled citizen of a U.S. Federally Recognized Tribe as certified by the Tribal Enrollment Department, and be a legal resident of the state of Michigan for no less than 12 consecutive months. The MITW award can only pay for tuition charges and may be adjusted due to other awards.
- [Michigan Reconnect](#)  
Michigan Reconnect provides tuition assistance to Michigan residents who are 21 years of age or older and have not obtained a college degree. The scholarship covers any remaining in-district tuition and mandatory fees that are not covered by the Federal Pell Grant or any state tuition-restricted scholarships. In addition to completing the FAFSA, students must complete and submit the [Reconnect Application](#). Students must begin classes within 12 months from the date the application was approved by the State of Michigan. For renewal of the scholarship, students must earn 12 credits each academic year, maintain a 2.0 GPA while in the program or meet Satisfactory Academic Progress.
- [Police Officer's and Firefighter's Survivor Tuition Act](#)  
The Police Officer's and Firefighter's Survivor Tuition Act provides a waiver of tuition for the surviving spouse and children of Michigan police officers and firefighters who died in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and firefighters who made the ultimate sacrifice for their communities and the citizens of Michigan. Tuition is waived for eligible survivors enrolled at least half-time (6 credits) in classes leading to a certificate or undergraduate degree. Students must maintain Satisfactory Academic Progress.
- [Private \(Alternative\) Loans](#)  
Private (Alternative) Loans are credit-based student loans offered by private lenders. They are available to students who need funds in addition to their federal aid to meet educational expenses or for those students not eligible for federal aid.
- [Tuition Incentive Program \(TIP\)](#)  
The TIP is awarded for up to 80 credits to students enrolled in an Associate Degree or Certificate program that requires at least 30 credits. Students must enroll at least half-time (minimum 6 credit hours) in courses that are required for the declared program of study and meet Satisfactory Academic Progress standards. This award covers in-district tuition and mandatory fees and may be adjusted due to other awards. TIP will not cover any billing hours in excess of credit hours.
- [Michigan Achievement Skills Scholarship](#)  
With the Michigan Achievement Skills Scholarship, students can receive up to \$2,000 per year for up to two years to attend an eligible career training program in Michigan. Students must be a Michigan resident for at least the immediately preceding year,

have graduated from high school in Michigan with a diploma or a certificate of completion or achieved a high school equivalency certificate in 2023 or after, have not yet earned an associate or bachelor's degree, and have not yet earned a degree, certificate, or other credential with this scholarship.

Eligible LCC short term training programs:

- Vascular Technology (1604)
  - Juvenile Justice (0916)
  - Phlebotomy Technician (1010)
  - Bookkeeping Professional (JTC)
  - Pharmacy Technician (1024)
  - Human Services (1201)
  - Medical Assistant (1811)
  - EKG Technician CC (1442)
  - Magnetic Resonance Imaging Technology (1602)
  - Paramedic (0272)
- [Michigan Reconnect Short-Term Training Program](#)  
Students can choose to attend a career training program in Michigan through the Reconnect Short-Term Training Program and receive a one-time scholarship up to \$1,500 towards tuition costs. Students must be 21 years or older prior to submitting the application, be a Michigan resident for at least the immediately preceding year, have graduated from high school with a diploma or a certificate of completion or achieved a high school equivalency (e.g., GED) certificate, and have not yet earned an associate or bachelor's degree. Student must [Submit an application](#) by December 15, 2024, enroll in an [eligible career training program](#), and begin career training program prior to December 31, 2024.

Eligible LCC short term training programs:

- Vascular Technology (1604)
- Juvenile Justice (0916)
- Phlebotomy Technician (1010)
- Bookkeeping Professional (JTC)
- Pharmacy Technician (1024)
- Human Services (1201)
- Medical Assistant (1811)
- EKG Technician CC (1442)
- Magnetic Resonance Imaging Technology (1602)
- Paramedic (0272)



## Financial Aid Policies

### Basic Eligibility Requirements

While each aid program has special requirements, the following are basic requirements that apply to federal financial aid. In order to be eligible to receive federal financial aid, the student must:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Have earned a High School Diploma (High School Certificate of Completion is not the same as a High School Diploma) or GED/State Certification, or have completed Homeschool graduation requirements.
- Be enrolled or accepted for enrollment in an eligible degree or certificate program and only be taking courses that lead to that degree or certificate.
- Be a U.S. citizen or national, permanent resident, or other eligible noncitizen.
- Have a valid Social Security Number, except for residents of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.
- Be making Satisfactory Academic Progress.
- Not owe an overpayment on a Title IV grant or be in default on a Title IV loan.
- Have returned fraudulently obtained Title IV funds, if convicted of or pled guilty or no contest to charges.
- Not have fraudulently received Title IV loans in excess of annual or aggregate limits.
- Have repaid Title IV loan amounts in excess of annual or aggregate limits, if obtained inadvertently.

### Determining Eligibility

After completing the [Free Application for Federal Student Aid \(FAFSA\)](#), the student will receive a Student Aid Report. The Financial Aid Office will use the information from this report to determine the types and amounts of financial aid the student may qualify for by using the following formula:

$$\text{COST OF ATTENDANCE} - \text{STUDENT AID INDEX} = \text{FINANCIAL NEED}$$

## Cost of Attendance

Cost of attendance (COA) is based on the average educational and living expenses for a student attending LCC. It does not represent an individual student's actual costs. The COA includes:

- Tuition and Fees
- Books and Supplies
- Housing and Food
- Transportation
- Personal and Miscellaneous
- Loan Fees
- Professional Licensure (if required for program)

Students may determine or estimate their COA using the following methods:

1. Current financial aid students, login to [myLCC](#), click Banner, select Financial Aid and Financial Aid Record to access the Award Overview tab
2. Prospective students, access the [Net Price Calculator](#) or view the below chart for fall and spring semester costs for a full-time student

**Full Time Cost of Attendance Chart**

<b>Standard Academic Year (Fall &amp; Spring)</b>	<b>Resident</b>	<b>In State</b>	<b>Out of State</b>
Books and Supplies	\$400	\$400	\$400
Tuition and Fees	\$4,000	\$7,400	\$11,600
Loan Fees	\$80	\$80	\$80
Personal and Miscellaneous	\$1,600	\$1,600	\$1,600
Food	\$4,000	\$4,000	\$4,000
Housing*	\$12,800	\$12,800	\$12,800
Transportation	\$1,600	\$1,600	\$1,600
<b>TOTAL</b>	<b>\$24,480</b>	<b>\$27,880</b>	<b>\$32,080</b>

\*Housing: For students enrolled in more than six credits in fall or spring or three credits in summer and who receive Veteran Benefits that include a Basic Allowance for Housing (BAH), Room cost will be 0.

## Student Aid Index

The Student Aid Index (SAI) is an eligibility index number that the financial aid office uses to determine how much federal student aid you would receive. This number results from the information that you provide on your FAFSA® form. This number is not a dollar amount of aid eligibility or what your family is expected to provide. A negative SAI indicates the student has a higher financial need.

The SAI is not the amount of money the family will have to pay for college, nor is it the amount of federal student aid a student will receive. It is a number used by schools to calculate how much financial aid students are eligible to receive.

## Professional Judgment

Professional Judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information or adjust a student's dependency status. These adjustments are intended to provide a more accurate assessment of the amount of federal aid a student is eligible to receive. There are two types of Professional Judgment:

### *SPECIAL CIRCUMSTANCES:*

Refers to financial situations that justify an aid administrator adjusting the student's data elements in the Cost of Attendance and/or Expected Family Contribution calculation(s) such as:

- Loss of Income: Loss of employment; household size changes due to separation, divorce, birth or additional dependents, etc.; high medical expenses; Rollovers of IRA's; etc.
- Cost of Attendance: Study abroad expenses; cooperative education costs; dependent care; disability-related expenses; etc.

### *UNUSUAL CIRCUMSTANCES*

Refers to the conditions that justify an aid administrator making an adjustment to dependency status (more commonly referred to as a dependency override), based on a student's unique situation such as:

- Human trafficking; refugee or asylee status; parental abandonment; homelessness; incarceration; etc.

Students, with an approved dependency override in a prior academic year, will remain independent for each subsequent award year unless LCC has conflicting information about the student's independence status or the student's circumstances have changed. If the student's circumstances have changed, the Financial Aid Office must be notified.

Students will need to complete the [Professional Judgment Request](#) form and will be required to provide supporting documentation. If additional clarification is needed after reviewing the supporting documentation, the student will be notified via their LCC email to access their Banner Self Service account to determine the clarifying documentation that is needed. In some cases, an advising appointment and/or phone conversation may be needed.

## Consortium

In some cases, students choose to attend two colleges simultaneously. In most cases, a student cannot receive Federal or State financial aid at both institutions simultaneously and consequently, financial aid would be processed by only one of the colleges where the student is enrolled.

In the case where a pre-articulated Consortium Agreement exists between two institutions, the student's combined enrollment will be used to determine aid eligibility. To learn more, please contact the Financial Aid Office at LCC for program specific information.

## Courses in Program of Study

The U.S. Department of Education requires students to be enrolled in an eligible program of study to receive financial aid and only courses that apply toward that program of study will be used to determine the amount of financial aid the student will receive. The purpose of this federal requirement is to ensure students are able to obtain their degree or certificate in a timely manner with minimal debt for student loan borrowers and to ensure that federal funds are used only to obtain a degree or certificate. Therefore, if a student registers for a course that does not count toward the declared degree or certificate, the course will not be used to determine the student's financial aid eligibility. To learn more, please refer to the [Courses in Program of Study Q&A](#).

## Enrollment Level

Financial aid is offered to students based on enrollment as a full-time student. If a student enrolls less than full-time, certain awards may be prorated. Enrollment level changes could impact the amount of financial aid a student will receive. Adding, dropping, withdrawing, or changing a course to audit status, after the semester begins, are types of enrollment level change that could impact the amount of aid a student receives. Before making an enrollment level change, students should contact their instructor, Success Coach, and the Financial Aid Office to understand all possible consequences of the change.

The chart below defines enrollment level based on the number of credits a student enrolls for:

Enrollment Level	Credits Required for Fall, Spring, and Summer Semesters
Full-Time	12 or more credits
Three-Quarter-Time	9 - 11.99 credits
Half-Time	6 - 8.99 credits
Less Than Half-Time	Less than 6 credits

- **Add** - adding a course to the student schedule.
- **Audited** courses are taken for no grade. Therefore, courses being audited cannot be considered part of a student's enrollment level for financial aid purposes.
- **Drop** - removing a course from the student schedule where instructor approval is not required. A drop also removes the course from the student's academic record. Generally, this means that the student will no longer be charged for all or part of the course. A course cancelled by LCC is also considered a dropped course.
- **Non-credit courses** are courses that are not given credit or grade for the hours earned. Therefore, non-credit courses cannot be considered part of a student enrollment level for financial aid purposes.

- **Withdrawal** - removing a course from the student schedule by issuing a grade of W (withdrawal) for the course. The course will be part of the student's academic record.

### Enrollment Intensity for Federal Pell Grant

Enrollment intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be  $7 \div 12 \times 100\% = 58\%$ .

Enrolled Credit Hours	Formula	Enrollment Intensity
12	12 hours ÷ 12 hours	100%
11	11 hours ÷ 12 hours	92%
10	10 hours ÷ 12 hours	83%
9	9 hours ÷ 12 hours	75%
8	8 hours ÷ 12 hours	67%
7	7 hours ÷ 12 hours	58%
6	6 hours ÷ 12 hours	50%
5	5 hours ÷ 12 hours	42%
4	4 hours ÷ 12 hours	33%
3	3 hours ÷ 12 hours	25%
2	2 hours ÷ 12 hours	17%
1	1 hours ÷ 12 hours	8%

### Falsification of Information

Falsification of information submitted by the student or parents for the purpose of receiving financial assistance may result in cancellation of assistance, require the student to pay back assistance received, and referral to the appropriate federal authorities. If students purposely give false or misleading information, they may be fined \$10,000, sent to prison, or both by the federal government.

The Financial Aid Office may be required to verify information provided on the FAFSA by requesting documentation of income or other types of financial assistance. In addition, if the Financial Aid Office has conflicting information or has reason to believe that student information may not be valid, further investigation will occur prior to financial aid being awarded and/or refunded.

### Remedial / Developmental Courses

Remedial/Developmental Courses are defined as courses that are below college level but at least at the secondary (high school) education level. Once students attempt more than 30 remedial/developmental credits, the Financial Aid Office must begin limiting federal financial aid eligibility. Even if financial aid funds were not used for the prior coursework, the Financial Aid Office must limit federal financial aid eligibility. For example, if a student attempted 30

remedial/developmental credits and the following semester register for a total of 12 credits with 4 out of the 12 credits are considered remedial/developmental, the student's financial aid eligibility will be based on 8 credits (half-time).

Below are courses that LCC considers remedial/developmental:

Courses LCC Considers Remedial/Developmental			
AASD 104	AASD 105	AASD 110	ENGL 098
ENGL 099	ENGL 117	ENRI 105	ENRI 152
ENRI 162	MATH 097	MATH 098	MATH 105
MATH 106	MATH 107	MATH 109	MATH 112
MATH 114	READ 108	READ 114	READ 116
READ 150	READ 160	READ 165	READ 170
READ 175	SPEL 150	VCBL 150	WRIT 108
WRIT 110	WRIT 117		

To view current information, go to the [Financial Aid Policies](#) webpage.

### Repeated Courses

Federal regulations limit the number of times a student may repeat a course while receiving financial aid for that course. This limit applies even if the student did not receive financial aid for earlier enrollments in the course. Note: Students must also adhere to the [College's Repeat Policy](#).

- A student may receive financial aid to repeat a previously passed course (1.0 or higher) one additional time.
- A student may receive financial aid when repeating a previously failed course (0.0F, 0.0U, ZF, or ZU) for as long as it takes the student to pass (1.0 or higher) the course.
- **A student who is taking a course that requires the student to enroll in the course multiple times to meet degree requirements may receive financial aid for these courses.**

COURSE	TITLE
AEET 280	Alternative Energy Practicum
ANTH 300	Applied Field Survey Methods
ARCH 295	Arch Independent Study
ARTS 132	Figure Drawing
BLDT 285	Residential Bldg Internship
CHDV 297	Child Dev Directed/Indep Study
CHSE 119	Community Health Career Topics
CHSE 139	Community Health Career Topics
CHSE 150	CHSE Directed/Indep Study

<b>COURSE</b>	<b>TITLE</b>
CITD 229	Special Topics in Database
CITS 285	IT Professional Internship
CIVL 225	Civil Tech Independent Study
DANC 102	Beginning Modern
DANC 103	Beginning Jazz
DENT 290	Directed Study
DMAC 246	Workshop: Video
ELTE 291	Electrical Project Lab
ENGL 295	Independent Study in English
ENGL 278	Writing the Novel
FIRE 280	Fire Directed Indep Study
GERO 191	Special Topics in Gerontology
HIST 295	Independent Study in History
HONR 295	Honors Independent Study
IDMS 150	Sonographic Directed Study
IDMS 295	DMS Special Topics
IRXT 123	Radiographic Independent Study
IRXT 295	Radiologic Tech Special Topics
LEGL 251	Legal Studies Independent Study
METD 170	Special Topics/Eng & Design
METD 295	Engineering/Design Project Lab
METM 170	Special Topics/Precision Mach
METM 171	Special Topics/Machining P/Z
METM 295	Precision Machine Project Lab
METS 170	Special Topics/Mechanical Sys
METS 290	Manufacturing Internship
METS 295	Mechanical Systems Project Lab
MSGE 150	Masg Special Topic
MSGE 170	Massage Directed/Indep Study
MUSC 101	Vocal Jazz & Pop Ensemble
MUSC 106	Private Music Lesson
MUSC 108	Concert Choir
MUSC 109	Studio Class
MUSC 122	Guitar Ensemble
MUSC 123	Jazz Ensemble
MUSC 124	Multi-Instrumental Music Ensem
MUSC 143	Beginning Piano I - Summer
MUSC 144	Beginning Piano I
MUSC 145	Beginning Piano II
MUSC 280	Private Composition

<b>COURSE</b>	<b>TITLE</b>
NURS 101	Nursing Directed Study
NURS 102	Nursing Directed Study
NURS 118	Special Topics in Nursing
NURS 119	Special Topics in Nursing
PARA 200	Paramedic Directed Study
PHIL 295	Ind Study in Philosophy
POLS 295	Ind Study in Political Science
THEA 224	Special Subjects in Theatre
WELD 170	Special Topics in Welding
WELD 191	Welding Project Lab
WELD 250	Welding Internship



## Return of Title IV Funds (R2T4)

LCC is a non-attendance taking institution with the exception of programs that have licensure/accreditation requirements for attendance. Federal regulations require schools to perform a Return of Title IV Funds (R2T4) calculation for Title IV grant and/or loan recipients if one of the events in the table below occurs within the student's payment period. Note: The R2T4 calculation is independent of the institution's Refund Policy.

<b>Event</b>	<b>Determination of Withdrawal</b>	<b>Type of Withdrawal</b>	<b>What is Used as Withdrawal Date</b>
Student completely withdraws/is withdrawn from all courses	Date student withdrew from final course	Official Withdrawal	Last Date of Participation in an Academic Engagement*
Student withdraws/is withdrawn or drops from a course and the student's remaining courses have not yet begun	Date student withdrew or dropped from last active course	Official Withdrawal	Last Date of Participation in an Academic Engagement*
Student does not earn credit in at least one course and all failed courses were graded as unfinished	Date grade(s) post showing student did not earn credit in at least one course and all failed courses were graded as unfinished. The instructor provides the last date of participation when the grade for the course is submitted.	Unofficial Withdrawal	Last Date of Participation in an Academic Engagement*
Student is withdrawn for non-participation from a course that is part of a program that has licensure/accreditation requirements for attendance	Date student is withdrawn from last active course	Official Withdrawal	Last Date of Participation in an Academic Engagement*

Within 30 days of the determination of withdrawal, the R2T4 calculation must be completed to determine the amount of earned and unearned aid based on the student's withdrawal date\*. The institution and/or the student owes the unearned aid to the federal government. LCC will return the institution's and the student's unearned aid to the federal government within 45 days of the date of determination of withdrawal, LCC will bill the student for the

unearned aid, and the student is responsible for repaying LCC. If the student was disbursed less than the revised award, the student may be due a post-withdrawal disbursement. LCC must notify the student in writing of eligibility for a post-withdrawal loan disbursement within thirty days of the determination of withdrawal. LCC must obtain the student's permission to disburse additional loan funds. The student may choose to decline some or all of the loan funds to avoid incurring additional debt. For grant funds, LCC will use post-withdrawal funds to pay any allowable institutional charges prior to refunding the remaining funds to the student.

Unearned aid will be returned within 45 days of the date of determination of withdrawal in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Iraq and Afghanistan Service Grant
- Federal SEOG

*\*Withdrawal Date*

- Official Withdrawal
  - When a student withdraws from all courses or withdraws/drops from a course and the student's remaining courses have not yet begun.
  - When an instructor in a program with licensure/accreditation requirements for taking attendance withdraws/drops a student from a course. This action must occur within 14 days of the student's last date of participation in an Academic Engagement\*. The official withdrawal date used in the R2T4 calculation is the student's last date of participation in an Academic Engagement\*.
- Unofficial Withdrawal
  - When a student does not earn credit in at least one course and all failed courses were graded as unfinished. The instructor reports the last date of participation in an Academic Engagement\* with the grade, which is the unofficial withdrawal date.
  - The unofficial withdrawal date used in the R2T4 calculation is the student's last date of participation in an Academic Engagement\*.

### *Calculating Earned Title IV Aid*

To determine the total aid earned, LCC must divide the number of days the student attended during the semester by the total number of days the student was scheduled to attend for courses that were used to determine the student's financial aid. This percentage is multiplied by the total Title IV financial aid the student is awarded for the semester (disbursed and to be disbursed).

For example:

- Student attended 64 days.
- Student's schedule is 118 days in length.
- Student was awarded (disbursed and to be disbursed) Title IV aid of \$5000 for the semester.
  
- The percentage of total aid earned = 54.2% (64 days attended / 118 days)
- The earned Title IV financial aid = \$2710 (54.2% of total aid earned x \$5000 awarded)

### *\*Definition of Academic Engagement*

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the faculty and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with faculty about academic matters.

Academic engagement does not include:

- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.
- Comply with the provisions of any promissory note and all other agreements the student signs.
- Register for the number of credits required and maintain Satisfactory Academic Progress.
- Go to the [StarZone](#) on the second floor of the Gannon Building for personal assistance if the student has questions or does not understand the information provided.
- Budget and manage financial aid funds. Learn more at [Money Basics](#).

## Student Academic Progress (SAP)

Federal regulations require the Financial Aid Office at LCC to monitor the progress (both qualitatively and quantitatively) of all students toward the completion of a degree through Satisfactory Academic Progress (SAP). SAP is separate from [LCC's Academic Standing](#). In order to receive federal funds, a student must meet SAP. If required, SAP also applies to state, institutional, and private funding.

To determine eligibility each semester, the Financial Aid Office will monitor and evaluate students' academic progress, regardless of whether aid was received. SAP is evaluated at the end of fall, spring, and summer semesters for all students who had academic history updates during the semester being evaluated. The evaluation will include all attempted credits, including earned credits (4.0-1.0 and Pass), failed credits (0.0F, 0.0U, ZF, and ZU), transfer credits, withdrawals, incompletes, audits, remedial, and repeated courses. Remedial coursework will be included in the determination of the GPA, completion ratio, and maximum timeframe. Repeated coursework will only include the highest grade earned in the GPA, but all attempts will be counted in the completion ratio with only one successful attempt counted as earned. All attempts will be used in the determination of maximum timeframe. Incomplete coursework will have no effect on the GPA; however, incompletes are counted as unearned in the determination of the completion ratio and maximum timeframe. Students who change majors or are pursuing a second degree will have SAP evaluated on all attempted credits, not just those applicable to their new major or second degree. Students will be notified of their SAP status via email and Banner Self Service after each evaluation period.

Note: SAP may be re-evaluated for students who have a Reinstated SAP status at any point of the semester if one of the following has occurred:

- Grade Change, except for Incompletes
- Change of Program occurs

## SAP Standards

Student must meet all the following SAP standards to remain eligible for financial aid:

- Maintain a minimum cumulative GPA of a 2.0 in all credits attempted at LCC.
- Maintain a minimum cumulative completion ratio of 70% of all credits attempted.
- The total number of credits a student attempts cannot exceed 150% of the maximum credits required for the student's program of study.

Note: The table below represents a student pursuing a general associate degree requiring 63 credits. In order for the student to successfully complete their program within 150% of the credit hours required and maintain a cumulative completion ratio of 70%, the student must earn the following minimum credits.

Semester	Credits Earned	Credits Attempted	Completion Ratio	Maximum Timeframe
1	11	15	73%	25%
2	21	30	70%	50%
3	32	45	71%	75%
4	42	60	70%	100%
5	53	75	70%	125%
6	63	90	70%	150%

## SAP Statuses

### *Good:*

- Students who meet SAP are in Good status.

### *Warning:*

- **New Students:** Students who have completed at least one course with a minimum 1.0 grade and do not meet SAP after the first semester of attendance.
- **Continuing Students:** Students in Good status who fail to meet SAP but completed at least one course with a minimum of 1.0 grade in the most recent semester of attendance and have not attempted more than 150% of the credit hours required for the program.

To receive financial aid, students in Financial Aid Warning status must electronically submit a Warning Contract. Warning status will only be effective for one semester. If the student does not meet SAP by the end of the warning semester, the student will be Suspended and ineligible for financial aid.

### *Suspended:*

- Students in Good status who fail to meet SAP and did not earn a minimum 1.0 grade in the most recent semester of attendance or have attempted more than 150% of the credit hours required for the program.
- Students who do not meet SAP by the end of the warning period.
- Students who did not meet the terms of an approved appeal.

Students in Financial Aid Suspended status are denied financial aid until SAP is met or the Financial Aid Office approves an appeal.

### *Reinstated:*

- Students who calculate to Suspended but have an approved appeal and taking courses that count towards their program of study.

Students in Financial Aid Reinstated status are approved for financial aid as long as the student completes each semester with a minimum semester GPA of 2.0, completes 100% of all credits attempted and is taking courses that count toward the program of study on record.

To view LCC's Academic Standing process, [click here](#).

## Regaining Eligibility

- Students may regain financial aid eligibility by taking courses at their own expense or by using other funding sources until they meet the minimum GPA and Completion Ratio requirements; however, students who exceed 150% of the credit hours required for the program may only regain eligibility through an SAP Appeal.
- Students who are suspended and have extenuating circumstances may submit a SAP Appeal. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. Examples of extenuating circumstances are:
  - Death of an immediate family member
  - Documented hospitalization or illness
  - Major accident or illness of student or family member
  - Being victim of a crime or unexpected disaster
  - Change of major
  - Pursuit of second degree
- The SAP Appeal is available online at the [Financial Aid Forms & Other Requirements Forms](#) webpage. Students may submit an appeal throughout the semester using their secure sign-in. Students will be notified of the appeal decision within three weeks of submission. Students may request a paper version of this form by contacting the Financial Aid Office
- Students with a denied appeal may continue to attend but must pay all tuition and fees.

## Student Rules, Requirements, and Procedures

### Academic Alert

At times you may hear from your Academic Success Coach (ASC) in response to an alert (formerly known as an Early Alert) received from one of your instructors. This does not mean you are in trouble! It just means that your instructor recognizes that you may benefit from some additional support and we want to provide that. Sometimes instructors send alerts when students are not passing a class, not turning in work, or if they have shared that they are struggling.

ASCs partner with faculty because they want you to have a great experience and get all the resources you need to be successful. If your ASC or instructor reaches out about a specific class or concern, please respond! They want to work with you to identify anything that could help you succeed. Likewise, at times your instructor may recognize you may need some additional help with the content of a particular class or that you may need a resource from the Learning Commons. That may prompt a communication from tutoring and again, this simply means there are resources and support at the college to help you along the way. For more information, view the [Academic Alerts](#) webpage.

### Academic Standing

Only coursework completed at LCC is considered for determination of Academic Standing. The Academic Standing is determined at the end of each semester (Fall, Spring, Summer).

At LCC, students must maintain at least a 2.00 cumulative Grade Point Average (GPA) to remain in good academic standing.

- Students in Good Standing may enroll in up to 28 credits per semester.

Students with a cumulative GPA of a 3.5 or higher will be recognized by the College via the Dean's List and the President's List.

- Dean's List: GPA of 3.50 to 3.80 and completion of at least 6 credits for the calculated term.
  - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
  - Calculations are based on LCC courses only (no transfer credits).
- President's List: GPA of 3.81 or above and completion of at least 6 credits for the calculated term.
  - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
  - Calculations are based on LCC courses only (no transfer credits).

Students whose cumulative GPA falls below 2.0 will be placed on Probation 1, Probation 2, or Probation 3 standing, which indicate unsatisfactory academic progress. While on a Probationary standing, the student may have limits on registration for courses. In addition, students on a Probationary standing may be required to meet with an Academic Success Coach and sign a Success Contract prior to registering. Students can return to Good Standing by earning a cumulative GPA of 2.0 or higher.

- Probation 1: Generally, the first semester with a Cumulative GPA below 2.0
  - Registration is limited to enrolling in no more than 12 credits per semester.
  - If the student has already registered for more than 12 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the students over the credit limit.
  - Students are encouraged to meet with an Academic Advisor and Academic Success Coach.
- Probation 2: Generally, the second continuous semester with a Cumulative GPA below 2.0
  - Registration is limited to enrolling in no more than 8 credits per semester.
  - If the student has already registered for more than 8 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
  - Students are encouraged to meet with an Academic Success Coach, complete an Academic Success Self-Assessment, and share the Academic Success Self-Assessment with the Success Coach.
- Probation 3: Generally, the third continuous semester with a Cumulative GPA below a 2.0
  - Registration is limited to enrolling no more than 4 credits per semester.
  - If the student has already registered for more than 4 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
  - Students are required to meet with an Academic Success Coach, complete an Academic Success Self-Assessment and share the Academic Success Self-Assessment with their Success Coach.
  - Students also are encouraged to meet with an Academic Advisor.



*ACADEMIC STANDING RULES*

**Starting Status: 00 (Good Standing [start])**

<b>Cumulative GPA</b>	<b>Cumulative GPA Hours (Credits)</b>	<b>Next Status</b>
0.0 – 4.0	0.0 – 5.999	Good Standing
2.0 – 4.0	6.0 – 999	Good Standing
0.0 – 1.99	6.0 – 999	Probation 1

**Starting Status: GS (Good Standing [continue])**

<b>Cumulative GPA</b>	<b>Cumulative GPA Hours (Credits)</b>	<b>Next Status</b>
0.0 – 4.0	0.0 – 5.999	Good Standing
2.0 – 4.0	6.0 – 999	Good Standing
0.0 – 1.99	6.0 – 999	Probation 1

**Starting Status: Probation 1**

<b>Cumulative GPA</b>	<b>Cumulative GPA Hours (Credits)</b>	<b>Next Status</b>
2.0 – 4.0	0.0 – 999	Good Standing
1.5 – 1.99	0.0 – 17.999	Probation 1
0.0 – 1.49	6 – 17.999	Probation 2
0.0 – 1.49	0.0 – 5.999	Probation 1
1.75 – 1.99	18 – 999	Probation 1
0.0 – 1.74	18 – 999	Probation 2

**Starting Status: Probation 2**

<b>Cumulative GPA</b>	<b>Cumulative GPA Hours (Credits)</b>	<b>Next Status</b>
2.0 – 4.0	6 – 29.999	Good Standing
1.75 – 1.99	6 – 29.999	Probation 1
0.0 – 1.24	6 – 29.999	Probation 3
1.25 – 1.74	6 – 29.999	Probation 2
2.0 – 4.0	30 – 999	Good Standing
1.75 – 1.99	30 – 59.999	Probation 1
1.0 – 1.74	30 – 59.999	Probation 2
0.0 – 0.99	30 – 59.999	Probation 3
1.75- 1.99	60 – 999	Probation 2
0.0 – 1.74	60 – 999	Probation 3

**Starting Status: Probation 3**

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 – 4.0	0.0 – 29.999	Good Standing
0.0 – 1.49	0.0 – 29.999	Probation 3
1.50 – 1.99	0.0 – 29.999	Probation 2
2.0 – 4.0	30 – 59.999	Good Standing
1.50 – 1.99	30 – 59.999	Probation 2
0.0 – 1.49	30 – 59.999	Probation 3
2.0 – 4.0	60 – 999	Good Standing
1.75 – 1.99	60 – 999	Probation 2
0.0 – 1.74	60 – 999	Probation 3

**Academic Standing is based on “Cumulative GPA Hours” which include all CR (Credit Level) grades except the following:**

00A	S	WP	I*	X*
FA	TR	A*	N*	Z
I	TRL	B*	P*	Z*
N	TRP	C*	R*	
P	W	D*	S*	
R	WF	F*	X	

\*Only GPA Hours are used, so “P” credits do not count in Academic Standing.

This information is associated with the LCC Board Policy 3.040 (Academic Standing and the [Standard Operating Procedure RO.021 – Academic Standing](#)).

**Accommodations for Students with Documented Disabilities**

In compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LCC does not discriminate against qualified students with disabilities.

Students with disabilities may contact the Center for Student Access to determine reasonable accommodations that can be granted.

Students should contact the ADA/504 Coordinator at the Center for Student Access:

[Center for Student Access](#)

Gannon Building - StarZone

(517) 483-1924

[Email](mailto:lcc-accessibility@lcc.edu) (lcc-accessibility@lcc.edu)

## Admission to the College

LCC is an open-admission community college. Certain programs, however, require a separate selective admissions application. The selective admissions application is in addition to the regular admissions application for the College.

## Selective Admissions

Admission to selective admission programs is on a competitive basis, and these programs have program admission requirements beyond those required for admission to the College. Admission to LCC does not guarantee admission to a selective admission program.

Students wishing to apply for admission to a selective admission program should visit the [Selective Admissions Programs webpage](#) or contact the Selective Admissions office at 517-483-1182 or [email](#).

There is a \$20 non-refundable application fee to a selective admission program with exception for Neurodiagnostic Technology and Radiologic Technology/MRI (no application fee).

## International Admissions

### *F, J, M Visa Holders*

International students are students admitted to the United States on an F, J, or M visa to study at LCC as well as international students interested in transferring to LCC from another US institution and international students applying to the [English for Speakers of Other Languages Program at LCC](#).

- **F Student Visa:** for study at an accredited U.S. college or university or to study English at an English language institute
- **J Exchange Visa:** for participation in an exchange program, including high school and university study
- **M Student Visa:** for non-academic or vocational study or training in the United States

Additional information can be found on the [M1 and F1 Admissions](#) webpage.

### Other Visa not F-1/M-1

For individuals who wish to study at LCC while holding a non-resident status other than M-1 or F-1, additional information can be found on the [Other Visa not F-1/M-1](#) webpage.

### International Guest Student

For individuals with an F-1 or M-1 visa who currently attend another US college/university and intend to take a small number of classes at LCC (less than full-time enrollment), additional information can be found on the [International Guest Students](#) webpage.

For questions regarding any International Admissions, please view the [International Admissions Forms and FAQ](#) webpage, contact the [StarZone](#) at 517-483-1200 option 2 (toll-free 800-644-4522).

## Computing Grade Point Average

A student's grade point average (GPA) is determined on the following basis:

Numerical Grade	GPA Points
4.0	4.0
3.5	3.5
3.0	3.0
2.5	2.5
2.0	2.0
1.5	1.5
1.0	1.0
0.0F	0.0
0.0U	0.0

“00A,” “0.0FA,” “0.0UA,” “FA,” “I,” “NR,” “NS,” “P,” “TR,” “TRL,” “TRP,” “W,” “X,” “ZF,” and “ZU” grades are not included in calculating grade point averages.

For example, a student who receives five credit hours of 4.0, five credit hours of 3.0 and five credit hours of 2.0 would have a total of 45 GPA points. To compute the grade point average (GPA), the number of GPA points is divided by GPA hours (credits) taken during the semester. The student in this example would have a 3.0 GPA (45 GPA points/15 credits).

## Enrollment Verification and Student Attendance

LCC is not an attendance-taking institution with the exception of The Early College (TEC), Eaton Regional Educational Service Agency (ERESA), Clinton County Regional Education

Service Agency (CCRESA), and programs that have licensure and/or accreditation requirements for attendance.

During the first 2 weeks of each part of term, or by the 8<sup>th</sup> day of variable terms less than 8 weeks, faculty are required to determine if the student has actively engaged in an instructional activity related to the student's course. Faculty must notify the Registrar's Office of any student who has not actively engaged in an instructional activity as noted above.

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the faculty and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with faculty about academic matters.

Academic engagement does not include:

- Logging into an online class or tutorial without any further engagement; or
- Participating in academic counseling or advising.

For licensure/accreditation requirements:

- For programs which require attendance due to 3rd-party accreditation, faculty responsible for those courses will take attendance in accordance with the accreditor's requirements.

If a student is dropped from a course through Enrollment Verification, they will receive a 100% refund of tuition and refundable fees. However, the Financial Aid Office will recalculate the student's financial aid eligibility and adjust awards as necessary for any change in enrollment status for the semester. For more information, students should contact the [Financial Aid Office](#); Students who receive veteran benefits should contact the [Veteran Services Office](#).

After the first 2 weeks of the part of term, or by the 8<sup>th</sup> day of variable terms less than 8 weeks, if the faculty identifies a student as having not engaged in the course, the faculty must

complete Enrollment Verification in the student information system (Banner) indicating that the student never engaged in an instructional activity.

Initial attendance and participation records are retained in the instructor's grade book and/or in the D2L system and Banner system according to the [Academic Records Policy \(Board Policy 3.030\)](#). Additional information can be obtained by viewing the Standard Operating Procedure, [Enrollment Verification and Student Attendance, RO.026](#).

## Extra Credit

Extra credit is defined as any opportunity for a student to raise a course grade that is not included in the percentages stated in the Methods of Evaluating Student Achievement/Progress in the section syllabus. Each department will determine for each of their courses and state in the course's syllabus whether or not extra credit may be offered.

In courses where extra credit may be offered:

- Individual instructors will determine whether or not there will be extra credit opportunities in their sections.
- Instructors' extra credit guidelines will be stated in their section syllabi.

In sections where there are extra credit opportunities:

- They must involve student work that is directly related to the Student Learning Outcomes of the course.
- They may be used to raise a student's final grade a maximum of 0.5 on LCC's 4.0 scale.
- All students in a section must have the possibility of earning extra credit; however, instructors may set eligibility criteria such as completion of all homework assignments or tests. These eligibility criteria may not be connected to a student's cumulative course grade and must be provided to students far enough in advance for all students to have the opportunity to satisfy the criteria.
- Detailed information, including any eligibility criteria, must be distributed in advance of each opportunity.

## General Education Requirements

LCC is committed to helping its graduates gain four valuable [Essential Learning Outcomes](#): knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and integrated and applied learning. With these strengths, our graduates will be better able to develop the life skills necessary for them to enrich and support themselves, their families, and their communities as engaged global citizens.

All associate degrees therefore incorporate LCC General Education requirements fostering the capabilities and the flexibility that employers look for, and that citizens of the twenty-first century need. Depending on their chosen degrees, students will successfully complete the options in the appropriate Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#).

Appropriate transfer credit from other colleges and universities, along with credit from Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), International Baccalaureate (IB), credit by examination, and credit for experiential learning is applicable toward LCC General Education requirements for all degrees, including degrees that otherwise would require completion of the full MTA. However, due to statewide rules, areas of prior learning such as CLEP, DSST, IB, credit by examination, and credit for experiential learning are not applicable to the MTA endorsement at this time.

## General Rules and Guidelines

LCC is an institution of educational excellence. Members of the LCC community strive to create an environment that contributes to academic success and personal growth. All members of LCC's community are responsible for creating and respecting conditions both in the classroom and on campus that encourage teaching and learning in a positive atmosphere.

## Grades

Grades are available on the web to students approximately 5 business days after the close of each semester. Students who have an overdue balance to the College will not have access to their grades until July 1, 2024.

## Grade Changes

Students may petition an instructor for a grade change of a final grade in a course. A student's final grade in a course may be changed by the course instructor. Grade changes by instructors are initiated by submitting a signed Grade Change Form to the departmental office for review and approval by the departmental chair or lead faculty member. The completed

Grade Change Form is then forwarded by the appropriate academic area to the Registrar's Office for updating the student's academic record.

If a grade change is unresolved, the student should review the [final grade appeal](#) process.

## Granting Additional Associate Degrees

Any student who has earned an associate degree from LCC or any other accredited community college may be awarded additional degrees providing that they meet the following institutional graduation requirements:

- Complete a program of study approved by the College and consisting of a minimum of 60 semester credits with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways](#) webpage for more information.)
- Maintain a cumulative grade point average of 2.0 or above.
- Earn toward the program of study at least 15 semester credits directly from LCC (except for approved consortial programs taught primary by partner schools).
- Satisfy all general and specific requirements of LCC.
- LCC'S General Education – Applied Degrees requirements are satisfied by virtue of the student earning the first associate degree.
- LCC's General Education requirements are waived by the acceptance of the completed Michigan Transfer Agreement from an accredited community college or university, regardless of whether an associate degree or higher has been completed.
- No additional degree will be granted in the same program of study in which a previous degree was earned.
- The following CANNOT be used for degree requirements:
  - Courses numbered below 100.
  - Courses in Mathematics or Statistics that are not listed on the [LCC General Education Requirements](#) webpage.
  - Courses in English or Writing numbered below 118.
  - Courses in English as a Second Language.
  - Courses in Reading.
  - Courses in non-technical Vocabulary.
  - Courses in Academic Experience numbered other than 100 or 101.
  - Courses in Student Development numbered other than 101.
- Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript.



## Granting an Associate Degree When the Student has an Earned Bachelor's Degree or Higher Degree

A student who has earned a bachelor's degree or higher degree from an accredited college or university may be awarded an associate degree at LCC subject to the following requirements:

1. All requirements for the associate degree must be met.
2. The LCC cumulative grade point average must be a 2.0 or above.
3. A minimum of 15 semester credits toward the program of study must be completed directly from LCC (except for approved consortial programs taught primarily by partner schools).
4. The College's General Education requirements are satisfied by virtue of the student earning the bachelor's degree or higher degree.
5. The following CANNOT be used for degree requirements:
  - a) courses numbered below 100
  - b) courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#).
  - c) courses in English or Writing numbered below 118
  - d) courses in English as a Second Language
  - e) courses in Reading
  - f) courses in non-technical Vocabulary
  - g) courses in Academic Experience numbered other than 100 or 101
  - h) courses in Student Development numbered other than 101
6. Exceptions to the above should be appealed to the Academic Affairs Office.

Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript.

## Granting Exceptions to the Institutional General Education Requirements for Associate Degrees

General Education exceptions may be granted when courses outside the approved list satisfy the specific General Education requirement(s), for example, appropriate LCC term/quarter courses without an exact LCC course equivalent, etc. A student who wishes to formally appeal a determination that the General Education requirement for an Associate degree has not been met should appeal to Academic Affairs. Academic Affairs will apply the following parameters in making a determination on whether an exception to current policy is warranted:

1. A College error does not automatically warrant a waiver of a published graduation requirement.
2. The College does not waive a General Education requirement, though a substitution might be appropriate.

The Academic Affairs Office will inform the student and the Registrar's Office in writing of either the approval or denial of the exception.

The final decision for granting exceptions to the institutional General Education requirements rests with the Academic Affairs Office.

## Graduation

### *Graduation Requirements, Certificates & Degrees*

Information for the requirements needed to be awarded a certificate or degree, including General Education requirements, and the application process can be found on the [Graduation Requirements, Certificates and Degrees](#) webpage. In addition, information is provided on the process to request an accommodation for students with disabilities. For more information, go to the [Graduation](#) webpage.

### *Applying for Graduation:*

When all requirements have been met, the student will:

1. Complete the [Application for Degree and Certificates](#) form.
  - Only pathway/curricular guides with current effective dates can be used.
  - You may not use a pathway/curricular guide that predates your first semester of enrollment.
  - For questions, contact the department indicated on the pathway/curricular guide.
  - Attach a signed Course Substitution and Waiver Authorization form, if you have course substitutions and/or waivers that are not indicated in Degree Works.

2. The outcome of the student's request will be sent to the student's LCC email.
  - The application will be denied if:
    - Transfer courses that are required for your program are not posted to your academic record.
    - There are incomplete grades on courses required for your program.

### *Commencement*

Students who have earned an associate degree or a certificate from the previous Summer or Fall, as well as students who are approved for an associate degree or certificate for Spring may participate in the Commencement Ceremony. Eligible students will be notified in mid-April.

The Commencement Ceremony is held at the Jack Breslin Student Events Center, Michigan State University in early May. The Breslin Center has a clear bag policy and has prohibited items. For a full list of items that are permitted, along with the list of items that are prohibited, please visit [The Breslin Center Bag Policy](#).

If you have any questions regarding the Commencement Ceremony, please contact the Registrar's Office at (517) 483-1200.

### *Cap & Gown*

All eligible students will be notified via their LCC student email mid-April with details on how to participate in the upcoming annual spring commencement ceremony and pick up their cap and gown.

### *Graduation Honors*

Graduation honors are granted to students who are awarded an associate degree and have completed 40 semester credit hours of work at LCC. Students who maintain a grade point average stated below will be awarded the following honors at graduation:

<b>Grade Point Average (GPA)</b>	<b>Honors Awarded at Graduation</b>
3.75 – 4.00	Summa Cum Laude (with highest honors)
3.50 – 3.74	Magna Cum Laude (with high honors)
3.25 – 3.49	Cum Laude (with honors)

### *Graduation Replacements*

To order a replacement diploma or certificate, or to order a tassel or honor cord, go to the Student Graduation store in [Marketplace](#). If you prefer to print and mail the [Graduation Replacement Request](#), the form is available on the Registrar Forms webpage. There is a fee for each item.

## Guest Students

A guest student studies primarily at another college or university (referred to as the home institution) and wishes to take a limited number of courses at LCC to complete their program from their home institution.

Applicants who have taken courses or earned degrees from other colleges or universities should apply online, submit transcripts to LCC, and meet with an advisor to discuss credit equivalencies.

## High School Dual Enrollment & Home School Program Criteria

Dual Enrollment provides an opportunity for qualified high school students to earn college credit while working toward their high school diploma. High school credit may or may not be granted according to the discretion of the participating student's high school. Dual enrollment affords students educational advancement in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the student's high school.

**Note:** Some colleges/universities will not accept college credit for college courses used to meet high school graduation requirements.

## High School Programming

LCC offers high school-based programs, which include [The Early College](#), [High School Credit by Exam](#), [High School Advantage](#), Career and Technical Education (ERESA and CCRESA), as well as [HOPE and Promise Scholarships](#). For more information, call 517-483-9707.

## How Students Can Satisfy LCC General Education Requirements

For more information, see the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#).

All students must fulfill LCC General Education requirements in order to be awarded an associate degree. The ways in which students can satisfy these requirements are presented below. Because these requirements may be revised each academic year, students should consult an Academic Advisor to stay informed of current options for satisfying General Education requirements. Students should also be aware that not all courses that satisfy General Education – Applied Degrees requirements transfer to all colleges. Students planning to transfer should see an Academic Advisor before enrolling in any course.

**For degrees requiring General Education – Applied Degrees**, students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved General Education – Applied Degrees courses. ([See the General Education webpage for the full list of options.](#))

2. Achieve a grade of 2.0 or higher on a Comprehensive Examination, where appropriate and available, for an approved course in a General Education area. Upon successfully completing the exam, the student receives transfer credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the \$150 processing fee, and may receive transfer credit on their LCC transcript. See [Credit by Examination](#) procedure under the Incoming Transfer Credits header.)
3. Achieve a grade of 2.0 level or higher on a Core Area Proficiency Examination, where appropriate and available. Each exam is specific to a single General Education area or, for Mathematics, to a particular course, and is administered for a \$50 fee in the [Course Testing Center](#) (GB 2228). Core Area Proficiency Examinations may only be taken once to satisfy a specific General Education area. ([See General Education Requirements webpage for more information.](#))
4. Present evidence of completed Michigan Transfer Agreement from an accredited Michigan college or university.
5. Present evidence of an earned associate degree or higher degree from an accredited college or university.
6. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless the learning outcomes are aligned to the appropriate General Education outcomes and use of the general credit is approved by the Provost or designee.
7. Establish appropriate course credit through the Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), and/or others as recognized by LCC.
8. Establish credit for an approved course through the Experiential Learning Process. (See [Credit for Experiential Learning.](#))

**For degrees requiring the Michigan Transfer Agreement (MTA),** students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved MTA courses. ([See the General Education webpage, specifically the MTA tab, for a full list of courses.](#))
2. Achieve a grade of 2.0 or higher on a Comprehensive Examination, where appropriate and available, for an approved course in an MTA area. Upon successfully completing the exam, the student receives transfer credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the \$150 processing fee, and may receive transfer credit on their LCC transcript. ([See Credit by Examination procedure.](#))
3. Present evidence of completed Michigan Transfer Agreement from an accredited Michigan college or university.
4. Present evidence of an earned bachelor's degree or higher degree from an accredited college or university.
5. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless approved by the Provost.

6. Establish appropriate course credit through the Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), credit by examination, or credit for experiential learning.
  - a. Non-AP areas of prior learning – for example, College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB), credit by examination, and credit for experiential learning – may satisfy LCC General Education requirements but are not applicable to the MTA at this time.

The following do NOT satisfy General Education requirements:

- LCC placement test scores
- A waiver of any course that is also a General Education course
- Completion of higher-level courses that are not approved General Education courses.

## How to Apply for an Associate Degree, Certificate of Achievement, or Certificate of Completion

Prior to submitting an application for an Associate Degree, Certificate of Achievement, or Certificate of Completion, students should consult with an advisor to review progress toward completing requirements. Any substitutions or waivers for program requirements must be approved on an authorized form signed by the department offering the program. Substitutions and waivers are not allowed for institutional degree and certificate requirements. (See [Institutional Requirements for Associate Degrees procedure](#) and [Institutional Requirements for Certificates of Achievement and Certificates of Completion procedure](#) under the Graduation Requirements, Certificates & Degrees header.) Students apply by the deadline the semester they complete the program requirements. Information and the applications are located online at the [Graduation webpage](#).

Procedures are as follows:

1. Complete and submit an Application for Associate Degree, Certificate of Achievement, or Certificate of Completion to the Registrar's Office. These applications are available on the [Graduation webpage](#). If substitutions and/or waivers have been approved and are not indicated in Degree Works, a Course Substitution and Waiver Authorization form must be attached to the application when submitted or the application will be denied.
  - a. Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript. The requirements must be met by the semester the program pathway expires.

2. Once the audit for the associate degree or certificate has been completed, the Registrar's Office will send a notification via LCC email indicating whether the associate degree or certificate has been approved or denied.
3. Once awarded, the LCC transcript will show the degree or certificate earned.
4. Diplomas and certificates are mailed to students during the semester after degrees and certificates have been awarded.

## Institutional Requirements for Associate Degrees

To receive an associate degree from LCC, a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 60 credits with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways webpage](#)).
2. Maintain a cumulative grade point average of 2.0 or above.
3. Earn toward the program of study at least 15 semester credits directly from LCC (except for approved consortial programs taught primarily by partner schools).
4. Satisfy the LCC General Education Requirements for the specific program of study.
5. Satisfy all general and specific requirements of LCC.
6. No additional associate degree will be granted in the same program of study in which a previous associate degree was earned.
7. The following CANNOT be used for degree requirements:
  - a) courses numbered below 100;
  - b) courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#);
  - c) courses in English or Writing numbered below 118;
  - d) courses in English as a Second Language;
  - e) courses in Reading;
  - f) courses in non-technical Vocabulary;
  - g) courses in Academic Experience numbered other than 100 or 101;
  - h) courses in Student Development numbered other than 101.
8. Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript.



## Institutional Requirements for Certificates of Achievement and Certificates of Completion

Certificates of Achievement and Certificates of Completion are a designated course or groups of designated courses. To receive a Certificate of Achievement or Certificate of Completion from LCC, a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 30 semester credits for a Certificate of Achievement and fewer than 30 semester credits for a Certificate of Completion with no more than 10 percent of these credits acquired on the pass/fail (P-Z) grading system. (See [Degree and Certificate Program Pathways webpage](#)).
2. Maintain a grade point average of 2.0 or above in all courses required for the certificate.
  - a) For certificates of the 2024-25 catalog year onward, earn a grade of 2.0 or above in all courses required for the certificate.
3. Satisfy any specific requirements on the program pathway. These may include, but are not limited to, maintaining a cumulative grade point average in all courses taken at LCC, higher grade point minimums in specific courses, selective admissions, or other departmental requirements.
4. Earn toward the program of study at least one-fourth of the semester credits for the certificate directly from LCC (except for approved consortial programs taught primarily by partner schools). Credits earned through comprehensive exams will not be counted toward this requirement.
5. Satisfy all general and specific requirements of LCC.
6. No additional certificate will be granted in the same program of study in which a previous certificate was earned.
7. The following CANNOT be used for certificate requirements:
  - a) courses numbered below 100;
  - b) courses in Mathematics or Statistics that are not listed on the Transfer Degrees (MTA) tab or Applied Degrees tab of LCC [General Education](#);
  - c) courses in English or Writing numbered below 118;
  - d) courses in English as a Second Language;
  - e) courses in Reading;
  - f) courses in non-technical Vocabulary;
  - g) courses in Academic Experience numbered other than 100 or 101;
  - h) courses in Student Development numbered other than 101.
8. Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript.

## Incoming Transfer Student Information

### *Evaluation and Acceptance of Transfer Credits from Other Institutions*

LCC welcomes students who have already successfully completed college-level course work. Accordingly, the college will allow for the transfer and acceptance of credit from other accredited institutions of higher education.

## Incoming Transfer Credits

The information below describes alternative, or accelerated degree completion options to obtain credit toward a degree or certificate, including transfer credit, credit for licensure/certification, credit for prior learning, and credits earned during military service. For general rules, view the [Evaluation and Acceptance of Transfer Credits, RO.004](#), Standard Operating Procedure, which is associated with the [LCC Board Policy 3.100](#).

### *Credit for Licensure and Certifications*

LCC recognizes that current licensure or certification represents earned credentials for which credit may be granted. Therefore, the college assesses national and state licensures and certifications as part of its credentialing function. Any student who has applied to LCC may apply for licensure or certification credit evaluation. Please visit the [Licensure and Certification](#) webpage for the list of accepted equivalencies.

### *Credits Earned in the U.S. Armed Forces*

LCC will evaluate the student's military training and coursework for possible award of transfer credit after the student has been admitted to the College and the official Joint Services Transcript has been received.

### *Credit Earned at Foreign Educational Institution*

Current students requesting credit for credits earned at foreign institutions will need to submit their international transcripts to a [National Association of Credential Evaluation Services \(NACES\) member](#) for evaluation before having it sent to LCC.

### *Credit Earned by Examination*

To allow students who may have previous knowledge or experience to prove competency when appropriate and gain credit by comprehensive or other applicable exams.

### *Credit for Experiential Learning*

LCC is in agreement that learning outside the classroom is valid. Therefore, it is the College's function to assess extra-institutional learning and experience as part of its credentialing responsibility.

Current students requesting credit for previously acquired knowledge and learning experience will need to complete an Experiential Learning Application. For more information, go to the [Credit for Prior Learning](#) webpage.

### *Credits Earned from National Normed Exams*

LCC recognizes students may have previous knowledge or experience as measured by

Nationally Normed Exams. Students may receive credit for LCC coursework completed if minimum score requirements are met. Credits can be granted from the following National Normed Exams: Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate Program (IB).

### *General Credits*

Due to curricular, financial aid, and Veteran's implications, LCC will not automatically award General Credits (non-equivalent 000) during the initial evaluation of incoming transcripts. All General Credit 000 equivalencies will be removed from the College webpage.

Requests for awarding general credits are allowable only for the following purposes:

- General Associate degree elective(s) which can be requested by a general academic advisor, a program advisor, or Academic Affairs Project Manager (AAPM).
- Specific program requirement(s) which can only be requested by a program advisor or AAPM.
- General education requirement(s) which can only be requested by AAPM.

In addition, please note the following provisos:

- With the exception of Prior Learning Assessments (PLA), general credits must be from a regionally accredited institution and must be college-level (non-developmental).
- Only general credits can used for program substitutions for a maximum of 12 credits unless approved by Academic Affairs or if the credits are being applied to programs that allow more than 12 general credits, such as General Associate GA, Agricultural Technology AAS, Veterinary Technology AAS, Nursing – RN Option AAS, etc.

The requirement(s) the general credits are intended to satisfy.

- For programs other than the General Associate degree, a substitution form also will be needed per Standard Operating Procedure "Program-Level Course Substitutions and Waivers-RO.007" located on the [LCC Board Policies](#) webpage next to BP 3.090.

## **Outgoing Transfer Students**

Students planning to transfer to another institution should be aware that universities and colleges differ widely in the courses they accept for transfer. A student intending to transfer should follow the transfer guide of the institution to which they intend to enroll. Transfer guides are not LCC degree guides. In order to achieve maximum transferability of courses, students should consult with an academic advisor. Visit the [Transfer Opportunities](#) webpage

for more information about transfer programs. For additional transfer opportunities, view the [Transfer Center](#) (formerly known as the University Center) webpage.

## Student Bereavement Resources

LCC recognizes that students may experience the loss of a loved one while taking classes. If you have lost someone while actively enrolled in courses, you should consider the following:

- Reach out to your instructor(s) using their preferred method of contact to notify them if you need to miss class or coursework for bereavement purposes, such as attending a funeral, wake, memorial service, bereavement counseling, or other bereavement-related event(s). Contact information for your instructor(s) can be found on your course syllabus.
- If requested by your instructor(s), please be prepared to provide documentation of your loss (e.g., an obituary or funeral program).
- Work with your instructor(s) to determine if you are able to make up any missed coursework. Faculty are encouraged to be sensitive to a student's grief. However, it is at the discretion of your instructor(s) to allow you to make up any missed coursework.
- Contact your [Academic Success Coach](#) if you need assistance with reaching out to your instructors, making a plan to catch up in your course(s), withdrawing from courses, or connecting to on- or off-campus resources to assist you during this time.
- LCC offers free and confidential emotional support counseling by appointment. [LCC Counselors](#) are state-licensed, professional counselors who can help you with managing your loss.

For questions, please contact the Registrar's Office at 517-483-1200, option 2.

## Student Due Process

Students have constitutional rights of due process. As such, in cases of allegations of violations of the Student Code of Conduct levied against them, they are entitled to receive proper notice of the charges against them and the opportunity to present their side at a hearing.

## Student General Rules, Guidelines, and Code of Conduct

Students must know and abide by the Student General Rules, Guidelines, and Code of Conduct. The Office of Student Compliance is charged with addressing allegations of violations of the Student General Rules, Guidelines, and Code of Conduct.

View [Student General Rules and Guidelines, and Code of Conduct](#) in its entire form.

## Student Records Guidelines & Procedures

LCC shall not distribute student lists to non-college agencies except as required by law.

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, LCC provides the following information:

1. Students and/or a parent or legal guardian of a student, if the student is a dependent, have the right to access, inspect, and review all educational records directly related to the student. Upon presentation of pictured identification and a written request from the student to the Registrar's Office, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted).
2. Educational records include all information maintained by the College that is directly related to the student with the exception of:
  - a) Financial records of the student's parents.
  - b) Confidential letters of recommendation prior to January 1, 1975.
  - c) Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.
  - d) Educational records containing information about more than one student. Note that the College must permit access to that part of the record which pertains only to the inquiring student.
  - e) Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
  - f) Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.
  - g) Records of the law enforcement unit of the College if compiled for law enforcement purposes.
  - h) Records which relate exclusively to individuals in their capacity as College employees.
3. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the StarZone. The disclosure prevention form remains in effect until the student provides a written release to the Registrar's Office. Directory information includes but is not limited to the following:
  - a) Name of student
  - b) Dates of attendance
  - c) Enrollment status
  - d) Awards, degrees, or certificates received
  - e) Participation in officially recognized activities
  - f) Sport, weight, and height of members of athletic teams
  - g) Previous educational agency or institution attended
  - h) LCC email address

Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the StarZone and the Office of the Dean of Student Affairs.

4. LCC prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent.

Exceptions to this statement are listed below:

- a) Academic and administrative officials, staff, and persons who have entered into a partnership or contract with LCC and whom the College has determined to have legitimate educational interest. Officials are defined as faculty, administration, support and professional employees, sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.
- b) Other educational institutions in which the student is enrolled or intends to enroll.
- c) Individuals and organizations who provide financial aid or scholarships to the student.
- d) Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized bylaw.
- e) Accrediting organizations to carry out their accrediting functions.
- f) Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The College shall notify the student of any such orders or subpoenas unless the subpoena or order prohibits notification. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.
- g) Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- h) The disclosure is to parents, as defined in §99.3 of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
- i) An alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
- j) Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

LCC will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed above. The record will be maintained in the Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to

correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the College are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due process procedures for requesting correction or amendment to educational records are stated in the College Catalog under Student Appeals.

Students who feel their rights under the Family Educational Rights and Privacy Act have been infringed may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

## Student Transcripts

The Registrar's Office maintains the official transcript of every student who attends LCC. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes items such as:

- courses attempted and completed
- courses and credits transferred
- credit hours
- Grade Point Average (GPA)
- Associate Degrees awarded by the College
- Certificates of Achievement awarded by the College
- Certificates of Completion awarded by the College

Students may request the official transcript through the National Student Clearinghouse, see the [Requesting Official Transcripts](#) webpage. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript.

To view an unofficial transcript:

- Log into [Self Service Banner](#)
- Click on Student
- Click on Student Records
- Click on Unofficial Academic Transcript

## Using a Course More Than Once for Credit toward a Degree or Certificate

In order to ensure that graduates from LCC are academically well rounded, students will not be allowed to use the same course more than once for credit toward a degree or certificate unless specifically required or permitted to do so by the

program pathway they are following. Under no circumstances will a student be allowed to use the same course more than once for credit toward the General Associate Degree.

### **Veteran's Affairs Education Benefit**

For students who utilize VA Education Benefits, LCC will maintain records pertaining to student enrollments and VA certifications for a period of at least three (3) years, per State Approving Agency and Dept. of Veteran Affairs policy. Questions pertaining to LCC student VA Education Benefit records should be directed to the [LCC Office of Veteran and Military Affairs](#).



## Student Appeals and Complaints

LCC is committed to student success. Whenever contested issues cannot be resolved through an interactive process with faculty or administration, students are encouraged to submit complaints and concerns they may have to [LCC Student Appeals & Complaints](#).

- The College will promptly review and evaluate complaints and take appropriate actions.
- A complaint is any concern that LCC has violated a law or policy or has incorrectly applied an established process.
- Complaints or appeals may be academic or non-academic.

Before submitting a complaint or appeal, students are encouraged to do the following if applicable:

1. First attempt to resolve matters with the instructor or staff person involved.
2. If not resolved, contact the supervisor of the instructor or staff member involved to seek a resolution.
3. If the issue remains unresolved, submit a Student Complaint form.  
Students that have questions or need assistance with this process should contact the LCC [Ombudsperson](#).

**Complaints involving matters of a criminal nature should contact [LCC Police Department](#) at 517-483-1800, by [email](#), or in person at the locations listed below:**

**Downtown Campus:** 411 N. Grand Ave., Lansing, MI 48933

**West Campus:** 5708 Cornerstone Drive, Lansing, MI 48917

For additional information regarding complaints and appeals go to the [LCC Student Appeals & Complaints](#) webpage.

## Academic Amnesty

LCC has an Academic Amnesty policy to authorize the elimination of a grade or grades of 0.0, 0.0F, or 0.0U in calculating a student's grade point average (GPA). Academic Amnesty recognizes that factors or reasons may result in a student not achieving satisfactory academic performance and that such performance may be a barrier to the student's eligibility to enter some occupational fields or achieve academic progress. This process applies to qualified students who receive one or more 0.0, 0.0F, or 0.0U grades, resulting in a low GPA possibly blocking their entrance into programs or fields of study. For additional information, please see [Academic Amnesty process](#).

## Administrative Appeals

To provide students who experience an emergency situation, unexpected event, or administrative error an avenue to submit an administrative appeal to request an amendment to their academic record that is appropriate to the student's circumstantial need(s). For more information, view the [LCC Student Appeals and Complaints](#) webpage.

## Cancelling Course Sections

In the event a class is canceled as a result of College administrative action, students enrolled in that class will receive 100% tuition and fee refund.

To view the Cancelling Course Sections Board Policy 3.080, please visit the [Board of Trustees Board Policies](#) webpage.

## Course Participation Verification Policy

[See Enrollment Verification and Student Attendance.](#)

## Course Withdrawal Procedure

Students may elect to voluntarily withdraw from courses for a variety of reasons. To view the course withdrawal procedure, [click here](#).

## Final Grade Appeals

A Final Grade Appeal should only be submitted when the student believes that the final course grade is incorrect.

Mistakes in calculations, computer errors, or assignment misunderstandings are resolved informally by contacting your instructor. To review the final grade appeal process, [click here](#).

## General Student Complaints

To find assistance in resolving matters that are non-academic in nature, view the [LCC Student Appeals and Complaints](#) webpage.

## Suggestion Box

Calling all Stars! We value your input. How can we continue to enhance your LCC experience? Whether you have suggestions, comments, or complaints, we want to hear from you. Please share your thoughts with us here.

Please note that this option is designed to gather feedback only and does not supersede or replace appeal, complaint, misconduct, or grievance procedures already in place.

[Click here to have your voice heard!](#)

## 2024-2025 Degree and Certificate Program Pathways

(Please refer to the [2024-2025 Program Pathways webpage](#) for possible updates)

*LCC makes every effort to limit revisions to the pathways during their effective timeframe.*

*However, the College reserves the right to update certificate and degree title changes,  
and make course changes as needed, without prior notice.*

Curriculum Title	Code	Degree
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**Information to follow later.**



## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ACAD 100	First-Year Experience	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
ACCG 100	Practical Accounting Non-Major	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ACCG 101	Accounting Info for Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ACCG 160	Payroll Systems and Taxes	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
ACCG 161	Accounting with Quickbooks	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
ACCG 210	Principles of Financial Accg	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$112	\$0	
ACCG 211	Principles of Managerial Accg	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$92	\$0	
ACCG 215	Financial Data Analytics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ACCG 220	Intermediate Accounting I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ACCG 221	Intermediate Accounting II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ACCG 230	Cost/Managerial I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ACCG 240	Federal Income Tax I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
ACCG 241	Federal Income Tax II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
ACCG 245	Accounting Internship	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
ACCG 260	Accounting Systems	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ACCG 271	Principles of Finance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ACCG 280	Governmental Accounting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ACCG 290	Auditing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
AEET 275	Sustainable Building Design	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$145	\$0	

\*Senior Citizen Tuition: MI residents living outside the LCC district qualify for a reduced rate of \$120 per billing hour. ^Refunds based on Teaching Period dates.

Tuition and Fees are subject to change by action of the LCC Board of Trustees.



## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
AEET 280	Alternative Energy Practicum	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
AERO 110	USAF Heritage & Values I-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
AERO 111	USAF Heritage & Values I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
AERO 112	USAF Heritage & Values II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
AERO 113	USAF Heritage & Values II-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
AERO 210	USAF Team & Ldrshp Fund I-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
AERO 211	USAF Team & Leadership Fund I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
AERO 212	USAF Team & Leadership Fund II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
AERO 213	USAF Team/Leadrsdp Fund II-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
ANTH 120	Introduction to Anthropology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 270	Cultural Anthropology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 271	Medical Anthropology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 272	Food and Sustainability	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 275	Biological Anthropology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ANTH 276	Introduction to Archaeology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 280	Forensic Anthropology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ANTH 300	Applied Field Survey Methods	4 to 8	\$480-\$960	\$960-\$1,920	\$1,440-\$2,880	\$1,680-\$3,360	\$240-\$480	\$25	\$60-\$120			

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
APPR 170	Inside Wireman Apprentice 1-A	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 171	Inside Wireman Apprentice 1-B	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 172	Inside Wireman Apprentice 1-C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 173	Inside Wireman Apprentice 2-A	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 174	Inside Wireman Apprentice 2-B	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 175	Inside Wireman Apprentice 2-C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 176	Inside Wireman Apprentice 3-A	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 177	Inside Wireman Apprentice 3-B	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 178	Inside Wireman Apprentice 3-C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 179	Inside Wireman Apprentice 4-A	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 180	Inside Wireman Apprentice 4-B	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
APPR 181	Inside Wireman Apprentice 4-C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 182	Inside Wireman Apprentice 5-A	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 183	Inside Wireman Apprentice 5-B	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
APPR 184	Inside Wireman Apprentice 5-C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARCH 105	Architecture Appreciation	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$85	\$0	
ARCH 107	Sustainable Site Design	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$75	\$0	
ARCH 110	Visual Communications I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$70	\$0	
ARCH 111	Arch Design Fundamentals	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$95	\$0	
ARCH 113	Materials & Methods of Constr.	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$158	\$0	
ARCH 114	Architectural Drawing/CAD I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$155	\$0	
ARCH 118	Architecture Design/Planning	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$95	\$0	
ARCH 120	Visual Communications II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$70	\$0	
ARCH 124	Architectural Drawing/CAD II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$155	\$0	
ARCH 125	Environmental Systems	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$50	\$0	
ARCH 126	Architecture Model Building	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$100	\$0	
ARCH 141	History of Architecture I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$45	\$0	
ARCH 142	History of Architecture II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$45	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ARCH 146	Preservation/Adaptive Use Arch	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$55	\$0	
ARCH 218	Commercial Arch Planning	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$155	\$0	
ARCH 220	Commercial Arch Drawing	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$165	\$0	
ARCH 233	Revit Architecture BIM I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$180	\$0	
ARCH 235	Arch AutoCAD Independent Study	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
ARCH 243	Revit Architecture BIM II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$180	\$0	
ARCH 275	Sustainable Building Design	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$135	\$0	
ARCH 290	Architectural Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
ARCH 295	Arch Independent Study	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
ARTH 120	Masterpieces of Art & Music	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTH 211	Art History to the Renaissance	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTH 212	Art Hist from the Renaissance	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTH 216	Contemporary Art	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTS 102	2D Design	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
ARTS 103	3D Design	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$35	\$0	
ARTS 131	Drawing I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$8	\$0	
ARTS 132	Figure Drawing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$53	\$0	
ARTS 151	Color	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ARTS 153	Drawing II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$19	\$0	
ARTS 162	Type Communications	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$80	\$0	
ARTS 164	Digital Illustration	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
ARTS 171	Adobe Photoshop	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$24	\$0	
ARTS 173	Web Design I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$29	\$0	
ARTS 175	Creative Design and Publishing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$79	\$0	
ARTS 179	Web Design II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$35	\$0	
ARTS 183	Design History	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
ARTS 195	Employ/Busn Issues for Artists	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$3	\$0	
ARTS 200	Painting I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$15	\$0	
ARTS 201	Painting II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$15	\$0	
ARTS 202	Design for Innovation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTS 226	Storyboards & Animatics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	
ARTS 229	Web Design III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
ARTS 232	Comp Graphics/2D Animation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
ARTS 234	Comp Graphics/3D Animation I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$45	\$0	
ARTS 235	Comp Graphics/3D Animation II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$45	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ARTS 240	Art for Elementary Teachers	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	
ARTS 251	Graphic Design Communications	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
ARTS 252	Graphic Design Publications	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
ARTS 253	Graphic Design Branding	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
ARTS 266	Figure Drawing II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$53	\$0	
ARTS 267	Adv Drawing Digital Sketchbook	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ARTS 269	The Portfolio	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$70	\$0	
ARTS 281	Art Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ASTR 201	Introductory Astronomy	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$50	\$0	
AUTM 102	Automotive/Collision Safety	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$100	\$16	
AUTM 111	Automotive Electrical I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$659	\$35	
AUTM 113	Automotive Electrical II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$649	\$35	
AUTM 125	Manual Drive Train and Axles	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$684	\$35	
AUTM 126	Automatic Transmissions	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$703	\$35	
AUTM 131	Automotive Engine Repair	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$774	\$35	
AUTM 141	Braking Systems and ABS	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$734	\$35	
AUTM 151	Suspension and Steering	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$744	\$35	
AUTM 161	Auto Heating/Air Conditioning	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$768	\$35	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
AUTM 180	Intro to Alternative Fuels	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
AUTM 185	Automotive Special Topics	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
AUTM 211	Automotive Electrical III	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$686	\$35	
AUTM 270	Gas Eng Drivability Diagnosis	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$728	\$35	
AUTM 273	Lt. Diesel Drivability Diag.	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$750	\$45	
AUTM 275	Ignition/Emission Sys Diag.	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$727	\$35	
AUTM 280	Electric/Fuel Cell Technology	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$689	\$40	
AUTM 282	Gaseous Fuels	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$654	\$40	
AUTM 284	Hybrid Systems & Maintenance	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$704	\$0	
AUTM 286	High Voltage Battery Tech	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$754	\$0	
AUTM 288	High Voltage Management	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$756	\$0	
AUTM 290	Automotive Internship	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
AUTM 296	Automotive Independent Study	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
AUTM 298	Automotive Service Laboratory	4 to 9	\$480-\$1,080	\$960-\$2,160	\$1,440-\$3,240	\$1,680-\$3,780	\$240-\$540	\$25	\$60-\$135	\$280	\$0	
AVAF 125	Aircraft Systems I	2.75	\$330	\$660	\$990	\$1,155	\$165	\$25	\$41	\$207	\$0	
AVAF 126	Aircraft Systems II	8.25	\$990	\$1,980	\$2,970	\$3,465	\$495	\$25	\$124	\$377	\$0	
AVAF 127	Aircraft Systems III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$257	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
AVAF 134	Aircraft Instruments	2.75	\$330	\$660	\$990	\$1,155	\$165	\$25	\$41	\$217	\$0	
AVAF 140	Aircraft Welding	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$395	\$0	
AVAF 208	Aircraft Structures I	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$417	\$0	
AVAF 209	Aircraft Structures II	5.75	\$690	\$1,380	\$2,070	\$2,415	\$345	\$25	\$86	\$384	\$0	
AVAF 210	Aircraft Structures III	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$594	\$0	
AVAF 211	Aircraft Electrical I	5.75	\$690	\$1,380	\$2,070	\$2,415	\$345	\$25	\$86	\$407	\$0	
AVAF 212	Aircraft Electrical II	5.75	\$690	\$1,380	\$2,070	\$2,415	\$345	\$25	\$86	\$407	\$0	
AVAF 246	Airframe Certification	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$164	\$0	
AVAU 100	Drone Flight Orient.-FAA Exam	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$60	\$90	
AVAU 150	Drone Maintenance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$70	\$230	
AVAU 200	Advanced Drone Flight-Capstone	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$75	
AVEL 202	Flight Line Testing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$459	\$0	
AVGM 111	Aviation General I	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$277	\$0	
AVGM 112	Aviation General II	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$352	\$0	
AVGM 113	Aviation General III	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$417	\$0	
AVGM 114	Materials and Processes	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$447	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
AVPP 241	Reciprocating Engine	11.25	\$1,350	\$2,700	\$4,050	\$4,725	\$675	\$25	\$169	\$564	\$0	
AVPP 251	Reciprocating Engine Systems	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$239	\$0	
AVPP 253	Reciprocating Ignition Systems	6.75	\$810	\$1,620	\$2,430	\$2,835	\$405	\$25	\$101	\$489	\$0	
AVPP 255	Reciprocating Induction Sys	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$424	\$0	
AVPP 257	Aircraft Propeller Systems	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$324	\$0	
AVPP 259	Turbine Engine I	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$354	\$0	
AVPP 261	Turbine Engine II	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$454	\$0	
AVPP 263	Turbine Engine Systems	2.75	\$330	\$660	\$990	\$1,155	\$165	\$25	\$41	\$234	\$0	
AVPP 265	Powerplant Instruments	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$214	\$0	
AVPP 267	Powerplant Certification	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$254	\$0	
BIOL 120	Environmental Science	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$91	\$0	
BIOL 121	Biol Foundation for Physiology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$42	\$0	
BIOL 125	Introductory Biology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$77	\$0	
BIOL 127	Cell Biology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$64	\$0	
BIOL 128	Organismal Biology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$59	\$0	
BIOL 145	Intro Anatomy and Physiology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$42	\$0	
BIOL 201	Human Anatomy	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$42	\$0	
BIOL 202	Human Physiology	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$42	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
BIOL 203	Microbiology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
BIOL 204	Microbiology Laboratory	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$121	\$0	
BIOL 210	Natural Resource Conservation	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$53	\$0	
BIOL 260	Botany	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$74	\$0	
BIOL 265	Zoology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$73	\$0	
BIOL 270	Human Genetics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
BIOL 275	Molecular Biology I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$119	\$0	
BIOL 276	Molecular Biology II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$128	\$0	
BLDT 120	Structural Framing	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$290	\$0	
BLDT 130	Building Exterior Construction	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$290	\$0	
BLDT 140	Building Interior Construction	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$340	\$0	
BLDT 150	Intro Masonry/Concrete Const	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$550	\$0	
BLDT 160	Steel Framing	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$240	\$0	
BLDT 180	Builder Pre-Licensure Prep	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
BLDT 285	Residential Bldg Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
BUSN 118	Introduction to Business	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
BUSN 150	Legal Issues: Start Small Busn	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
BUSN 201	International Business	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
BUSN 250	Personal Finance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
BUSN 251	Understanding Investments	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
BUSN 260	Starting a Business	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
BUSN 285	Business Admin Internship	2 to 5	\$240-\$600	\$480-\$1,200	\$720-\$1,800	\$840-\$2,100	\$120-\$300	\$25	\$30-\$75			
CHDV 100	Foundations Early Childhood Ed	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$115	\$0	
CHDV 101	Child Growth/Develop: 0-12 Yrs	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$115	\$0	
CHDV 111	Child Guidance/Communication	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$597	\$0	
CHDV 122	Creativity and Play	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$115	\$0	
CHDV 123	Literacy and Play	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$115	\$0	
CHDV 124	Young Investigators: Math/Sci	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$115	\$0	
CHDV 129	Caring for Youngest Learners	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$115	\$0	
CHDV 132	Leadership Early Childhood Ed	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$115	\$0	
CHDV 135	Inclusion for Every Learner	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$115	\$0	
CHDV 215	Infant Toddler Program Dev	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$597	\$0	
CHDV 220	Preschool Curriculum Approach	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$597	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CHDV 222	Caring for School-Age Children	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$115	\$0	
CHDV 230	Early Childhood Program Admin	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$115	\$0	
CHDV 284	Early Childhood Practicum	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$665	\$0	
CHDV 297	Child Dev Directed/Indep Study	0.25 to 4	\$30-\$480	\$60-\$960	\$90-\$1,440	\$105-\$1,680	\$15-\$240	\$25	\$3.75-\$60			
CHEM 120	Gen Organic & Biological Chem	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 125	Basic Chemistry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 130	Biochemistry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 135	Chemistry in Society	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$70	\$0	
CHEM 151	General Chemistry Lecture I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 152	General Chemistry Lecture II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CHEM 161	General Chemistry Lab I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$84	\$0	
CHEM 162	General Chemistry Lab II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$79	\$0	
CHEM 182	Introductory Organic Chemistry	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CHEM 192	Intro Organic Chem Lab	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$84	\$0	
CHEM 251	Organic Chemistry Lecture I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 252	Organic Chemistry Lecture II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CHEM 262	Quantitative Analysis	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$84	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CHEM 272	Organic Chemistry Laboratory	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$126	\$0	
CHSE 100	Intro to Health Professions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CHSE 108	Long-Term Care Nurse Aide	6.5	\$780	\$1,560	\$2,340	\$2,730	\$390	\$25	\$98	\$491	\$0	
CHSE 109	LTC to AC Nurse Assistant/PCT	4.75	\$570	\$1,140	\$1,710	\$1,995	\$285	\$25	\$71	\$83	\$0	
CHSE 114	Pathophysiology-Allied Health	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CHSE 117	Health Law and Ethics	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
CHSE 119	Community Health Career Topics	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
CHSE 120	Medical Terminology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
CHSE 123	Medical Ins Billing/Coding I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
CHSE 124	Medical Ins Billing/Coding II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
CHSE 125	Comp-Med Ins Billing/Coding	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$80	\$0	
CHSE 127	Medical Ins Billing/Coding III	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$92	\$0	
CHSE 130	Medical Ins Bill/Code Extern	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$64	\$0	
CHSE 131	Electronic Hlth Records Intro	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$76	\$0	
CHSE 136	EKG Technician	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$84	\$0	
CHSE 139	Community Health Career Topics	0 to 8	\$0-\$960	\$0-\$1,920	\$0-\$2,880	\$0-\$3,360	\$0-\$480	\$25	\$0-\$120			
CHSE 143	Phlebotomy Technician	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$121	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CHSE 144	Phlebotomy Externship	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$96	\$0	
CHSE 150	CHSE Directed/Indep Study	0.25 to 7	\$30-\$840	\$60-\$1,680	\$90-\$2,520	\$105-\$2,940	\$15-\$420	\$25	\$3.75-\$105			
CHSE 151	Patient Care Technician	9.25	\$1,110	\$2,220	\$3,330	\$3,885	\$555	\$25	\$139	\$584	\$0	
CHSE 235	Pharmacy Technician	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$100	\$0	
CHSE 236	Pharmacy Technician Externship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$64	\$0	
CITA 110	Intro to Microsoft Office	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 115	Microsoft PowerPoint	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 119	Microsoft Word	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 126	Microsoft Excel	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 133	Microsoft Access Database	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 140	Microsoft Outlook	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 219	Advanced Microsoft Word	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITA 226	Microsoft Excel-Advanced	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITC 282	Ethical Hacking	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITC 285	System Defense	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITC 287	Cybersecurity Incident Respons	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITC 290	Cybersecurity Risk Management	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CITD 120	SQL Concepts	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CITD 250	Database Concepts	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
CITF 110	Intro Computer Info Systems	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
CITF 120	Operating Systems Concepts	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITF 140	Information Technology Ethics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
CITF 240	IT Project Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$17	\$0	
CITF 260	Systems Analysis and Design	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITI 100	AI Foundations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITI 120	Data Analysis with Python	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITI 140	Intro to Machine Learning	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITI 210	Natural Language Processing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITI 220	Computer Vision	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITN 115	IoT & Automation Fundamentals	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$200	\$0	
CITN 120	Networking Concepts	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
CITN 220	Introduction to Networks	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITN 222	Wireless Networking & Security	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$55	\$0	
CITN 225	Switch Route Wireless Essentials	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITN 230	Linux Operating System	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CITN 240	Ent Networking Sec Automation	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$425	\$0	
CITN 244	Securing Networking Devices	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$125	\$0	
CITN 250	Microsoft Network Server	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITN 280	IT Security Foundations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CITO 100	Cloud Foundations with AWS	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITO 120	Cloud Architecting with AWS	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITO 140	Cloud Development Ops with AWS	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITO 240	Machine Learning with AWS	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITP 110	Intro to Programming - Python	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 130	Intro to Mobile App Devel	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
CITP 140	Software Testing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
CITP 150	Intro to VB.NET Programming	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 180	Intro to C#.NET Programming	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 190	Intro to Programming in JAVA	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 220	Game Design & Development	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CITP 230	Mobile App Devel for Android	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CITP 235	Mobile App Devel for Apple	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CITP 240	Advanced Software Testing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	

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CITP 250	Advanced VB.NET Programming	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 280	Advanced C#.NET Programming	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$22	\$0	
CITP 290	Adv JAVA Programming for Busn	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
CITP 295	Programming Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CITS 110	Helpdesk Support Specialist	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITS 125	Computer Support: A+ Cert Prep	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$262	\$0	
CITS 170	Basic Electronic for PC Repair	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$140	\$0	
CITS 172	Intro to Basic Electronics	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$140	\$0	
CITS 176	Computer Troubleshooting	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
CITS 225	Networking for PC Technicians	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$168	\$0	
CITS 230	Computer Virtualization	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITS 285	IT Professional Internship	2 to 3	\$240-\$360	\$480-\$720	\$720-\$1,080	\$840-\$1,260	\$120-\$180	\$25	\$30-\$45			
CITW 150	Internet Literacy	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$12	\$0	
CITW 160	Web Development HTML & CSS	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITW 165	Web Development JavaScript	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	
CITW 175	Web Site Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$15	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CITW 180	Web Development ASP.NET	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CITW 185	Web Development PHP & MySQL	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CIVL 101	Civil Drafting	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$75	\$0	
CIVL 110	Density Certification	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
CIVL 120	Surveying	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$135	\$0	
CIVL 124	Route Survey	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$135	\$0	
CIVL 131	Traffic Technology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$55	\$0	
CIVL 135	Soils Technology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
CIVL 141	Site Inspection	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
CIVL 143	Site Dsgn & Layout/Civil Techn	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$65	\$0	
CIVL 225	Civil Tech Independent Study	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
CIVL 241	Statics/Strengh of Materials	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$25	\$0	
CIVL 290	Civil Technology Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
CJUS 101	Intro to Criminal Justice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 102	Crime Causes and Conditions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 103	Criminal Law	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 104	Theory of Patrol	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 106	Intro to Juvenile Justice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 126	Juvenile Offenders/Families	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CJUS 131	Introduction to Corrections	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 133	Juvenile Residential Services	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 134	Probation and Parole	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 135	Legal Issues in Corrections	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 201	Criminal Justice Org/Admin	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 203	Criminal Procedure	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 204	Criminal Investigation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
CJUS 205	Policing into the 21st Century	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 207	Digital Evidence/1st Responder	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 210	Intro to Forensic Science	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
CJUS 242	Unarmed Defense	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$39	\$0	
CJUS 245	Report Writing/Crim Justice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 247	Juvenile Justice: Special Pops	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 250	Correctional Institutions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 251	Correctional Clients	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 255	Human Relations/Crim Justice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 270	Police Academy I	14	\$1,680	\$3,360	\$5,040	\$5,880	\$840	\$25	\$210	\$405	\$400	
CJUS 271	Police Academy II	21	\$2,520	\$5,040	\$7,560	\$8,820	\$1,260	\$25	\$315	\$3,020	\$0	
CJUS 272	Local Corrections Academy I	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$60	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CJUS 273	Local Corrections Academy II	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$240	\$0	
CJUS 285	Law Enforcement Internship	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
CJUS 286	Juvenile Internship I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CJUS 288	Corrections Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
COMM 110	Communication in the Workplace	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 120	Dynamics of Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 130	Fundamentals Public Speaking	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 200	Small Group Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 240	Interpersonal Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 260	Nonverbal Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 270	Mass Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
COMM 280	Intercultural Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CPAR 250	Community Paramedicine I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$204	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
CPAR 251	Chronic Care in the Community	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$560	\$0	
CPAR 252	Community Paramedicine II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$204	\$0	
CPAR 270	Community Paramedic Clinical	6.5	\$780	\$1,560	\$2,340	\$2,730	\$390	\$25	\$98	\$1,119	\$0	
CPSC 101	Intro to Computer Science	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
CPSC 131	Numerical Methods and MATLAB	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CPSC 230	Algorithms and Computing w/C++	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
CPSC 231	Computing and Data Structures		\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$20	\$0	
CPSC 260	Computer Science Structures	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
DANC 100	Intro to Dance Techniques	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DANC 102	Beginning Modern	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DANC 103	Beginning Jazz	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DANC 161	Dance Repertory	0.5 to 2	\$60-\$240	\$120-\$480	\$180-\$720	\$210-\$840	\$30-\$120	\$25	\$7.50-\$30			
DANC 290	Dance Studio Internship	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
DCTM 100	Intro to the Built Environment	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$215	\$0	
DCTM 101	Drafting/Intro to CAD	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$265	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
DCTM 102	Industrial/Construction Safety	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$83	\$0	
DCTM 103	Codes and Specifications	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$140	\$0	
DCTM 150	Civil Construction Materials	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$115	\$0	
DCTM 200	Construction Management I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$230	\$0	
DCTM 201	Construction Management II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$230	\$0	
DCTM 210	MEP Equipment for Buildings	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DCTM 220	BIM for Construction	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$340	\$0	
DENT 140	Oral Histology & Embryology	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$203	\$0	
DENT 142	PreClinical Dental Hygiene	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$203	\$0	
DENT 144	PreClinic Dental Hyg Practice	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$1,871	\$1,200	
DENT 146	Head, Neck & Oral Anatomy	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$458	\$0	
DENT 148	Dental Radiography	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$511	\$0	
DENT 152	Dental Hygiene I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$203	\$0	
DENT 154	Clinical Dental Hygiene I	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$2,451	\$250	
DENT 156	Nutrition	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$203	\$0	
DENT 158	Dental Pharmacology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$203	\$0	
DENT 161	Principles of Periodontics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$203	\$0	
DENT 174	Clinical Dental Hygiene II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,567	\$0	
DENT 176	Dental Materials & Methods	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$602	\$0	
DENT 240	Anxiety & Pain Control Mgmt	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$607	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
DENT 242	Dental Hygiene III	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$233	\$0	
DENT 244	Clinical Dental Hygiene III	12	\$1,440	\$2,880	\$4,320	\$5,040	\$720	\$25	\$180	\$3,576	\$275	
DENT 247	Oral Pathology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$203	\$0	
DENT 248	Dental Public Health & Educ	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$236	\$0	
DENT 252	Dental Hygiene IV	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$203	\$0	
DENT 254	Clinical Dental Hygiene IV	12	\$1,440	\$2,880	\$4,320	\$5,040	\$720	\$25	\$180	\$3,602	\$0	
DENT 256	Community Oral Health	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$198	\$0	
DENT 270	Dental Hygiene Board Review	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$258	\$0	
DENT 290	Directed Study	0.25 to 6	\$30-\$720	\$60-\$1,440	\$90-\$2,160	\$105-\$2,520	\$15-\$360	\$25	\$3.75-\$90			
DMAC 120	Intro to Audio Production	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
DMAC 130	Intro to Video Production	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$85	\$0	
DMAC 131	Digital Cinematography I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$95	\$0	
DMAC 132	Video Post-Production I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
DMAC 140	Pre-Production Design	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$35	\$0	
DMAC 141	Ethics and Impact of the Media	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DMAC 231	Digital Cinematography II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$100	\$0	
DMAC 232	Video Post-Production II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
DMAC 234	Studio Production Techniques	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$55	\$0	
DMAC 240	Employment Issues in Media	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
DMAC 246	Workshop: Video	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$35	\$0	
DMAC 255	Digital Presentation & Signage	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$75	\$0	
DMAC 260	World Cinema	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
DMAC 295	Media/Cinema Portfolio	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
DMAC 296	Media/Cinema Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
DTSC 200	Principles of Data Science	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
DTSC 201	Data Science with Python	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ECON 120	Power, Authority and Exchange	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ECON 201	Principles of Economics-Micro	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ECON 202	Principles of Economics-Macro	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ECON 213	U.S. Economic/Business History	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ECON 260	Comparative Economic Systems	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
EDUC 204	Educational Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
EDUC 220	Introduction to Education	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
EDUC 226	Reading in Elementary School	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
EDUC 228	Technology in Education	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
EDUC 230	Intro to Special Education	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
EDUC 280	Teacher Education Practicum	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ELTA 105	Elect. Industry Orientation	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$10	\$0	
ELTA 106	Basic Electrical Calculations	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$10	\$0	
ELTA 120	AC Fundamentals - Electrician	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$57	\$8	
ELTA 155	Transformer Fundamentals	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$57	\$8	
ELTA 160	PLC Overview for Electricians	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$83	\$7	
ELTA 180	Introduction to Fire Alarms	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$45	\$0	
ELTE 104	Employee Worksite Basics	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$5	\$0	
ELTE 108	Practical Electricity I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$74	\$6	
ELTE 109	Practical Electricity II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$64	\$6	
ELTE 110	Practical Electricity	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$118	\$12	
ELTE 111	Intro to Industrial Automation	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$115	\$15	
ELTE 112	Basic Wiring Installation	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$70	\$5	
ELTE 121	Electrical Mathematics	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$95	\$0	
ELTE 122	Industrial Control Electronics	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$102	\$0	
ELTE 123	Motors and Transformers	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$100	\$10	
ELTE 129	Machine Controls I - A	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$48	\$0	
ELTE 130	Machine Controls I - B	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$72	\$0	
ELTE 131	Machine Controls I	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$115	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ELTE 132	Control Panel Assembly	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$480	\$0	
ELTE 136	Digital Basics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$107	\$0	
ELTE 141	National Electrical Code I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	
ELTE 142	National Electrical Code II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	
ELTE 145	Electrical Prints for Building	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$90	\$10	
ELTE 147	National Electric Code Update	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$10	\$0	
ELTE 150	Electric Motor Maintenance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$55	\$0	
ELTE 154	Utility Prints and Diagrams	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
ELTE 156	Lineworker/Utility Rigging	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$90	\$10	
ELTE 173	Energy Industry Fundamentals I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
ELTE 174	Energy Industry Fundamental II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
ELTE 181	Pole Climbing I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$125	\$0	
ELTE 182	Pole Climbing II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$130	\$0	
ELTE 185	Pole Climbing Practice I	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$105	\$0	
ELTE 186	Pole Climbing Practice II	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$105	\$0	
ELTE 187	Pole Climbing Practice III	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$85	\$0	
ELTE 188	Pole Climbing Practice IV	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$85	\$0	
ELTE 232	Machine Controls II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$120	\$10	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ELTE 251	Energy Generation & Control I	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$90	\$0	
ELTE 252	Energy Generation & Control II	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$90	\$0	
ELTE 255	Power Instrumentation	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$90	\$0	
ELTE 260	Programmable Controllers I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$220	\$5	
ELTE 261	Programmable Controllers II	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$220	\$5	
ELTE 262	Programmable Controllers III	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$165	\$0	
ELTE 270	Lineworker Fundamentals	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$60	\$0	
ELTE 272	Electric Basic Line Climbing	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$385	\$80	
ELTE 274	Ground/Utility Worker	9	\$1,080	\$2,160	\$3,240	\$3,780	\$540	\$25	\$135	\$690	\$0	
ELTE 276	Energized Secondary Worker	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$595	\$0	
ELTE 290	Electrical Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
ELTE 291	Electrical Project Lab	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
EMTA 100	Emergency Medical Responder	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$241	\$35	
EMTA 101	Basic EMT I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$241	\$0	
EMTA 102	Basic EMT II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$529	\$35	
EMTA 103	Basic EMT III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$241	\$0	
EMTA 104	Basic EMT IV	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$618	\$0	
EMTA 112	Basic EMT Clinical	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,231	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
EMTA 222	EMS Instructor-Coordinator	9	\$1,080	\$2,160	\$3,240	\$3,780	\$540	\$25	\$135	\$204	\$0	
EMTA 224	EMS Instr-Coord Student Teach	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
ENGL 098	Integrated Reading Writing I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 099	Integrated Reading Writing II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 118	Personal Writing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 121	Composition I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 122	Composition II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 124	Technical Writing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 127	Business Writing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 131	Honors Composition I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 132	Honors Composition II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 200	Introduction to Literature	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 201	Introduction to Poetry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 202	World Drama	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 208	Children's Literature	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 211	World Literature I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 212	World Literature II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 220	Science Fiction	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 240	The Film as Art	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
ENGL 245	Popular Culture and Mass Media	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 255	American Lit to 1865	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 256	American Lit 1865 to Present	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 260	African-American Literature	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 261	Creative Writing I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 266	British Lit to 1800	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 267	British Lit 1800 to Present	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 270	Gender and Literature	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 271	Creative Writing II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 278	Writing the Novel	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 279	Prose Style	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENGL 290	Shakespeare	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
ENGL 295	Independent Study in English	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
ENVR 121	Environmental Rules and Regs	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
ENVR 122	Enviro Sampl & Instrumentation	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$51	\$0	
ENVR 131	Industrial Process Safety	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$51	\$0	
ESOL 098	ESL Combined Skills Level 4	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90			
ESOL 099	ESL Combined Skills Level 5	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
FIRE 100	Principles Emergency Services	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 101	MI F.F.T.C. Basic Fire Level I	14	\$1,680	\$3,360	\$5,040	\$5,880	\$840	\$25	\$210	\$945	\$800	
FIRE 102	MI F.F.T.C. Basic Fire Lev II	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$2,255	\$0	
FIRE 104	Fire Behavior & Combustion	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
FIRE 105	Fire/Hydraulics/Water Supply	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 110	Fire Prevention	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
FIRE 112	Occup Health & Safety/Fire Svc	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 115	Bldg Construction/Fire Protect	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 122	Hazardous Materials Chemistry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 125	Fire Protection Systems	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 150	Strategy and Tactics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 210	Fire Investigation I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 215	Fire Investigation II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
FIRE 220	Hazardous Materials/Fire Svc	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$10	\$0	
FIRE 245	Fire Officer I & II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 250	Fire Administration I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 255	Fire Officer III & IV	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
FIRE 260	Legal Aspects/Fire Service	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FIRE 265	Fire Service Blue Card	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$100	\$0	
FIRE 270	Fire Service Career Developmnt	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
FIRE 280	Fire Directed Indep Study	0.5 to 6	\$60-\$720	\$120-\$1,440	\$180-\$2,160	\$210-\$2,520	\$30-\$360	\$25	\$7.50-\$90			
FREN 121	Elementary French I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FREN 122	Elementary French II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FREN 201	Intermediate French I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
FREN 202	Intermediate French II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
GEOG 120	Introduction to Geography	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$6	\$0	
GEOG 200	World Regional Geography	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
GEOG202	Geography of North America	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
GEOG220	Weather, Forecasting & Climate	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	
GEOG 221	Physical Geography	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$37	\$0	
GEOL 221	Physical Geology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$30	\$0	
GEOL 222	Historical Geology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$45	\$0	
GEOL 230	Environmental Geology	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$45	\$0	
GERO 100	Introduction to Human Aging	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$8	\$0	
GERO 164	Med & Alcohol Use/Older Adults	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
GERO 169	Legal Rights of Older Adults	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
GERO 191	Special Topics in Gerontology	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
GRMN 121	Elementary German I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
GRMN 122	Elementary German II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
GRMN 201	Intermediate German I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
GRMN 202	Intermediate German II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
GSCI 100	Intro to Geospatial Tech	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$40	\$0	
GSCI 110	Beginning ArcGIS	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$70	\$0	
GSCI 120	Advanced ArcGIS	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$90	\$0	
GSCI 150	Drone Flight for Industry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$120	\$0	
GSCI 210	Global Positioning Systems	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$130	\$0	
GSCI 240	Cartography in GIS	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
GSCI 241	Remote Sens/AirPhoto Interpret	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$40	\$0	
GSCI 250	Drone Map Analysis	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$120	\$0	
GSCI 260	Automating Workflows in GIS	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$90	\$0	
GSCI 264	Web GIS	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$90	\$0	
GSCI 271	Parcel Mapping	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$65	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
GSCI2 75	GIS Proj Mgmt & Implementation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$125	\$0	
GSCI 290	GIS Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
HERT 110	Equipment Introduction	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$1,000	\$0	
HERT 120	Heavy Engine Rebuild	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$1,740	\$0	
HERT 125	Heavy Equipment Electronics	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$1,225	\$0	
HERT 130	Equipment Hydraulics	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$1,374	\$0	
HERT 135	Diesel Fuel Systems	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,024	\$0	
HERT 140	Equipment Powertrain	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$1,357	\$0	
HERT 145	Equipment Service Writing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$920	\$0	
HERT 160	Equipment HVAC/Cab Controls	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$743	\$35	
HERT 210	Heavy Equipment Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
HIST 150	African-American History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 210	Historical Methods and Skills	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 211	U.S. History to 1877	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 212	U.S. History: 1877 to Present	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 214	African History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 215	World History to 1500	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 216	World History since 1500	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 220	Michigan History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
HIST 235	Modern European History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 240	Latin American History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 250	History of Modern Asia	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HIST 295	Independent Study in History	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
HONR 151	Honors Colloquy I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
HONR 152	Honors Colloquy II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
HONR 155	Community Service Practicum I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
HONR 156	Community Service Practicum II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
HONR 295	Honors Independent Study	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
HUMS 140	Art of Being Human	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 160	Mythology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 213	World Civilizations to 1600	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 215	American Cultural Experience	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 223	The Western World to 1500	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 224	The Western World since 1500	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUMS 260	Ancient Egypt	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
HUSE 100	Introduction to Human Services	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$2	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
HUSE 105	Personal Dynamics/Interviewing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$2	\$0	
HUSE 110	Child Abuse and Neglect	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$2	\$0	
HUSE 242	The Family: Addiction/Violence	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$5	\$0	
HUSE 282	Human Services Practicum I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$30	\$0	
HUSE 284	Human Services Practicum II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$43	\$0	
HVAC 100	Fundamentals of HVAC	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$118	\$4	
HVAC 110	Applied Electricity I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$139	\$4	
HVAC 111	Applied Electricity II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$133	\$4	
HVAC 113	HVAC/R Piping	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$170	\$5	
HVAC 115	Sheet Metal Fab & Installation	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$142	\$4	
HVAC 120	Heating I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$174	\$4	
HVAC 130	Air Conditioning I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$213	\$34	
HVAC 140	Residential Energy	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$55	\$15	
HVAC 201	Mechanical Code	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$90	\$6	
HVAC 210	Solar Energy Technologies	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$135	\$0	
HVAC 220	Heating II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$183	\$4	
HVAC 221	Introduction to Hydronics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$163	\$4	
HVAC 230	Air Conditioning II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$208	\$4	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
HVAC 231	Heat Pump	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$183	\$4	
HVAC 240	Refrigeration I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$223	\$4	
HVAC 241	Refrigeration II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$208	\$4	
HVAC 251	Fund of Direct Digital Control	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$213	\$5	
HVAC 260	Building Commissioning	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$50	\$0	
HVAC 280	EPA 608 Certification Review	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$35	\$30	
HVAC 290	HVAC Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
IDMS 150	Sonographic Directed Study	1 to 8	\$120-\$960	\$240-\$1,920	\$360-\$2,880	\$420-\$3,360	\$60-\$480	\$25	\$15-\$120			
IDMS 170	Intro to Ultrasound Knobology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$525	\$127	
IDMS 200	Sonographic Introduction	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$166	\$0	
IDMS 201	General Sonography I: Abdomen	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$166	\$127	
IDMS 202	OB/GYN Sonography I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$166	\$127	
IDMS 234	Sonographic Physics	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$166	\$0	
IDMS 245	Sonographic Instrumentation	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$166	\$0	
IDMS 250	Vascular Technology I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$176	\$318	
IDMS 251	Vascular Technology II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$166	\$0	
IDMS 255	Vascular Scan Lab I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$530	\$318	
IDMS 256	Vascular Scan Lab II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$545	\$0	
IDMS 265	General Sonography II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$166	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
IDMS 266	OB/GYN Sonography II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$166	\$0	
IDMS 270	Sonographic Positioning I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$781	\$127	
IDMS 271	Sonographic Positioning II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$569	\$127	
IDMS 280	Clinical Experience I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$1,005	\$100	
IDMS 281	Clinical Experience II	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$942	\$0	
IDMS 282	Clinical Experience III	7.5	\$900	\$1,800	\$2,700	\$3,150	\$450	\$25	\$112.50	\$1,042	\$0	
IDMS 295	DMS Special Topics	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
INSU 105	Prin of Managing Evolving Risk	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 110	Personal Insurance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 125	Commercial Insurance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 175	Intro to Financial Advising	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 250	Claims and Underwriting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 260	Life/Health Insur Licensing	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
INSU 270	Property/Casualty Insur Licens	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
INSU 285	Insurance Agency Operations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
INSU 295	Insurance Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
IRXT 105	Introduction to Imaging	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$355	\$85	
IRXT 111	Radiographic Positioning I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$611	\$5	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
IRXT 112	Radiographic Positioning II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$611	\$5	
IRXT 116	Patient Care in Radiography	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$353	\$40	
IRXT 123	Radiographic Independent Study	1 to 7	\$120-\$840	\$240-\$1,680	\$360-\$2,520	\$420-\$2,940	\$60-\$420	\$25	\$15-\$105			
IRXT 140	Image Analysis	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$403	\$0	
IRXT 144	Digital Imaging and Exposure	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$353	\$0	
IRXT 170	Clinical Practice I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$448	\$0	
IRXT 172	Clinical Practice II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$373	\$0	
IRXT 200	Intro to Radiologic Pathology	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$353	\$0	
IRXT 214	Comprehensive Experience I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$451	\$0	
IRXT 215	Comprehensive Experience II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$373	\$0	
IRXT 222	Radiobiology and Protection	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$353	\$0	
IRXT 224	Radiologic Physics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$353	\$0	
IRXT 240	Sectional Anatomy	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
IRXT 280	Radiologic Tech Board Review	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$353	\$200	
IRXT 295	Radiologic Tech Special Topics	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
ISCI 121	Physical Science Concepts	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$52	\$0	
ISCI 122	Integrate Sci for Education II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$51	\$0	
ISCI 131	Integrated Physical Science	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$53	\$0	
ISCI 245	S.T.E.M. Workplace Practices	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$53	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
JAPN 121	Elementary Japanese I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
JAPN 122	Elementary Japanese II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
JAPN 201	Intermediate Japanese I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
JAPN 202	Intermediate Japanese II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
JRNL 151	Newswriting and Reporting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
JRNL 254	Opinion Writing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LABR 200	Intro to Labor Relations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LABR 204	Employment Law for Managers	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEAD 110	Leadership Development I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
LEAD 111	Leadership Development II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
LEGL 110	Editing Legal Documents	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
LEGL 115	Introduction to Legal Studies	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 125	Legal Research and Writing I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 160	Critical Thinking in Law	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 207	eDiscovery	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 211	Tort Law	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 212	Litigation Procedures	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 215	Business Law-Basic Principles	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 216	Commercial Transactions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 217	Business Organizations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
LEGL 218	Litigation Specialties	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 219	Adv Busn Law for Acct Majors	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
LEGL 221	Real Estate Transactions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 222	Probate Law and Procedure	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 223	Domestic Relations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 224	Administrative Law	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 225	Legal Research and Writing II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 227	Bankruptcy and Collections	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 228	Computer Appl for the Law Ofc	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 229	Immigration Law	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 251	LegalStudies Independent Study	1 to 3	\$120-\$360	\$240-\$720	\$360-\$1,080	\$420-\$1,260	\$60-\$180	\$25	\$15-\$45			
LEGL 270	Paralegal Certification Prep	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$225	\$0	
LEGL 280	Legal Studies Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
LEGL 295	Special Topics in Paralegal	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
LING 230	Introduction to Linguistics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MATH 095	Support for MATH115	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MATH 097	Support for MATH119 or STAT170	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MATH 098	Support for MATH120	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MATH 106	Math Literacy with Review	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90			
MATH 109	Foundations of Algebra	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$55	\$0	
MATH 114	Technical Math I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 115	Technical Mathematics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 119	Math - Applications for Living	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 120	College Algebra	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 126	Precalculus	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75			
MATH 141	Calculus with Applications	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$25	\$0	
MATH 151	Calculus I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 152	Calculus II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 201	Math for Elementary Teachers I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 202	Math for Elementary Teacher II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 253	Calculus III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 254	Intro to Differential Equation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MATH 260	Linear Algebra	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MEDA 110	Intro MA Med Terms & Pathology	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$135	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MEDA 110A	Intro MA Med Terms & Patho I	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$68	\$0	
MEDA 110B	Intro MA Med Terms & Patho II	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$68	\$0	
MEDA 126	MA Administrative Skills	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$245	\$0	
MEDA 126A	MA Administrative Skills I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$123	\$0	
MEDA 126B	MA Administrative Skills II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$123	\$0	
MEDA 135	MA Pharmacology & Med Math	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$135	\$0	
MEDA 145	Legal & Ethical Concepts	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$135	\$0	
MEDA 156	MA Clinical Procedures I	11	\$1,320	\$2,640	\$3,960	\$4,620	\$660	\$25	\$165	\$667	\$0	
MEDA 156A	MA Clinical Procedures IA	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$334	\$0	
MEDA 156B	MA Clinical Procedures IB	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$334	\$0	
MEDA 166	MA Clinical Procedures II	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$338	\$0	
MEDA 175	MA Certification Review	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$135	\$0	
MEDA 177	MA Practicum Immersion	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$145	\$0	
MEDA 177A	MA Practicum Immersion I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$73	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MEDA 177B	MA Practicum Immersion II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$73	\$0	
METD 100	Basic Mechanical Drafting	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$105	\$0	
METD 105	PC Applications for Technology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$90	\$0	
METD 110	Mechanical CAD Drafting I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$135	\$0	
METD 111	Mechanical CAD Drafting II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$115	\$0	
METD 130	Geometric Dimension/Tolerance	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$110	\$0	
METD 150	Industrial Blueprint Reading	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$95	\$0	
METD 170	Special Topics/Eng & Design	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
METD 220	Basic Unigraphics/NX	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$155	\$0	
METD 221	Advanced Unigraphics/NX	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$126	\$0	
METD 240	Basic NX Machining	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$185	\$0	
METD 250	Detailing Assembly Drawings	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$115	\$0	
METD 265	Basic CAD FEA Simulation	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$120	\$0	
METD 295	Engineering/Design Project Lab	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
METM 100	Manufacturing Processes	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$125	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
METM 108	Machine Tool Operations	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$213	\$0	
METM 112	Introduction to CNC Machining	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$248	\$0	
METM 150	Advanced CNC Machining	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$412	\$0	
METM 170	Special Topics/Precision Mach	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
METM 171	Special Topics/Machining	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
METM 190	Metallurgy and Heat Treatment	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$385	\$0	
METM 195	Quality/Metrology/Inspection	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$228	\$0	
METM 220	Basic Mastercam	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$428	\$0	
METM 221	Advanced Mastercam	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$495	\$0	
METM 295	Precision Machine Project Lab	1 to 8	\$120-\$960	\$240-\$1,920	\$360-\$2,880	\$420-\$3,360	\$60-\$480	\$25	\$15-\$120			
METS 110	Mechanical Power Transmissions	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$422	\$0	
METS 115	Intro to Mechanical Systems	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$352	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
METS 120	Industrial Pneumatics	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$387	\$0	
METS 125	Intro to Hydraulics/Pneumatics	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$328	\$0	
METS 130	Industrial Hydraulics	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$378	\$0	
METS 140	Rigging	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$140	\$25	
METS 145	Automated Systems	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$357	\$0	
METS 160	Introduction to Robotics	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$357	\$0	
METS 161	Intro to FANUC Robotics	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$357	\$0	
METS 162	Intro to ABB Robotics	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$357	\$0	
METS 170	Special Topics/Mechanical Sys	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
METS 210	Lubrication and Bearings	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$412	\$0	
METS 250	Gen. Prevent/Predictive Maint	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$190	\$100	
METS 260	Advanced Robotics Capstone	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$397	\$20	
METS 290	Manufacturing Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
METS 295	Mechanical Systems Project Lab	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
MGMT 150	Managing Customer Relations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 200	Creative Thinking for Business	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MGMT 201	Time Management for Business	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
MGMT 202	Managing Difficult People	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
MGMT 223	Supervisory Skills	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 224	Human Resource Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$137	\$0	
MGMT 225	Principles of Mgmt/Leadership	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$39	\$0	
MGMT 227	Training/Development for Busn	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 228	Organization Behavior	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 229	Compensation Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 231	Developing and Leading Teams	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 234	Diversity in the Workplace	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$92	\$0	
MGMT 237	Managing/Continual Improvement	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MGMT 280	Mgmt/Leadership Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 300	Leading for Possibility	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 304	Organization Development	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 329	Advanced Mgmt Communication	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 332	Ethics: Assumpt for the Future	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 335	Managerial Statistics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MGMT 337	Advanced Human Resource Mgmt	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$137	\$0	
MGMT 345	Context and Transformation	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MILS 110	Introduction to the Army	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
MILS 111	Introduction to the Army-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MILS 120	Foundations of Army Leadership	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
MILS 121	Fndtion of Army Leadership-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MILS 210	Army Doctrine & Team Developmnt	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MILS 211	Army Doctrine/Team Develop-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MILS 220	Mil Leadrshp & Decision Making	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MILS 221	Mil Ldrshp/Decision Making-Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MKTG 119	Mktg/Manage Your Profess Image	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 120	Sales	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 130	Retailing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 140	Principles of Advertising	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 200	Principles of Marketing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 204	Marketing Research	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 210	Intro to Digital Marketing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 229	Public Relations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MKTG 235	Marketing Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MRIT 200	Professional Prospectus	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 201	Computer Apps/Medical Imaging	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 220	MR Physics I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MRIT 222	MR Physics II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 229	Applied Sectional Anatomy	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 230	MR Procedures and Pathophys I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 232	MR Procedures and Pathophys II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 240	MRI Image Analysis	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 260	MRI Pre-Clinical Preparation	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 261	Clinical Practice I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 262	Clinical Practice II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 263	Clinical Practice III	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MRIT 295	MRI Certification Exam Prep	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
MSGE 110	Massage for Beginners	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$82	\$0	
MSGE 131	Massage I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$195	\$0	
MSGE 132	Anatomy/Physiology Massage	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90			
MSGE 132A	Anatomy/Physiology Massage I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$77	\$0	
MSGE 132B	Anatomy/Physiology Massage II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$77	\$0	
MSGE 137	Medical Terminology in Massage	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$77	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MSGE 139	Pathology for Massage	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MSGE 139A	Pathology for Massage I	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$77	\$0	
MSGE 139B	Pathology for Massage II	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$77	\$0	
MSGE 141	Massage Clinic I	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$182	\$0	
MSGE 150	Masg Special Topics	0.25 to 7	\$30-\$840	\$60-\$1,680	\$90-\$2,520	\$105-\$2,940	\$15-\$420	\$25	\$3.75-\$105			
MSGE 151	Applied Massage Techniques	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83			
MSGE 151A	Research Literacy	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$82	\$0	
MSGE 151B	Event Massage	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$82	\$0	
MSGE 151D	Special Populations	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$82	\$0	
MSGE 170	Massage Directed/Indep Study	0.25 to 7	\$30-\$840	\$60-\$1,680	\$90-\$2,520	\$105-\$2,940	\$15-\$420	\$25	\$3.75-\$105			
MSGE 231	Massage II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$97	\$0	
MSGE 232	Massage III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$97	\$0	
MSGE 235	Licensing Exam Prep	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$77	\$0	
MSGE 241	Massage Clinic II	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$180	\$0	
MSGE 242	Massage Clinic III	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$193	\$0	
MSGE 253	Spa and Clinic Modalities	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$93	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MSGE 254	Busn App for Massage	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$77	\$0	
MSGE 256	Clinical Assess for Massage	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$82	\$0	
MSGE 258	Career Longevity	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$82	\$0	
MUSC 101	Vocal Jazz & Pop Ensemble	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$6	\$0	
MUSC 106	Private Music Lesson	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$500	\$0	
MUSC 108	Concert Choir	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$70	\$0	
MUSC 109	Studio Class	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$30	\$0	
MUSC 122	Rock Band	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
MUSC 123	Jazz Ensemble	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
MUSC 124	Multi-Instrumental Music Ensem	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$5	\$0	
MUSC 134	Live Sound/Event Production	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MUSC 138	Keyboard Harmony I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MUSC 143	Beginning Piano I - Summer	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$20	\$0	
MUSC 144	Beginning Piano I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
MUSC 145	Beginning Piano II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
MUSC 157	Applied Lesson I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$450	\$0	
MUSC 158	Applied Lesson II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$450	\$0	
MUSC 163	Aural Skills I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MUSC 164	Aural Skills II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
MUSC 168	Rudiments of Music	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
MUSC 171	Sound Design & Production	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
MUSC 172	Studio Recording	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$70	\$0	
MUSC 193	Music Theory I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MUSC 194	Music Theory II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MUSC 197	Electronic Music Production	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
MUSC 199	Music Appreciation	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MUSC 237	Musical Theater Performance	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$40	\$0	
MUSC 240	Musical Cultures to 1750	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MUSC 241	Musical Cultures 1750-Present	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
MUSC 255	Music Business & Management	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MUSC 257	Applied Lesson III	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$450	\$0	
MUSC 258	Applied Lesson IV	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$450	\$0	
MUSC 280	Private Composition	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$280	\$0	
MUSC 296	Music Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
MUSC 298	Composition and Sound Design	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
NCAS 102	Noncredit Academic Supprt-ENGL	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCAS 103	Noncredit Academic Supprt-SOCL	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
NCAS 104	Noncredit Academic Supprt-PSYC	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCAS 105	Noncredit Academic Supprt-BUSN	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCBD 050	Building/Design Special Topics	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCCC 101	College Connect	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCCC 101E	College Connect - English	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCCC 101M	College Connect - Math	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCCE 200	Creative Arts	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCCE 700	Health and Wellness Seminars	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCCT 200	Noncredit Industrial Trades	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCCT 600	Noncredit Public Safety Svcs	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCCT 800	Noncredit Career Preparation	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCEL 030	Low Intermediate Accelerated	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$50	\$0	
NCEL 033	Multi-Skills III	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$50	\$0	
NCEL 034	ESL Combined Skills Level 3	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$700	\$0	
NCEL 097	ESL Listening-Speaking	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
NCEL 101	ESOL Skills Lab	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$110	\$0	
NCEL 160	Health Careers for ESOL	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$425	\$0	
NCEL 170	ESOL for Business	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$279	\$0	
NCHE 102	AHA BLS Provider CPR	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$95	\$0	
NCHE 227	Health Special Topics	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$0	
NCJT 100	Non-Credit Software and Tech	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCJT 200	Business and Management	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCLD 210	Leadership Practicum I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCLD 211	Leadership Practicum II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCMA 101	Math Refresher	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCMA 106	NC - Math Literacy with Review	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCMA 110	Fundamentals of Mathematics	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NCRW 100	Foundations for Success	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$25	\$0	
NCRW 101	Reading and Writing Refresher	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0			
NDXT 100	Neuroanatomy and Physiology	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$288	\$150	
NDXT 101	Neurodiagnostic Procedures	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$195	\$200	
NDXT 102	EEG Applications	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$150	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
NDXT 120	EEG Pre-Clinical Preparation	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$574	\$200	
NDXT 130	Principles of EEG	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$100	
NDXT 131	Electricity Principles/Safety	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NDXT 132	EEG Instrumentation I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$100	
NDXT 200	EEG Procedures & Pathology I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NDXT 201	EEG Instrumentation II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$100	
NDXT 202	EEG Quality Control	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NDXT 220	EEG Clinical Practice I	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$245	\$250	
NDXT 221	EEG Clinical Practice II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$421	\$150	
NDXT 230	EEG Procedures & Pathology II	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NDXT 231	EEG Procedures & Pathology III	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NDXT 232	EEG Procedures & Pathology IV	0	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$230	\$50	
NURS 101	Nursing Directed Study	0.25 to 6	\$30-\$720	\$60-\$1,440	\$90-\$2,160	\$105-\$2,520	\$15-\$360	\$25	\$3.75-\$90			
NURS 102	Nursing Directed Study	0.25 to 6	\$30-\$720	\$60-\$1,440	\$90-\$2,160	\$105-\$2,520	\$15-\$360	\$25	\$3.75-\$90			
NURS 118	Special Topics in Nursing	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
NURS 119	Special Topics in Nursing	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
NURS 200	Nursing Pharmacology	3.5	\$420	\$840	\$1,260	\$1,470	\$210	\$25	\$53	\$3	\$0	

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## 2024 – 2025 Tuition and Course Fee Schedule

Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
NURS 201	Patient-Centered Care	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$187	\$23	
NURS 210	Transition to Prof Nursing	10.5	\$1,260	\$2,520	\$3,780	\$4,410	\$630	\$25	\$158	\$1,128	\$943	
NURS 211	Intro to Nursing Practice	13.25	\$1,590	\$3,180	\$4,770	\$5,565	\$795	\$25	\$199	\$1,110	\$1,003	
NURS 212	Concepts of Pharmacology	3.5	\$420	\$840	\$1,260	\$1,470	\$210	\$25	\$53	\$178	\$0	
NURS 221	Nursing Practice I	10.75	\$1,290	\$2,580	\$3,870	\$4,515	\$645	\$25	\$161	\$1,098	\$173	
NURS 222	Childbearing Families	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$679	\$0	
NURS 231	Nursing Practice II	10	\$1,200	\$2,400	\$3,600	\$4,200	\$600	\$25	\$150	\$1,016	\$289	
NURS 232	Children and Their Families	5.5	\$660	\$1,320	\$1,980	\$2,310	\$330	\$25	\$83	\$591	\$0	
NURS 241	Nursing Practice III	11.75	\$1,410	\$2,820	\$4,230	\$4,935	\$705	\$25	\$176	\$1,365	\$75	
NURS 242	Professional Practice	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$159	\$0	
PARA 200	Paramedic Directed Study	1 to 7	\$120-\$840	\$240-\$1,680	\$360-\$2,520	\$420-\$2,940	\$60-\$420	\$25	\$15-\$105			
PARA 221	Paramedic Medical Trauma I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$239	\$0	
PARA 221A	Paramedic Medical Trauma IA	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$137	\$0	
PARA 221B	Paramedic Medical Trauma IB	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
PARA 222	Paramedic Medical Trauma II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$239	\$0	
PARA 222A	Paramedic Medical Trauma IIA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
PARA 222B	Paramedic Medical Trauma IIB	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$124	\$0	

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
PARA 222C	Paramedic Medical Trauma IIC	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$116	\$0	
PARA 231	Paramedic Cardiology I	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$235	\$0	
PARA 231A	Paramedic Cardiology IA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$120	\$0	
PARA 231B	Paramedic Cardiology IB	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$235	\$0	
PARA 232	Paramedic Cardiology II	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$235	\$0	
PARA 232A	Paramedic Cardiology IIA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$120	\$0	
PARA 232B	Paramedic Cardiology IIB	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$116	\$0	
PARA 241	Paramedic Pharmacology I	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$235	\$0	
PARA 241A	Paramedic Pharmacology IA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15			
PARA 241B	Paramedic Pharmacology IB	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$120	\$0	
PARA 242	Paramedic Pharmacology II	2.5	\$300	\$600	\$900	\$1,050	\$150	\$25	\$38	\$235	\$0	
PARA 242A	Paramedic Pharmacology IIA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$118	\$0	
PARA 242B	Paramedic Pharmacology IIB	1.5	\$180	\$360	\$540	\$630	\$90	\$25	\$23	\$118	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
PARA 251	Paramedic Skills I	7.5	\$900	\$1,800	\$2,700	\$3,150	\$450	\$25	\$113	\$1,481	\$0	
PARA 251A	Paramedic Skills IA	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PARA 251B	Paramedic Skills IB	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$887	\$0	
PARA 252	Paramedic Skills II	7.5	\$900	\$1,800	\$2,700	\$3,150	\$450	\$25	\$113	\$1,492	\$0	
PARA 252A	Paramedic Skills IIA	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$759	\$0	
PARA 252B	Paramedic Skills IIB	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$759	\$0	
PARA 261	Paramedic Clinical I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,360	\$0	
PARA 262	Paramedic Clinical II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,598	\$0	
PARA 262A	Paramedic Clinical IIA	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$545	\$0	
PARA 262B	Paramedic Clinical IIB	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$545	\$0	
PARA 262C	Paramedic Clinical IIC	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$477	\$0	
PARA 263	Paramedic Internship	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$1,097	\$0	
PFFT 100	Total Fitness A-Fitness	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
PFFT 101	Total Fitness B-Nutrition	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
PFFT 102	Total Fitness C-Weight Control	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
PFFT 109	Introduction to Fitness	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFFT 113	Core Strength & Flexibilty Trng	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFFT 114	Police Academy Fitness Trng	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
PFFT 119	Fire Academy Fitness Training	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
PFFT 170	Yoga: Beginning	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFFT 181	Lineworker Fitness A	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFFT 182	Lineworker Fitness B	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFFT 183	Lineworker Fitness C	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$60	\$0	
PFHW 120	Health and Wellness for Police	0.5	\$60	\$120	\$180	\$210	\$30	\$25	\$8	\$15	\$0	
PFHW 123	Human Nutrition	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$57	\$0	
PFHW 163	Healthy Lifestyles	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$61	\$0	
PFHW 181	Stress Management	1	\$120	\$240	\$360	\$420	\$60	\$25	\$15	\$51	\$0	
PFKN 106	Group Fitness Instructor Prep	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$61	\$0	
PFKN 170	Foundations of Kinesiology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$51	\$0	
PFKN 200	Exercise Physiology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$61	\$0	
PFKN 201	Exercise Physiology Lab	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$93	\$0	
PFKN 205	Sport & Exercise Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$51	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
PFKN 208	Biomechanics	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$61	\$0	
PFKN 210	Athletic Training Principles	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$64	\$0	
PFKN 250	Measurements in Kinesiology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$71	\$0	
PFKN 260	Growth and Motor Behavior	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$51	\$0	
PFKN 270	Personal Trainer Preparation	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$94	\$0	
PFKN 280	Kinesiology Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$51	\$0	
PFWT 112	Intro to Weight Training	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$60	\$0	
PFWT 123	Weight Training I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$60	\$0	
PHIL 101	Introduction to Philosophy	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PHIL 151	Intro to Logic & Critcal Think	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
PHIL 152	Introduction to Ethics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
PHIL 211	Philosophy: Ancient & Medieval	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
PHIL 212	Philosophy: Modern & Contemptry	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
PHIL 215	Philosophy of Religion	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PHIL 265	Ethical Issues in Medicine	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PHIL 295	Ind Study in Philosophy	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
PHOT 111	Digital Photography I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$37	\$0	
PHOT 112	Digital Imag for Photographers	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$15	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
PHOT 113	Lighting Concepts and Applic	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$12	\$0	
PHOT 114	Advanced Photographic Imaging	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$53	\$0	
PHOT 119	Intermediate Lighting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$45	\$0	
PHOT 120	Still/Motion Capture & Editing	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$20	\$0	
PHOT 190	Film Capture/Hybrid Imaging	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PHOT 200	Content on the Go	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PHOT 212	Advanced Still/Video Projects	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$48	\$0	
PHOT 213	Portrait Photography	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$48	\$0	
PHYS 120	The Art of Physics	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$52	\$0	
PHYS 200	Intro to Applied Physics	5	\$600	\$1,200	\$1,800	\$2,100	\$300	\$25	\$75	\$52	\$0	
PHYS 221	Introductory Physics I	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$56	\$0	
PHYS 222	Introductory Physics II	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$56	\$0	
PHYS 251	Physics I with Calculus	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$57	\$0	
PHYS 252	Physics II with Calculus	7	\$840	\$1,680	\$2,520	\$2,940	\$420	\$25	\$105	\$57	\$0	
PHYS 260	Statics for Engineers	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 120	American Political System	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
POLS 121	State and Local Government	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
POLS 201	Intro to Political Science	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 205	Government Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
POLS 240	Introduction to Public Policy	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 250	Campaigns & Elections	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 260	Comparative Political Systems	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 270	International Relations	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
POLS 295	Ind Study in Political Science	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
PSYC 175	Psyc of Death: Prep for Living	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 180	Intro to Positive Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 200	Introduction to Psychology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
PSYC 202	Psychology of Personality	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 203	Social Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 205	Human Growth and Development	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 209	Cognitive Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 210	Brain and Behavior	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 221	Child Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 222	Adolescent Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 240	Psychology of Human Sexuality	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
PSYC 250	Abnormal Psychology	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
RELG 150	Intro to World Religions	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			

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Course Code	Course Title	Bill Hrs	Tuition^ (Bill Hrs x Tuition)					Senior Citizen (\$60)*	Registration Fee^ (Per semester, not course)	Student Support^ (Bill hrs x \$15)	Course Fees	
			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
RELG 210	Comparative Religions	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
RELG 211	Asian Religions and Traditions	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
RELG 230	Introduction to Christianity	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
RELG 232	Introduction to Islam	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SCIN 287	Science Technology Internship	2 to 4	\$240-\$480	\$480-\$960	\$720-\$1,440	\$840-\$1,680	\$120-\$240	\$25	\$30-\$60			
SCIS 297	Independent Study in Science	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
SIGN 160	Intro to the Deaf Community	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SIGN 161	American Sign Language I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SIGN 162	American Sign Language II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 163	American Sign Language III	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 164	American Sign Language IV	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 166	Fingerspelling	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 167	Beginning Sign to Voice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 170	Expressive/Receptive ASL	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$10	\$0	
SIGN 200	Sign Practicum Seminar	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$50	\$0	
SIGN 240	Intro to Transliterating	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$90	\$0	
SIGN 250	Deaf Culture and History	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SIGN 260	Linguistic Principles of ASL	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SIGN 263	Intermediate Sign to Voice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
SIGN 266	Post-Secondary Interpreting	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$50	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
SIGN 267	Sign Practicum I	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
SIGN 268	Sign Practicum II	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
SIGN 270	Advanced Interpreting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
SIGN 271	Advanced Sign to Voice	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$50	\$0	
SIGN 293	Principles of Interpreting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$35	\$0	
SIGN 296	Specialized Interpreting	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$35	\$0	
SOCL 120	Introduction to Sociology	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
SOCL 254	Marriage and Family	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SOCL 255	Contemporary Social Problems	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SOCL 260	Race and Ethnicity	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SOWK 101	Introduction to Social Work	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$5	\$0	
SPAN 106	Spanish for Health Care	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
SPAN 121	Elementary Spanish I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
SPAN 122	Elementary Spanish II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
SPAN 201	Intermediate Spanish I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
SPAN 202	Intermediate Spanish II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
STAT 170	Introduction to Statistics	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
STAT 215	Intro to Probability and Stats	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
STPR 145	Foundations Sterile Processing	6.5	\$780	\$1,560	\$2,340	\$2,730	\$390	\$25	\$98	\$227	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
STPR 148	Sterile Processing Externship	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$53	\$0	
SURG 100	Fundamentals of Surgical Tech	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$313	\$0	
SURG 101	The Surgical Patient	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$313	\$0	
SURG 103	Surgical Asepsis	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$308	\$0	
SURG 108	Surgical Pharmacology	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$313	\$0	
SURG 109	Basic Surgical Procedures	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$313	\$0	
SURG 110	Advanced Surgical Procedures	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$313	\$0	
SURG 111	Surgical Specialty/Prof Prep	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$640	\$0	
SURG 121	Applied Surgical Techniques I	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$699	\$255	
SURG 122	Applied Surgical Techniques II	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$785	\$0	
SURG 123	Applied Surgical Techniq III	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$523	\$0	
SURG 124	Applied Surgical Techniques IV	8	\$960	\$1,920	\$2,880	\$3,360	\$480	\$25	\$120	\$453	\$0	
TECH 100	Safety-OSHA10	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$83	\$0	
TECH 102	General Industry Safety	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$109	\$11	
THEA 110	Introduction to Theatre	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 114	Intro to Technical Theatre	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$0	\$30	
THEA 115A	Tech Thea II-Set/Light Design	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
THEA 115B	Tech Thea II-Prop Design/Const	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 115C	Tech Thea II-Costume Des/Const	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 115D	Tech Thea II-Produc/Stage Mgmt	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 120	Introduction to Acting	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 131	Studio Theatre Performance I	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
THEA 132	Studio Theatre Performance II	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$20	\$0	
THEA 141	Acting I - Contemporary	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 143	Stage Voice for the Actor	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 150	Acting for the Camera	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$50	\$0	
THEA 160	Stage Combat	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 171	Play Analysis	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 173	Movement for the Actor	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			
THEA 181	Improvisation	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 210	Theatre History	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 220	Play Directing	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 225	Building a Character	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30			
THEA 233	Studio Theatre Performance III	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60	\$20	\$0	

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			District Resident (\$120)	In-State (\$240)	Out-of-State (\$360)	Int'l Student (\$420)	Refundable				Non-Refundable	
THEA 240	Acting-Shakespeare	4	\$480	\$960	\$1,440	\$1,680	\$240	\$25	\$60			
THEA 283	Audition Workshop	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
THEA 285	Stage Makeup	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$30	\$0	
WELD 103	Combination Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$465	\$0	
WELD 105	Advanced ARC Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$468	\$0	
WELD 108	Welding for Non-Majors	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$475	\$0	
WELD 110	Gas Metal ARC Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$465	\$0	
WELD 111	Gas Tungsten ARC Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$468	\$0	
WELD 115	Robotic MIG Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$390	\$0	
WELD 125	Structural Print Reading/Weld	2	\$240	\$480	\$720	\$840	\$120	\$25	\$30	\$35	\$0	
WELD 140	Creative Welding	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45	\$465	\$0	
WELD 170	Special Topics in Welding	0.25 to 11	\$30-\$1,320	\$60-\$2,640	\$90-\$3,960	\$105-\$4,620	\$15-\$660	\$25	\$3.75-\$165			
WELD 191	Welding Project Lab	1 to 4	\$120-\$480	\$240-\$960	\$360-\$1,440	\$420-\$1,680	\$60-\$240	\$25	\$15-\$60			
WELD 201	Tool and Die Welding	4.5	\$540	\$1,080	\$1,620	\$1,890	\$270	\$25	\$68	\$455	\$10	
WELD 205	Pipe Welding	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$465	\$0	
WELD 220	Structural Fab & Inspection	6	\$720	\$1,440	\$2,160	\$2,520	\$360	\$25	\$90	\$465	\$0	
WELD 250	Welding Internship	3	\$360	\$720	\$1,080	\$1,260	\$180	\$25	\$45			

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## 2024-2025 Course Descriptions

### **ACAD 100    First-Year Experience**

**Credit Hours: 1 / Billing Hours: 1**

First-Year Experience introduces students to college and the skills they will need for success in college. Students will learn and apply strategies for adjusting to college and improving class performance. Topics include academic and self-management issues, such as campus resources, study techniques, diversity, communication, critical thinking and problem solving, career planning, time management, goal-setting, finances and stress-management. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or concurrent enrollment in (ENGL 098 or ENGL 099 or ESOL 098 or ESOL 099).

### **ACCG 100    Practical Accounting Non-Major**

**Credit Hours: 3 / Billing Hours: 3**

Students will learn the bookkeeping procedures necessary for preparation of financial statements and payroll. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 4.

### **ACCG 101    Accounting Info for Management**

**Credit Hours: 3 / Billing Hours: 3**

Students will learn to interpret financial statements and use this information for analysis, budgeting, and decision-making. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 4.



## 2024-2025 Course Descriptions

### **ACCG 160 Payroll Systems and Taxes**

**Credit Hours: 2 / Billing Hours: 2**

This course covers laws affecting payroll, calculation of payroll and payroll taxes using both manual and computer payroll systems, preparation of tax forms for payroll taxes, sales and use taxes, and personal property taxes. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 4.
- Recommended: ACCG 100 or ACCG 210.
- Course Note: Knowledge of Microsoft Excel is recommended, and access to Microsoft Excel is needed to complete required assignments.

### **ACCG 161 Accounting with Quickbooks**

**Credit Hours: 2 / Billing Hours: 2**

Students will have hands-on experience in setting up an accounting system for a new or existing company using the QuickBooks general ledger accounting software. Students also will learn how to perform numerous types of accounting procedures using QuickBooks. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 4.
- Recommended: ACCG 100 or equivalent coursework or equivalent work experience.

### **ACCG 210 Principles of Financial Accg**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces the basic concepts of financial accounting, including the processing and reporting of business transactions throughout the accounting cycle of service and merchandising businesses. The course includes the preparation and analysis of the financial statements, including accounting for cash, internal controls, inventories, receivables, plant assets, current liabilities, long-term liabilities, bonds, equity, statement of cash flows, as well as financial statement analysis. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Math Level 4.
- Course Notes:
  - 1) Textbooks for this course are included in the course fee. Access to the textbooks will be given on the first day of class.
  - 2) Access to Microsoft Excel is needed to complete required assignments.

## 2024-2025 Course Descriptions

### **ACCG 211 Principles of Managerial Accg**

**Credit Hours: 4 / Billing Hours: 4**

This course emphasizes developing an understanding of cost and managerial accounting. Students will learn how to use managerial accounting tools for analysis, reporting, and facilitating decision-making. They will also learn about product costing, budgeting, and cost control methods. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in ACCG 210.
- Placement Score: Reading Level 5 and Math Level 4.
- Recommended: Intermediate Algebra or higher.
- Course Notes:
  - 1) Textbooks for this course are included in the course fee. Access to the textbooks will be given on the first day of class.
  - 2) Access to Microsoft Excel is needed to complete required assignments.

### **ACCG 215 Financial Data Analytics**

**Credit Hours: 4 / Billing Hours: 4**

An overview of data analytics, focusing on the application of analytical and quantitative tools in business decision-making. Introduces students to the analytical techniques and tools used in collecting, cleansing, transforming, analyzing, visualizing, and communicating data in accounting, finance, marketing, and business management. Students gain hands-on knowledge of Excel and other analytical applications and tools supporting the use of data for decision-making. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 210.
- Placement Score: Reading Level 5 and Math Level 4.
- Corequisite Course: ACCG 211.
- Recommended: Basic knowledge of statistics.
- Course Notes:
  - 1) Knowledge of Microsoft Excel recommended, and access to Microsoft Excel is needed to complete required assignments.
  - 2) Students using Apple products may not be able to complete all assignments. Students may need access to a Windows-based computer. Students using Apple products may have to checkout a computer from the library or come on campus to complete all assignments.

## 2024-2025 Course Descriptions

### **ACCG 220 Intermediate Accounting I**

**Credit Hours: 4 / Billing Hours: 4**

Intermediate Accounting I is the first in a two-course sequence focusing on financial accounting and reporting, especially for publicly-traded corporations. Topics include the environment of financial accounting, accounting theory, financial statement preparation, time value of money concepts, and specific issues in accounting for current and long-term assets. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 211.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel recommended, and access to Microsoft Excel is needed to complete required assignments.

### **ACCG 221 Intermediate Accounting II**

**Credit Hours: 4 / Billing Hours: 4**

Intermediate Accounting II is the second in a two-course sequence, focusing on financial accounting and reporting, especially for publicly-traded corporations. Topics include accounting for investments, liabilities, and shareholders' equity. In addition, the statement of cash flows and accounting changes and error correction are reviewed in depth. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 220.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel is recommended, and access to Microsoft Excel is needed to complete required assignments.

### **ACCG 230 Cost/Managerial I**

**Credit Hours: 4 / Billing Hours: 4**

This course focuses on accounting for manufacturing; cost-volume-profit analysis, responsibility accounting, decision models, activity based costing and activity based management. Other topics include: Just-In-Time inventory, absorption vs. variable costing, role-responsibility and professional ethics of the accountant. Computer applications are emphasized. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 211.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel is recommended, and access to Microsoft Excel is needed to complete required assignments.

## 2024-2025 Course Descriptions

### **ACCG 240 Federal Income Tax I**

**Credit Hours: 4 / Billing Hours: 4**

This class is the first in a two-semester sequence in federal income tax. This course deals with taxation of individuals from a historical and theoretical perspective, as well as preparation of individual income tax returns under current tax law. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in ACCG 210.
- Placement Score: Reading Level 5.

### **ACCG 241 Federal Income Tax II**

**Credit Hours: 4 / Billing Hours: 4**

This class is the second in a two-semester sequence in federal income tax. This course deals with the taxation of corporations, s-corporations, LLC's, partnerships, estates, and trusts from a historical and theoretical perspective, and as well as preparation of tax and information returns under current tax law. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 240.
- Placement Score: Reading Level 5.

### **ACCG 245 Accounting Internship**

**Credit Hours: 2 / Billing Hours: 2**

This course provides an opportunity to apply classroom learning to a career-related position by working a minimum of 128 hours at an approved work site. A student may do an internship at their own job only if the duties are new, accounting related, and provide an appropriate learning situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Recommended: Minimum of 8 upper level ACCG credits.

## 2024-2025 Course Descriptions

### **ACCG 260     Accounting Systems**

**Credit Hours: 4 / Billing Hours: 4**

Accounting Systems prepares students to work with and design information systems. Students analyze systems, work with computerized accounting systems, database design, and problem solving with spreadsheets. (Offered Fall, Spring)

- Prerequisite Courses: Minimum 2.0 in ACCG 211.
- Placement Scores: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel is recommended, and access to Microsoft Excel is needed to complete required assignments.

### **ACCG 271     Principles of Finance**

**Credit Hours: 3 / Billing Hours: 3**

This course emphasizes the short- and long-term decisions a financial manager may face. Topics include working capital management, risk, cost of capital, capital markets, long-term debt, stocks and dividend policy, mergers and acquisitions, and international financial markets as these topics relate to obtaining financing for a business. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in ACCG 211.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel recommended, and access to Microsoft Excel is needed to complete required assignments.

### **ACCG 280     Governmental Accounting**

**Credit Hours: 3 / Billing Hours: 3**

Applications of fund accounting principles are applied to governmental (local and state) and not-for-profit entities. Students learn skills necessary to understand the organization, accounting functions, auditing, and financial reporting practices of governmental and non profit organizations. Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) requirements are taught. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ACCG 211.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel recommended, and access to Microsoft Excel is needed to complete required assignments.

## 2024-2025 Course Descriptions

### **ACCG 290     Auditing**

**Credit Hours: 4 / Billing Hours: 4**

Students will primarily learn about the audit of historical financial statements as performed by certified public accounting firms. Material covered on the CPA exam will be emphasized.

(Offered Spring)

- Prerequisite Course: Minimum 2.0 in ACCG 221 or concurrently.
- Placement Score: Reading Level 5.
- Course Note: Knowledge of Microsoft Excel recommended, and access to Microsoft Excel is needed to complete required assignments.

### **AEET 275     Sustainable Building Design**

**Credit Hours: 4 / Billing Hours: 6**

This course is a capstone project lab that offers students the opportunity to apply advanced skills in sustainable energy efficient architectural design and building science at a project construction site. The course will incorporate concepts that were acquired in prior coursework. Specific content may vary based on project specific requirements. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AEET 280     Alternative Energy Practicum**

**Credit Hours: 4 / Billing Hours: 4**

Special research projects and/or individual readings are used to apply personal and professional experience to the academic area of interest. Each accepted student will submit a plan that will be approved by the program advisor. The completion of a written project report is required.

(Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **AERO 110     USAF Heritage & Values I-Lab**

**Credit Hours: 1 / Billing Hours: 2**

This Lab course augments AFROTC academic curriculum by providing prospective Air Force officers the opportunities and feedback needed to develop the leadership, managerial and supervisory skills required of successful Air Force officers. Physical Training (PT) enhances fitness levels of cadets and prepares them to meet AFROTC and Air Force standards, while motivating cadets to pursue a physically fit and active lifestyle. Attendance is mandatory except as arranged with the Operations Flight Commander, through the cadet wing chain of command. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

### **AERO 111     USAF Heritage & Values I**

**Credit Hours: 1 / Billing Hours: 1**

This course provides an introduction to the U.S. Air Force today. Course topics include mission and organization, group leadership problems, and introduction to communication skills. Includes a leadership laboratory. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

### **AERO 112     USAF Heritage & Values II**

**Credit Hours: 1 / Billing Hours: 1**

This course provides an introduction to the U.S. Air Force today. Course topics include officership and professionalism, group leadership problems, and introduction to communication skills. Includes a leadership laboratory. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

## 2024-2025 Course Descriptions

### **AERO 113      USAF Heritage & Values II-Lab      Credit Hours: 1 / Billing Hours: 2**

This lab course augments AFROTC academic curriculum by providing prospective Air Force officers the opportunities and feedback needed to develop the leadership, managerial and supervisory skills required of successful Air Force officers. Physical Training (PT) enhances fitness levels of cadets and prepares them to meet AFROTC and Air Force standards, while motivating cadets to pursue a physically fit and active lifestyle. Attendance is mandatory except as arranged with the Operations Flight Commander, through the cadet wing chain of command. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

### **AERO 210      USAF Team & Ldrshp Fund I-Lab      Credit Hours: 1 / Billing Hours: 2**

This lab course augments AFROTC academic curriculum by providing prospective Air Force officers the opportunities and feedback needed to develop the leadership, managerial and supervisory skills required of successful Air Force officers. Physical Training (PT) enhances fitness levels of cadets and prepares them to meet AFROTC and Air Force standards, while motivating cadets to pursue a physically fit and active lifestyle. Attendance is mandatory except as arranged with the Operations Flight Commander, through the cadet wing chain of command. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.



## 2024-2025 Course Descriptions

### **AERO 211      USAF Team & Leadership Fund I      Credit Hours: 1 / Billing Hours: 1**

This course focuses on Air Force heritage. Course topics include evaluation of air power concepts and doctrine, introduction to ethics and values, introduction to leadership, and the continuing application of communication skills. Includes a leadership laboratory. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

### **AERO 212      USAF Team & Leadership Fund II      Credit Hours: 1 / Billing Hours: 1**

Course topics include the role of technology in the growth of air power, group leadership problems, and the continuing application of communication skills. Includes a leadership laboratory. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

### **AERO 213      USAF Team/Leadership Fund II-Lab      Credit Hours: 1 / Billing Hours: 2**

This lab course augments AFROTC academic curriculum by providing prospective Air Force officers the opportunities and feedback needed to develop the leadership, managerial and supervisory skills required of successful Air Force officers. Physical Training (PT) enhances fitness levels of cadets and prepares them to meet AFROTC and Air Force standards, while motivating cadets to pursue a physically fit and active lifestyle. Attendance is mandatory except as arranged with the Operations Flight Commander, through the cadet wing chain of command. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None. Department approval is required.
- Course Note: Call Aerospace Studies at MSU at 517-355-2168, for specific information regarding the Aerospace Studies program.

## 2024-2025 Course Descriptions

### **ANTH 120 Introduction to Anthropology**

**Credit Hours: 3 / Billing Hours: 3**

What does it mean to be human? This course is designed to explore this question through the study of the four sub-disciplines of anthropology: biological anthropology, archaeology, anthropological linguistics, and cultural anthropology. We will focus not on thinking of these subfields as four disparate disciplines but rather as four perspectives that, when combined, provide a holistic, comparative, and global understanding of human condition. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ANTH 270 Cultural Anthropology**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to human cultural systems from a holistic, comparative, and global perspective. It explores capabilities such as language, adaptation, family, and healing systems acquired by humans as members of their society. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ANTH 271 Medical Anthropology**

**Credit Hours: 3 / Billing Hours: 3**

Medical Anthropology examines the connections between culture, health, and illness. The course focuses on contemporary and alternative medicine, including traditional healing, and disease patterns in different cultures. The course prepares students to engage with the complex cultural dimensions of health and healthcare in a globalized world. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **ANTH 272     Food and Sustainability**

**Credit Hours: 3 / Billing Hours: 3**

Students will learn about why humans eat what they eat and of the intimate relationship between culture and food economies. They will gain an understanding of the global food industry, its position of power, and its impact on non-Western cultures. This course will have an optional Service Learning Project. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ANTH 120 or ANTH 270 or SOCL 120.

### **ANTH 275     Biological Anthropology**

**Credit Hours: 4 / Billing Hours: 4**

An overview of human biological evolution as evidenced in fossil records. Mechanisms of biocultural adaptation will be traced through the development of modern homo sapiens. Major theoretical approaches and methodologies within the subdisciplines of biological anthropology will be incorporated. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ANTH 276     Introduction to Archaeology**

**Credit Hours: 3 / Billing Hours: 3**

An introduction to the history, methods, and theoretical concepts of archaeology as a sub-discipline of anthropology. Archaeologists study preserved material remains, which are used to construct interpretations about the human past. Students will consider the social relevance archaeological discoveries might have on modern problems, including environmental degradation, conflict, and cultural identity. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **ANTH 280 Forensic Anthropology**

**Credit Hours: 3 / Billing Hours: 3**

Forensic anthropologists apply the principles of skeletal biology and anthropological theory to medico-legal contexts. As an introduction to the methodology of forensic anthropologists and relevant themes, students will engage with current and past forensic cases. Students will be exposed to ethical issues, controversies, excavation, and treatment of the dead in forensic research. The course is designed to focus on practical applications of forensic anthropology with a focus on problem-oriented research studies. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ANTH 300 Applied Field Survey Methods**

**Credit Hours: 4-8 / Billing Hours: 4-8**

This course introduces the methods used to collect and analyze archaeological data in hands-on field and lab settings. Students will learn survey techniques used in archaeology, incorporating skills in geography, geology, and geospatial science. Skills emphasized include site mapping, controlled excavation, on-site documentation, artifact curation, and geospatial data analysis. The course includes a field internship at an active archaeological survey location. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in ANTH 276 or concurrently.
- Placement Score: (Reading Level 5 and Writing Level 6) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently) and Math Level 4.

### **APPR 170 Inside Wireman Apprentice 1-A**

**Credit Hours: 4 / Billing Hours: 4**

First of fifteen courses specifically for IBEW/JATC apprentices. Basic electrical safety, using state/federal standards/practices, in the home, electrical laboratory, and in construction and industry are covered. The installation of various wiring systems in wood frame and masonry construction, nonmetallic-sheathed cable, electrical metallic tubing, flexible metal and rigid conduit are also covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

## 2024-2025 Course Descriptions

### **APPR 171      Inside Wireman Apprenticeship 1-B                      Credit Hours: 4 / Billing Hours: 4**

Introduces IBEW/JATC apprentices to practical level electricity, use of meters to measure quantities, basic circuit calculations, basic household wiring installation, motor and transformer behavior investigation. Concepts in basic and vector algebra, and trigonometry to solve DC electric circuit problems, including units, Ohm's law, network analysis, series parallel and combination DC circuits inductance and capacitance, and a review of codes/standards will be covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 172      Inside Wireman Apprenticeship 1-C                      Credit Hours: 4 / Billing Hours: 4**

Basic electrical safety practices, including state/federal standards/practices, in the home, laboratory and within construction and industry, construction and interpretation of prints emphasizing standard/nonstandard symbols are covered. Calculations of branch circuits, feeders, motor circuits and service sizes using the National Electrical Code. Uninterruptible power supplies, signaling and safety systems are also covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 173      Inside Wireman Apprenticeship 2-A                      Credit Hours: 4 / Billing Hours: 4**

Structure and scope of the National Electrical Code, including how to locate Ohm's law, voltage drop, wire and conduit sizing and installation method code sections. Utilizes basic and vector algebra and trigonometry concepts to solve AC electric circuit problems. Network analysis, series parallel and combination AC circuits, inductance and capacitance are covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 174      Inside Wireman Apprenticeship 2-B                      Credit Hours: 4 / Billing Hours: 4**

Students will study the installation of nonmetallic sheathed cable, flexible metal conduit, electrical metallic tubing and rigid conduit. This is a practical introduction to AC theory. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

## 2024-2025 Course Descriptions

### **APPR 175      Inside Wireman Apprentice 2-C                      Credit Hours: 4 / Billing Hours: 4**

Practical introduction to single- and three-phase transformers, motors and alternators. Construction and interpretation of prints emphasizing standard/nonstandard symbols. National Electrical Code and State of Michigan rules are reviewed. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 176      Inside Wireman Apprentice 3-A                      Credit Hours: 4 / Billing Hours: 4**

This course introduces the student to solid-state circuitry used in industry. Students will study diodes, transistors, SCRs, triacs, optical isolators, transducers, power circuits, etc. Laboratory will include oscilloscope usage. The course also includes an introduction to Boolean algebra and digital circuits. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 177      Inside Wireman Apprentice 3-B                      Credit Hours: 4 / Billing Hours: 4**

Introduction to Boolean algebra, digital circuits and solid-state circuitry used in industry. Diodes, transistors, SCRs triacs, optical isolators, transducers, power circuits, oscilloscopes etc. are studied and used. Installation of nonmetallic sheathed cable, flexible metal conduit, electrical metallic tubing and rigid conduit are practiced. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 178      Inside Wireman Apprentice 3-C                      Credit Hours: 4 / Billing Hours: 4**

Interpretation and construction of prints emphasizing standard/nonstandard symbols. Calculate branch circuit, feeder, motor circuit, and service sizes using the National Electrical Code. Review of the National Electrical Code with focus on location and interpretation. Uninterruptible power supplies, signaling, safety systems and State of Michigan electrical rules are also reviewed. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 179      Inside Wireman Apprentice 4-A                      Credit Hours: 4 / Billing Hours: 4**

Relay logic and controls using industrial standards are covered. Use of correct symbols and

## 2024-2025 Course Descriptions

standard construction of wiring and ladder diagrams is emphasized. Students will wire three-phase motor control circuits utilizing two- and three-wire control, and machine control circuits utilizing limit and proximity switches, timers, relays, etc. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 180      Inside Wireman Apprentice 4-B                      Credit Hours: 4 / Billing Hours: 4**

Covers relay logic and controls using industrial standards. Use of correct symbols and standard construction of wiring and ladder diagrams is emphasized. Wiring three-phase motor control circuits utilizing two- and three-wire control and machine control circuits utilizing limit and proximity switches, timers, relays, etc. are covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 181      Inside Wireman Apprentice 4-C                      Credit Hours: 4 / Billing Hours: 4**

Construction and interpretation of prints emphasizing standard/nonstandard symbols. State of Michigan electrical rules and National Electrical Code (NEC) review focusing on locating and interpreting codes. Use of the index method to discuss interpretation of the NEC to calculate branch circuit, feeder, motor circuit and service sizes. Uninterruptible power supplies, signaling and safety systems are covered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 182      Inside Wireman Apprentice 5-A                      Credit Hours: 4 / Billing Hours: 4**

This course covers various code calculations using the NEC and state electrical code in preparation for the State of Michigan journeyman's exam. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

## 2024-2025 Course Descriptions

### **APPR 183      Inside Wireman Apprentices 5-B                      Credit Hours: 4 / Billing Hours: 4**

For apprentices with field experience and basic electrical training. Covers security and fire alarm systems, sensors, instrumentation setup and calibration, theory of flow, pressure level, temperature, pneumatics, telephone wiring, high voltage safety and testing, heating, ventilating, air conditioning (HVAC) theory, programmable controllers, controls and troubleshooting, and uninterruptible power supplies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **APPR 184      Inside Wireman Apprentices 5-C                      Credit Hours: 4 / Billing Hours: 4**

Covers programmable logic controllers with focus on common operating principles. Includes capabilities, similarities, and differences among controllers, programming (examine on/off, timers and counters) and connecting external devices to Allen-Bradley and Modicon. Includes review of the National Electrical Code and the State of Michigan electrical rules. (Offered Fall, Spring, Summer)

- Prerequisite Course: Current IBEW Electrical Apprentice.

### **ARCH 105      Architecture Appreciation                                      Credit Hours: 2 / Billing Hours: 2**

This course will introduce students to the practice of architecture and its allied professions while building a foundation for further coursework within the architecture curriculum. Fundamental aesthetic, social, and environmental issues in architecture and design, including practice, creative processes and electronic media will be examined. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.



## 2024-2025 Course Descriptions

### ARCH 107 Sustainable Site Design

**Credit Hours: 3 / Billing Hours: 4**

This course covers the fundamentals of landscape architecture and the reconnection of a site to its environment through the study of site analysis and design, earthwork and grading, accessibility, water conservation and supply, and landscaping. Preparation of sustainable site plan drawings will be created in accordance with course topics. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in DCTM 101 or concurrently Architectural Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### ARCH 110 Visual Communications I

**Credit Hours: 3 / Billing Hours: 4**

Architectural graphics is the focus of this course and will introduce students to basic techniques of freehand sketching, drafting, and perspective drawings. Rendering skills, shading, and introductory model building will also be addressed. The production of two-dimensional black and white architectural rendering and presentation drawings will be studied. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in DCTM 101 or concurrently or Architectural Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### ARCH 111 Arch Design Fundamentals

**Credit Hours: 3 / Billing Hours: 4**

Examination of the principles and elements of two-dimensional design as it relates to architecture. Specific case studies of buildings that exemplify these theories as well as organization and circulation of space and form will be analyzed. Topics include basic design theory and practice, green design project application, and visual/verbal presentation techniques. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: ARCH 107 or concurrently.

## 2024-2025 Course Descriptions

### **ARCH 113**      **Materials & Methods of Constr.**      **Credit Hours: 4 / Billing Hours: 6**

An introduction to and evaluation of building materials that explores the implications of design realities, material capabilities, code limitations, and regulations on the construction process. Social, environmental, and economic impacts, life-cycle analysis, cost, sourcing, energy efficiency, and value engineering including a value system for selecting environmentally preferable products will be discussed. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 4 and Writing Level 4.

### **ARCH 114**      **Architectural Drawing/CAD I**      **Credit Hours: 4 / Billing Hours: 6**

This course introduces architecture technology students to computer-aided drafting for residential application. Basic commands, drafting techniques, drawing accuracy, and industry standards will be emphasized. Lectures, in class demonstration, and lab sessions will be utilized to create two-dimensional residential drawings with value and importance placed on green design and sustainability. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in DCTM 101 or concurrently or Architectural Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **ARCH 118**      **Architecture Design/Planning**      **Credit Hours: 4 / Billing Hours: 6**

One in a sequence of design studio courses focusing on programmatic green building design. Emphasis is on code, research, accessibility, and adaptive use while solving small to medium scale architecture design problems. Topics include environmental and site issues, space planning, and construction document development. Applied studio assignments build on knowledge and skills acquired. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ARCH 110 and ARCH 114).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

## 2024-2025 Course Descriptions

### **ARCH 120    Visual Communications II**

**Credit Hours: 3 / Billing Hours: 4**

A continuation of Visual Communication I. Students will gain knowledge of basic color rendering techniques using a variety of media to enhance drawing skills and realistically render surfaces two/three-dimensionally. Specific shading, texture, light and composition techniques - both freehand and computer generated - will be explored. Composition/verbal presentation of projects will be emphasized. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ARCH 110.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

### **ARCH 124    Architectural Drawing/CAD II**

**Credit Hours: 4 / Billing Hours: 6**

As the continuation of Architectural Drawing/Basic CAD I, students will build on their computer-aided drafting skills for commercial application. Drawing accuracy and industry standards will be emphasized. Lectures, in-class demonstration, and lab sessions will be utilized to create two dimensional commercial drawings. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ARCH 114.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5.

### **ARCH 125    Environmental Systems**

**Credit Hours: 4 / Billing Hours: 4**

This course is designed for students of both architecture and allied professions. All elements affecting interior environments of a commercial or residential structure, such as electrical and HVAC systems, water efficiency, sustainable site and material selection, and passive solar design will be studied. Energy efficient and responsible construction practices will be emphasized. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **ARCH 126     Architecture Model Building**

**Credit Hours: 3 / Billing Hours: 4**

Students in this course will enhance their design and communication skills by developing various techniques for building three-dimensional architectural models. Projects constructed will range from the most basic of study model using readily available sustainable materials, to more sophisticated presentation models focusing on the use of responsible and earth sustaining materials. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in DCTM 101 or Architectural Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **ARCH 141     History of Architecture I**

**Credit Hours: 3 / Billing Hours: 3**

Beginning with ancient times, this course studies the major civilizations and works of architecture, and analyzes the form and function of the built environment contributed by the most significant of the Western civilizations. A variety of visual media will be used to present the major theories, architectural works, and the significant personalities contributing to architecture up to the Italian Renaissance. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ARCH 142     History of Architecture II**

**Credit Hours: 3 / Billing Hours: 3**

This course is the second in a series of the study of architectural history of the western world. The works and figures of architecture and the decorative arts in western architectural history from the 1600's to contemporary times are examined. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **ARCH 146      Preservation/Adaptive Use Arch                      Credit Hours: 3 / Billing Hours: 4**

An overview of the principles and practices of the greenest and most sustainable type of architecture; recycling, preservation, and adaptive use of existing buildings. Students will have the opportunity to work on an actual building using material forensic investigation to determine material conditions and history, apply adaptive use design, and sustainable preservation practices. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ARCH 110 or concurrently.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **ARCH 218      Commercial Arch Planning                              Credit Hours: 4 / Billing Hours: 6**

In this intermediate level course, students will use previously obtained drawing, research, and presentation skills to design, delineate, and present a light commercial project from basic schematics to presentation drawings. Students will be introduced to environmentally responsible design considerations and applications at the earliest design and planning stages of a project. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ARCH 114.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

### **ARCH 220      Commercial Arch Drawing                                  Credit Hours: 4 / Billing Hours: 6**

In this capstone course, students will complete a set of commercial construction documents based on their schematic design developed in ARCH218 using previously obtained CAD and structural theory skills. Students will further research appropriate energy saving design systems to minimize the environmental footprint of their building design. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ARCH 218.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

## 2024-2025 Course Descriptions

### **ARCH 233    Revit Architecture BIM I**

**Credit Hours: 4 / Billing Hours: 6**

This course is an introduction to Autodesk's Revit Architecture, a three-dimensional building information modeling software (BIM) that generates all phases of design from concept sketches through construction documentation. Students will develop three-dimensional parametric models and standard two-dimensional construction drawings for typical construction use. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **ARCH 235    Arch AutoCAD Independent Study    Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

This course is intended to give advanced architectural students an opportunity to complete a special project(s) that relates to the student's curriculum. The student will research, outline, design and construct a project(s) of their own selection, with the approval and guidance of the instructor, using the AutoCAD software program. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **ARCH 243    Revit Architecture BIM II**

**Credit Hours: 4 / Billing Hours: 6**

As the continuation of Revit Architecture BIM I, students will build on their three-dimensional building information software (BIM) and parametric modeling skills for construction drawings. Drawing accuracy and industry standards will be emphasized. Lectures, in-class demonstration, and lab sessions will be utilized to create two and three dimensional construction documents. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ARCH 233.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5.

## 2024-2025 Course Descriptions

### **ARCH 275 Sustainable Building Design**

**Credit Hours: 4 / Billing Hours: 6**

This course is a capstone project lab that offers students the opportunity to apply advanced skills in sustainable energy efficient architectural design and building science at a project construction site. The course will incorporate concepts that were acquired in prior coursework. Specific content may vary based on project specific requirements. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **ARCH 290 Architectural Internship**

**Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Architectural Technology students with practical work experience in industry. Students work for an employer in a supervised environment that provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **ARCH 295 Arch Independent Study**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

This course will give advanced architectural students an opportunity to complete a special project(s) that relates to their architectural curriculum. With the approval and guidance of an instructor, the students will research, outline, design, and construct a project(s) of their own selection. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **ARTH 120     Masterpieces of Art & Music**

**Credit Hours: 4 / Billing Hours: 4**

This course is an introduction to the masterpieces of art and music from ancient to modern times. Artistic and musical innovations and contributions from Europe and America will be explored. The continuing influence and validity of art and music from the past on contemporary developments will be studied. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).
- Course Note: No art or music background required.

### **ARTH 211     Art History to the Renaissance**

**Credit Hours: 4 / Billing Hours: 4**

This course surveys the history of painting, sculpture, and architecture of world civilizations from preliterate times to the 15th century. It emphasizes analysis and comparison of artistic concepts, styles and techniques, and investigates how the arts reflect ideas, issues, and values of society and the individual. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ARTH 212     Art Hist from the Renaissance**

**Credit Hours: 4 / Billing Hours: 4**

Surveys the history of painting, sculpture, and architecture of world civilizations from the 15th to the 20th century. Emphasizes analysis and comparison of artistic concepts, styles and techniques; and investigates how the arts reflect ideas, issues, and values of society and the individual. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.



## 2024-2025 Course Descriptions

### **ARTH 216 Contemporary Art**

**Credit Hours: 4 / Billing Hours: 4**

This course provides an overview of contemporary art in various media and examines theoretical and cultural influences on art from the late 20th century to the present. Students will be able to recognize and interpret most important aspects of contemporary art and contemporary visual culture. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ARTS 102 2D Design**

**Credit Hours: 3 / Billing Hours: 4**

An examination of visual communications theory, process and history. Students will study the universal elements and principles of two-dimensional design and their applications in digital and traditional media. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).
- Recommended: Computer experience.

### **ARTS 103 3D Design**

**Credit Hours: 3 / Billing Hours: 4**

This is an introductory course exploring the elements and principles of three dimensional design. The course will examine traditional and narrative-based potentials or materials and objects. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Students purchase own art supplies and materials.

## 2024-2025 Course Descriptions

### ARTS 131 Drawing I

**Credit Hours: 3 / Billing Hours: 4**

An introductory course in visual thinking, conceptual drawing, and studio practices. Students will learn to translate verbal and written concepts through creative processes into visual information by creating sketches, developmental drawings, and finished imagery. Fundamental elements of drawing and principles of perspective, with a focus on drawing from observation, are covered. (Offered Fall, Spring, Summer).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Students will need to purchase supplies/materials for this course, costing between \$135-\$160.

### ARTS 132 Figure Drawing

**Credit Hours: 3 / Billing Hours: 4**

An intermediate level course in visual thinking, conceptual drawing, and studio practices exploring fundamental elements of drawing, visualization, and perception of the human figure, using a variety of drawing media and methods. Live models will be used. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in ARTS 131.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Students will need to purchase supplies/materials for this course, costing between \$135-\$160.

### ARTS 151 Color

**Credit Hours: 3 / Billing Hours: 4**

This is an introduction to additive and subtractive color theory and practice. Students explore how the color properties of hue, saturation, and value relate to design and examine color interactions, color relationships, and the physical and psychological effects of light and color. Digital and traditional color media are used. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 and ARTS 131.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course uses Photoshop CC on Macintosh computers. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Photoshop CC to complete their assignments.

## 2024-2025 Course Descriptions

### ARTS 153      Drawing II

**Credit Hours: 3 / Billing Hours: 4**

This is an intermediate level course in visual thinking, conceptual drawing, and perspective drawing. Students will use creative processes to express verbal and written concepts as visual information ideate through preparatory drawings and develop visualizations with a variety of media. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 and ARTS 131.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Students will need to purchase supplies/materials for this course, costing between \$135-\$160.

### ARTS 162      Type Communications

**Credit Hours: 3 / Billing Hours: 4**

An introduction to the utilization of type in a variety of visual communications with an emphasis on creativity and problem solving. Students will be introduced to the tools and techniques of manual and digital type formatting in professional type layout for print and web purposes. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Online, Hybrid, and ORT students are required to have semester-long access to Adobe Illustrator CC. Students have access to this software in the LCC TLC Computer Lab.

### ARTS 164      Digital Illustration

**Credit Hours: 3 / Billing Hours: 4**

A creative course applying/using vector-based illustration software. Students will draw by manipulation of algorithmically created arcs, lines, and curves to form shapes. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 and ARTS 131 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ARTS 162.
- Course Note: Online, Hybrid, and ORT students are required to have semester-long access to Adobe Illustrator CC.

## 2024-2025 Course Descriptions

### **ARTS 171     Adobe Photoshop**

**Credit Hours: 3 / Billing Hours: 4**

This course provides an introduction to computer manipulation of digital images using Adobe Photoshop through projects, learning activities, assessments, and exploration of resources.

(Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Adobe Photoshop CC software is used. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Photoshop CC to complete their assignments. Students have access to these in the LCC TLC Computer Lab.

### **ARTS 173     Web Design I**

**Credit Hours: 3 / Billing Hours: 4**

An introduction to the process and principles of web design. Students will utilize a combination of imaging software and code to develop visual mockups and functional layouts. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 171 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Online, Hybrid, and ORT students are required to have semester-long access to Adobe Dreamweaver CC to complete their assignments.

### **ARTS 175     Creative Design and Publishing**

**Credit Hours: 3 / Billing Hours: 4**

An introductory course concerned with creative design and layout. The focus is on using Adobe Creative Cloud and incorporating the Adobe Creative Suite for layout, prepress, and repurposing. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 102 and ARTS 162 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Online, Hybrid, and ORT students are required to have semester-long access to Adobe Creative Cloud. Face-to-face course uses Adobe Creative Cloud on Apple computers.

## 2024-2025 Course Descriptions

### **ARTS 179      Web Design II**

**Credit Hours: 3 / Billing Hours: 4**

This course builds on the fundamentals learned in Web Design I, exploring intermediate techniques and industry standards through projects, activities, and assessments. Topics include the web design workflow, user experience, and accessibility. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ARTS 173.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ARTS 183      Design History**

**Credit Hours: 3 / Billing Hours: 3**

An introductory course that examines the theory, practice, and development of modern and contemporary graphic design, typography, and imagery. The emphasis is on conceptual design and relevant styles and techniques used to achieve design, marketing and advertising goals. This course investigates how the various styles and techniques of the periods discussed reflect and affect design ideas, issues and social values. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ARTH 212 (formerly HUMS 212).
- Course Note: Online, Hybrid, and ORT students are required to have semester-long access to Adobe Illustrator or Photoshop CC.

### **ARTS 195      Employ/Busn Issues for Artists**

**Credit Hours: 1 / Billing Hours: 1**

An introduction to business, legal, and marketing issues relevant to visual artists. Students will be introduced to copyright, contracts and negotiation concerns, and basic record keeping. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **ARTS 200      Painting I**

**Credit Hours: 3 / Billing Hours: 4**

An introduction to oil and/or acrylic painting. The course examines the basic materials, tools, techniques, and modes of expression of painting. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Students purchase own art supplies and materials (approx. \$200).

### **ARTS 201      Painting II**

**Credit Hours: 3 / Billing Hours: 4**

A continuation of Painting I (ARTS200) emphasizing more advanced techniques and increasingly complex problems in painting. A variety of media, techniques, and approaches is explored. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 200.
- Placement Score: None.
- Course Note: Students purchase own art supplies and materials (approx. \$200).

### **ARTS 202      Design for Innovation**

**Credit Hours: 3 / Billing Hours: 4**

Students will explore Design Thinking methodology, focusing on human centered solutions through materials, language, and principles of design. Students will also examine the importance of ethnography, research, prototyping, and testing, and pursue sustainable design solutions for social consciousness. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ARTS 102 or concurrently.

### **ARTS 226      Storyboards & Animatics**

**Credit Hours: 3 / Billing Hours: 4**

Focuses on applying industry-standard storyboarding and animatic techniques. Topics include the purposes and formats of storyboards and the application of storyboarding techniques to the creation of storyboards with or without a written script. Completed storyboards will be digitized and edited using various software to produce an animatic. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 151.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **ARTS 229      Web Design III**

**Credit Hours: 3 / Billing Hours: 4**

An advanced course in interactive design and its application to online spaces. Students will focus on the conceptualization, structuring, and best practices of site design and development. Topics include digital campaigns and creative uses of web technology. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ARTS 179.
- Placement Score: Reading Level 5 and Writing Level 6.

### **ARTS 232      Comp Graphics/2D Animation**

**Credit Hours: 3 / Billing Hours: 4**

An introduction to 2D animation using computer software. Students will apply theory and principles of the medium to animated characters and infographics. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in ARTS 132 and ARTS 151 and ARTS 171.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course uses the Adobe Creative Suite on Macintosh computers. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Creative Suite.

### **ARTS 234      Comp Graphics/3D Animation I**

**Credit Hours: 3 / Billing Hours: 4**

Concepts and techniques of 3D computer animation. An introduction to the world of Digital Form, Space and Lighting. Topics covered in this course include the theories of 3-D space, surface modeling, rendering, lighting and key frame animation. Includes an overview of the history of 3D computer modeling, rendering and animation. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in ARTS 105 or ARTS 171.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: PHYS 120.

### **ARTS 235      Comp Graphics/3D Animation II**

**Credit Hours: 3 / Billing Hours: 4**

This course builds upon ARTS234. It continues the approach of increasing skills and artistic practice in all areas of 3D animation: concept, modeling, animation and rendering. Course also includes topics such as: texture mapping, particle systems, dynamic simulation and basic kinematic techniques. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 234.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **ARTS 240 Art for Elementary Teachers**

**Credit Hours: 3 / Billing Hours: 4**

Especially for elementary school teachers responsible for the student art experience. Emphasis on developing a greater art appreciation, awareness of art forms, and competency working with a variety of art media. Covers the creative and mental growth of children and their needs in an art situation. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: EDUC 201 and EDUC 220.
- Course Note: EDUC201 and EDUC220 are prerequisites for this course to transfer to Central Michigan University.

### **ARTS 251 Graphic Design Communications**

**Credit Hours: 3 / Billing Hours: 4**

A comprehensive overview of design communications and the role of the digital designer. Methods, computer software, and hardware issues will be covered with the focus on persuasive design communications. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in ARTS 175.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course uses the Adobe CC Suite on Apple computers. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Creative Suite.

### **ARTS 252 Graphic Design Publications**

**Credit Hours: 3 / Billing Hours: 4**

Publication design and the graphic artist's role in design and production of longer documents is the focus of this advanced collaborative course. The emphasis is on concept, typography and visual elements in a weekly, monthly or quarterly publication. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 251.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course uses the Adobe CC Suite on Apple computers. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Creative Suite.

### **ARTS 253 Graphic Design Branding**

**Credit Hours: 3 / Billing Hours: 4**

This advanced class focuses on branding of products and services for mass market advertising.



## 2024-2025 Course Descriptions

The course will focus on aspects relevant to a marketing campaign as well as on creating innovative concepts and developing an effective personal design style. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 251.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course uses the Adobe CC Suite on Apple computers. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Creative Suite.

### **ARTS 266 Figure Drawing II**

**Credit Hours: 3 / Billing Hours: 4**

This course further develops the skills in both observational and conceptual drawing introduced in ARTS 132, with an emphasis on the process of image-making. Students will explore topics such as treatments of subject and environment, single vs. multiple subjects, visualization of human anatomy, and digital drawing. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in ARTS 132.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).
- Recommended: Minimum 2.0 in ARTS 153.

### **ARTS 267 Adv Drawing Digital Sketchbook**

**Credit Hours: 3 / Billing Hours: 4**

This course further develops the skills in both observational and conceptual drawing introduced in ARTS 131, ARTS 132, and ARTS 153, with an emphasis on the process of image-making in digital tablet format. Students will explore topics such as imaginative treatments of subject and environment, serial imaging, materiality, and digital drawing. Some figure drawing may be included. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ARTS 131 and minimum 2.5 in (ARTS 132 or ARTS 153).
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ARTS 212.

## 2024-2025 Course Descriptions

### **ARTS 269     The Portfolio**

**Credit Hours: 2 / Billing Hours: 2**

Under advisor supervision, students will assemble their best work into a cohesive, relevant presentation for the purpose of securing career-oriented employment. Job search/market skills content, including creative resumes, letter-writing, and self-promotion will focus on matching individual presentations to specific career goals. ARTS269 is intended as the final program course. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is Required.
- Placement Score: None.
- Course Note: Fine Art and transfer students should see an Art, Design and Multimedia advisor before enrolling in ARTS 269. Please check with the Communication, Media and the Arts Department Office in GB 1222 for current department approval forms.

### **ARTS 281     Art Internship**

**Credit Hours: 3 / Billing Hours: 3**

Students will gain pre-career experience by working in a professional environment under the supervision of a professional artist/designer. Regularly scheduled progress reports will be given and discussed with supervising faculty member. A typical internship will average 160-210 hours in a semester. (Offered Fall, Spring, Summer)

- Prerequisite Courses: None. Department Approval is required.
- Placement Scores: None.

### **ASTR 201     Introductory Astronomy**

**Credit Hours: 4 / Billing Hours: 5**

A survey course of astronomy. Topics include the celestial sphere, apparent motions, and orbital mechanics; the nature of and interaction between matter and light, spectroscopy, and astronomical instrumentation; the Earth, the Moon, the Sun, the solar system and exoplanets; stellar characteristics and evolution, nucleosynthesis; and galaxies and cosmology. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 5 or (MATH 109 concurrently)].
- Course Note: It is recommended that students taking ASTR 201 have taken a High School Physics or Physical Science course.

## 2024-2025 Course Descriptions

### **AUTM 102 Automotive/Collision Safety**

**Credit Hours: 1 / Billing Hours: 1**

This course will introduce students to automotive industry standard practices for shop safety, tool safety, and personal safety. Students will be familiarized with shop policies and procedures including hazardous waste disposal, along with laws and regulations that affect automotive repair facilities. Students will learn how to use various types of lifting equipment. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [Minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$16 of the Course Fee is non-refundable.

### **AUTM 111 Automotive Electrical I**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in automotive electrical systems. Topics include electrical system theory and operation, diagnosis, and repair of automotive electrical/electronic circuits, electrical wiring, battery, and starting and charging systems. This course meets NATEF Master Automotive Service Technology (MAST) standards for electrical/electronic systems. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 102 or concurrently) or AUTM 101].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [Minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **AUTM 113 Automotive Electrical II**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in automotive electrical systems. Topics include electrical system theory and operation, diagnosis, and repair of automotive comfort and convenience accessories, instrumentation, and lighting circuits. This course meets NATEF Master Automotive Service Technology (MAST) standards for electrical/electronics systems. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 125 Manual Drive Train and Axles**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in manual drivetrains and axles. Topics include theory and operation, maintenance, diagnosis, disassembly, inspection, repair, and overhaul of manual transmissions/transaxles, clutch systems, differentials, four-wheel drive systems, and other driveline components. This course meets NATEF Master Automotive Service Technology (MAST) standards for manual transmissions. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 102 or concurrently) or AUTM 101].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **AUTM 126 Automatic Transmissions**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in automatic transmissions. Topics include transmission theory and operation, maintenance, diagnosis, disassembly, inspection, repair, and overhaul of modern electronic automatic transmissions/transaxles. This course meets NATEF Master Automotive Service Technology (MAST) standards for automatic transmissions. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 131 Automotive Engine Repair**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in automotive engine repair. Topics include theory and operation, maintenance, diagnosis, disassembly, inspection, repair, and overhaul of engines, cooling systems, lubrication systems, and in-vehicle and out-of-vehicle engine servicing. This course meets NATEF Master Automotive Service Technology (MAST) standards for engine repair. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **AUTM 141    Braking Systems and ABS**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in braking systems. Topics include theory and operation, maintenance, diagnosis, disassembly, inspection, and repair of disc and drum braking systems, anti-lock brake/traction control systems, and related brake components. This course meets NATEF Master Automotive Service Technology (MAST) standards for brakes. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 151    Suspension and Steering**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in suspension and steering. Topics include theory and operation, maintenance, diagnosis, disassembly, inspection, and repair of suspension and steering systems, wheel alignment, wheels and tires, and steering/suspension related components. This course meets NATEF Master Automotive Service Technology (MAST) standards for suspension and steering. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **AUTM 161 Auto Heating/Air Conditioning** **Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in heating and air conditioning. Topics include theory and operation, maintenance, diagnosis, inspection and repair of automobile heating, ventilation, and air conditioning systems; and recovery, recycling, and handling of refrigerants. This course meets NATEF Master Automotive Service Technology (MAST) standards for heating, ventilation, and air conditioning. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [(AUTM 111 or concurrently) or (HERT 125 or concurrently) or AUTM 110].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 180 Intro to Alternative Fuels** **Credit Hours: 2 / Billing Hours: 2**

Students will use various sources in the alternative fueled vehicle industry to learn what alternative fuels are available. Students will examine the need for alternative fuels including: Propane, Natural Gas, Ethanol and Biodiesel. Students will also learn about new technologies such as Electric Drive and Hydrogen fueled vehicles as well as Fuel Economy and Idle Reduction considerations. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **AUTM 185 Automotive Special Topics** **Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

The Automotive Special Topics series will feature topics related to the automotive industry. The lectures will allow participants to explore a wide variety of topics that will range from State of Michigan Recertification and Alternative Fuels to Advanced Drivability Diagnosis. Specific topics vary each semester; check the semester schedule book for topics to be offered. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section

## 2024-2025 Course Descriptions

### **AUTM 211 Automotive Electrical III**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in this subject area. Topics include theory and operation, diagnosis, and repair of comfort and convenience accessories, restraint systems, computer multiplexing, entertainment/navigation systems, and advanced electrical technologies. This course meets NATEF Master Automotive Service Technology (MAST) standards for electrical/electronics systems. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (AUTM 113 or concurrently)
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 270 Gas Eng Drivability Diagnosis**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in this subject area. Topics include theory and operation, maintenance, diagnosis, and repair of engine mechanical integrity, fuel delivery systems, powertrain computer systems, and air induction and exhaust systems. This course meets NATEF Master Automotive Service Technology (MAST) standards for engine performance. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [(AUTM 211 or concurrently) or AUTM 210].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.



## 2024-2025 Course Descriptions

### **AUTM 273 Lt. Diesel Drivability Diag.**

**Credit Hours: 4 / Billing Hours: 6**

This course covers engine management of a light duty diesel engine, including diagnosis and repair of electronic diesel fuel injection systems, air induction systems, particulate filter systems and oxidation catalyst systems. This course meets NATEF Automotive Service Technology (AST) and Master Automotive Service Technology (MAST) standards for light diesel engine control systems. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (AUTM 270 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

### **AUTM 275 Ignition/Emission Sys Diag.**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE and State of Michigan certification testing in ignition and emissions systems. Topics include theory and operation, maintenance, diagnosis, and repair of ignition and emission control systems and computer devices that cause emissions failures. This course meets NATEF Master Automotive Service Technology (MAST) standards for engine performance. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (AUTM 270 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. Books are included as part of the course fee. \$35 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **AUTM 280    Electric/Fuel Cell Technology**

**Credit Hours: 2 / Billing Hours: 2.5**

This course is designed to help prepare the student to enter the automotive repair and service industry in the area of alternative fuels and advanced technology vehicles. It is an intensive study of vehicle electric and fuel cell theory, application, installation, diagnosis, service and safety regulations. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [AUTM 180 and (AUTM 270 or concurrently)].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. See course syllabus for textbook information. \$40 of the Course Fee is non-refundable.

### **AUTM 282    Gaseous Fuels**

**Credit Hours: 3 / Billing Hours: 4**

This course is designed to help prepare the student to enter the auto repair and service industry in the area of alternative fuels and advanced technology vehicles. It is an intensive study of three gaseous fuels - natural gas, propane and hydrogen. Theory, application, installation, diagnosis and safety regulations will be covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [AUTM 180 and (AUTM 270 or concurrently)].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. See course syllabus for textbook information. \$40 of the Course Fee is non-refundable.

### **AUTM 284    Hybrid Systems & Maintenance**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces the student to the features of the Internal Combustion Engine (ICE) as they apply to the hybrid vehicle, hybrid drive systems (transaxles and gears), brake systems, HVAC systems, and cooling systems service. First responder, predictive maintenance procedures, hybrid trucks, and Belted Alternator System (BAS) are also examined. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (AUTM 180 and AUTM 270).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. See course syllabus for textbook information.

## 2024-2025 Course Descriptions

### **AUTM 286 High Voltage Battery Tech**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces the student to high voltage battery technology: electrical service safety precautions and personal protection, high voltage tools and equipment usage, battery energy management hardware systems, battery removal and installation, and battery rebuilding.

(Offered Spring)

- Prerequisite Course: Minimum 2.0 in (AUTM 180 and AUTM 270).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. See course syllabus for textbook information.

### **AUTM 288 High Voltage Management**

**Credit Hours: 4 / Billing Hours: 7**

This course introduces the student to AC induction electric machines, permanent magnet electric machines, power inverter systems, electric propulsion sensing systems, communication networks, predictive maintenance, and building an ATV. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (AUTM 286 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students need to bring their own safety glasses and dress in appropriate work clothes to start working in the lab on the first day of class. See course syllabus for textbook information.

### **AUTM 290 Automotive Internship**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

Students are able to earn credits while employed as an intermediate/advanced level technician in an auto mechanic shop or dealership. The program coordinator must approve the training station and working conditions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **AUTM 296 Automotive Independent Study Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

Special research projects and/or individual readings are used to apply personal and professional experience to the academic area of interest. A presentation or written report is required at the end of the project. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AUTM 298 Automotive Service Laboratory Credit Hours: 2 to 6 / Billing Hours: 4 to 9**

This laboratory course is designed to provide work experience and develop trade-entry skills in general and light-line repair. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 125 Aircraft Systems I Credit Hours: 2 / Billing Hours: 2.75**

The study of fuel management, transfer, defueling and fuel pump systems. The course covers the procedures used to inspect, check, service, troubleshoot and repair aircraft fuel systems and fuel system components. Course material emphasizes fluid quantity indicating, fluid pressure and warning systems. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 126 Aircraft Systems II Credit Hours: 6 / Billing Hours: 8.25**

This course covers the study, analysis and repair of aircraft landing gear and brake systems and their related warning systems. It also includes the study, inspection, servicing and repair of aircraft hydraulic and pneumatic systems and their related components. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **AVAF 127 Aircraft Systems III**

**Credit Hours: 3 / Billing Hours: 4**

This course covers the inspection, checking, troubleshooting, servicing and repair of aircraft heating, cooling, air-conditioning, pressurization, oxygen, ice and rain control, and fire protection systems. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 134 Aircraft Instruments**

**Credit Hours: 2 / Billing Hours: 2.75**

This course covers inspection, checking, servicing, troubleshooting, repair of electronic flight instrument systems, both mechanical and electrical speed, altitude, temperature, pressure and flow instrument systems. Also, special removal and installation techniques applicable to aircraft instruments are included. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 140 Aircraft Welding**

**Credit Hours: 2 / Billing Hours: 3**

Presents welding applications and methods used in repairs and inspection of aircraft structures in accordance with approved aviation maintenance techniques. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **AVAF 208 Aircraft Structures I**

**Credit Hours: 4 / Billing Hours: 5.5**

This course introduces the procedures for identification, inspection, testing and repairing of wood, fabric-covered and sheet metal aircraft. The installation and removal of conventional rivets, forming of aircraft sheet metal, installation of special rivets and fasteners, and an introduction to applying finishing materials will also be covered. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **AVAF 209     Aircraft Structures II**

**Credit Hours: 4 / Billing Hours: 5.75**

This course covers assembly and rigging of fixed wing and rotary wing aircraft control structures. It provides practical application in removal, installation and adjustment of flight controls by balancing, cable tension and motion studies. Aircraft inspection procedures to insure conformity with flight safety standards will be included. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 210     Aircraft Structures III**

**Credit Hours: 4 / Billing Hours: 6**

An advanced course covering inspection, repair, layout, bending and assembly of aircraft sheet metal. Inspection, testing and repair of fiberglass, plastics, honeycomb, composite and laminated structures are practiced. Installation and removal of special fasteners for bonded and composite structures and servicing of aircraft windows, doors and interior furnishings is included. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 211     Aircraft Electrical I**

**Credit Hours: 4 / Billing Hours: 5.75**

An intermediate aviation electrical course concentrating on theory, calculation and measurement of A.C. electrical systems. Includes reading and interpreting aircraft electrical circuit diagrams, including those with solid-state devices and logic functions. The installation, checking and servicing of airframe and engine wiring, controls, switches, indicators and protective devices are also covered. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAF 212     Aircraft Electrical II**

**Credit Hours: 4 / Billing Hours: 5.75**

Repair of airframe and engine electrical system components with an emphasis on the inspection, checking, servicing and repair of alternating and direct current systems. General troubleshooting techniques are practiced with special emphasis on A.C. and D.C. electrical systems. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **AVAF 246     Airframe Certification**

**Credit Hours: 1 / Billing Hours: 1.5**

Study of the Federal Aviation Regulations pertaining to national certification as a licensed airframe mechanic. Includes testing in all required areas of study as a prerequisite to receiving authorization to take the general and airframe national certification test administered by representatives of the Federal Aviation Administration. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVAU 100     Drone Flight Orient.-FAA Exam**

**Credit Hours: 2 / Billing Hours: 2.5**

This course covers the fundamentals of unmanned aircraft systems (UAS) pertaining to UAS regulations, National Airspace restrictions, weather effects, UAS performance, human factors, operational pre-flight activities and in-flight control, recordkeeping, and logbooks. This course will prepare the student for the Title 14 CFR Part 107 FAA written examination. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **AVAU 150     Drone Maintenance**

**Credit Hours: 2 / Billing Hours: 3**

This course will concentrate on the proper maintenance and repair of the components of unmanned aircraft systems (UAS). Students will learn operator maintenance, inspections, battery systems and maintenance, communication and instrumentation systems, rigging and assembly, and electrical troubleshooting. Students will gain the knowledge to identify technical problems associated with UAS. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in AVAU 100 or concurrent.
- Placement Score: Reading Level 5 and Math Level 4.

### **AVAU 200     Advanced Drone Flight-Capstone**

**Credit Hours: 2 / Billing Hours: 3**

This Capstone course provides an in-depth review of the UAS program content. Students will present examples of program-related tasks to faculty and peers. Students will demonstrate skills learned throughout the program, including in a variety of drone missions for potential future clients. Drone flight is included in class laboratory sessions. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in AVAU 100.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **AVEL 202      Flight Line Testing**

**Credit Hours: 3 / Billing Hours: 4**

This course is a practical study of the electronics systems found aboard modern aircraft, focusing on the flight line testing of such systems as VHF communications, VHF navigation, ADF, radar, and autopilots. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVGM 111      Aviation General I**

**Credit Hours: 4 / Billing Hours: 5**

This course is designed to develop the skills and knowledge required to weigh an aircraft and record the appropriate data. It involves mathematical and basic physics principles related to aviation, including aerodynamics, theory of flight, aircraft structural design and simple machines. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: Reading Level 3.

### **AVGM 112      Aviation General II**

**Credit Hours: 6 / Billing Hours: 8**

Introduces the Federal Aviation Regulations involving the mechanic's privileges, limitations and related aviation operations. Includes the selection and use of aviation publications, maintenance forms, records, reports, aircraft drawings, graphs and charts, symbols, blueprints and system schematics. Also focuses on aircraft ground operations and servicing of related aircraft systems. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: Reading Level 3.

### **AVGM 113      Aviation General III**

**Credit Hours: 4 / Billing Hours: 5**

This initial aviation electrical course offers instruction in basic electrical theory and its aviation application. It includes the calculation and measurement of voltage, current resistance, continuity and power; and the theory, inspection and servicing of aircraft lead-acid and ni-cad batteries; and the construction of a volt-ohm meter. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: Reading Level 3.



## 2024-2025 Course Descriptions

### **AVGM 114    Materials and Processes**

**Credit Hours: 5 / Billing Hours: 7**

This course covers identification and selection of the appropriate aviation hardware, hand tools, cleaning materials, fluid lines and nondestructive testing methods. Performance of nondestructive testing, precision measurements, aircraft cleaning and corrosion control, fabrication, installation and testing of fluid lines is included. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: Reading Level 3.

### **AVPP 241    Reciprocating Engine**

**Credit Hours: 8 / Billing Hours: 11.25**

Presents the theory and practices used in the removal, inspection, overhaul, service, repair and installation of reciprocating engines. This course also studies the inspection, service, repair and troubleshooting of reciprocating engine lubrication systems. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVPP 251    Reciprocating Engine Systems**

**Credit Hours: 2 / Billing Hours: 2.5**

This course covers the inspection, servicing, troubleshooting and repair of reciprocating engine cooling and exhaust systems. In addition, the inspection requirements necessary to meet established conformity and standards of airworthiness are studied; and reciprocating engine operations and adjustments are conducted using FAA and maintenance publication procedures. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **AVPP 253    Reciprocating Ignition Systems**

**Credit Hours: 5 / Billing Hours: 6.75**

This course covers the operation, analysis, inspection, service and repair of reciprocating engine ignition systems and components. This includes magnetos, ignition harnesses, spark plugs and starter systems. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.



## 2024-2025 Course Descriptions

### AVPP 263 Turbine Engine Systems

**Credit Hours: 2 / Billing Hours: 2.75**

This course is a detailed study of turbine-engine ignition, pneumatic and electric starters, exhaust and thrust reverser, fire detection and protection, fuel metering and electronic fuel control systems and components. Study also includes inspection, checking, servicing, repair and troubleshooting procedures. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### AVPP 265 Powerplant Instruments

**Credit Hours: 2 / Billing Hours: 2.5**

This course covers the inspection and repair of turbine and reciprocating engine instruments. Troubleshooting of mechanical/electrical fluid rate-of-flow, temperature, pressure, RPM and airflow indicators will be included. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### AVPP 267 Powerplant Certification

**Credit Hours: 1 / Billing Hours: 1.5**

Study of the Federal Aviation Regulations pertaining to national certification as a licensed powerplant mechanic. Includes testing in all required areas of study as a prerequisite to receiving authorization to take the powerplant national certification tests administered by representatives of the Federal Aviation Administration. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **BIOL 120 Environmental Science**

**Credit Hours: 4 / Billing Hours: 6**

Students will develop an ecological knowledge base to allow them to understand how human actions impact the environment. They will develop applied analytical skills through laboratories, fieldwork, simulations and a discussion of contemporary issues. They will investigate and evaluate basic ecological and environmental issues. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (NCAS 102 and ENGL 121 concurrently).
- Course Notes:
  - 1) The course fee for this course includes the price of the electronic textbook and web access from Cengage publishers. You do not need to purchase an additional textbook. If you want to purchase printed loose-leaf pages of the textbook, you may purchase them at a discount from Cengage once class has started.
  - 2) An online course also has some labs requiring students to physically tour a field lab facility or to do simple experiments at home.
  - 3) Not for Biology or Pre-Medical Studies Majors: Biol 120 is not on the Pre-Medical Studies or Biology degree pathways, which means it will not count toward your major and enrolling in this course may negatively impact your financial aid. Such majors may want to consider enrolling in Biol 127 instead of Biol 120. Please contact your academic advisor if you have any questions.

### **BIOL 121 Biol Foundation for Physiology**

**Credit Hours: 4 / Billing Hours: 6**

Topics include atomic structure, chemical bonding, biological molecules, metabolism, cell structure and function, harvesting energy, cell division, central dogma, and genetics. Designed for students preparing for health careers and veterinary nursing. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: CHEM 120 or High School Chemistry.
- Course Note: Not for Biology or Pre-Medical Studies Majors: Biol 121 is not on the Pre-Medical Studies or Biology degree pathways, which means it will not count toward your major and enrolling in this course may negatively impact your financial aid. Such majors may want to consider enrolling in Biol 127 instead of Biol 121. Please contact your academic advisor if you have any questions.

## 2024-2025 Course Descriptions

### **BIOL 125**      **Introductory Biology**

**Credit Hours: 4 / Billing Hours: 6**

This is an introductory biology course for non-science majors. Lecture and lab topics include cell theory, evolution, a survey of life, and basic plant and animal anatomy. Students will analyze scientific data and investigate current biological issues. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **BIOL 127**      **Cell Biology**

**Credit Hours: 4 / Billing Hours: 6**

This course includes the biochemistry of carbohydrates, lipids, proteins, respiration, and photosynthesis. Prokaryotic and eukaryotic cell structure and function, molecular genetics, regulation of gene expression, and biotechnology are explored. Laboratory stresses techniques of cell and molecular biology and molecular genetics. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Recommended: Minimum 2.0 in (CHEM 120 or CHEM 125) or (minimum 2.0 in CHEM 151 or concurrently).

### **BIOL 128**      **Organismal Biology**

**Credit Hours: 4 / Billing Hours: 6**

This course examines adaptations of organisms to changing environments. Major emphasis is on physiological adaptations, natural selection, and ecology. Lab topics include a survey of the kingdoms, behavior experiments, and field studies. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: Minimum 2.0 in BIOL 127.

## 2024-2025 Course Descriptions

### **BIOL 145      Intro Anatomy and Physiology**

**Credit Hours: 4 / Billing Hours: 6**

A lecture and laboratory course in anatomy and physiology focusing on structure and function of human body systems. Designed for allied health care and non-science majors. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **BIOL201      Human Anatomy**

**Credit Hours: 4 / Billing Hours: 6**

A lecture and laboratory study of the anatomy of the human body that includes the structures of the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems. Designed for students preparing for allied health professions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: Minimum 2.0 in (BIOL 121 or BIOL 127 or CHEM 120 or CHEM 151).
- Course Note: This course includes on-site proctored exam(s) for all online and/or hybrid sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **BIOL 202      Human Physiology**

**Credit Hours: 4 / Billing Hours: 5**

The physiology, regulation, biochemistry, and integration of various organ systems in the human body are presented. Emphasis is on normal function, but appropriate clinical aspects may be discussed. Laboratory topics complement the lecture. Designed for students preparing for health professions and other life sciences. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in BIOL 201 or concurrently and [Minimum 2.0 in MATH 109 or (MATH 119 or STAT 170 concurrently) or Math Level 5 noted below].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5 Course Note:
- Course Note: This course includes on-site proctored exam(s) for all online and/or hybrid sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **BIOL 203      Microbiology**

**Credit Hours: 3 / Billing Hours: 3**

An introduction to bacteria, viruses, and other microorganisms as they relate to human health. Emphasis on bacterial and viral structure, life cycles, and genetics; antimicrobial therapy; immunology and host defenses; epidemiology, treatment, and prevention of infectious human diseases. Designed for health career and other science students. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: Minimum 2.0 in (BIOL 121 or BIOL 127 or CHEM 120 or CHEM 151).
- Course Note: This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **BIOL 204      Microbiology Laboratory**

**Credit Hours: 1 / Billing Hours: 3**

Basic laboratory principles of microbiology for allied health students. Emphasis on microscopy, aseptic cultivation and enumeration of microorganisms, differential staining, assays of antimicrobial agents, and diagnostic laboratory techniques. Students will identify unknown bacterial species. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in BIOL 203 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 5 or minimum 2.0 in (MATH 109) or (MATH 119 or STAT 170) concurrently].

### **BIOL 210      Natural Resource Conservation**

**Credit Hours: 4 / Billing Hours: 6**

This course examines the renewable natural resources and the policies which govern their use in Michigan. Lecture topics include ecology, water, wildlife, forests, and soils. Laboratory investigations include measurement techniques, environmental problem solving and field studies. (Offered Fall).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

## 2024-2025 Course Descriptions

### **BIOL 260      Botany**

**Credit Hours: 4 / Billing Hours: 6**

An introduction to the study of plants that includes structure and function, development, and ecology. Emphasis will be placed on the diversity, adaptations, and life cycles of major plant groups. Laboratory will complement the basic concepts with emphasis on physiology, systematics, and species of value to medicine and agriculture. (Offered Fall).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6. Recommended: One semester of college-level biology.

### **BIOL 265      Zoology**

**Credit Hours: 4 / Billing Hours: 6**

Topics include principles of taxonomy; early animal development; the diversity of animal body plans; and protozoan biology. Course deals principally with taxonomy, early development, and comparative anatomy of members within the animal phyla and classes. Groups are surveyed in a phylogenetic approach. (Offered Spring).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: One semester of college-level biology.

### **BIOL 270      Human Genetics**

**Credit Hours: 3 / Billing Hours: 3**

Presents general principles of genetics with specific human application. Topics include Mendelian genetics, mitosis and meiosis, chromosome structure and aberrations, sex determination and x-linkage, molecular basis of inheritance, gene mutations, genetics of immune system, cancer genes, recombinant DNA technology, and genetic screening and counseling. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)]
- Recommended: One semester of college-level biology.
- Course Note: This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).



## 2024-2025 Course Descriptions

### **BIOL 275      Molecular Biology I**

**Credit Hours: 4 / Billing Hours: 6**

Principles and current trends of molecular biology and biochemistry of DNA/RNA structure, gene expression, function, and replication are explored. Laboratory training emphasizes reagents, culturing bacteria, isolating, purifying, manipulating, and analyzing DNA using modern techniques such as PCR, bioinformatics, and CRISPR. This is the first course in a two-course sequence. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in BIOL 127 and CHEM 151 and CHEM 161.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **BIOL 276      Molecular Biology II**

**Credit Hours: 4 / Billing Hours: 6**

Continuation of BIOL 275. Advanced lecture and laboratory topics in molecular biology and biochemistry in gene analysis, gene sequencing, and applications of molecular biotechnology. Laboratory activities include gene cloning and genome editing experiments, and molecular analysis of protein structure and function. This is the second course in a 2-course sequence. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in BIOL 275.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **BLDT 120      Structural Framing**

**Credit Hours: 4 / Billing Hours: 6**

This course covers the key concepts for furnishing and installing various components related to floors, walls, and roofs for new and existing residential and light commercial construction according to industry standards and code specifications. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **BLDT 130      Building Exterior Construction      Credit Hours: 4 / Billing Hours: 6**

This course covers the key concepts for furnishing and installing various exterior components such as roofing, siding, doors, and windows for new and existing residential and light commercial construction according to industry standards and code specifications. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: BLDT 120 or BLDT 121.

### **BLDT 140      Building Interior Construction      Credit Hours: 4 / Billing Hours: 6**

This course covers the key concepts for furnishing and installing various components related to floor finish, wall finish, ceilings, millwork, and interior doors for new and existing residential and light commercial construction according to industry standards and code specification. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (DCTM 102 or ELTE 102 or HVAC 102 or METS 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: (BLDT 120 or BLDT 121) and (BLDT 130 or BLDT 125).

### **BLDT 150      Intro Masonry/Concrete Const      Credit Hours: 4 / Billing Hours: 6**

This course introduces the basic properties and practices of concrete construction and masonry construction. Upon completion of this course, students will have the knowledge and skills necessary to take the ACI (American Concrete Institute) certification exam for Flatwork Technician. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **BLDT 160     Steel Framing**

**Credit Hours: 4 / Billing Hours: 6**

Students will learn commercial metal stud framing, step-by-step methods to master high-speed metal framing, and learn about new tools, materials and equipment. Students will be introduced to technical and practical experience with light gauge stud design and standards. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: BLDT 120 or BLDT 121 or concurrently.

### **BLDT 180     Builder Pre-Licensure Prep**

**Credit Hours: 4 / Billing Hours: 4**

This course will provide the student with the information needed to pass the Michigan Builder's License Examination as well as techniques for running a successful contracting business. It is approved by the State of Michigan and satisfies the 60-hour pre-license course requirement. The program is for anyone who is interested in becoming a licensed contractor in Michigan. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: This course fulfills the State of Michigan 60-hour requirement to apply for a Residential Builder or Maintenance & Alteration Contractor license. If you need more information, call 517-483-5338.

### **BLDT 285     Residential Bldg Internship**

**Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course offers students the opportunity to work for a residential builder in an actual job situation. The students can gain experience working with tools used in the industry and applying what they learned in the classroom and laboratory. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (BLDT 120 or BLDT 121). Departmental Approval is required.
- Placement Score: None.
- Recommended: Building Construction Majors.

## 2024-2025 Course Descriptions

### **BUSN 118 Introduction to Business**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to principles, problems, and practices related to the world of business. Topics covered include: business management and organization, marketing, finance, economics, supply chain management, and international business. Application of these topics will be done through critical thinking of weekly application assignments, quizzes, and online discussion questions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).
- Course Note: Some sections of BUSN 118 allow concurrent enrollment in ENGL 098 and NCAS 105. See an academic advisor for sections that allow concurrent enrollment with ENGL 098 and NCAS 105.

### **BUSN 150 Legal Issues: Start Small Busn**

**Credit Hours: 2 / Billing Hours: 2**

This course will introduce, but not limited to, the legal aspects of starting and operating a small business. Topics will include selecting the appropriate legal structure for setting up a business, complying with employment law, protecting intellectual property, avoiding legal disputes, and other legal aspects of purchasing and operating a business. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **BUSN 201 International Business**

**Credit Hours: 3 / Billing Hours: 3**

Students will analyze the conditions in multiple countries and develop and evaluate present and future SWOT analysis for international business activities. Students will also analyze the relationship between international businesses and institutions and the political, economic, legal, financial management, human resource, and social policies of countries to develop strategies for successful decision-making. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: BUSN 118.

## 2024-2025 Course Descriptions

### **BUSN 250    Personal Finance**

**Credit Hours: 3 / Billing Hours: 3**

Provides a broad survey of topics including budgeting, buying and leasing a car, renting, buying or selling a home, credit requirements, time value of money, insurance, and other personal financial planning topics. Not intended to be a financial planning course, but students will need basic knowledge of financial areas. A capstone group project will be used to apply the materials covered in this course. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 5.

### **BUSN 251    Understanding Investments**

**Credit Hours: 3 / Billing Hours: 3**

Study of securities markets which will include an introduction to various types of investments such as mutual funds, real estate, money markets, stocks, bonds, and IRAs. Practice will be conducted to develop an understanding of terminology and application of concepts. Time Value of Money and some of the more prevalent theories, concepts, and skills of investing will be covered to aid in developing strategies for making sound investment decisions. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and [Math Level 5 or minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **BUSN 260    Starting a Business**

**Credit Hours: 4 / Billing Hours: 4**

This course will introduce students to the world of entrepreneurs and their role in small business. There will be an emphasis on building a "business" which will include the elements of entrepreneurship, management, marketing, and finance. The Internet will be used as a resource and many real-life cases will be studied. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.

## 2024-2025 Course Descriptions

### **BUSN 285 Business Admin Internship Credit Hours: 2 to 5 / Billing Hours: 2 to 5**

The Business Admin Internship is an opportunity for students to work with Lansing area businesses as a team member to explore various careers within the industry. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in BUSN 118.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CHDV 100 Foundations Early Childhood Ed Credit Hours: 3 / Billing Hours: 3**

In this course students are introduced to the field of early childhood education. Students will explore the basic principles and practices of teaching young children. Topics include professionalism, creating effective learning environments, influences on children's learning, observation and assessment, and how children learn through play. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Recommended: Child Development and Early Education Major.
- Course Note: To complete an Associate Degree or Certificate in Child Development and Early Education in the shortest possible time, students must enroll in CHDV 100 and CHDV 111 in their first semester.

### **CHDV 101 Child Growth/Develop: 0-12 Yrs Credit Hours: 4 / Billing Hours: 4**

This course examines the growth and development patterns of children through age twelve in physical, social, emotional, cognitive and language development. This includes the influences of environmental factors which impact development. Students acquire skills in observing and recording child behavior. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.

## 2024-2025 Course Descriptions

### CHDV 111 Child Guidance/Communication Credit Hours: 4 / Billing Hours: 4

This course includes field experience. Students learn interaction skills and environmental structures that foster social and emotional growth in children in early childhood education. Topics include positive guidance and discipline, effective communication with children, problem solving, and social skill development. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in CHDV 100 or concurrently.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Course Note:
  - All students must register for 4 hours/week at an approved (by CHDV program) weekday daytime field experience site by [emailing](mailto:jordanh@star.lcc.edu) (jordanh@star.lcc.edu).
  - Students must pass an [ICHAT](#) criminal background check and a State of Michigan Central Registry Clearance prior to beginning field experience.
  - Students may be required to submit proof of vaccinations, including COVID, prior to beginning field experience.
  - Students who have not submitted required documentation by the 2nd week of the semester may be dropped from the course.
  - In addition to regular class time, students are required to complete training online required for field experience. Information will be distributed via the course management site.
  - To complete an Associate Degree or Certificate in Child Development and Early Education in the shortest possible time, students must enroll in CHDV 100 and CHDV 111 in their first semester.

## 2024-2025 Course Descriptions

### CHDV 122 Creativity and Play

**Credit Hours: 1 / Billing Hours: 1**

This course examines curriculum and activities which enhance the creative development of children in early childhood education. Students will explore the role of play and hands-on experiences in the development of creativity. Specific information on activities in the areas of art, music, movement, and dramatic play are shared. Information on physical and sensory development is also included. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### CHDV 123 Literacy and Play

**Credit Hours: 1 / Billing Hours: 1**

This course examines language and literacy development for children birth through age 5. Focus is on planning and supporting language development, emergent reading, and emergent writing through a play-based, developmentally appropriate curriculum. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### CHDV 124 Young Investigators: Math/Sci

**Credit Hours: 1 / Billing Hours: 1**

This course focuses on cognitive development in early childhood, highlighting problem-solving skills, math and science experiences, and explorations of the natural world. Through hands-on activities, students will investigate developmentally appropriate experiences for children in early childhood. Appropriate questioning techniques, environments, and ways to integrate exploration and problem-solving into daily routines and other aspects of the curriculum are explored. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: Experience in Early Childhood Education and Care.



## 2024-2025 Course Descriptions

### **CHDV 129 Caring for Youngest Learners**

**Credit Hours: 2 / Billing Hours: 2**

This course explores developmentally appropriate infant and toddler caregiving practices that support and nurture development and learning for children under the age of three. It is designed as an introductory course for those who care for and work with infants and toddlers. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **CHDV 132 Leadership Early Childhood Ed**

**Credit Hours: 2 / Billing Hours: 2**

This course introduces students to effective leadership skills in early childhood education. Topics include leadership styles, communication skills, conflict resolution, interpersonal skills, and team-building in the workplace. Students will engage in self-reflection as they explore ethics, equity, and social justice in early childhood education. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **CHDV 135 Inclusion for Every Learner**

**Credit Hours: 3 / Billing Hours: 3**

This course explores inclusive educational practices in early childhood settings serving children from birth to age 8. It includes benefits of inclusion, strategies for supporting diverse learners, partnering with families and other professionals, and advocating for inclusive practices. Focus is on including and promoting learning for children with disabilities and delays. (Offered Fall, Spring).

- Prerequisite Course: Minimum 2.5 in CHDV 101.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### CHDV 215 Infant Toddler Program Dev

Credit Hours: 4 / Billing Hours: 4

This course includes field experience. Students will explore the social-emotional and physical environments needed for quality early education and care for infants and toddlers. Focus includes developing positive interactions, building relationships, developmentally appropriate activities and materials, managing routines, and observation skills. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in [CHDV 100 and CHDV 101 and (CHDV 111 within 5 years)].
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - All students must register for 4 hours/week at an approved (by CHDV program) weekday daytime field experience site by [emailing](mailto:jordanh@star.lcc.edu) (jordanh@star.lcc.edu).
  - Students must pass an [ICHAT](#) criminal background check and a State of Michigan Central Registry Clearance prior to beginning field experience.
  - Students may be required to submit proof of vaccinations, including COVID, prior to beginning field experience.
  - Students who have not submitted required documentation by the 2nd week of the semester may be dropped from the course.
  - In addition to regular class time, students are required to complete training online required for field experience. Information will be distributed via the course management site.

## 2024-2025 Course Descriptions

### **CHDV 220    Preschool Curriculum Approach                      Credit Hours: 4 / Billing Hours: 4**

This course, with fieldwork, explores developmentally appropriate curriculum in various content areas in preschool-age early education settings. Students explore play-based learning and curriculum development that support children's individual growth and development. Other topics include learning environments and materials; observation, documentation and assessment; and planning and evaluating learning experiences. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in [CHDV 100 and CHDV 101 and (CHDV 111 within 5 years)].
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - All students must register for 4 hours/week at an approved (by CHDV program) weekday daytime field experience site by [emailing](mailto:jordanh@star.lcc.edu) (jordanh@star.lcc.edu).
  - Students must pass an [ICHAT](#) criminal background check and a State of Michigan Central Registry Clearance prior to beginning field experience.
  - Students may be required to submit proof of vaccinations, including COVID, prior to beginning field experience.
  - Students who have not submitted required documentation by the 2nd week of the semester may be dropped from the course.
  - In addition to regular class time, students may be required to complete training online required for field experience. Information will be distributed via the course management site.

### **CHDV 222    Caring for School-Age Children                      Credit Hours: 2 / Billing Hours: 2**

This course examines developmentally appropriate programming for school-aged children in after-school, school-age, or before and after care settings. Course topics include professionalism, development and learning needs of the school-age child, environment and program structure, individual and group management, and planning appropriate learning experiences. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CHDV 230**    **Early Childhood Program Admin**                      **Credit Hours: 3 / Billing Hours: 3**

This course examines the administrative and leadership role of managing an early childhood education program, including state licensed child care homes, group homes and centers. The focus is on identifying effective leadership and management strategies, policies, and procedures required for the operation of a quality early childhood education program. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in CHDV 111.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CHDV 284**    **Early Childhood Practicum**                                      **Credit Hours: 5 / Billing Hours: 5**

This course includes field experience. Students will plan and implement developmentally appropriate learning experiences to support each and every child in an early childhood setting. An emphasis is placed on the development of professional skills for working with colleagues, children, and families. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in [CHDV 215 (previously CHDV 221) and CHDV 220] and [CHDV 225 (previously CHDV 112) or concurrently].
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - All students must register for 8 hours/week at an approved (by CHDV program) weekday daytime fieldwork site by [emailing](mailto:jordanh@star.lcc.edu) (jordanh@star.lcc.edu).
  - Students must pass an [ICHAT](#) criminal background check and a State of Michigan Central Registry Clearance prior to beginning fieldwork.
  - Students must submit proof of COVID vaccination and a TB Test prior to beginning field experience.
  - Students who have not submitted proof of a completed ICHAT, Central Registry Clearance, negative TB Test, and COVID vaccination by the 2nd week of the semester may be dropped from the course.
  - In addition to regular class time, students may be required to complete training online required for field experience. Information will be distributed via the course management site.

## 2024-2025 Course Descriptions

### **CHDV 297 Child Dev Directed/Indep Study Credit Hours: 0.25 to 4 / Billing Hours: 0.25 to 4**

This course includes special research, directed study, or service-learning projects in child development. It requires at least 16 hours of independent work for each credit. A learning contract specifying objectives, activities, and outcomes is required. (Offered As Needed)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.

### **CHEM 120 Gen Organic & Biological Chem Credit Hours: 4 / Billing Hours: 4**

Introduces topics in general, organic, and biological chemistry that are used in health-related occupations. Included are scientific measurement, atomic structure and bonding, chemical equations and stoichiometry, solutions, acids, bases, buffers, gas behavior, nuclear radiation, organic functional groups, and the biologically important compounds: carbohydrates, lipids, and proteins. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **CHEM 125 Basic Chemistry Credit Hours: 4 / Billing Hours: 4**

Intended for students who have not had high school chemistry or who require a refresher course. Measurement, problem solving, chemical formulas, states of matter, chemical equations, stoichiometry, atomic structure, chemical bonding, gas laws, solutions, and acids and bases are emphasized. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and (Math Level 5 or concurrent enrollment in MATH 109).

## 2024-2025 Course Descriptions

### **CHEM 130    Biochemistry**

**Credit Hours: 4 / Billing Hours: 4**

This course is designed to provide an understanding of the chemistry of life processes. Topics include organic functional groups, enzymes, carbohydrates, lipids, proteins, metabolic pathways, nucleic acids, biochemical genetics, blood and respiratory chemistry, urine, electrolytes, acid-base balance, and hormones. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CHEM 120 or CHEM 125 or CHEM 151.
- Placement Score: Reading Level 5 and Writing Level 6 and (Math Level 4 or minimum 2.0 in [MATH 105 or MATH 106] or P in [NCMA 106 or NCMA 110]).

### **CHEM 135    Chemistry in Society**

**Credit Hours: 4 / Billing Hours: 5**

A general education course which presents chemistry to non-science majors who must function and make decisions in a society shaped by science and technology. Chemistry knowledge is introduced and applied on a need-to-know basis with respect to issues in society that have significant chemistry components. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **CHEM 151    General Chemistry Lecture I**

**Credit Hours: 4 / Billing Hours: 4**

The first of two semester courses designed to provide an in-depth introduction to general chemistry for students who plan careers in the health professions, physical sciences, biological sciences, or engineering. Topics discussed include measurement, chemical formulas and equations, states of matter, aqueous solutions and reactions, stoichiometry, thermochemistry, atomic structure, bonding, chemical equilibrium, and acids and bases. (Offered Fall, Spring, Summer).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 6 or (MATH 109 concurrently or MATH 120 concurrently)].
- Recommended: Minimum 2.0 in CHEM 125 or High School Chemistry and CHEM 161 concurrently
- Course Note: This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **CHEM 152    General Chemistry Lecture II**

**Credit Hours: 3 / Billing Hours: 3**

The second of two semester courses designed to provide an in-depth introduction to general chemistry for students who plan careers in the health professions, sciences, or engineering. Topics include aqueous equilibria, kinetics, nuclear chemistry, oxidation-reduction, transition metals, coordination chemistry, thermodynamics, electrochemistry, and molecular orbitals. (Offered Fall, Spring, Summer)

- Prerequisite Course: Reading Level 5 and Writing Level 6 and (Minimum 2.0 in CHEM 151 and [Math Level 7 or minimum 2.0 in MATH 126 or concurrently]) or (Minimum 3.5 in CHEM 151 and [Math Level 7 or minimum 2.0 in Math 120 or concurrently]).
- Course Note:
  - 1). A scientific calculator capable of scientific notation and log functions is required for this course.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **CHEM 161    General Chemistry Lab I**

**Credit Hours: 1 / Billing Hours: 3**

Laboratory course designed to complement CHEM151. Stresses basic laboratory techniques, writing lab reports, and critical thinking exercises. Topics include density determination, thin layer chromatography, distillation, synthesis, empirical formulas, calorimetry, molecular geometry, gas laws, chemical equilibrium, pH, and water hardness. (Offered Fall, Spring, Summer).

- Prerequisite Course: Minimum 2.0 in CHEM 151 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 6 or (MATH 109 or MATH 112) or concurrently].

## 2024-2025 Course Descriptions

### **CHEM 162    General Chemistry Lab II**

**Credit Hours: 1 / Billing Hours: 3**

Laboratory course designed to complement CHEM152. CHEM162 is the second semester general chemistry laboratory course. Stresses laboratory techniques and analyzing and reporting laboratory data. Topics include inorganic synthesis, chemical analysis, acid-base and solubility equilibria, oxidation-reduction reactions, and chemical kinetics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in [CHEM 152 (or concurrently) and CHEM 161] and [(MATH 121 or MATH 126) or concurrently or Math Level 7 as noted below].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 7.

### **CHEM 182    Introductory Organic Chemistry**

**Credit Hours: 3 / Billing Hours: 3**

A survey of the principles of organic chemistry. Introduces the student to structure, nomenclature, chemical and physical properties, selected characteristics, preparations and reactions of the most common classes of organic compounds. Other topics include polymers, optical isomerism, and selected reaction mechanisms. (Offered Fall, Spring, Summer).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Minimum 2.0 in CHEM 151.

### **CHEM 192    Intro Organic Chem Lab**

**Credit Hours: 1 / Billing Hours: 3**

Designed for students in majors such as chemical processing, packaging, agriculture, and forestry who require only one credit of organic lab. It gives students an introduction to common techniques, equipment, and chemicals found in an organic laboratory. Particular attention is given to compounds studied in CHEM182. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CHEM 182 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: CHEM 151.



## 2024-2025 Course Descriptions

### **CHEM 251    Organic Chemistry Lecture I**

**Credit Hours: 4 / Billing Hours: 4**

CHEM 251 is the first lecture course of a two-semester sequence in organic chemistry for chemical engineering, chemical technology, chemistry, or pre-professional majors. Topics include structure and bonding, hybridization, nomenclature, stereochemistry, thermodynamics and kinetics of organic reactions, functional groups including reactions and mechanisms, and applications of infrared spectroscopy and nuclear magnetic resonance. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CHEM 151.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Minimum 2.0 in CHEM 152.

### **CHEM 252    Organic Chemistry Lecture II**

**Credit Hours: 4 / Billing Hours: 4**

Continuation of CHEM 251. Topics include conjugated dienes, aromatic compounds, ethers, epoxides, aldehydes and ketones, carboxylic acids and their derivatives, amines, enolates, carbohydrates, and amino acids. In addition, applications of nuclear magnetic resonance, mass spectrometry, and infrared spectroscopy will be explored. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CHEM 251.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CHEM 262    Quantitative Analysis**

**Credit Hours: 3 / Billing Hours: 6**

This course covers the theory and procedures of classical analytical techniques, including gravimetric analysis and titrimetric methods. Use of instruments such as spectrophotometers, pH meters, and others is also included. Designed for laboratory technician preparation, chemistry majors, or transfer students. (Offered Fall).

- Prerequisite Course: Minimum 2.0 in (CHEM 152 and CHEM 162).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 7.

## 2024-2025 Course Descriptions

### **CHEM 272    Organic Chemistry Laboratory**

**Credit Hours: 2 / Billing Hours: 6**

Designed for students (in majors such as chemistry, pre-med, and pre-pharmacy) who require more than one credit of organic lab. It gives students experience with the chemicals, techniques, and equipment commonly employed in organic laboratories. Particular attention is given to compounds studied in CHEM251 and 252. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CHEM 251.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: CHEM 252 concurrently.

### **CHSE 100    Intro to Health Professions**

**Credit Hours: 3 / Billing Hours: 3**

This course is an overview of healthcare careers. It explores the business of healthcare, safety, and healthcare costs. It includes the introduction to concepts of leadership and management, patient teaching, communications, time management, critical thinking, and career pathways. It includes learning drug dose calculations and medical terminology. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Course Note: In addition to regular class time, students are required to complete Bloodborne Pathogens and HIPAA training online. Information will be distributed via the course D2L site.

## 2024-2025 Course Descriptions

### **CHSE 108      Long-Term Care Nurse Aide      Credit Hours: 4 / Billing Hours: 6.5**

This course will prepare an individual to be a nurse aide in a long-term care facility or home health care agency. This state-approved course will provide specific knowledge and skills required for a nurse aide to safely function in a long-term care setting. Upon successful completion, the student is eligible to take the Certified Nurse Assistant (CNA) Exam. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note:
  - This course provides training for CNA testing, nursing home, and Home Health Aide.
- Required for clinical:
  - Completion of Bloodborne Pathogens online training; information given first day of class.
  - Negative 2-step TB (tuberculosis) tests within the last year.
  - Students must pass an [ICHAT](#) criminal background check (credit card required), results to be submitted on first day of course.
  - Proof of required immunizations.
  - Students MUST meet physical requirements for the duration of course as specified in course syllabus.
  - Students will be charged a \$20 fee for ACEMAPP required documentation/testing.

## 2024-2025 Course Descriptions

### **CHSE 109**      **LTC to AC Nurse Assistant/PCT**      **Credit Hours: 3 / Billing Hours: 4.75**

This course will prepare individuals for employment as a nurse aide/patient care technician (PCT) in hospital and rehabilitation settings who have previously completed a long-term care nurse aide training. This course will build on long-term care knowledge and skills, adding acute care and rehabilitation knowledge and skills required to deliver quality and safe basic patient care. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in CHSE 108 within 1 year or (current CNA Certification and Department Approval).
- Placement Score: Reading Level 5 and Writing Level 4
- Corequisite Course: NCHE 102.
- Course Note:
  - Students who have previously completed a long-term care nurse aide training may arrange for additional acute care training to prepare for employment as a nurse aide/patient care technician (PCT) in hospital and rehabilitation settings. Contact Sue Schneider or Mary Pacitto at 517-483-1410 for more information.
- Required:
  - Completion of Bloodborne Pathogens and HIPAA online training; information given first day of class.
  - Negative 2-step TB (tuberculosis) tests within the last year.
  - Students must pass an [ICHAT](#) criminal background check prior to the beginning of clinicals; information given at first class session.
  - Students must meet physical requirements for the duration of course as specified in the course syllabus.
  - Students will be charged a \$20 fee for ACEMAPP required documentation/testing.

### **CHSE 114**      **Pathophysiology-Allied Health**      **Credit Hours: 3 / Billing Hours: 3**

General principles of pathophysiology are discussed in order to develop a new way of thinking about disease processes. Concepts of specific disease processes and their effect on normal structure and function of the body are presented. Disease prevention concepts are also discussed. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in [BIOL 145 or (BIOL 201 and BIOL 202)].
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CHSE 117 Health Law and Ethics**

**Credit Hours: 2 / Billing Hours: 2**

This course presents for discussion, legal and ethical issues arising from the organization and delivery of health care services. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CHSE 119 Community Health Career Topics Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new community health career skills and knowledge. Specific up-to-date content will vary with each seminar and will be related to the community health careers. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

### **CHSE 120 Medical Terminology**

**Credit Hours: 4 / Billing Hours: 4**

Medical Terminology provides an in-depth knowledge of word building, use, pronunciations, spelling, term building, and the application of medical terms in relation to function, structure, and specific disease conditions. Emphasis is placed on medical terms from periodicals, textbooks, and medical care areas. This is a health careers foundational course. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CHSE 123 Medical Ins Billing/Coding I**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces insurance billing and diagnostic and procedure coding using the International Classification of Diseases (ICD-10-CM), Current Procedural Terminology (CPT), and National Healthcare Common Procedures Coding System (HCPCS) coding systems. The course also introduces the legal and compliance issues and their relationship to insurances. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in CHSE 120 or concurrently. Computer, keyboarding, and internet skills and experience required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: CHSE 131.

## 2024-2025 Course Descriptions

### **CHSE 124      Medical Ins Billing/Coding II**

**Credit Hours: 4 / Billing Hours: 4**

The course provides comprehensive billing directions for BCBS (Blue Cross Blue Shield), Medicare, Medicaid, commercial insurances including HMOs, managed care, and worker's compensation. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in [(CHSE 120 and CHSE 123) and (CHSE 131 or concurrently)].
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: CHSE 125 and CHSE 127.

### **CHSE 125      Comp-Med Ins Billing/Coding**

**Credit Hours: 2 / Billing Hours: 2**

This course, in combination with CHSE 124, introduces students to software used in medical office billing and coding. Students learn to record charges/payments/information; schedule appointments; ICD-10-CM (International Classification of Diseases, Tenth Revision, Clinical Modification), and CPT (Current Procedure Terminology) coding; produce claim forms and patient statements; and build office databases. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in [(CHSE 120 and CHSE 123) and (CHSE 124 or concurrently)].
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: CHSE 124 and CHSE 127.

### **CHSE 127      Medical Ins Billing/Coding III**

**Credit Hours: 3 / Billing Hours: 3**

The focus of this course is coding and billing for inpatient and outpatient hospital-based services. Students will be introduced to the ICD-10-CM, ICD-10-PCS, CPT, and HCPCS diagnostic and procedure codes. DRGs and their impact are discussed, as are recording charges using the UB-04 and CMS 1500 claim forms. Students will post payments, review and resubmit claims, and perform account receivable follow-up and collections. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in [CHSE 120 and CHSE 123 and (CHSE 124 or concurrently) and (CHSE 125 or concurrently)].
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: CHSE 124 and CHSE 125.

## 2024-2025 Course Descriptions

### CHSE 130 Medical Ins Bill/Code Extern

**Credit Hours: 3 / Billing Hours: 3**

This course provides students with worksite experience and training that is both physician office and hospital based. This experience will reinforce skills learned in CHSE 123, 124, 125, and 127, and prepare students for an entry-level position in the medical billing and coding field. Students are required to attend lectures which will include discussion of professional workplace skills, resume writing, and interviewing skills. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.5 in (CHSE 120 and CHSE 123 and CHSE 124 and CHSE 125 and CHSE 127 and CHSE 131). Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note:
  - Minimum age of 18 required to enroll in this course.
  - Completion of Bloodborne Pathogens and HIPAA Training online; information given at orientation.
  - Negative 2-step TB (tuberculosis) skin test within the last year.
  - Students must pass an [ICHAT](#) criminal background check (credit card required) prior to worksite placement; information given at orientation.
  - Students will be charged a \$20 fee for ACEMAPP required documentation/testing.
  - Contact the CHSE Externship Coordinator at 517-483-1410 to obtain program approval to enroll in this course.

### CHSE 131 Electronic Hlth Records Intro

**Credit Hours: 2 / Billing Hours: 2**

This course introduces students to the Electronic Health Record (EHR) and its impact on health career-related job responsibilities. Through hands-on experience, students gain an awareness of how EHRs are used in different healthcare settings and how they change the nature of the work performed by individuals throughout the health care field. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in CHSE 120 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: CHSE 123. Course Note: Non-Medical Insurance Billing and Coding students interested in this course may contact the Health and Human Services Division Office at 517-483-1410 to request approval to enroll without enrolling in CHSE 123.

## 2024-2025 Course Descriptions

### CHSE 136 EKG Technician

**Credit Hours: 3.5 / Billing Hours: 4**

This course teaches the theory and skills to perform process and explain electrocardiography and holter monitoring. Anatomy, physiology, pathology, and basic cardiac rhythm recognition is presented. Hands-on instruction and practice are included. Successful students may become certified through the American Certification Agency for Healthcare Professionals and/or the Cardiovascular Credentialing Institute. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in CHSE 120 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: Reading Level 5 and Writing Level 4.
- Course Note:
  - Required completion of Bloodborne Pathogens & HIPAA Training online; information given at first class session.
  - \$44 of the course fee is for medical supplies and is non-refundable.
  - Students will be charged a \$20 fee for ACEMAPP required documentation/testing.

### CHSE 139 Community Health Career Topics Credit Hours: 0.25 to 8 / Billing Hours: 0 to 8

This course offers students the opportunity to learn new community health career skills and knowledge. Specific up-to-date content will vary with each seminar and will be related to the community health careers. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.



## 2024-2025 Course Descriptions

### CHSE 143      Phlebotomy Technician

**Credit Hours: 2 / Billing Hours: 3**

This course is designed to prepare a person to function as a phlebotomy technician. It will provide the knowledge and skill necessary to safely and skillfully ensure patient identification, obtain a blood sample from a patient, and properly handle specimens after collection. The course includes lecture and campus laboratory. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Course Note: Required:
  - Completion of Bloodborne Pathogens Training online; information will be distributed via the course D2L site and/or in class.
  - Students will be charged a \$50 fee for ACEMAPP required documentation/testing.
  - The ACEMAPP fee covers both CHSE 143 and CHSE 144 if taken within the same calendar year.

## 2024-2025 Course Descriptions

### CHSE 144 Phlebotomy Externship

**Credit Hours: 4 / Billing Hours: 4**

This course is designed to enable the student to apply procedures learned in CHSE 143, Phlebotomy Technician, to a clinical laboratory setting. While at the worksite (clinical laboratory), students will be under the supervision of a preceptor. The course includes required lectures which cover professionalism, resume writing, and interviewing skills; a practical review of techniques; and worksite experience. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in CHSE 143 within 1 year. Program Approval required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Students will be charged a \$50 fee for ACEMAPP required documentation.
- Required:
  - Minimum age of 18 required to enroll in this course.
  - Completion of Bloodborne Pathogens and HIPAA training online; information given at orientation.
  - Negative 2-step TB (tuberculosis) skin test within the last year.
  - Students must pass an [ICHAT](#) criminal background check prior to worksite placement; information given at orientation.
  - Additional arranged hours are required for online discussion board.
  - Contact the CHSE Externship Coordinator at 517-483-1410 to obtain program approval to enroll in this course.

### CHSE 150 CHSE Directed/Indep Study **Credit Hours: 0.25 to 4 / Billing Hours: 0.25 to 7**

This course is designed to update, enhance, or remediate knowledge, skills, and competencies for the returning Community Health Services Education student through evaluation of previous learning, self-study, lecture/lab sessions, and/or scheduling into a supervised clinical component. A learning contract specifying objectives, activities and outcomes is required. (Offered As Needed)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### CHSE 151 Patient Care Technician

**Credit Hours: 6 / Billing Hours: 9.25**

This course prepares the Certified Nurse Assistant (CNA) to be a Patient Care Technician (PCT) in a hospital or other acute care setting, adding to a student's previous training in a long-term care setting. Specific knowledge, skills, and training required to deliver safe basic patient care are covered (i.e., personal needs, phlebotomy, EKG). Successful completion of this course provides eligibility to take the National Certified Patient Care Technician (NCPCT) exam. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in (CHSE 108 within one year) or (current CNA Certification and Program Approval).
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Corequisite Course: NCHE 102.
- Course Note: Provides training for national PCT certification and hospital. Students will be charged a \$50 fee for ACEMAPP required documentation.
- Required:
  - Minimum age of 18 required to enroll in this course.
  - Completion of Bloodborne Pathogens, HIPAA & Sparrow online training; information given first day of class.
  - Negative 2-step TB (tuberculosis) tests within the last year.
  - Students must pass an [ICHAT](#) criminal background check (credit card required). Results of ICHAT to be submitted on first day of course.
  - Proof of required immunizations.
  - Students must meet physical requirements for the duration of course as specified in course syllabus.

### CHSE 235 Pharmacy Technician

**Credit Hours: 4 / Billing Hours: 4**

This course is designed to introduce students to the skills necessary for a pharmacy technician position in a hospital or retail pharmacy. Students will be prepared to function with knowledge and accuracy in dispensing and control of drugs in either setting. Successful completion prepares students for the technical portion of the Pharmacy Technician Certification Board National Certification Exam. Review of certification and exam requirements, along with additional prerequisites, will be needed prior to taking the exam. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Course Note: Minimum age of 18 required to enroll in this course.

## 2024-2025 Course Descriptions

### CHSE 236      Pharmacy Technician Externship      Credit Hours: 3 / Billing Hours: 3

This externship experience introduces the student to the skills necessary to perform the function of a pharmacy technician relative to prescription review, an introduction to prescription software, label preparation, and product selection during a hands-on activity in a live pharmacy environment. Students will be under preceptor supervision while at a hospital or community pharmacy. Students are required to attend lectures which cover professionalism, resume writing, and interviewing skills. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in CHSE 235 within 1 year. Program Approval required.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Course Note: Required:
  - Minimum age of 18 required to enroll in this course.
  - Completion of Bloodborne Pathogens and HIPAA Training online; information given at orientation.
  - Negative 2-step TB (tuberculosis) skin test within the last year.
  - Students must pass an [ICHAT](#) criminal background check (credit card required) prior to worksite placement; information given at orientation.
  - Students will be charged a \$50 fee for ACEMAPP required documentation.
  - Contact the CHSE Externship Coordinator at 517-483-1410 to obtain program approval to enroll in this course.

## 2024-2025 Course Descriptions

### CITA 110      Intro to Microsoft Office

**Credit Hours: 3 / Billing Hours: 3**

This course provides an introduction to MS Office. It is designed to develop basic operational proficiency while using Microsoft Office (Word, Excel, Access, and PowerPoint). Students learn how to use word processing, spreadsheet, database, and presentation software. Topics include creating business letters, business memos, elementary spreadsheets, elementary database structures, and slide presentations. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail.
  - They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and have a SAM Cengage account.
  - Mac computers are not recommended, but if they are used, desktop virtualization of the Windows environment is required.
  - Equipment and software is provided for students that wish to complete assignments at student computer labs located at Main, West, or East Campuses. Office 365 is available to LCC students at no cost using links from the College website.

## 2024-2025 Course Descriptions

### CITA 115 Microsoft PowerPoint

Credit Hours: 3 / Billing Hours: 3

This course introduces students to the fundamental features of Microsoft PowerPoint. Topics include creating presentations using themes, graphic elements, interactive elements and animation effects. Students will prepare presentations for distribution in a variety of formats. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and a MyLab for Office 2016 account. Mac computers are not fully compatible and are not recommended. Office 365 is available to LCC students at no cost using links from the College website.
  - **\*\*MyLabIT:** You only need to purchase one MyLabIT 2016 account that can be used for CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel. CITA 119 Word and CITA219 Advanced Word require a separate MyLabIT 2016 account. An e-book that covers all the classes listed above comes with MyLabIT from the BNC bookstore so a print book is optional if you have a second monitor or device for using your e-book while you work.

## 2024-2025 Course Descriptions

### CITA 119      Microsoft Word

**Credit Hours: 3 / Billing Hours: 3**

This course introduces students to the fundamental features of Microsoft Word. Major topics include formatting text; creating footnotes, lists, tables, columns, newsletters and charts; inserting graphics; and exposure to mail merge. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and a MyLabIT for Office 2016 account. Mac computers are not fully compatible and are not recommended. Equipment and software is provided for students that wish to complete assignments at student computer labs located on Main, West, and East campuses. Office 365 is available to LCC students at no cost using links from the College website.
  - \*\*MyLabIT: You only need to purchase one MyLabIT 2016 account that can be used for CITA 119 Word and CITA 219 Advanced Word. CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel courses require a separate MyLabIT 2016 account. An e-book that covers both CITA 119 and CITA 219 comes with MyLabIT from the BNC bookstore so a print book is optional if you have a second monitor or device for using your e-book while you work.

## 2024-2025 Course Descriptions

### CITA 126

### Microsoft Excel

**Credit Hours: 3 / Billing Hours: 3**

This course provides introductory through intermediate level training in Excel spreadsheets. Instruction includes creating worksheets and charts, using formulas and functions, creating Subtotal and PivotTable reports, and working with multiple worksheets. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and a MyLabIT for Office 2016 account. Mac computers are not fully compatible and are not recommended. Equipment and software is provided for students that wish to complete assignments at student computer labs located on Main, West, and East campuses. Office 365 is available to LCC students at no cost using links from the College website.
  - **\*\*MyLabIT:** You only need to purchase one MyLabIT 2016 account that can be used for CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel. CITA 119 Word and CITA 219 Advanced Word require a separate MyLabIT 2016 account. An e-book that covers all the classes listed above comes with MyLabIT from the BNC bookstore so a print book is optional if you have a second monitor or device for using your e-book while you work.



## 2024-2025 Course Descriptions

### CITA 133 Microsoft Access Database

Credit Hours: 3 / Billing Hours: 3

This course provides introductory through intermediate level training in the creation of database management systems using Microsoft Access. Instruction includes an introduction to Microsoft Access, database creation and maintenance, database querying, the generation of custom forms and reports, and integration of Access with other programs. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and have a MyLabIT for Office 2016 account. Mac computers are not recommended, but if they are used, desktop virtualization of the Windows environment is required. Equipment and software is provided for students that wish to complete assignments at the Main, West or East Campus computer labs. Office 365 is available to LCC students at no cost using links from the College website. Students may request Microsoft Access 2016 from their instructor through the Microsoft Imagine program at no additional cost.
  - **\*\*MyLabIT:** You only need to purchase one MyLabIT 2016 account that can be used for CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel. CITA 119 Word and CITA 219 Advanced Word require a separate MyLabIT 2016 account. An e-book that covers all the classes listed above comes with MyLabIT from the [BNC bookstore](#) so a print book is optional if you have a second monitor or device for using your e-book while you work.

## 2024-2025 Course Descriptions

### CITA 140 Microsoft Outlook

**Credit Hours: 3 / Billing Hours: 3**

Students will use Outlook to manage typical business office communication needs. The course includes sending and organizing email, creating contacts, managing calendars and scheduling meetings. Students organize and archive data, and use email filters. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - This class requires Microsoft Outlook 2016. Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, and Microsoft Office 2016. Mac users are required to use Windows-based computers or desktop virtualization of the Windows environment for certain parts of the course. Equipment and software is provided for students that wish to complete assignments at student computer labs located at Main, West, and East campuses. Office 365 is available to LCC students at no cost using links from the College website.

## 2024-2025 Course Descriptions

### CITA 219      **Advanced Microsoft Word**

**Credit Hours: 3 / Billing Hours: 3**

This course provides advanced level training using Microsoft Word. Topics include advanced table features, mail merge, creating forms, working with master and subdocuments, embedding and linking objects, and macros. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CITA 119.
- Placement Score: Reading Level 4.
- Recommended: Windows and keyboarding experience.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and have a MyLabIT for Office 2016 account. Mac computers are not recommended, but if they are used, desktop virtualization of the Windows environment is required. Equipment and software is provided for students that wish to complete assignments at student computer labs located at Main, West, and East campuses. Office 365 is available to LCC students at no cost using links from the College website.
  - **\*\*MyLabIT:** You only need to purchase one MyLabIT 2016 account that can be used for CITA 119 Word and CITA 219 Advanced Word. CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel courses require a separate MyLabIT 2016 account. An e-book that covers both CITA 119 and CITA 219 comes with MyLabIT from the [BNC bookstore](#) so a print book is optional if you have a second monitor or device for using your e-book while you work.

## 2024-2025 Course Descriptions

### CITA 226 Microsoft Excel-Advanced

Credit Hours: 3 / Billing Hours: 3

This course introduces more complex functions and Excel tools used in financial, and statistical analysis. Additional topics include data imports, web queries, share and merge workbooks. Students customize Excel toolbars and automate tasks with macros. Data validation and auditing tools are introduced. This course, together with CITA 126, helps prepare for the Excel Microsoft Office Specialist (MOS) exams. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in CITA 126.
- Placement Score: Reading Level 5.
- Course Note:
  - Students must be able to use web browsers and online learning tools including assignment folders, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and extract files.
  - This course requires the use of a PC computer running Windows 7 or higher, 4GB Ram, High Speed Internet Connection - 2 Mbit or higher, Microsoft Office 2016 and have a MyLabIT for Office 2016 account. Mac computers are not recommended, but if they are used, desktop virtualization of the Windows environment is required. Equipment and software is provided for students that wish to complete assignments at student computer labs located at Main, West, and East campuses. Office 365 is available to LCC students at no cost using links from the College website.
  - \*\*MyLabIT: You only need to purchase one MyLabIT 2016 account that can be used for CITA 119 Word and CITA 219 Advanced Word. CITA 115 PowerPoint, CITA 133 Access, CITA 126 Excel, and CITA 226 Advanced Excel courses require a separate MyLabIT 2016 account. An e-book that covers both CITA 119 and CITA 219 comes with MyLabIT from the [BNC bookstore](#) so a print book is optional if you have a second monitor or device for using your e-book while you work.

## 2024-2025 Course Descriptions

### **CITC 282 Ethical Hacking**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an in-depth understanding of hacking phases, various attack vectors, and preventative countermeasures. Content will include how hackers think and act maliciously, allowing students to be better positioned to set up security infrastructure and defend against future attacks. This course will prepare students for the CompTIA Pentest+ certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 280.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITC 285 System Defense**

**Credit Hours: 3 / Billing Hours: 3**

This course will provide students with targeted content and integrated hands-on skills for applying behavioral analytics to networks and devices to prevent, detect, and combat cybersecurity threats through continuous security monitoring. The course will prepare students for the CompTIA CySA+ certification exam. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 280.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITC 287 Cybersecurity Incident Respons**

**Credit Hours: 3 / Billing Hours: 3**

The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. Content will include how to handle various types of incidents, risk assessment methodologies, and various laws and policy related to incident handling. This will prepare students for ECIH Industry Certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 280.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITC 290 Cybersecurity Risk Management**

**Credit Hours: 4 / Billing Hours: 4**

This course covers the technical knowledge and skills required to architect, engineer, integrate, and implement secure solutions across complex environments to support a resilient enterprise while considering the impact of governance, risk, and compliance requirements. The course will prepare students for the (ISC)Â² CISSP certification exam.(Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 280.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

## 2024-2025 Course Descriptions

### **CITD 120      SQL Concepts**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces the student to Structured Query Language (SQL). Topics include relational database concepts, queries, special operators, and the join operation. Students will gain experience in ANSI standard SQL. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: CITF 108 or CIP 110.

### **CITD 250      Database Concepts**

**Credit Hours: 3 / Billing Hours: 3**

Students learn the functions of a database management system. The relational model and SQL are used. Normalization and database design are covered. The CODASYL model is discussed and emerging trends are studied. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [CITF 110 and (CIP 110 or CIP 150)].
- Placement Score: Reading Level 5 and Writing Level 6.

### **CITF 110      Intro Computer Info Systems**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an introduction to computers, their role in managing business information systems, their influence on society, and their use in personal productivity. It includes a hands-on introduction to major microcomputer tools: word processors, spreadsheets, presentation software, and database management systems. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Course Note:
  - Students must be able to use web browsers and online learning tools including drop boxes, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and zip files.
  - This course requires the use of a PC computer running Windows 10 or higher, 4GB Ram, High Speed Internet Connection and a full version of Microsoft Office less than three years old. Students using Mac computers will need to log on to LCC virtualized PC computers to complete certain assignments. Equipment and software is provided for students that wish to complete assignments at the Main or West Campus computer labs. Office 365 is available to LCC students at no cost using links from the College website.

## 2024-2025 Course Descriptions

### **CITF 120      Operating Systems Concepts      Credit Hours: 3 / Billing Hours: 3**

The course covers what operating systems are, why they exist, what they do, and how they interface with the operators and programmers. Main memory management and processor scheduling are studied along with device and file management. Case studies of current operating systems are studied. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.
- Recommended: CITF 110 and (CITP 110 or CITP 150).

### **CITF 140      Information Technology Ethics      Credit Hours: 3 / Billing Hours: 3**

This course explores the ethical dilemmas that confront IT professionals. Ethical codes of various organizations will be studied. Students will learn to apply critical thinking skills to the discussion of ethical questions. Topics will include privacy, intellectual property rights, software development, network administration, and the use of the Internet. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CITF 240      IT Project Management      Credit Hours: 3 / Billing Hours: 3**

This course provides a comprehensive introduction to IT Project Management and covers the basic concepts of project scope, planning, execution, and closure. Students will develop project plans; track to those plans; manage ambiguity and risks; and make changes to the plan. This course covers the objectives for CompTIA Project+ certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITF 110 or CITS 125).
- Placement Score: Reading Level 4 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CITF 260      Systems Analysis and Design**

**Credit Hours: 4 / Billing Hours: 4**

This course presents concepts and techniques used in the development of computer business application systems. The traditional approach for systems development is presented and compared to the approach used in a 4th Generation Environment. Techniques for structured analysis and project management techniques will be used. Recent developments in analysis, including Computer Assisted Software Engineering (CASE) and Object-Oriented Analysis will be introduced. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [CITF 110 and (CITP 110 or CITP 150)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITI 100      AI Foundations**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces the basic concepts and applications of artificial intelligence (AI). Students study the common domains of AI, tools and techniques leveraged to create learning models, project cycles, classifications of data, and the relevant ethical considerations. (Offered Fall and Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITI 120      Data Analysis with Python**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces data analysis with Python. Students learn to use Python libraries, frameworks, and tools required for analysis. Students also explore how to mine, clean, and prepare data; create visualizations, reports, and dashboards; and handle large datasets efficiently while adhering to governing and ethical standards. This course aligns with the CompTIA Data+ certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 and STAT 170 and CITD 120) or concurrently.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).



## 2024-2025 Course Descriptions

### **CITI 140      Intro to Machine Learning**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces the basic concepts and applications of machine learning (ML), an applied branch of artificial intelligence (AI). Students study the foundations of ML, tools and techniques leveraged to create learning models, project cycles, classifications of data, and relevant ethical considerations. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CITI 120.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITI 210      Natural Language Processing**

**Credit Hours: 3 / Billing Hours: 3**

This course explores the applications of natural language processing (NLP), a branch of artificial intelligence (AI). Students study foundations of NLP, tools and techniques leveraged to create language models, data preparation, and the relevant ethical considerations throughout the design and creation of language recognition applications. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in CITI 140.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITI 220      Computer Vision**

**Credit Hours: 3 / Billing Hours: 3**

This course explores the applications of computer vision (CV), a branch of artificial intelligence (AI). Students study the foundations of CV, tools and techniques leveraged to create vision models, data preparation, and the relevant ethical considerations throughout the design and creation of computer vision applications. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CITI 140.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **CITN 115      IoT & Automation Fundamentals      Credit Hours: 5 / Billing Hours: 6**

This course provides an introduction to home technology integration with emphasis on the following: computer networking, audio/video, home security, industry standards, home lighting control, HVAC management, water system controls, home access controls and automated home features, low voltage wiring, and user interfaces. All topics are covered in lecture and lab experiments. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **CITN 120      Networking Concepts      Credit Hours: 3 / Billing Hours: 3**

The student in this course learns the fundamentals of Local Area Networks (LANs) and Wide Area Networking (WAN). Communication standards such as the OSI 7 layer model and the Internet are introduced. Business and consumer use of these technologies will be discussed. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: CITF 110.

### **CITN 220      Introduction to Networks      Credit Hours: 3 / Billing Hours: 3**

This course introduces architecture, structure, functions, components, and models of computer networks, including the Internet. Students examine networking layers, their roles and services, and learn to build and troubleshoot basic LANs. This course follows the objectives for the first course in the Cisco Networking Academy CCNA Routing and Switching curriculum. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITS 125 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: This course is the first in the three-course Cisco Networking Academy sequence preparing students to test for the CCNA-RS certification. It is an accelerated 8-week course in the first half-semester. Students should plan for the extra time required for an accelerated course. We strongly recommend that students enroll in this course at the same time as CITN 225, which takes place during the second half of the semester.

## 2024-2025 Course Descriptions

### **CITN 222      Wireless Networking & Security      Credit Hours: 3 / Billing Hours: 3**

This course provides the student with the ability to understand the fundamentals of RF networks and describe the functionality of WLAN components. Students are provided with the skills to install, configure, secure, and troubleshoot WLAN hardware peripherals and protocols. This course prepares the student for the Certified Wireless Network Technician exam. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITS 125.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITN 225      Switch Route Wireless Essentials      Credit Hours: 3 / Billing Hours: 3**

This course describes the architecture, components, and operations of devices in a small network. Students learn how to configure a router and a switch for basic functionality. This course is the second course in the Cisco Networking Academy CCNA Routing and Switching curriculum, and can lead to Cisco CCENT Certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITN 220 within 2 years or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note:
  - This course is the second in the three-course Cisco Networking Academy sequence preparing students to test for the CCNA-RS certification. It is an accelerated 8-week course in the second half-semester.
  - Students should plan for the extra time required for an accelerated course.
  - We strongly recommend that students take this course immediately following CITN 220, enrolling in both courses in the same semester.

### **CITN 230      Linux Operating System      Credit Hours: 3 / Billing Hours: 3**

The student in this course learns to install, use and administer a Linux operating system, including user account management, network operation, and application software for Linux. Practical hands-on training is used throughout. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITF 120 or CITS 125).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.

## 2024-2025 Course Descriptions

### **CITN 240      Ent Networking Sec Automation      Credit Hours: 3 / Billing Hours: 3**

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. This course is the third in the Cisco Networking Academy CCNA Routing and Switching curriculum. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 225 within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Course Note:
  - This course is the third in the three-course Cisco Networking Academy sequence preparing students to test for the CCNA-RS certification. It is an accelerated 8-week course in the first half-semester.
  - Students should plan for the extra time required for an accelerated course.
  - We strongly recommend that students enroll in this course at the same time as CITN 245, which takes place during the second half of the semester.

### **CITN 244      Securing Networking Devices      Credit Hours: 3 / Billing Hours: 3**

This course introduces students to basic tasks needed to secure network routers and switches. Students will gain hands-on experience securing Cisco devices. This course covers the objectives of the Cisco Certified Network Associate - Security course (CCNA-S). (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITN 225.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITN 250      Microsoft Network Server      Credit Hours: 3 / Billing Hours: 3**

The student in this course learns installation, security, and best administration techniques for Microsoft Windows Servers. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITF 120 or CITS 125).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.

## 2024-2025 Course Descriptions

### **CITN 280      IT Security Foundations**

**Credit Hours: 3 / Billing Hours: 3**

This course provides a comprehensive introduction to IT security, covering basic concepts of data integrity, confidentiality, and availability, and focusing on relevant threats and countermeasures. Students will be prepared to evaluate Information Security needs of organizations and to develop policies addressing these needs. This course covers the objectives identified for CompTIA Security+ certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITN 220 or CITS 225) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.
- Recommended: CITN 230 or CITN 250.

### **CITO 100      Cloud Foundations with AWS**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces cloud computing on the Amazon Web Services (AWS) platform. Students study cloud computing principles, core services, cost models, security practices, migration options, and general management. This course aligns with the objectives for the AWS Certified Cloud Practitioner certification. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITO 120      Cloud Architecting with AWS**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces cloud architecting on the Amazon Web Services (AWS) platform. Students study and design architectures for workloads that must prioritize combinations of fault tolerance, availability, tiered applications, decoupling, elasticity, scalability, costs, and security. This course aligns with the objectives for the AWS Certified Solutions Architect Associate certification. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 and [CITS 125 or CITF 120]).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **CITO 140      Cloud Development Ops with AWS      Credit Hours: 3 / Billing Hours: 3**

This course introduces cloud development operations on the Amazon Web Service (AWS) platform. Students develop Cloud applications for workloads that must prioritize combinations of fault tolerance, availability, tiered applications, decoupling, elasticity, scalability, costs, and security. This course aligns with the objectives for the AWS Certified Developer - Associate certification. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (CITP 110 and [CITS 125 or CITF 120]).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITO 240      Machine Learning with AWS      Credit Hours: 3 / Billing Hours: 3**

This course introduces machine learning (ML), which is a branch of artificial intelligence (AI), on the Amazon Web Services (AWS) platform. Students study how to design, build, deploy, optimize, tune, train, and maintain ML solutions within cloud environments. This course aligns with the objectives for the AWS Certified Machine Learning - Specialty. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (CITO 120 and CITO 140 and CITI 140).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITP 110      Intro to Programming - Python      Credit Hours: 4 / Billing Hours: 4**

Students are introduced to the fundamental techniques for understanding, designing, developing, and testing object-oriented programs through the use of scientific method. Topics include: structured program design; basic programming control structures; algorithm and logic design; functions; classes; methods; random number generators; user interface design; and working with data in files. Students are required to complete computer-based assignments using the Python programming language. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students with little or no experience in programming are recommended to take a face-to-face version of this class rather than an online section. For further questions about the course requirements, please contact the Program office at 517-267-6406.

## 2024-2025 Course Descriptions

### **CITP 130      Intro to Mobile App Devel**

**Credit Hours: 3 / Billing Hours: 3**

The course will introduce students to the various platforms and application (apps) in use on mobile devices. Platforms will include Apple iOS, Google Android OS, and others as appropriate. Students will create applications (apps), test, and debug for each platform using specialized development environments. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (CITP 110 or CPSC 230) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITP 140      Software Testing**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to software testing and quality assurance. The fundamentals of software testing are covered including test planning, test case design, the types of testing, such as performance and regression. Also covered are test management, automation, and how people and organizational issues affect testing. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 or concurrently).
- Placement Score: Reading Level 5 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITP 150      Intro to VB.NET Programming**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces students to programming concepts through the use of the Visual Basic.NET programming environment. Students learn to develop business applications by designing and creating a user interface and writing the necessary procedures. Students also learn and use logic development tools and object oriented programming terminology and techniques. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 or CPSC 230).
- Placement Score: Reading Level 5 and Math Level 4.

## 2024-2025 Course Descriptions

### **CITP 180      Intro to C#.NET Programming**

**Credit Hours: 4 / Billing Hours: 4**

Students will use Microsoft Visual Studio .NET to become familiar with the C# .NET programming language by designing, implementing, and testing programming projects. Topics include creating and using methods and classes; inheritance; exception handling, and using controls. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 or CPSC 230).
- Placement Score: Reading Level 5 and Math Level 4.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **CITP 190      Intro to Programming in JAVA**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces students to basic programming concepts using the Java Programming language. It introduces object-oriented programming methodology and features provided by the Java language. During the course, students will review sound programming practices and learn accepted Java programming procedures. Students will create and modify simple Java applications and applets. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITP 110 or CPSC 230).
- Placement Score: Reading Level 5 and Math Level 4.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **CITP 220      Game Design & Development**

**Credit Hours: 2 / Billing Hours: 4**

This course provides a hands-on introduction to special research and projects utilizing Web development and programming skills. Student may enroll to update or enhance knowledge, mastery, and competencies. Specific content may vary with each offering and will be related to gaming, simulation, and software development industries. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CITP 180.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Recommended: CITP 150.



## 2024-2025 Course Descriptions

### **CITP 230      Mobile App Devel for Android**

**Credit Hours: 4 / Billing Hours: 4**

This course teaches students to develop applications (Apps) for mobile devices using either a Windows or an Apple computer. Programming language (SDK Software Development Kit) taught will feature Java for Android Development. Students will create several mobile applications via a popular IDE (Integrated Development Environment) to run on Android devices. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITP 130.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITP 235      Mobile App Devel for Apple**

**Credit Hours: 4 / Billing Hours: 4**

This course teaches students to develop applications (Apps) for mobile devices using an Apple computer. Programming language (SDK Software Development Kit) taught will feature C/Objective-C and/or Swift for iOS Development. Students will create several mobile applications via Apple's Xcode (IDE) to run on Apple mobile devices. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITP 130.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
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### **CITP 240      Advanced Software Testing**

**Credit Hours: 3 / Billing Hours: 3**

This course is the second in a sequence of software testing classes. It covers in more detail testing procedures, test management, and testing techniques. Also included are test tools and automation as well as people skills and team composition for a successful quality assurance team. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CITP 140.
- Placement Score: Reading Level 5 and Math Level 4.

## 2024-2025 Course Descriptions

### **CITP 250      Advanced VB.NET Programming      Credit Hours: 4 / Billing Hours: 4**

This course is a second course in the VB.NET programming sequence and leads to the creation of functional Windows and Web based application programs. Topics include writing user requirements, creating test scenarios and test plans, advanced form design, error handlers, data validation, object oriented programming concepts, database access and programming, use of collections and developing help systems. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CITP 150.
- Placement Score: Reading Level 5 and Math Level 4.

### **CITP 280      Advanced C#.NET Programming      Credit Hours: 4 / Billing Hours: 4**

Students will use Microsoft Visual Studio .NET to become familiar with advanced C#.NET programming concepts including database and web programming. Topics include using threads, database interaction using ADO.Net, interfacing to Crystal Reports, and creating web applications. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITP 180 within the last two years.
- Placement Score: Reading Level 5 and Math Level 4.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **CITP 290      Adv JAVA Programming for Busn      Credit Hours: 4 / Billing Hours: 4**

This course introduces advanced Java Programming concepts. Students will use sound programming practices and accepted Java programming procedures. Students will create and modify computer programs as might be encountered in creating Java applications for industry. Topics covered in this course provide a strong preparation for the Sun Certified Programmer Certification. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in [CITP 190 and (CITW 160 or concurrently)] within the last two years.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

## 2024-2025 Course Descriptions

### **CITP 295      Programming Internship      Credit Hours: 3 / Billing Hours: 3**

This internship provides the student with on-the-job experience as a computer programmer. The student is expected to write or maintain programs, test programs, create documentation, and perform analysis. It is designed to be the culmination of the Computer Programmer/Analyst Associate Degree and as final preparation for entering the job market. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **CITS 110      Helpdesk Support Specialist      Credit Hours: 3 / Billing Hours: 3**

This course will teach self-management and soft-skills to provide helpdesk customer service and support including processes and associated technologies in a technical or non-technical environment. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110)].
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **CITS 125      Computer Support: A+ Cert Prep      Credit Hours: 6 / Billing Hours: 6**

This course provides students with the skills to diagnose and correct problems that computer users encounter. The student receives practical hands-on experience in installing, maintaining, and troubleshooting computer hardware and software while developing their communication skills and professionalism. This course includes the current CompTIA A+ certification exams that are required to receive CompTIA A+ certification. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students will receive vouchers during the class for the CompTia A+ Certification exams.

## 2024-2025 Course Descriptions

### **CITS 170      Basic Electronic for PC Repair**

**Credit Hours: 6 / Billing Hours: 7**

This course begins with basic electricity concepts and discusses basic electricity, basic electronics, electric circuits, diodes, transistors, digital devices, and digital circuits. Course work includes lab exercises each week. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: Math Level 5.

### **CITS 172      Intro to Basic Electronics**

**Credit Hours: 4 / Billing Hours: 4.5**

This course equips students with foundational knowledge and experience in low-voltage electronic circuits. Students study electricity, properties of components, and the functionality of microcontrollers, actuators, and sensors. By the end of the course, students will possess the skills to design simple yet innovative solutions integrating a broad range of electronic components. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 4, Writing Level 2, and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CITS 176      Computer Troubleshooting**

**Credit Hours: 4 / Billing Hours: 4**

This course provides students with the skills necessary to troubleshoot and repair desktop and laptop computers. Students will be instructed in the proper selection and use of the tools needed to perform diagnostics and preventative maintenance on personal computers. The course also stresses the importance of following proper safety and ESD procedures. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (CITS 125 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 2 and Math Level 4.

## 2024-2025 Course Descriptions

### **CITS 225      Networking for PC Technicians      Credit Hours: 3 / Billing Hours: 3**

This course provides students with the practical skills to setup, maintain, and manage Local Area Networks. Students will receive a comprehensive introduction to networking standards and protocols, networking hardware and software, transmission basics, Internet connectivity, wireless networking, network security, and convergence technologies. This course includes the CompTIA Network+ certification exam. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITS 125.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 3.
- Course Note: Students will receive vouchers during the class for the CompTia Network+ Certification exams.

### **CITS 230      Computer Virtualization      Credit Hours: 3 / Billing Hours: 3**

This course presents the concepts and techniques used in computer virtualization. The course describes virtualization, hypervisors and virtual machines. Hands-on activities will cover the installation and management of virtual machines in a variety of computing environments. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in CITS 125.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 3.
- Recommended: Minimum 2.0 in CITS 225 or CITN 230.

### **CITS 285      IT Professional Internship      Credit Hours: 2 to 3 / Billing Hours: 2 to 3**

Designed to be the culmination of information systems students' associate degree program. It is intended to give the student live work experiences as a specialist in computer systems or support. It is to be taken at the end of the student's curriculum as final preparation for entering the job market. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **CITW 150     Internet Literacy**

**Credit Hours: 3 / Billing Hours: 3**

This course teaches hands-on skills and builds knowledge for Internet professionals. It is designed to explore the potential uses of the Internet for business and communication including the use of email, search engines, discussion boards, and other Internet applications including web page development. This course also discusses the rapidly changing world of the Internet. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Familiarity with Windows.

### **CITW 160     Web Development HTML & CSS**

**Credit Hours: 3 / Billing Hours: 3**

This course explores techniques of web page construction using HTML and CSS languages. Students will construct individual web pages using HTML to contain graphics, text, and web forms with presentation controlled by CSS style sheets. Students will demonstrate their understanding and application of the concepts introduced during the semester by creating an individual website project. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CITW 165     Web Development JavaScript**

**Credit Hours: 3 / Billing Hours: 3**

This course explores advanced techniques of web page and website construction using HTML, HTML5, CSS, CSS3, and JavaScript for website behavior. Students will create several W3C compliant web pages that will respond to user input (client-side) via browsers using these technologies. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CITW 160.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Math Level 4.

## 2024-2025 Course Descriptions

### **CITW 175      Web Site Management**

**Credit Hours: 3 / Billing Hours: 3**

This course presents a comprehensive introduction to web site planning, promotion, security, and legal issues associated with web site management. Students explore web-based communication tools, domain names, web site hosting, shopping cart software and manage an individual web site to demonstrate concepts presented throughout the semester. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITW 160 or ARTS 173) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Math Level 4.

### **CITW 180      Web Development ASP.NET**

**Credit Hours: 4 / Billing Hours: 4**

This course provides instruction in building web sites using Microsoft ASP.NET. Students create dynamic, flexible, and interactive web pages that interact with a database. Students explore server controls, validation controls, security issues, user authentication, and manage an individual web site to demonstrate concepts presented throughout the semester. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [CITW 160 and (CITP 150 or CITP 180)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **CITW 185      Web Development PHP & MySQL**

**Credit Hours: 4 / Billing Hours: 4**

This course provides instruction in building web sites using PHP scripting language. Students will learn how to create dynamic, flexible, and interactive web pages, connect to and update a MySQL database as well as develop an individual web site throughout the semester. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CITW 160 or ARTS 173) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Math Level 4.

## 2024-2025 Course Descriptions

### **CIVL 101      Civil Drafting**

**Credit Hours: 3 / Billing Hours: 4**

This course emphasizes plotting land surveying descriptions, traverses, contours, profiles, cross-sections, templates, and the three views required in highway work. Students will learn how to read basic highway plans and make sketches from field notes. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **CIVL 110      Density Certification**

**Credit Hours: 2 / Billing Hours: 2**

Students will study techniques and equipment used in determining properties of aggregates, concrete and other materials. Each student will receive a density certification card after successfully completing the course. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **CIVL 120      Surveying**

**Credit Hours: 4 / Billing Hours: 6**

Introduces students to surveying technology and the use of the latest equipment. Emphasis is placed on developing skills in operation and the proper handling of high-tech equipment used in the surveying business. Good field work habits and office engineering are covered. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Minimum 2.0 in MATH 114 or Math Level 5.

### **CIVL 124      Route Survey**

**Credit Hours: 4 / Billing Hours: 6**

This course includes surveying computations in such areas as horizontal curves, vertical curves, spirals and data needed for highway construction layout. Also includes work with surveying computation software and fieldwork with total stations. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in CIVL 120.
- Placement Score: Math Level 5.



## 2024-2025 Course Descriptions

### **CIVL 131**      **Traffic Technology**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces basic principles of traffic engineering design, signing and pavement marking, traffic signalization and how these elements are used to improve motorists' safety. Emphasis is placed on the use of these devices in and around construction zones. Basic concepts on traffic flow and capacity analysis will be presented. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **CIVL 135**      **Soils Technology**

**Credit Hours: 3 / Billing Hours: 3**

Exploring, sampling, testing and evaluating subsurface materials and their effect on construction are covered in this course. Includes an introduction to methods of subsurface drainage, soil classifications and physical properties of soils; and discussion, demonstration and performance with equipment used in density testing. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MATH 114 or Math Level noted below.
- Placement Score: Math Level 5.

### **CIVL 141**      **Site Inspection**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces students to the principles of construction inspection including safety practices (MIOSHA), legal aspects, reporting, and applicable specifications, codes and standards. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **CIVL 143**      **Site Dsgn & Layout/Civil Techn**

**Credit Hours: 3 / Billing Hours: 4**

In this course, students apply road and land development procedures, and interpret survey data in assembling sets of construction drawings. Topics include developing cross sections, road profiles, and utility layouts. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CIVL 101.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **CIVL 225      Civil Tech Independent Study      Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

Students are allowed to undertake special research projects to apply to their professional experience and academic major. A minimum of 48 hours of work per credit is required and the completion of a written project report. This course cannot be audited. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Restriction: Civil Technology Majors.

### **CIVL 241      Statics/Strength of Materials      Credit Hours: 4 / Billing Hours: 5**

Structural terminology and concepts are introduced. General behavior of structural members in compression, stress, strain, creep, fatigue, yield, tension, shear, bending and torsion due to different loading conditions are studied. Loads and forces, conditions of stability and equilibrium in structural frames and free body analysis for reactions and member forces are considered. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Minimum 2.0 in MATH 114 or Math Level 5.

### **CIVL 290      Civil Technology Internship      Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Civil Technology students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **CJUS 101      Intro to Criminal Justice      Credit Hours: 3 / Billing Hours: 3**

An orientation course designed to provide students with a current, coordinated, and comprehensive overview of criminal justice as an institution and as a system. It will emphasize historical, philosophical, constitutional, and organizational perspectives. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CJUS 102      Crime Causes and Conditions**

**Credit Hours: 3 / Billing Hours: 3**

Why do some individuals pursue a life of crime? This course introduces and analyzes the past, present, and future of criminology. Sociological, psychological, and biological factors are examined to determine their interaction with and impact on criminal behavior. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 103      Criminal Law**

**Credit Hours: 3 / Billing Hours: 3**

This course is a study of substantive criminal law. Includes the classification of crimes, common law concepts, elements of specific crimes, and discussion of current trends in criminal law nationally and locally. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CJUS 101 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 104      Theory of Patrol**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to introduce the student to the concepts and theories of patrol and the delivery of police services. The class will cover areas such as police field operations, community policing, basic field procedures, traffic direction and enforcement, arrest, reports and records. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: CJUS 101.

### **CJUS 106      Intro to Juvenile Justice**

**Credit Hours: 3 / Billing Hours: 3**

This course emphasizes the legal foundation, as defined by Michigan law, upon which the criminal justice practitioner must rely in dealing with the juvenile offender and the juvenile victim. In addition, this course will introduce the student to the juvenile offender. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CJUS 126      Juvenile Offenders/Families      Credit Hours: 3 / Billing Hours: 3**

This course takes an in-depth look at the diverse nature of juvenile offenders and their family backgrounds. Issues impacting juvenile behavior will be discussed including: family dynamics, family as a social system, behavior cycles, drugs, gender, gangs, and other elements of the social environment. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (CJUS 106 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 131      Introduction to Corrections      Credit Hours: 3 / Billing Hours: 3**

An introduction to the agencies and processes within the correctional system. An examination of correctional officer behavior, corrections legislation, the courts, correctional institutions and their operation, and administration. Includes overview of history sentencing, probation, parole, and community corrections. This course is required for the corrections officer vocational certificate. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 133      Juvenile Residential Services      Credit Hours: 3 / Billing Hours: 3**

All aspects of court-placement of juveniles in residential facilities will be examined. Staffing and operations of both public and private agencies will be discussed, focusing both on treatment and detention issues. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CJUS 106 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 134      Probation and Parole      Credit Hours: 3 / Billing Hours: 3**

An introductory level course in probation and parole with a strong emphasis on counseling, interviewing skills, and supervision techniques. Students will also learn the mechanics of writing violation, progress, and pre-sentence reports. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CJUS 101 or CJUS 131) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CJUS 135      Legal Issues in Corrections**

**Credit Hours: 3 / Billing Hours: 3**

Study of current constitutional, federal and state law as it pertains to penal institutions, inmates, and correctional employees. The course will provide students with insight into policy considerations behind state and federal law, legal process, court decisions, and inmate rights. This course is required for the correctional officer vocational certificate. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (CJUS 130 or CJUS 131 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 201      Criminal Justice Org/Admin**

**Credit Hours: 3 / Billing Hours: 3**

This course examines the primary concepts of criminal justice organization and administration emphasizing processes and theories, communications, leadership, personnel, budgeting, planning, information management, and community relations. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CJUS 101.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 203      Criminal Procedure**

**Credit Hours: 3 / Billing Hours: 3**

This course is a study of criminal procedural law. It will include laws of arrest, search and seizure, and admissions and confessions; suspect identification; and rules of evidence. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CJUS 103.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 204      Criminal Investigation**

**Credit Hours: 4 / Billing Hours: 4**

This course examines the fundamentals of criminal investigation such as crime scene procedures, collection and preservation of physical evidence, interviewing, interrogation, and latent investigation. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CJUS 101.
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: Minimum 2.0 in CJUS 103.

## 2024-2025 Course Descriptions

### **CJUS 205 Policing into the 21st Century**

**Credit Hours: 3 / Billing Hours: 3**

This course describes who the police are, what they do, and how they do it. It will list the jobs available in policing, how to go about getting them, what skills are needed, and what you do when you get those jobs. It will prepare students for the challenges of policing into the 21st Century. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CJUS 101.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 207 Digital Evidence/1st Responder**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to acquaint students with the relationship of the ever evolving world of technology and the impact it plays within our society upon crime. This course emphasizes the various uses of technology and the activity of information that can be used to engage in criminal behavior. Students will be able to identify digital evidence that can be stored, received, and transmitted on electronic devices. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: Minimum 2.0 in CJUS 101.

### **CJUS 210 Intro to Forensic Science**

**Credit Hours: 3 / Billing Hours: 3**

Forensic Science is the application of scientific methods in the analysis of physical evidence generated by criminal activity. This introductory course will cover four major aspects of physical evidence from actual criminal cases including crime scene investigation; the collection, preservation and value of physical evidence; the forensic analysis of physical evidence; and expert testimony. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CJUS 242      Unarmed Defense**

**Credit Hours: 3 / Billing Hours: 3**

Hands-on techniques to prepare students to properly and effectively handle law enforcement related physical confrontations. It will include use of force decision-making skills, pressure points, control holds, and handcuffing. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: The \$39 Course Fee is non-refundable.

### **CJUS 245      Report Writing/Crim Justice**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to meet the needs of criminal justice writing. Components include grammar, punctuation, sentences, paragraphs, styles of writing, and proper documentation of work effort. The course includes frequent writing practice. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CJUS 101 or CJUS 131).
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS247      Juvenile Justice: Special Pops**

**Credit Hours: 3 / Billing Hours: 3**

The course provides an in-depth examination of special populations of juvenile delinquents. Attention will be focused on the issues and practices of providing treatment to female delinquents, juveniles in the mental health system, youthful offenders, and juvenile sexual offenders. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (CJUS 101 and CJUS 106).
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: Minimum 2.0 in (CJUS 126 and HUSE 110 and PSYC 200).

### **CJUS 250      Correctional Institutions**

**Credit Hours: 3 / Billing Hours: 3**

This course examines the historical development of corrections institutions in the United States. The organizational structure, purpose, programs, security aspects, and prisoner due-process rights, as well as the future of institutions will be examined. This course is required for the correctional officer vocational certificate. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (CJUS 131 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **CJUS 251      Correctional Clients**

**Credit Hours: 3 / Billing Hours: 3**

This course emphasizes the needs, identities, and development of special needs offenders. It will also allow students to gain insight into the behaviors and motivations of, as well as intervention strategies for, these offenders. This course is required for the correctional officer certificate. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (CJUS 130 or CJUS 131 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 255      Human Relations/Crim Justice**

**Credit Hours: 3 / Billing Hours: 3**

This course focuses on understanding those aspects of interpersonal relations most directly linked to attainment of organizational and individual goals in work settings. This course is required for the correctional officer vocational certificate. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (CJUS 101 or CJUS 130 or CJUS 131) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

### **CJUS 270      Police Academy I**

**Credit Hours: 11 / Billing Hours: 14**

Police Academy I is the basic training required for all police officers in the State of Michigan. The training is certified through the Michigan Commission on Law Enforcement Standards. (Offered Fall, Spring)

- Prerequisite Course: Admission to the Police Academy.
- Corequisite Course: CJUS 271 and PFFT 114 and PFHW 120.
- Course Note: \$400 of the Course Fee is non-refundable.

### **CJUS 271      Police Academy II**

**Credit Hours: 14 / Billing Hours: 21**

Police Academy II is the basic training required for all police officers in the State of Michigan. The training is certified through the Michigan Commission on Law Enforcement Standards. (Offered Fall, Spring)

- Prerequisite Course: Admission to the Police Academy.
- Corequisite Course: CJUS 270 and PFFT 114 and PFHW 120.



## 2024-2025 Course Descriptions

### **CJUS 272      Local Corrections Academy I**

**Credit Hours: 5 / Billing Hours: 5**

This course is designed to provide entry level skills for the person who wishes to enter the job market as a Local Correctional Officer at a Sheriff's Department or Local Police Detention Center. Topics include prisoner admittance, diversity, ethics, security, and correction report writing. This meets the Michigan Sheriff Coordinating and Training Council requirements. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Corequisite Course: CJUS 273.
- Course Note: The \$60 Course Fee is non-refundable.

### **CJUS 273      Local Corrections Academy II**

**Credit Hours: 3 / Billing Hours: 5**

This course is designed to provide entry level skills for the person who wishes to enter the job market as a Local Correctional Officer at a Sheriff's Department or Local Police Detention Center. Topics will include fire response, mental reactions, and prisoner resistance and restraint. This meets the Michigan Sheriff Coordinating and Training Council requirements. (Offering Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Corequisite Course: CJUS 272.
- Course Note: The \$240 Course Fee is non-refundable.

### **CJUS 285      Law Enforcement Internship**

**Credit Hours: 2 / Billing Hours: 2**

Students are required to complete 128 hours of work in an approved law enforcement environment. Written reports are required describing their experiences. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval requires a completed application submitted to the Public Service Careers Office. Students must bring their driver's license and medical insurance card with application. Worksite placement must be discussed and assigned by instructor. Students will be notified by phone upon approval to register for class.

## 2024-2025 Course Descriptions

### **CJUS 286      Juvenile Internship I**

**Credit Hours: 3 / Billing Hours: 3**

The student will be placed in a local program dealing with young people from at risk populations. A classroom component includes preparation for job interviews and other skill-building exercises for working in the juvenile justice field. Written reports are required.

(Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CJUS 106 or concurrently and Department Approval.
- Placement Score: None.
- Course Note: Department approval requires a completed application submitted to the Public Service Careers Office. Students must bring their driver's license and medical insurance card with application. Worksite placement must be discussed and assigned by instructor. Students will be notified by phone upon approval to register for class.

### **CJUS 288      Corrections Internship**

**Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

The student will be placed in a local or state corrections facility that will allow him or her to experience many facets of correction operations. Weekly written reports are required and periodic meetings are mandatory. A minimum of 160 hours is required. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval requires a completed application submitted to the Public Service Careers Office. Students must bring their driver's license and medical insurance card with application. Worksite placement must be discussed and assigned by instructor. Students will be notified by phone upon approval to register for class.

## 2024-2025 Course Descriptions

### **COMM 110 Communication in the Workplace**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to oral communication skills in business and technology. Students will learn to interact effectively in diverse workplace situations. Students will learn how to interview for jobs, work effectively in a group, and enhance their use of technology in presentations.

(Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

### **COMM 120 Dynamics of Communication**

**Credit Hours: 3 / Billing Hours: 3**

This course is a survey of communication theories and concepts related to interpersonal, small group, public speaking, mediated communication, and could include topics in mass and social media, etc. Students will learn about media and channels used to interact, the influence of technology on those channels, and sociological, psychological, and practical applications of the communication discipline. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **COMM 130 Fundamentals Public Speaking**

**Credit Hours: 3 / Billing Hours: 3**

Through practical experience, students will develop essential skills to feel confident researching, organizing, drafting, and delivering oral presentations. Attention will be given to accurate outlining, source citation, and appropriate integration of presentational aids.

Presentations will occur in informative, persuasive, ceremonial, and small group contexts.

(Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

## 2024-2025 Course Descriptions

### **COMM 200 Small Group Communication**

**Credit Hours: 3 / Billing Hours: 3**

Small group theory and process is examined from a communication perspective. Topics include, goal setting, stages of group development, group roles, leadership, decision making, listening, conflict resolution, problem solving, critical thinking and argumentation. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

### **COMM 240 Interpersonal Communication**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to fundamental principles and skills of interpersonal communication. Students investigate techniques for interacting effectively in family, intercultural, and other interpersonal relationships. Class discussions, learning activities, and assignments assist students in examining the impact of their communication on others and in developing effective interpersonal skills. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121).
- Placement Score: Reading Level 5 and Writing Level 6.

### **COMM 260 Nonverbal Communication**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to the ways people communicate without words. Students investigate nonverbal communication theory and research and learn the messages that these areas communicate in Western and other cultures. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

## 2024-2025 Course Descriptions

### **COMM 270 Mass Communication**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to broadcast, film, and print media, their convergence, and their impact on the individual and society. Students investigate, explore, and understand topics including values the media convey, media stereotypes, diversity, gender issues, violence, news, advertising, and the role of media in political campaigns. Assignments and observational projects are designed to help students become enlightened media consumers. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

### **COMM 280 Intercultural Communication**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to the theory and practice of successful intercultural communication. Students investigate how communication is affected by dimensions of cultures, cultural values, world views, relationships, and social institutions. Students will become ethical and skillful intercultural communicators. A grade of 2.0 or higher fulfills the Global Perspectives and Diversity Core requirement for curricula effective Fall 2005 or later. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130 or ENGL 121).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: Internet access may be needed for quizzes or other assessments in the course.

### **CPAR 250 Community Paramedicine I**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces students to the scope of practice and the role of the Community Integrated Paramedic within the healthcare system. Students will obtain an understanding of various systems of Community Paramedicine, the system they function within, and the patients they serve. A valid State of Michigan Paramedic License is required through the end of program. (Offered Fall)

- Prerequisite Course: None. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: CPAR 251 and CPAR 252.

## 2024-2025 Course Descriptions

### **CPAR 251      Chronic Care in the Community      Credit Hours: 5 / Billing Hours: 6**

This course introduces students to the management of chronic disease states commonly encountered in the community setting. Students will obtain an understanding of treatment and assessment modalities which will enable them to provide safe and efficient patient care. A valid State of Michigan Paramedic license is required through the end of program. (Offered Fall)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level of 6 and Math Level 4.
- Corequisite Course: CPAR 250 and CPAR 252.

### **CPAR 252      Community Paramedicine II      Credit Hours: 3 / Billing Hours: 3**

This course immerses students into the various roles of a Community Paramedic where they are able to evaluate, plan, and implement care strategies specific to their scope and role. Students will engage in case studies and scenarios, developing critical thinking skills required of a Community Paramedic. A valid State of Michigan Paramedic license is required through the end of program. (Offered Fall)

- Prerequisite Course: None. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: CPAR 250 and CPAR 251.

### **CPAR 270      Community Paramedic Clinical      Credit Hours: 5 / Billing Hours: 6.5**

This course immerses students into clinical rotations allowing them to experience various patient encounters. Under the supervision of a clinical preceptor and working within a healthcare team, students will perform interventions, assess and manage patients. A valid State of Michigan Paramedic license is required through the end of program. (Offered Spring)

- Prerequisite Course: Minimum 3.0 in (CPAR 250 and CPAR 251 and CPAR 252).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

## 2024-2025 Course Descriptions

### **CPSC 101      Intro to Computer Science**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to computer science and the programming profession. Topics include an overview of number systems, relational operators, logic, Boolean algebra, professionalism and ethics, machine coding, computer components, algorithms, and foundations of computational problem solving in Python. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MATH 109 or (MATH 120 concurrently) or Math Placement Score indicated below.
- Placement Score: [Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently)] and Math Level 5.

### **CPSC 131      Numerical Methods and MATLAB**

**Credit Hours: 3 / Billing Hours: 4**

This course uses spreadsheets, MATLAB, and numerical methods for technical problem solving in engineering, mathematics and science. Develops and uses mathematical models combining computation, visualization, data representation, curve fitting, analysis, and programming to allow problem solving in many different areas with emphasis on engineering systems. Uses team-based projects to apply principles. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in MATH 151 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CPSC 230      Algorithms and Computing w/C++**

**Credit Hours: 4 / Billing Hours: 4**

This course develops students' skills with using fundamental computational techniques required for continuing study in computer science. Students design, implement and test C++ programs to solve a wide range of problems. Topics include program development, functions, control structures, text file operations, data types/classes, recursion, STL string/vector classes, arrays, pointer variables, and algorithm analysis. Object orientation and data abstraction/information hiding is emphasized. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in CPSC 101 and Minimum 2.0 in (MATH 151 or MATH 161) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: A score of 3 or higher on the AP Computer Science exam can replace the CPSC 101 course prerequisite.

## 2024-2025 Course Descriptions

### **CPSC 231      Computing and Data Structures      Credit Hours: 4 / Billing Hours: 4**

Data abstraction and related theory for representation and access of information using C++. Algorithms and analyses of abstract data structures such as linked lists, stack, queue, and binary trees. Analyze properties of graphs, including connectivity, spanning trees, and traversal methods. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in CPSC 230.
- Placement Score: Reading Level 5 and Writing Level 6.

### **CPSC 260      Computer Science Structures      Credit Hours: 4 / Billing Hours: 4**

Introduction to foundational concepts for advanced studies in computer science. The course delves into mathematical proofs, discrete mathematical structures such as sets, counting methods, matrices, and relations. The course explores propositional logic, Boolean algebra, and number theory. The curriculum includes deconstruction of algorithms, understanding their efficiency and application, and mastering techniques related to trees and graphs, including traversal and searching. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in CPSC 230 and (MATH 151 or MATH 161) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DANC 100      Intro to Dance Techniques      Credit Hours: 2 / Billing Hours: 3**

This course is designed for students with little or no dance experience, with an overview of dance techniques, including, but not limited to, ballet, jazz, tap and modern genres. Basic dance vocabulary, steps, and combinations specific to each genre will be included. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.



## 2024-2025 Course Descriptions

### **DANC 102    Beginning Modern**

**Credit Hours: 2 / Billing Hours: 3**

Designed for the students with no dance experience. Basic examination of the history of Modern dance, alignment techniques, spatial relationships, and elementary combinations will be explored. Some improvisation will be used throughout the course to assist in developing kinesthetic, spatial, cognitive, and physical awareness. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **DANC 103    Beginning Jazz**

**Credit Hours: 2 / Billing Hours: 3**

Designed for the student with no dance experience. Included are an overview of Jazz history as well as vocabulary. Basic alignment, isolations, steps, combinations, and rhythms are explored in addition to spatial relationships for the beginning student. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **DANC 161    Dance Repertory**

**Credit Hours: 0.25 to 1 / Billing Hours: 0.5 to 2**

This course is designed for the student who has reached a level of dance technique that will adequately support their participation in the concert process. This process includes auditions, rehearsals, and public performances in various dance genres. Concentration is on memorization, projection, musicality, dance ability, and cooperation. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None. Department Approval after successful audition.
- Corequisite Course: Approved students must be registered in one LCC Dance Technique class. Auditing only permitted for intermediate classes.

## 2024-2025 Course Descriptions

### **DANC 290 Dance Studio Internship**

**Credit Hours: 2 / Billing Hours: 2**

Designed for dance students to work with a local professional dance company and or dance school. Opportunities may include advanced dance classes with company members, learning company choreography, experiencing teaching methodologies, and exposure to business aspects of a studio and administrative processes. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: None.
- Course Note: For information, call the Business, Communication and the Arts Office at 517-483-1546.

### **DCTM 100 Intro to the Built Environment**

**Credit Hours: 3 / Billing Hours: 4**

This course covers concepts in the fields of Architecture, Building Trades, Construction Management, Energy Management, and Civil Technology. Students are guided through the entire process of building construction starting with design and surveying and finishing with the completion of construction and the commissioning process. Topics include properties of air and moisture, heat flows, structural integrity, and materials. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: This course replaces the following courses: AEET 102, ARCH 100, BLDT 100 and CIVL 100.

### **DCTM 101 Drafting/Intro to CAD**

**Credit Hours: 3 / Billing Hours: 4**

This course introduces manual and computer drafting used in the building, design and construction industry. Emphasis will be on industry standards of basic drafting procedures, knowledge, and accuracy using traditional manual techniques and multiple CAD software packages. Introduction and creation of two and three-dimensional images used in various disciplines. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: This course replaces the following courses: ARCH 100 and GRET 203.

## 2024-2025 Course Descriptions

### **DCTM 102 Industrial/Construction Safety**

**Credit Hours: 2 / Billing Hours: 3**

This course covers safety in the industrial workplace and on construction worksites. Included are local, state and federal safety regulations. The focus will be on the prevention of accidents but will teach the correct response if an accident should occur. First aid, CPR/AED certificates will be issued upon successful completion. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note:
  - 1) This course requires students to be certified in CPR and First Aid as part of the course grade.
  - 2) On-line students CANNOT qualify for the OSHA-10 Certification due to OSHA limitations. Students requiring OSHA-10 Certification should enroll in one of the lab/lecture sections.
  - \$11 of the Course Fee is non-refundable.

### **DCTM 103 Codes and Specifications**

**Credit Hours: 3 / Billing Hours: 3**

Students will be introduced to codes for the built environment. This course will introduce the process on permits, inspections, reviews process, standards and zoning. The codes referenced will be the Michigan Residential Code and the Michigan Building Code. A basic introduction to plan reading and specification reading will be emphasized. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: This course replaces the following courses: AEET 261, BLDT 277, BLDT 281 and CIVL 142.

### **DCTM 150 Civil Construction Materials**

**Credit Hours: 3 / Billing Hours: 4**

Students will study techniques and equipment used in constructing bridges, highways, industrial facilities, and pipelines to include determination of properties of soils, aggregates, concrete and other bituminous materials. This class includes coverage of methods of sampling and testing materials. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Minimum 2.0 in (MATH 114 or Math Level 5) and Reading Level 4.

## 2024-2025 Course Descriptions

### **DCTM 200    Construction Management I**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces basic concepts of construction project management. Upon completion of this course, students will have basic knowledge of construction estimating and accounting, construction planning and scheduling, and construction law. Completion of this class will help the student prepare for the Part I of the Certified Professional Constructor examination. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: Minimum 2.0 in (ACCG 101 and (ARCH 113 or ARCH 116) and ARCH 125.

### **DCTM 201    Construction Management II**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces advanced concepts of construction project management. Upon completion of this course, students will have functional knowledge of construction estimating and accounting, construction planning and scheduling, and construction law. Completion of this class will help the student prepare for the Part II of the Certified Professional Constructor examination. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [DCTM 200 and (MATH 115 or Math Level noted below)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 6.
- Recommended: ARCH 125.

### **DCTM 210    MEP Equipment for Buildings**

**Credit Hours: 3 / Billing Hours: 3**

Students will learn about mechanical, electrical, plumbing, and fire (MEP) systems in buildings. These systems are becoming increasingly complex and are occupying larger portions of building project work. Students will understand these systems and be able to schedule, estimate, and coordinate them within the general construction process. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].
- Recommended: ARCH 113 and DCTM 100.

## 2024-2025 Course Descriptions

### **DCTM 220    BIM for Construction**

**Credit Hours: 4 / Billing Hours: 6**

This course provides practical guidance on project methods and workflows and hands-on labs for implementing Building Information Modeling (BIM) and technology in all phases of the design and construction management process. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: DCTM 210.

### **DENT 140    Oral Histology & Embryology**

**Credit Hours: 1.5 / Billing Hours: 1.5**

This course provides an introduction and description of general histology and embryology with emphasis on the microscopic structures of enamel, dentin, pulp, cementum, periodontal ligament, bone, oral mucosa, epithelial attachment and orofacial structures. (Offered Fall)

- Prerequisite Course: None. Admission to Dental Hygiene Program is required.
- Placement Score: None.
- Corequisite Course: DENT 142 and DENT 144 and DENT 146 and DENT 148.

### **DENT 142    PreClinical Dental Hygiene**

**Credit Hours: 3 / Billing Hours: 3**

This course is offered concurrently with DENT144 to provide dental hygiene students with the introductory knowledge, skills and attitudes to function in the clinical setting and be able to continue in clinical dental hygiene courses. Emphasis is placed on scientific principles and current theory, prevention of disease transmission, ethical and professional treatment of patients, clinical learning preparation, and comprehensive care of the patient. (Offered Fall)

- Prerequisite Course: None. Admission to Dental Hygiene Program is required.
- Placement Score: None.
- Corequisite Course: DENT 140 and DENT 144 and DENT 146 and DENT 148.

## 2024-2025 Course Descriptions

### **DENT 144    PreClinic Dental Hyg Practice**

**Credit Hours: 2 / Billing Hours: 8**

This course is offered concurrently with DENT142 to provide clinical application to basic theories and procedures used in dental hygiene practice. The primary emphasis is on the techniques of instrumentation used in performing diagnostic, preventive and therapeutic services utilized when providing comprehensive patient care. The dental hygiene student will have an opportunity to practice these techniques on manikins and student partners in the clinic. (Offered Fall)

- Prerequisite Course: None. Admission to Dental Hygiene Program is required.
- Placement Score: None.
- Corequisite Course: DENT 140 and DENT 142 and DENT 146 and DENT 148.
- Course Note: \$1,200 of the course fee is for a dental kit and is non-refundable.

### **DENT 146    Head, Neck & Oral Anatomy**

**Credit Hours: 3.5 / Billing Hours: 5.5**

This course provides a detailed study of nomenclature, morphologic characteristics, and physiologic relationships of human primary and permanent teeth. Head and neck anatomy is also studied and is related to the clinical practice of dental hygiene. Laboratory activities develop observation and dexterity skills while studying this information. (Offered Fall)

- Prerequisite Course: None. Admission to Dental Hygiene Program is required.
- Placement Score: None.
- Corequisite Course: DENT 140 and DENT 142 and DENT 144 and DENT 148.

### **DENT 148    Dental Radiography**

**Credit Hours: 3 / Billing Hours: 5**

This course provides a study of radiation physics, hygiene, and safety theories. Emphasis is placed on the essentials of oral radiographic techniques and interpretation of radiographs. Course content includes exposure of intra-oral radiographs, quality assurance, patient selection criteria, anatomical landmarks, radiation characteristics, and biology. (Offered Fall)

- Prerequisite Course: None. Admission to Dental Hygiene Program is required.
- Placement Score: None.
- Corequisite Course: DENT 140 and DENT 142 and DENT 144 and DENT 146.

## 2024-2025 Course Descriptions

### **DENT 152     Dental Hygiene I**

**Credit Hours: 2 / Billing Hours: 2**

This course is a continuation of information designed to provide an opportunity to enhance performance of procedures in a clinical setting. Emphasis will be placed on emergency care, planning dental hygiene care, health promotion and disease prevention, oral rehabilitation and care of appliances, and modifications of dental hygiene care for specific patient populations. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 140 and DENT 142 and DENT 144 and DENT 146 and DENT 148).
- Placement Score: None.
- Corequisite Course: DENT 154 and DENT 156 and DENT 158 and DENT 161.

### **DENT 154     Clinical Dental Hygiene I**

**Credit Hours: 2 / Billing Hours: 8**

This course provides an introduction to the clinic and patient, clinical skills, patient assessment, treatment and appointment scheduling, preventive techniques and application of dental hygiene procedures in the clinical setting. Practical experience is simultaneously related to theory. Direct supervision is provided by clinical faculty. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 140 and DENT 142 and DENT 144 and DENT 146 and DENT 148).
- Placement Score: None.
- Corequisite Course: DENT 152 and DENT 156 and DENT 158 and DENT 161.
- Course Note: \$250 of the course fee is for a supplies and is non-refundable.

### **DENT 156     Nutrition**

**Credit Hours: 2 / Billing Hours: 2**

This course discusses the identification, function, metabolism, and sources of specific nutrients required for normal growth, development, and repair of oral tissues. Application of principles to the individual's nutritional needs, providing nutritional counseling and diet information to all patients, including special needs patients, and the relationship of nutrition to oral health are emphasized. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 140 and DENT 142 and DENT 144 and DENT 146 and DENT 148).
- Placement Score: None.
- Corequisite Course: DENT 152 and DENT 154 and DENT 158 and DENT 161.

## 2024-2025 Course Descriptions

### **DENT 158     Dental Pharmacology**

**Credit Hours: 3 / Billing Hours: 3**

A study of the importance of the pharmacologic aspects of those drugs and drug groups with which the dentist and dental hygienist are directly and indirectly concerned. Emphasis is placed on nomenclature, origin, physical and chemical properties, preparation, modes of administration, and effects upon the body systems. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 140 and DENT 142 and DENT 144 and DENT 146 and DENT 148).
- Placement Score: None.
- Corequisite Course: DENT 152 and DENT 154 and DENT 156 and DENT 161.

### **DENT 161     Principles of Periodontics**

**Credit Hours: 3 / Billing Hours: 3**

This course provides a study of the normal and diseased periodontium to include the structural, functional, and environmental factors. Emphasis is placed on etiology, pathology, evaluation of disease, treatment modalities, and therapeutic and preventive periodontics relative to the hygienist's role as a co-therapist in a contemporary practice setting. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 140 and DENT 142 and DENT 144 and DENT 146 and DENT 148).
- Placement Score: None.
- Corequisite Course: DENT 152 and DENT 154 and DENT 156 and DENT 158.

### **DENT 174     Clinical Dental Hygiene II**

**Credit Hours: 1 / Billing Hours: 4**

This course provides a continuation of clinical skills, patient assessment, treatment and appointment scheduling, preventive techniques and application of dental hygiene procedures. Work-based instruction helps students synthesize new knowledge, apply previous knowledge, and gain experience managing workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by clinical faculty in a clinical setting. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (DENT 152 and DENT 154 and DENT 156 and DENT 158 and DENT 161).
- Placement Score: None.
- Corequisite Course: DENT 176.



## 2024-2025 Course Descriptions

### **DENT 176     Dental Materials & Methods**

**Credit Hours: 3 / Billing Hours: 5**

This course provides a study of the composition, chemical and physical properties, manipulation, and uses of dental materials. Laboratory experiences include the application and manipulation of various materials used in dentistry. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (DENT 152 and DENT 154 and DENT 156 and DENT 158 and DENT 161).
- Placement Score: None.
- Corequisite Course: DENT 174.

### **DENT 240     Anxiety & Pain Control Mgmt**

**Credit Hours: 2.5 / Billing Hours: 4**

This course will provide the student with basic and current concepts of local anesthetics nitrous oxide and pain control for the safe and effective administration of local anesthetics and nitrous oxide/oxygen sedation. Instruction in local anesthetic technique, nitrous oxide technique, and an introduction to the use of nitrous oxide as an analgesia is included. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (DENT 174 and DENT 176).
- Placement Score: None.
- Corequisite Course: DENT 242 and DENT 244 and DENT 247 and DENT 248.

### **DENT 242     Dental Hygiene III**

**Credit Hours: 2 / Billing Hours: 2**

This course is a continuing development of a theoretical framework of dental hygiene treatment with advancement of dental hygiene proficiency in all areas of dental hygiene treatment. Case histories from patients are presented and discussed along with preventive measures employed against disease concurrent with clinical practice, with emphasis on special needs patients. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (DENT 174 and DENT 176).
- Placement Score: None.
- Corequisite Course: DENT 240 and DENT 244 and DENT 247 and DENT 248.

## 2024-2025 Course Descriptions

### **DENT 244      Clinical Dental Hygiene III**

**Credit Hours: 3 / Billing Hours: 12**

The clinical sessions combine dental hygiene skills with time management techniques essential for private practice. Comprehensive patient care includes assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation of dental hygiene care, nonsurgical periodontal therapy, ultrasonic instrumentation, patient management, sealants, and comprehensive programs for control of dental diseases. The course consists of faculty supervised patient treatment in the clinic. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (DENT 174 and DENT 176).
- Placement Score: None.
- Corequisite Course: DENT 240 and DENT 242 and DENT 247 and DENT 248.
- Course Note: \$275 of the course fee is for a dental supply kit and is non-refundable.

### **DENT 247      Oral Pathology**

**Credit Hours: 3 / Billing Hours: 3**

This course is a study of the diseases affecting oral tissues, including the principles of inflammation and repair, developmental and genetic disturbances, oral infections, injuries and neoplasms. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (DENT 174 and DENT 176).
- Placement Score: None.
- Corequisite Course: DENT 240 and DENT 242 and DENT 244 and DENT 248.

### **DENT 248      Dental Public Health & Educ**

**Credit Hours: 3 / Billing Hours: 3**

This course provides a study of the principles and concepts of community public health and dental health education. Emphasis is placed on dental epidemiology and statistical methods, community assessment, educational planning, implementation, and evaluation, scientific review of literature, and classroom presentation. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (DENT 174 and DENT 176).
- Placement Score: None.
- Corequisite Course: DENT 240 and DENT 242 and DENT 244 and DENT 247.

## 2024-2025 Course Descriptions

### **DENT 252     Dental Hygiene IV**

**Credit Hours: 2 / Billing Hours: 2**

This course is a continuation of information to prepare the student for advanced clinical practice. An in-depth study of dental hygiene care for patients with special needs is provided along with an examination of the dental hygienist's role in practice settings and employment considerations. Resume preparation, job interviewing, employment preparation, and an understanding of the law and professional ethics of dental hygiene are covered. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 240 and DENT 242 and DENT 244 and DENT 247 and DENT 248).
- Placement Score: None.
- Corequisite Course: DENT 254 and DENT 256.

### **DENT 254     Clinical Dental Hygiene IV**

**Credit Hours: 3 / Billing Hours: 12**

The clinical session combines dental hygiene skills with time management techniques essential for private practice. Comprehensive patient care includes assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation of dental hygiene care, nonsurgical periodontal therapy, ultrasonic instrumentation, patient management, sealants, and comprehensive programs for control of dental diseases. The course consists of faculty supervised patient treatment in the clinic. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 240 and DENT 242 and DENT 244 and DENT 247 and DENT 248).
- Placement Score: None.
- Corequisite Course: DENT 252 and DENT 256.

### **DENT 256     Community Oral Health**

**Credit Hours: 1.5 / Billing Hours: 1.5**

Students assess, plan, implement, and evaluate a community dental health project. Dental specialties and the dental hygienist's role in recognizing specialty care needed by patients is presented. Each student participates in a variety of community health projects and observing in dental specialty practices. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (DENT 240 and DENT 242 and DENT 244 and DENT 247 and DENT 248).
- Placement Score: None.
- Corequisite Course: DENT 252 and DENT 254.



## 2024-2025 Course Descriptions

### **DMAC 130 Intro to Video Production**

**Credit Hours: 4 / Billing Hours: 4**

A hands-on, practical application course; students will learn the fundamental concepts of digital video production. Hands-on classroom exercises will include basic non-linear editing, lighting, videography/cinematography, and the distribution of digital media. Digital Video Production is the video foundation course required of all DMAC students. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 131 Digital Cinematography I**

**Credit Hours: 4 / Billing Hours: 4**

In this intermediate digital cinematography course, students will learn to use LED, tungsten, HMI, and fluorescent lighting systems, along with grip equipment, to design, shape, bounce, and diffuse light. Students will work hands-on and utilize the tools typically used on productions, including an array of light fixtures, stands, clamps, power distribution, and hardware. (Offered Fall, Spring)

- Prerequisite Course: Minimum 3.0 in DMAC 130.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 132 Video Post-Production I**

**Credit Hours: 4 / Billing Hours: 4**

A hands-on course, Video Post-Production I will present the student with an extensive experience in non-linear post-production using a computer-based editing platform. Learning activities within and outside the classroom are designed to provide a technical and creative foundation in the procedures used by video and digital cinema editors. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in DMAC 130.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 140 Pre-Production Design**

**Credit Hours: 3 / Billing Hours: 3**

This introductory course focuses on the fundamental concepts of pre-production design. Hands-on classroom exercises will find students creating a variety of pre-production materials including storyboards, scripts, treatments, project request forms, project budget forms, site survey form, pre-production checklist, production schedules, etc. Pre-Production Design is required of all DMAC students. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **DMAC 141 Ethics and Impact of the Media** **Credit Hours: 3 / Billing Hours: 3**

This course explores the effects of Cinema, Television, and Mass Media on American culture. Topics such as privacy, censorship, violence, and portrayals of minorities and women are discussed and analyzed. Course discussions occur within an ethical reasoning framework. Ethics and Impact of the Media is required for all DMAC students. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 231 Digital Cinematography II** **Credit Hours: 4 / Billing Hours: 4**

Through hands-on exercises in the studio and on location, students will combine the technical aspects of cinematography including ISO, WB, FPS, shutter angle, resolution, and recording format with the aesthetic considerations of lens choice, framing, composition, camera perspective, and movement to create compelling visual images and engaging visual stories. Students in this class will be utilizing the RED Camera. (Offered Summer)

- Prerequisite Course: Minimum 3.0 in DMAC 131.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 232 Video Post-Production II** **Credit Hours: 4 / Billing Hours: 4**

Video Post-Production II focuses on the advanced technical, creative, and design issues of non-linear editing. Hands-on classroom exercises will include video compositing, color correction, advanced effects, media management, and networking. Based upon these exercises, students will manage and edit several short form projects deliverable in a variety of digital formats. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in DMAC 132.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 234 Studio Production Techniques** **Credit Hours: 4 / Billing Hours: 4**

This practical application course focuses on the fundamental concepts of television studio production. Hands-on classroom exercises will find students operating in a variety of production roles including but not limited to director, technical director, camera operator, graphics operator, audio engineering, floor director, etc. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in DMAC 130.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **DMAC 240    Employment Issues in Media**

**Credit Hours: 2 / Billing Hours: 2**

This course will develop an individual's understanding of media industry issues related to organizational and self-employment. Class sessions and assignments contain practical exercises aimed at developing the individual's employability. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (DMAC 120, DMAC 130 and DMAC 140).
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 246    Workshop: Video**

**Credit Hours: 2 / Billing Hours: 2**

A practical application course in which students will, under the direct supervision of a faculty member, work as a member of a production team to stream live sporting events. Students may serve in a variety of production roles, including director, technical director, floor director, camera operator, and graphics and replay. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in DMAC 130.
- Placement Score: None.

### **DMAC 255    Digital Presentation & Signage**

**Credit Hours: 4 / Billing Hours: 4**

This course focuses on environmental digital media. Using production and design tools, students will create presentations for open spaces and non-standard resolution venues, as well as retail outlets, restaurants, airports, and other public hubs. This includes simple photo/video and graphics to complicated touch-screen interactions. Students may earn over 30 industry acknowledged certifications. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in DMAC 232 or department approval.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 260    World Cinema**

**Credit Hours: 4 / Billing Hours: 4**

This survey course introduces students to pre-eminent international filmmakers and film movements. World Cinema explores social, political, economic and historical contexts pertaining to film production to create an understanding of the relationship between cinema, story telling and national culture. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **DMAC 295    Media/Cinema Portfolio**

**Credit Hours: 2 / Billing Hours: 2**

The student will assemble a portfolio under faculty supervision that represents the student's attainment of DMAC program outcomes. The Portfolio created in this course can be used for securing employment or acceptance into a four-year school. This course is intended to be a capstone course in the DMAC curriculum. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in DMAC 240 and 48 or more credits toward the DMAC degree and Department Approval Required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **DMAC 296    Media/Cinema Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an opportunity for students to work in external media or cinema settings under professional supervision. Students work closely with faculty in arranging and evaluating the workplace experience. Placement is contingent upon interview results between the student and interview site. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Restriction: Digital Media and Cinema Majors Only.

### **DTSC 200    Principles of Data Science**

**Credit Hours: 4 / Billing Hours: 4**

This course develops fundamental skills to prepare students for further learning in advanced topics of Data Science, the study of extraction of knowledge from data. Students will learn the methodology involved and the fundamentals of the tools required to perform data analytics for the role of a data scientist. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (CPSC 101 and STAT 215).
- Placement Score: Reading Level 5 and Writing Level 6.

### **DTSC 201    Data Science with Python**

**Credit Hours: 4 / Billing Hours: 4**

This course develops fundamental and advanced skills to prepare students for a career in the field of data science. Students will continue to develop their skillset with the Python coding language and learn how to prepare and communicate data analysis results to stakeholders. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in DTSC 200.
- Placement Score: Reading Level 5 and Writing Level 6.



## 2024-2025 Course Descriptions

### **ECON 120**    **Power, Authority and Exchange**    **Credit Hours: 4 / Billing Hours: 4**

A comparative study of ancient and modern economic and political systems and theories in different parts of the world. An emphasis will be placed on the evolution of economic and political organizations and the impact these have on societies and individuals. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **ECON 201**    **Principles of Economics-Micro**    **Credit Hours: 4 / Billing Hours: 4**

This course is designed to develop objective consideration of economic issues and provides information and understanding of how resources are allocated by prices. Topics for study include price theory, consumer demand, cost and market structure, the role of government in the market, resource pricing, and international trade. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Math Level 4.

### **ECON 202**    **Principles of Economics-Macro**    **Credit Hours: 4 / Billing Hours: 4**

This course addresses the theory of national income, employment and the price level, and government fiscal and monetary policies designed to influence aggregate economic activity. It also addresses exchange rates, international financial relationships, and economic growth. (Offered Fall, Spring, Summer)

- Prerequisite Course: ECON 201 or concurrently.
- Placement Score: Reading Level 5 and Math Level 4.

### **ECON 213**    **U.S. Economic/Business History**    **Credit Hours: 3 / Billing Hours: 3**

This course provides a survey of American economic and business history, change, and growth since the pre-colonial period to the present. Topics include an overview of business organization, the role of technological change, money and banking, industrialization, demography, public economic policy, living standards, and patterns of labor and capital. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **ECON 260**      **Comparative Economic Systems**      **Credit Hours: 3 / Billing Hours: 3**

A comparison of different global economic systems and their impact on economic growth, distribution of income and opportunity, and economic treatment of women and minorities. Theories, philosophies, historical development and current practices will be examined. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **EDUC 204**      **Educational Psychology**      **Credit Hours: 3 / Billing Hours: 3**

Educational psychology examines the contribution of psychology to education, emphasizing childhood development, learning, motivation, measurement, and both individual and group dynamics that affect pupils' achievements. Research on specific programs and strategies designed to improve instruction and learning will be explored. This class is designed for potential certified teachers or paraprofessionals. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **EDUC 220**      **Introduction to Education**      **Credit Hours: 3 / Billing Hours: 3**

An overview of the foundations, philosophy, history, and organization of education as a human endeavor. Topics include legal concerns, issues and trends in American education, school governance, and school finance. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **EDUC 226**      **Reading in Elementary School**      **Credit Hours: 3 / Billing Hours: 3**

This course provides an introduction to concepts and issues in the reading development of elementary school children. Included are methods of reading instruction and assessment, and review of current school practices. Intended for teacher paraprofessionals, but may also be used for transfer to a teacher certification program. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: EDUC 220 and EDUC 204.

## 2024-2025 Course Descriptions

### **EDUC 228    Technology in Education**

**Credit Hours: 3 / Billing Hours: 3**

In this survey course, students will learn sound principles for integrating technology and media into K-12 classrooms, legal and societal issues surrounding their use, and how to assess and select appropriate technology and media. Students will explore uses of productivity/presentation software and the internet/WWW to enhance their teaching. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: EDUC 220.

### **EDUC 230    Intro to Special Education**

**Credit Hours: 3 / Billing Hours: 3**

An introduction to Special Education for potential elementary or secondary teachers and teacher paraprofessionals. The physical, social, emotional and cognitive characteristics of special needs students are defined. Emphasis is placed on the disability categories addressed in state and federal special education mandates. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **EDUC 280**     **Teacher Education Practicum**

**Credit Hours: 3 / Billing Hours: 3**

This course requires students to work with a teacher in an educational setting, thus receiving practical experience working with children in K-12 classrooms at two different grade levels. Combined with readings, reflections, and on-campus classroom discussion, students should gain an appreciation for the role of professional teachers. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - 1) This course requires 70 additional hours of practical experience in K-12 classrooms at two different grade levels approved by the instructor. Information on field placement and assignment will be given during the first day of class. You cannot pass this course unless all 70 hours in two different K-12 classrooms have been completed.
  - 2) All public schools are required to ask for a background check for anyone who regularly visits a K-12 school building. Students in EDUC 280, Teacher Education Practicum, should be prepared to present a completed [ICHAT](#) (online State background check) to their practicum site at the beginning of the assignment.

### **ELTA 105**     **Elect. Industry Orientation**

**Credit Hours: 0.5 / Billing Hours: 0.5**

An overview of laws and standards that apply to the electrical construction industry in the State of Michigan. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3.

### **ELTA 106**     **Basic Electrical Calculations**

**Credit Hours: 2 / Billing Hours: 2**

Reviews mathematical concepts required of the electrical technician in their study of electrical theory: fractions, ratios, proportions, powers and roots as used in Ohm's and Watt's Laws. Basic right triangle trigonometry, graphing and the reading of a tape measure are also discussed. A basic scientific calculator will be required and used in class. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **ELTA 120      AC Fundamentals - Electrician      Credit Hours: 2 / Billing Hours: 3**

A practical approach to calculations of alternating current circuit quantities that an electrician may be required to use in the electrical trade. Impedance and power relationships will be explored for both single and three-phase circuits. (offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 110 or ELTE 108) and [Minimum 2.5 in (ELTA 106 or MATH 114) or Math Level noted below].
- Placement Score: Reading Level 4 and Writing Level 2 and Math Level 5.
- Course Note: \$8 of the Course Fee is non-refundable.

### **ELTA 155      Transformer Fundamentals      Credit Hours: 2 / Billing Hours: 3**

This course covers alternating current transformers. Topics include operating principles, transformer calculations, single phase transformers, three phase transformers, autotransformers, and transformer connections. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [ELTE 121 or (ELTA 120 or concurrently)].
- Placement Score: Reading Level 4 and Writing Level 2.
- Course Note: \$8 of the Course Fee is non-refundable.

### **ELTA 160      PLC Overview for Electricians      Credit Hours: 1 / Billing Hours: 2**

This course provides a practical overview of programmable logic controllers with focus on operating principles and installation. Topics include the capabilities, installation, programming, (examine on/off, timers and counters) and connecting of external devices. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ELTE 130 or ELTE 131).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note:
  - ELTA 160 sections require 2 additional lab hours that need to be arranged with the instructor and ELTE lab staff.
  - It is recommended that students attend the additional instructor led lab period assigned to your specific section.
  - Students who choose to utilize the ELTE open lab times to satisfy the arranged lab time, should be aware that the instructor may not be present during this time to answer questions.

## 2024-2025 Course Descriptions

- \$7 of the Course Fee is non-refundable.

### **ELTA 180      Introduction to Fire Alarms      Credit Hours: 1 / Billing Hours: 1**

This course provides an introduction to the installation and operation of fire alarm systems. Topics covered include: wiring methods, components, circuit types, system types and code rules. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ELTE 109 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.

### **ELTE 104      Employee Worksite Basics      Credit Hours: 1 / Billing Hours: 1**

This course is designed to prepare students for entering the technical workplace. Students will learn employability skills for entry-level employment in the manufacturing, construction, and utility industries. Upon successful completion of this class, students will be prepared to take the SkillsUSA Energy Industry Employability Skills Assessment. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### ELTE 108      Practical Electricity I

**Credit Hours: 2 / Billing Hours: 3**

ELTE is a foundational course in Direct Current electrical theory. Series, parallel and combination circuits are studied in class. Meters are used in lab to measure and confirm the relationships between voltage, current, resistance, and power in studied circuits. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note:
  - This course is restricted to ERESA Early college students only. ELTE 109 must be completed within two years of completion of ELTE 108.
  - ELTE 110 (Practical Electricity) has been divided into two courses to allow more flexibility in scheduling.
  - Each course covers half of the ELTE 110 content:
    - ELTE 108 (Practical Electricity I) runs for the first half of the semester and covers the first half of the ELTE 110 content.
    - ELTE 109 (Practical Electricity II) runs for the last half of the semester and covers the remaining ELTE 110 content.
    - Students who take both ELTE 108 and ELTE 109 will fulfill curriculum guide requirements that list ELTE 110 as a requirement.
    - If you have questions, contact the Electrical Program at 517-483-1360. \$6 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### ELTE 109      Practical Electricity II

**Credit Hours: 2 / Billing Hours: 3**

This course applies the concepts covered in ELTE 108 (formerly ELTE 118), to conductance in gases and liquids; batteries; magnetism and motor operation. Conductor sizing, basic household wiring, electrical service components and the State of Michigan licensing law are addressed. Combined with ELTE 108, curricular requirements for ELTE 110 are fulfilled. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102) or concurrently and Minimum 2.0 in ELTE 108 or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note:
  - This course is restricted to ERESA Early College students only. ELTE 109 must be completed within two years of completion of ELTE 108.
  - ELTE 110 (Practical Electricity) has been divided into two courses to allow more flexibility in scheduling.
  - Each course covers half of the ELTE 110 content:
    - ELTE 108 (Practical Electricity I) runs for the first half of the semester and covers the first half of the ELTE 110 content.
    - ELTE 109 (Practical Electricity II) runs the last half of the semester and covers the remaining ELTE 110 content.
    - Students who take both ELTE 108 and ELTE 109 will fulfill curriculum guide requirements that list ELTE 110 as a requirement.
    - If you have questions, contact the Electrical Program at 517-483-1360. \$6 of the Course Fee is non-refundable.



## 2024-2025 Course Descriptions

### **ELTE 110      Practical Electricity**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces the student to electricity on a practical level. The student will learn to use meters to measure electrical quantities, do basic circuit calculations, install basic household electrical wiring and investigate the behavior of motors. Reviews electrical codes and standards. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (ELTA 101 or ELTE 100 or ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: Math Level 4.
- Course Note: \$12 of the Course Fee is non-refundable.

### **ELTE 111      Intro to Industrial Automation**

**Credit Hours: 4 / Billing Hours: 6**

Provides a hands-on introduction to computer-based manufacturing through experiments and demonstrations. Topics include computer architecture, operating systems, the internet, text and spreadsheet processing, PLC's, machine vision, programming languages, discrete electronics, computer aided design and network communications. Emphasis placed on the integration of these systems and impact on human lifestyle. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102) or concurrently and ELTE 108 or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Student will be required to provide a 2 gigabyte memory stick (jump drive) with a USB port interface. \$15 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **ELTE 112      Basic Wiring Installation**

**Credit Hours: 2 / Billing Hours: 3**

This course covers installation of a variety of wiring systems in wood frame construction. Students will practice installing nonmetallic sheathed cable, electrical metallic tubing and residential services. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 109 or ELTE 110 or HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students will be required to provide hand tools not included in the course fee. A list of these tools will be provided at the first class meeting. \$5 of the Course Fee is non-refundable.

### **ELTE 121      Electrical Mathematics**

**Credit Hours: 5 / Billing Hours: 6**

This course utilizes concepts in algebra, vector algebra and trigonometry to solve DC and AC electric circuit problems. Topics will include units, Ohm's Law, network analysis, series parallel and combination DC and AC circuits, inductance, capacitance, AC power relationships and power factor correction. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102) and (ELTE 110 or ELTE 108) and (minimum 2.0 in MATH 114 or Math Level 5).
- Placement Score: Reading Level 5.

### **ELTE 122      Industrial Control Electronics**

**Credit Hours: 5 / Billing Hours: 7**

This course introduces the student to solid-state circuitry used in industry. Students will study diodes, transistors, SCRs, triacs, optical isolators, transducers, power circuits, etc. Laboratory will include oscilloscope usage. The course also includes an introduction to Boolean algebra and digital circuits. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [(ELTE 108 or ELTE 110) and ELTE 111].
- Placement Score: Reading Level 5 and Writing Level 2 and Math Level 5.
- Recommended: Minimum 2.0 in (ELTE 121 or ELTA 120).
- Course Note: \$8 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **ELTE 123      Motors and Transformers**

**Credit Hours: 5 / Billing Hours: 7**

This course begins with three-phase circuits, including three-phase power measurement. Contains practical introduction to single- and three-phase transformers, motors and alternators. Brief coverage of DC machines. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ELTE 121.
- Placement Score: Reading Level 5 and Writing Level 2 and Math Level 5.
- Course Note: \$10 of the Course Fee is non-refundable.

### **ELTE 129      Machine Controls I - A**

**Credit Hours: 2 / Billing Hours: 2.5**

This course covers the first half of ELTE 131 and ELTE 130 will cover the second half. Together they emphasize relay logic and controls using industrial standards. Use of correct symbols and standard construction of wiring and ladder diagrams is emphasized. Laboratory exercises include an exploration of three phase power systems; wiring three-phase motor control circuits utilizing two- and three- wire control; interfacing with fluid power control circuits; non-contact sensors; and timers. Troubleshooting skills are emphasized throughout the course. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ELTE 108 or ELTE 110 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$8 of the Course Fee is non-refundable.

### **ELTE 130      Machine Controls I - B**

**Credit Hours: 2 / Billing Hours: 2.5**

This course covers the second half of ELTE 131 and ELTE 129 covers the first half. Together they emphasize relay logic and controls using industrial standards. Use of correct symbols and standard construction of wiring and ladder diagrams is emphasized. Laboratory exercises include an exploration of three phase power systems; wiring three-phase motor control circuits utilizing two- and three- wire control; interfacing with fluid power control circuits; non-contact sensors; and timers. Troubleshooting skills are emphasized throughout the course. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 129 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$8 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **ELTE 131      Machine Controls I**

**Credit Hours: 4 / Billing Hours: 5**

Covers relay logic and controls using industrial standards. Use of correct symbols and standard construction of wiring and ladder diagrams is emphasized. Laboratory exercises include wiring three-phase motor control circuits utilizing two- and three-wire control and machine control circuits utilizing limit and proximity switches, timers, relays, etc. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (ELTE 108 or ELTE 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$10 of the Course Fee is non-refundable.

### **ELTE 132      Control Panel Assembly**

**Credit Hours: 2 / Billing Hours: 3**

This course provides practical experience in the construction of an industrial control panel. The student will layout, assemble, wire, connect, troubleshoot and operate an industrial control panel for an oscillating table drive. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 130 or ELTE 131) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.

### **ELTE 136      Digital Basics**

**Credit Hours: 2 / Billing Hours: 3**

Introduces digital electronics basics: Binary number system, basic gates, and combination and sequential logic circuits. Laboratory work includes the analysis of digital circuits built on PC boards. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ELTE 130 or ELTE 131).
- Placement Score: Reading Level 5 and Writing Level 2 and Math Level 4.

## 2024-2025 Course Descriptions

### **ELTE 141      National Electrical Code I**

**Credit Hours: 4 / Billing Hours: 4**

An introductory course designed for individuals with little or no knowledge of the Electrical Code. Students will study the structure and scope of the National Electrical Code, focusing on Chapters 1 through 4. These chapters constitute the general rules and most often used portion of the NEC. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 109 or ELTE 110 or HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students with a minimum of one year of experience may request a waiver for the prerequisites of this class. Call 517-483-1360 to request a waiver.

### **ELTE 142      National Electrical Code II**

**Credit Hours: 4 / Billing Hours: 4**

This course builds on ELTE141 by applying the National Electrical Code to situations common to the practicing journey electrician. Extensive practice locating and interpreting sections of the NEC helps prepare students for the State Journey Examination. In addition to the NEC, State of Michigan electrical rules will be reviewed. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ELTE 141.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: Students with a minimum of two years experience and a previous course in the National Electrical Code may request a waiver for the prerequisites of this class. Call 517-483-1360 to request a waiver.

## 2024-2025 Course Descriptions

### **ELTE 145      Electrical Prints for Building**

**Credit Hours: 4 / Billing Hours: 5**

Covers construction prints emphasizing standard and nonstandard symbols and interpretation of prints. Uses the National Electrical Code to calculate branch circuit, motor circuit, and feeder sizes. Other topics include industrial loads, uninterruptible power supplies, and signaling systems. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ELTE 141.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.
- Recommended: Minimum 2.0 in ELTE 121 or ELTA 120 or equivalent.
- Course Note:
  - This course requires 2 additional lab hours that need to be arranged with the instructor and ELTE lab staff.
  - It is recommended that students attend the additional instructor led lab period assigned to your specific section.
  - Students who choose to utilize the ELTE open lab times to satisfy the arranged lab time, should be aware that the instructor may not be present during this time to answer questions.
  - \$10 of the Course Fee is non-refundable.

### **ELTE 147      National Electric Code Update**

**Credit Hours: 1 / Billing Hours: 1**

For individuals with National Electrical Code® experience and practical electrical knowledge and hold a journeyman electrician's license, a master electrician's license or a fire alarm specialty technician's license. Students will cover changes to the National Electrical Code® and discuss interpretation of the Code changes. (Offered as needed)

- Prerequisite Course: None.
- Recommended: Experience using the National Electrical Code.

### **ELTE 150      Electric Motor Maintenance**

**Credit Hours: 2 / Billing Hours: 3**

Students learn to diagnose and test electric motors. Students will learn to identify and repair common problems in motors using meters, test equipment and appropriate tools. An introduction to rewinding and metal working procedures is also included. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 109 or ELTE 110 or HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.

## 2024-2025 Course Descriptions

### **ELTE 154      Utility Prints and Diagrams**

**Credit Hours: 3 / Billing Hours: 3**

This course will develop a student's ability to accurately read various types of blueprints used to document cabling, components and operation of electrical systems. Single-line, riser, schematic, ladder, relay, cabling, and layout diagrams will be addressed. The need for accurate recordkeeping will be reinforced throughout the class. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTA 120 or ELTE 121) or concurrently.
- Placement Score: Reading Level 4 and Writing Level 4 and (Math Level 5 or minimum 2.0 in ELTA 106).

### **ELTE 156      Lineworker/Utility Rigging**

**Credit Hours: 3 / Billing Hours: 4**

This course covers uses and strengths of ropes, chains, block and tackles, truck-mounted augers, hoists, lifts and capstans. Knots used by lineworkers will receive extensive coverage and practice. Safe working strength of slings, hooks, sheaves, ropes and chains, the use of personal safety equipment, and proper hand signals used in the industry will be covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 102 or DCTM 102 or HVAC 102 or METS 102 or TECH 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in 9MATH 105 or MATH 106]] or P in (NCMA 106 or NCMA 110).
- Course Note: \$10 of the Course Fee is non-refundable.

### **ELTE 173      Energy Industry Fundamentals I**

**Credit Hours: 2 / Billing Hours: 2**

This course provides students with knowledge of basic and emerging principles and concepts that impact the energy industry including how the industry is organized and operates as a whole. Students will gain a basic understanding of electric power generation, including traditional and alternative sources. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: Minimum 2.0 in ELTE 108.

## 2024-2025 Course Descriptions

### **ELTE 174      Energy Industry Fundamental II      Credit Hours: 2 / Billing Hours: 2**

This course provides students with knowledge of electric power and natural gas transmission and distribution. Students will also learn about career opportunities in the energy industry, including job entry requirements and educational pathways. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 173 or concurrently).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$10 of the Course Fee is non-refundable.

### **ELTE 181      Pole Climbing I      Credit Hours: 0.5 / Billing Hours: 1**

An introduction to the climbing of wooden utility poles, this hands-on class gives students climbing instruction, time for developing basic skills and the ability to determine if the student is comfortable at heights. Exposure to the proper use of basic hand tools used in industry is included. (Offered Fall, Summer)

- Prerequisite Course: Program Approval for Acceptance into the Electrical Utility/Lineworker Curriculum.
- Recommended: PFFT 180 Lineworker Fitness A within 1 semester or a passing score on the Lineworker Physical Ability Test (LPAT) within 1 semester.

### **ELTE 182      Pole Climbing II      Credit Hours: 0.5 / Billing Hours: 1**

This hands-on class provides students with the opportunity to build climbing technique, comfort working at various heights on the pole, and competency working with tools that are needed for success in advanced climbing classes in the Lineworker program. (Offered Fall)

- Prerequisite Course: Minimum 3.5 in ELTE 181.
- Placement Score: None.

### **ELTE 185      Pole Climbing Practice I      Credit Hours: 0.25 / Billing Hours: 0.5**

This hands-on class assumes students have had a minimum of 12 hours of active climbing skill development and provides the opportunity to practice, build and refine climbing technique. (Offered Fall, Spring)

- Prerequisite Course: Minimum 3.5 in ELTE 181.
- Placement Score: None.



## 2024-2025 Course Descriptions

### **ELTE 186      Pole Climbing Practice II      Credit Hours: 0.25 / Billing Hours: 0.5**

This hands-on class builds climbing skill and confidence based on competency developed in prerequisite courses. Students will have opportunity to evaluate and then focus on skills needing development. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.5 in ELTE 182 or passing grade in ELTE 185.
- Placement Score: None.

### **ELTE 187      Pole Climbing Practice III      Credit Hours: 0.25 / Billing Hours: 0.5**

This hands-on class assumes students have had a minimum of 32 hours of active climbing skill development and provides the opportunity to refine technique and develop the stamina required for advanced climbing classes in the Lineworker program. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ELTE 182 or passing grade in ELTE 185.
- Placement Score: None.

### **ELTE 188      Pole Climbing Practice IV      Credit Hours: 0.25 / Billing Hours: 0.5**

This hands-on class assumes students have had a minimum of 40 hours of active climbing skill development and provides the opportunity to refine technique and build the stamina required for advanced climbing classes in the Lineworker program. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ELTE 182 or passing grade in ELTE 185.
- Placement Score: None.

### **ELTE 232      Machine Controls II      Credit Hours: 4 / Billing Hours: 6**

This course is a continuation of ELTE131. Students will work with more components, larger and more complex machine control diagrams, automation interlocking, automatic continuous cycling of machinery, variable speed motor drives, design of control circuits for more complex machines, and the use of AutoCAD for drawing electrical schematics. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [ELTE 131 or (ELTE 129 and (ELTE 130 or concurrently))].
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.
- Course Note: \$10 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **ELTE 251      Energy Generation & Control I**

**Credit Hours: 4 / Billing Hours: 5**

Provides students with a foundational understanding of electrical power generated by steam turbines, gas turbines, and reciprocating SI and CI engines. Prime movers, generators, governors, regulators and fault protection equipment are covered. Addresses both theory and practice of maintenance, operation, repair and installation of electrical generating systems and related components. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ELTE 121 and (ELTE 130 or ELTE 131) and (ELTE 123 or concurrently)).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 5.
- Recommended: Minimum 2.0 in ELTE 150.
- Course Note: The textbook for ELTE 251 is purchased thru [Electrical Generating Association](http://egsa.org) (egsa.org). Students can pick up an order form at West Campus in M127 or U206. Please allow enough time to receive the textbook before class begins.

### **ELTE 252      Energy Generation & Control II**

**Credit Hours: 4 / Billing Hours: 5**

Second in a two-course sequence addressing electrical power generation. Covers advanced concepts of the prime mover and the generator as well as associated governors, regulators and fault protection equipment. Students will learn both theory and practice of maintenance, operation, repair and installation of electrical generating systems and related components. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 123 and ELTE 251) and Reading Level 5 and Writing Level 4 and Math Level 5.

### **ELTE 255      Power Instrumentation**

**Credit Hours: 4 / Billing Hours: 5**

An introduction to the instrumentation and control of power generation and distribution. The application, calibration and use of smart meters, electronic power meters, potential and current transformers, switchboard instruments & controls, power equipment measurement/protection, temperature measurement, 4-20ma current loop systems and programmable energy meters are explored and applied. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 251 and ELTE 260) and Reading Level 5 and Writing Level 4 and Math Level 5.

## 2024-2025 Course Descriptions

### **ELTE 260      Programmable Controllers I      Credit Hours: 4 / Billing Hours: 6**

This course introduces students to the concepts and principles of programmable logic controllers (PLCs). Topics include the basics of ladder logic and function block programming, discrete input and output field device connections, as well as troubleshooting software, hardware, communications and other PLC related equipment. Allen Bradley and Siemens control technology will be utilized. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in [ELTE 131 or (ELTE 129 and (ELTE 130 or concurrently))].
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.
- Course Note: \$5 of the Course Fee is non-refundable.

### **ELTE 261      Programmable Controllers II      Credit Hours: 6 / Billing Hours: 8**

This course provides an in-depth understanding of Allen-Bradley ControlLogix programmable logic controllers. Students will learn about CLX flexible memory structure as it relates to data file types, data manipulation, and scheduling. Bit, word, and file operations will be extensively covered. Topics include Ethernet communications, analog field device connections, safety relays, variable frequency drives, remote I/O, and AB equipment configuration/installation. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ELTE 260 or ELTA 160).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.
- Course Note:
  - 1) Students are required to provide a 2 gigabyte memory stick (jump drive) with USB port interface.
  - 2) \$5 of the Course Fee is non-refundable.

### **ELTE 262      Programmable Controllers III      Credit Hours: 5 / Billing Hours: 8**

This course provides an in depth understanding of industrial automation as it relates to integrated robot systems, distributive process control and safety related systems. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in ELTE 261.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.
- Recommended: Minimum 2.5 in METS 160.
- Course Note: \$15 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **ELTE 270 Lineworker Fundamentals**

**Credit Hours: 1 / Billing Hours: 1.5**

The purpose of this course is to give prospective lineman apprenticeship candidates a good demonstration of the work they will be required to do as an apprentice and journeyman lineworker. Students will be given an introduction to the physical aspects and mental discipline required to perform the duties of a lineworker with demonstrations and physical tests. (Offered Fall, Spring)

- Prerequisite Course: None. Program Approval for Acceptance into the Electrical Utility/Lineworker Curriculum is required.
- Placement Score: None.

### **ELTE 272 Electric Basic Line Climbing**

**Credit Hours: 4 / Billing Hours: 6**

This course is designed to provide students with the basic knowledge and pole climbing skills necessary to progress through the Electric Line Apprentice Program. (Offered Fall, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: \$60 of the Course Fee is non-refundable.

### **ELTE 274 Ground/Utility Worker**

**Credit Hours: 6 / Billing Hours: 9**

This course is designed to provide students with the basic Ground Worker/Utility Worker knowledge and skills necessary to progress through the Electric Line Apprentice Program. (Offered Fall, Summer)

- Prerequisite Course: Minimum 3.5 in ELTE 272.
- Placement Score: None.

### **ELTE 276 Energized Secondary Worker**

**Credit Hours: 5 / Billing Hours: 8**

This course addresses the knowledge and skills necessary to progress through the Electric Line Apprentice Program with a focus on the installation and maintenance of secondary lines of 120/240 Volts. Safe work practices on energized conductors and aerial lifts, digger derricks and associated equipment are developed and required. (Offered Fall, Summer)

- Prerequisite Course: Minimum 3.5 in ELTE 274.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **ELTE 290      Electrical Internship      Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Electrical Technology students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **ELTE 291      Electrical Project Lab      Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

A guided study of topics of interest in electrical technology. The student will prepare a summary report of activities and demonstrate results of laboratory experiences. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **EMTA 100      Emergency Medical Responder      Credit Hours: 4 / Billing Hours: 6**

This course will provide the student with the knowledge and skills necessary to manage ill or injured victims at the scene of an emergency until the arrival of ambulance personnel. Successful completion qualifies the student to take the National Registry of Emergency Medical Technicians (NREMT) certification exam, then apply for state licensure as a Medical First Responder (MFR) upon passing exam. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Course Note: In addition to regular class time, students are required to complete Bloodborne Pathogens training online. Information will be distributed via the D2L Course Management site and/or in class. \$35 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### EMTA 101 Basic EMT I

**Credit Hours: 4 / Billing Hours: 4**

First in a sequence of five courses to prepare the student as a Basic EMT. Emphasis is placed on didactic material including airway management, patient assessment, CPR soft tissue injuries, head, chest, and abdominal injuries, and proper use of equipment in the delivery of basic emergency care. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: EMTA 102.
- Course Note:
  - The EMT Academy is offered in two distinct sessions. Students enrolling in the Main Campus Daytime Academy must enroll for all five EMTA sections together during the day to complete the Academy in one semester. Students are required to pass an ICHAT Criminal Background investigation completed through the State of Michigan [ICHAT](#) webpage. There is a fee for this service. Students must submit ICHAT documentation to the EMS Program office to receive Program Approval to enroll in the Academy. Documentation can be submitted electronically to LCC-HHS@star.lcc.edu.
  - ALL EMT ACADEMY STUDENTS must attend a mandatory orientation session held at the LCC main campus. Contact the EMS Program at 517-483-1410 for dates and times.
  - There will be an additional cost to students for uniforms and textbooks. Medical supplies are included in the course fees.
  - In addition to regular class time, students are required to complete Bloodborne Pathogens Training online. Information will be distributed via the D2L Course Management site and/or in class.

### EMTA 102 Basic EMT II

**Credit Hours: 2 / Billing Hours: 4**

Second in a sequence of five courses to prepare the student as a Basic EMT. Emphasis is placed on practical skills including patient assessment, bandaging, splinting, backboarding, oxygen delivery equipment, CPR, and airway management in the delivery of basic emergency care. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: EMTA 101.

## 2024-2025 Course Descriptions

- Course Note: \$35 of the course fee is for medical supplies and is non-refundable.

### **EMTA 103     Basic EMT III**

**Credit Hours: 4 / Billing Hours: 4**

The third in a sequence of five courses to prepare the student as a Basic EMT. Emphasis is placed on didactic material including the recognition and management of environmental and medical emergencies; verbal, written and radio communications; triage, emergency childbirth; and pediatric emergencies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in (EMTA 101 and EMTA 102).
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: EMTA 104 and EMTA 112.

### **EMTA 104     Basic EMT IV**

**Credit Hours: 2 / Billing Hours: 4**

The fourth course in a sequence of five to prepare the student as a Basic EMT. Emphasis is placed on the overall delivery of basic emergency care through simulated emergencies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in (EMTA 101 and EMTA 102).
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: EMTA 103 and EMTA 112.

### **EMTA 112     Basic EMT Clinical**

**Credit Hours: 4 / Billing Hours: 4**

The fifth course in a sequence of five to prepare the student as a basic EMT. Includes hospital and ambulance clinicals, and may include a community service component. Successful completion of all five basic EMT courses qualifies the student to take the National Registry of Emergency Medical Technicians (NREMT) certification exam and then apply for state licensure as an Emergency Medical Technician (EMT) upon passing exam. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in (EMTA 101 and EMTA 102).
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: EMTA 103 and EMTA 104.

## 2024-2025 Course Descriptions

### **EMTA 222 EMS Instructor-Coordinator**

**Credit Hours: 9 / Billing Hours: 9**

The first of two courses for EMS personnel interested in becoming an EMS instructor coordinator. Includes teaching and testing methods, lesson plan development, writing performance objectives, course administration, State of Michigan application process for course approval, and meeting other State-mandated requirements. Student teaching is required. Must be able to provide proof of three (3) years of field experience with a responding Life Support agency within the State of Michigan to qualify for Instructor Coordinator licensure. (Offered Fall)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: In order to qualify for State of Michigan EMS IC licensure, an individual must be able to provide proof of three (3) years of field experience with a responding Life Support agency within the State of Michigan. Please contact the EMS Program Director at 517-483-1530 to obtain approval to enroll in this course.

### **EMTA 224 EMS Instr-Coord Student Teach**

**Credit Hours: 2 / Billing Hours: 2**

The second of two courses for EMS personnel interested in becoming an EMS Instructor Coordinator (EMS IC), this course provides the opportunity to complete the required student teaching segment of the training in both didactic and laboratory settings. Successful completion of both courses qualifies the student to take the State of Michigan EMS IC licensure exam. (Offered Spring)

- Prerequisite Course: Minimum 3.0 in EMTA 222. Department Approval is required.
- Placement Score: None.
- Course Note: Please contact the EMS Program Director at 517-483-1530 to obtain approval to enroll in this course.



## 2024-2025 Course Descriptions

### **ENGL 098      Integrated Reading Writing I**

**Credit Hours: 4 / Billing Hours: 4**

This integrated reading and writing cornerstone course develops contextualized applications of skills and strategies necessary for academic and career success. Areas of focus include critical thinking and research processes, with emphasis on relevancy and transfer to academic courses and career goals. Concurrent enrollment in SOCL120 or PSYC200 or BUSN118 and its corresponding lab is required. After registering for ENGL098, students must register for one of the following pairs of Academic Support labs and classes: NCAS103/SOCL120; NCAS104/PSYC200; or NCAS105/BUSN118. (Add the NCAS lab first to see information on the paired course.) Students are encouraged to meet with an Academic Advisor for further information. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 2 and Writing Level 2.
- Recommended: Concurrent enrollment in ACAD 100.

### **ENGL 099      Integrated Reading Writing II**

**Credit Hours: 4 / Billing Hours: 4**

This integrated reading and writing cornerstone course develops contextualized applications of skills and strategies necessary for academic and career success. Areas of focus include critical thinking and research processes, with emphasis on relevancy and transfer to academic courses and career goals. Concurrent enrollment in college-level classes is recommended. Students should meet with an academic advisor to determine which concurrent enrollment options to select. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4. Co-requisite Courses: ENGL 121 (ENGL 124 or ENGL 127 may be substituted with approval from the Integrated English Department).
- Course Note: Students enrolled in ENGL 099 may take a second college-level course in addition to ENGL 121 or 124 or 127. See an academic advisor for college-level courses that allow concurrent enrollment with ENGL 099.

## 2024-2025 Course Descriptions

### ENGL 118 Personal Writing

**Credit Hours: 3 / Billing Hours: 3**

Explores the various forms of personal writing (diaries, journals, letters, personal narratives, and autobiography) through written exercises and selected readings. The student's observations and life experiences are the focus of written assignments. Emphasizes language, style, and tone appropriate to the different forms of personal writing. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: (Reading Level 5 and Writing Level 4) or ENGL 099 concurrently.

### ENGL 121 Composition I

**Credit Hours: 4 / Billing Hours: 4**

Composition I is the study and practice of expository discourse to help students write more effectively. It emphasizes critical thinking, academic source materials, writing processes, content development, structure, style, database research, and documentation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### ENGL 122 Composition II

**Credit Hours: 4 / Billing Hours: 4**

Composition II builds upon the writing skills developed in Composition I and emphasizes writing argumentatively, reasoning, and using appropriate documentation. The course develops analytical skills in reading, writing, and research techniques. Students learn about the development, structure, and style of academic research. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (ENGL 121 or ENGL 131) or Placement Scores listed below.
- Placement Score: Reading Level 5 and Writing Level 8.

## 2024-2025 Course Descriptions

### **ENGL 124      Technical Writing**

**Credit Hours: 3 / Billing Hours: 3**

A college-level course in the study and practice of technical writing in a variety of formats for select audiences. Covers writing instructions, mechanism descriptions, technical definitions, as well as business letters, persuasive memos, job application materials, and basic research techniques. Students learn basic research techniques. Students will work individually and collaboratively. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).
- Recommended: Computer and/or keyboarding experience.

### **ENGL 127      Business Writing**

**Credit Hours: 3 / Billing Hours: 3**

Theory and practice of business communication in a variety of forms, from short communications in print and in non-print channels to longer business proposals and research reports. Emphasizes effective use of graphics such as tables, charts, and illustrations, following accepted design principles. Covers business use of electronic media including websites, social media, and messaging applications. Considers appropriate uses of AI tools. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).
- Recommended: Computer and/or keyboarding experience.

### **ENGL 131      Honors Composition I**

**Credit Hours: 4 / Billing Hours: 4**

Honors Composition I is the study and practice of expository discourse to expand students' ability to write effectively. It emphasizes critical thinking, reading academic sources, writing processes, content development, structure, style, database research, and documentation. Students may expect a more rigorous approach to the course. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 7.

## 2024-2025 Course Descriptions

### **ENGL 132 Honors Composition II**

**Credit Hours: 4 / Billing Hours: 4**

This course builds upon the writing skills developed in ENGL 121 to help students write argumentative essays which use logical support and appropriate documentation. The course develops analytical skills in reading, writing, and research techniques. Students learn about the development, structure, and style of academic research. Students may expect a more rigorous approach to the course. (Offered Fall, Spring)

- Prerequisite Course: Minimum 3.5 in (ENGL 121 or ENGL 131).
- Placement Score: Reading Level 5 and Writing Level 8.

### **ENGL 200 Introduction to Literature**

**Credit Hours: 3 / Billing Hours: 3**

Students will analyze and interpret poetry, drama, and narrative works from a globally and culturally diverse range of historical and literary periods. Close readings of both written texts and visual texts will be encouraged. Through written assignments and discussion, students will offer analytical, argumentative, or researched responses to the readings. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).

### **ENGL 201 Introduction to Poetry**

**Credit Hours: 4 / Billing Hours: 4**

An introduction to the content, form, style, and technique of poetry; its structural types: metrical, blank, and free verse; its thematic types: lyric, narrative, and dramatic; and its effects or purposes. The course emphasizes poetry written in English but includes English translations of representative poetry from other languages and cultures. (Offered Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

## 2024-2025 Course Descriptions

### ENGL 202 World Drama

**Credit Hours: 4 / Billing Hours: 4**

Introduces drama as a unique genre with its own literary techniques and conventions within a global context. Students will read and interpret representative plays from the ancients to the 21st century, including works from Western and non-Western cultures. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### ENGL 208 Children's Literature

**Credit Hours: 4 / Billing Hours: 4**

This course offers a survey of children's literature, from fairy tales to young adult novels. Students will be introduced to a variety of literary genres in classic and contemporary works. Students will experience the literature through writing, discussion, oral or dramatic presentations, and other means suitable to classroom practice. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### ENGL 211 World Literature I

**Credit Hours: 4 / Billing Hours: 4**

A selective survey of the literatures of major world cultures reflecting the diversity of the continents of Africa, the Americas, Asia, and Europe to approximately the 17th century. Explores the historical, ethnic, aesthetic, political, economic, and thematic elements of their respective cultures through narrative prose fiction, poetry, and drama. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

## 2024-2025 Course Descriptions

### ENGL 212 World Literature II

**Credit Hours: 4 / Billing Hours: 4**

A survey of the literatures of major cultures reflecting the diversity of the continents of Africa, the Americas, Asia, and Europe from approximately the 17th century through the present. Explores the historical, ethnic, aesthetic, political, economic, and thematic elements of their cultures through narrative prose fiction, poetry, and drama. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### ENGL 220 Science Fiction

**Credit Hours: 4 / Billing Hours: 4**

ENGL220 is an introductory course which explores significant issues in science fiction. Novels and/or stories will be the main focus, although works from other media also may be studied. The course's emphasis transcends entertainment to include understanding, interpretation, and analysis as well. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 (formerly WRIT 121) or ENGL 131 (formerly WRIT 131) and ENGL 122.

### ENGL 240 The Film as Art

**Credit Hours: 4 / Billing Hours: 4**

This course will introduce film as an art form capable of making perceptive comments on our civilization. Thematic analysis of 12 to 15 films of recognized merit will emphasize the film maker's visual and aural techniques as well as conventions more commonly associated with literature. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

## 2024-2025 Course Descriptions

### **ENGL 245**      **Popular Culture and Mass Media**      **Credit Hours: 4 / Billing Hours: 4**

A study of the popular culture distributed by mass media (newspapers, radio, film, television, magazines, and music videos) and how the media and popular culture reflect and shape our cultural beliefs. Extensive use of multimedia. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### **ENGL 255**      **American Lit to 1865**      **Credit Hours: 4 / Billing Hours: 4**

Provides a perspective on the evolution of traditional American literature beginning with the writings of the first European explorers and Native American oral tradition. Features selected essays, autobiographical writings, poems, fiction, and drama from the mid-15th century to 1865, including the work of women and ethnic minorities, which have contributed to American thought. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 (formerly WRIT 121) or ENGL 131 (formerly WRIT 131) and ENGL 122.

### **ENGL 256**      **American Lit 1865 to Present**      **Credit Hours: 4 / Billing Hours: 4**

Provides a perspective on the further development of traditional American literature from 1865 (the Realism period) to contemporary literature. Features selected essays, autobiographical writings, poems, fiction, and drama from the end of the Civil War to the literature of the late 12th century, including the work of women and ethnic minorities, which have profoundly shaped American literature. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131 and ENGL 122.

## 2024-2025 Course Descriptions

### **ENGL 260 African-American Literature**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces the African-American literary tradition as seen in the literature of the Americas, including the Caribbean. Selections explore the black experience in autobiography, essay, fiction, poetry, and drama. Themes of slavery, colonialism, and the Black Diaspora are discussed. Reading selections include the Harlem Renaissance and contemporary texts.

(Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### **ENGL 261 Creative Writing I**

**Credit Hours: 3 / Billing Hours: 3**

This course helps students develop expressive abilities in writing poetry and short stories. Emphasizes narrative modes of the short story, and free verse forms and traditional forms of poetry. Students read and analyze models from masters in fiction and poetry. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (ENGL 121 or ENGL 131) or placement levels noted below.
- Placement Score: Reading Level 5 and Writing Level 8.

### **ENGL 266 British Lit to 1800**

**Credit Hours: 4 / Billing Hours: 4**

British Literature I surveys the poetry, prose, and drama of the major British writers from Chaucer (14th Century) to the Satirists (18th Century). The works are selected to reflect the attitudes and values of British culture and the perception of the world from a British point of view. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.



## 2024-2025 Course Descriptions

### **ENGL 267**      **British Lit 1800 to Present**

**Credit Hours: 4 / Billing Hours: 4**

British Literature II surveys the poetry, prose, and drama of the major British writers from the Romantics (19th Century) to the early 21st century. The works are selected to reflect the attitudes and values of British culture and the perception of the world from a British point of view. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### **ENGL 270**      **Gender and Literature**

**Credit Hours: 4 / Billing Hours: 4**

A study of selected works representing women and LGBTQ writers. Readings are chosen to engage students in thoughtful discussion and to increase understanding of themes, literary theory, issues, and modes of expression of women writers and the LGBTQ communities. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: (ENGL 121 or ENGL 131) and ENGL 122.

### **ENGL 271**      **Creative Writing II**

**Credit Hours: 3 / Billing Hours: 3**

Emphasizes improving the ability to write effective poems, short stories, and novellas. Students select their own subjects and receive feedback in a workshop environment. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in ENGL 261.
- Placement Score: Reading Level 5.

### **ENGL 278**      **Writing the Novel**

**Credit Hours: 3 / Billing Hours: 3**

This course addresses all aspects of writing a novel. Classroom sessions will emphasize finding a narrative voice, establishing sturdy characters, and developing a workable plot. Students will receive feedback on their fiction in a workshop setting. Publishing information will be provided, but will not be a focus of the course. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ENGL 261 or ENGL 264 or ENGL 260 or ENGL 264.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **ENGL 279**     **Prose Style**

**Credit Hours: 3 / Billing Hours: 3**

An advanced study of non-fictional prose writing. Extensive directed practice helps experienced writers make their own writing clear, precise, direct, and graceful. Workshop sessions include a study of the expectations and choices in various types of writing, and of the relationships among purpose, structure, words, sentences, grammar, punctuation, and style. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (ENGL 121 or ENGL 131).
- Placement Score: Reading Level 5 and Writing Level 8.

### **ENGL 290**     **Shakespeare**

**Credit Hours: 4 / Billing Hours: 4**

Students will read, discuss and write about selected comedies, histories, tragedies and romances written by Shakespeare. To better understand how Shakespeare's work continues to influence literature and the arts, the class may also screen film versions of modern re-tellings of Shakespearean plots. (Offered Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131 and ENGL 122.

### **ENGL 295**     **Independent Study in English**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week for each credit. A detailed proposal must be submitted by the student for approval by the Department and supervising instructor prior to registration. (Offered Fall, Spring, Summer)

- Prerequisite Course: Department Approval.

### **ENVR 121**     **Environmental Rules and Regs**

**Credit Hours: 3 / Billing Hours: 3**

Overview of federal and state environmental regulations and agency rules that regulate discharges to air, water, and land. Laws are examined with respect to the reason the regulation is needed, what the law does, and how it does it. The course is designed for students pursuing careers as environmental technicians. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.



## 2024-2025 Course Descriptions

### **ESOL 099**      **ESL Combined Skills Level 5**

**Credit Hours: 4 / Billing Hours: 4**

Advanced level non-native speakers of English will develop reading, vocabulary, and grammar skills for academic success. Students will use college-level texts to develop reading, writing, and critical skills. Emphasis on technology skills for academic work. Students should meet with an academic advisor to determine which concurrent enrollment options to select. Reading Level 5 and Writing Level 6 granted upon successful completion (exit competency 2.5). (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in ESOL 098 or Placement Scores noted below.
- Placement Score: (Reading Level 4 and Writing Level 4) or (ESOL Level 5).
- Corequisite Course: ENGL 121 (ENGL 124 or ENGL 127 may be substituted with approval from the English Department).

### **FIRE 100**      **Principles Emergency Services**

**Credit Hours: 4 / Billing Hours: 4**

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; and fire service nomenclature. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 101**      **MI F.F.T.C. Basic Fire Level I**

**Credit Hours: 10 / Billing Hours: 14**

Level I is basic training required for all firefighters in the State of Michigan. Training is certified by the Michigan Fire Fighters Training Council and includes the basics of fire suppression, apparatus operation, life safety, and physical fitness. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Corequisite Course: FIRE 102 and PFFT 119.
- Course Note: \$800 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **FIRE 102**      **MI F.F.T.C. Basic Fire Lev II**

**Credit Hours: 6 / Billing Hours: 8**

Level II is basic training required for all career firefighters in the State of Michigan. Training is certified by the Michigan Fire Fighter's Training Council and includes advanced fire suppression, aerial operation, life safety, and physical fitness. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Corequisite Course: FIRE 101 and PFFT 119.

### **FIRE 104**      **Fire Behavior & Combustion**

**Credit Hours: 3 / Billing Hours: 3**

This course explores the theories and fundamentals of how and why fires start and spread.(Offered Spring).

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 105**      **Fire/Hydraulics/Water Supply**

**Credit Hours: 4 / Billing Hours: 4**

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 110**      **Fire Prevention**

**Credit Hours: 3 / Billing Hours: 3**

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (FIRE 100 or concurrently) or (FIRE 101 and FIRE 102).
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **FIRE 112**      **Occup Health & Safety/Fire Svc**      **Credit Hours: 4 / Billing Hours: 4**

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 115**      **Bldg Construction/Fire Protect**      **Credit Hours: 4 / Billing Hours: 4**

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [(FIRE 100 or concurrently) or (FIRE 101 and FIRE 102)].
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 122**      **Hazardous Materials Chemistry**      **Credit Hours: 4 / Billing Hours: 4**

This course covers basic fire chemistry relating to the categories of hazardous materials including problems with recognition, reactivity, and health encountered by firefighters. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [(FIRE 104 or concurrently) or (FIRE 101 and FIRE 102)].
- Placement Score: Reading Level 5 and Writing Level 4.

### **FIRE 125**      **Fire Protection Systems**      **Credit Hours: 4 / Billing Hours: 4**

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (FIRE 105 or FIRE 110).
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **FIRE 150**      **Strategy and Tactics**

**Credit Hours: 4 / Billing Hours: 4**

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. This course meets the Michigan Office of Fire Fighter Training prerequisites for Fire Officer I and II. (Offered Spring)

- Prerequisite Course: (Minimum 2.0 in FIRE 101 or FIRE 102) or (MI F.F.T.C. Fire Fighter I & II Certification) and Department Approval.
- Placement Score: None.
- Course Note: Department Approval required. Contact the Fire Technology Program at 517-483-1394.

### **FIRE 210**      **Fire Investigation I**

**Credit Hours: 4 / Billing Hours: 4**

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (FIRE 104 or concurrently) or (FIRE 101 and FIRE 102) and Department Approval.
- Placement Score: None.
- Course Note: Contact the Fire Technology Program advisor at 517-483-1394 for department approval.

### **FIRE 215**      **Fire Investigation II**

**Credit Hours: 3 / Billing Hours: 3**

This course is intended to provide the student with advanced technical knowledge of rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in FIRE 210 and Department Approval.
- Placement Score: None.
- Course Note: Contact the Fire Technology Program advisor at 517-483-1394 for department approval.

## 2024-2025 Course Descriptions

### **FIRE 220      Hazardous Materials/Fire Svc      Credit Hours: 4 / Billing Hours: 5**

This course explores the concepts and methods of detection, control, and mitigation of hazardous materials incidents. Contains specific elements of NFPA 471, 472 and OSHA CFR 1910.120. This course is designed to train Haz-mat technicians. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in FIRE 104 or (FIRE 101 and FIRE 102) and Haz-Mat Operational Level Training and Department Approval.
- Placement Score: None.
- Course Note: Contact the Fire Technology Program at 517-483-9608 for department approval.

### **FIRE 245      Fire Officer I & II      Credit Hours: 4 / Billing Hours: 4**

This course introduces the firefighter to the duties assigned to company level officers. Topics addressed include budgeting, planning, public relations, personnel management, communications, legal responsibilities, and safety at the company level. This course complies with the Michigan Office of Fire Fighter Training requirements for Fire Officer I and II. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval required. Contact the Fire Technology Program at 517-483-1394.

### **FIRE 250      Fire Administration I      Credit Hours: 4 / Billing Hours: 4**

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is placed on fire service leadership from the perspective of the company officer. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (FIRE 150 or Michigan Office of Firefighter Training Fire Officer III).
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Students with Michigan Office of Firefighter Training Fire Officer III certification should contact the FIRE program office at 517-483-1394 for enrollment approval.



## 2024-2025 Course Descriptions

### **FIRE 255**      **Fire Officer III & IV**

**Credit Hours: 4 / Billing Hours: 4**

This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and management systems within the fire service organization. Data interpretation and planning are major elements addressed in this course. Enhancement of fire service leadership decision-making capabilities is the primary focus of this course. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (FIRE 245 and FIRE 250) or concurrently and Department Approval.
- Placement Score: None.
- Course Note: Contact the Fire Technology Program advisor at 517-483-1394 for department approval.

### **FIRE 260**      **Legal Aspects/Fire Service**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces the federal, state, and local laws that regulate emergency services, national standards which influence emergency services, standard of care, tort and liability. Relevant court cases are also reviewed. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in FIRE 104 or (FIRE 101 and FIRE 102) and Department Approval.
- Placement Score: None.
- Course Note: Contact the Fire Technology Program advisor at 517-483-1394 for department approval.

### **FIRE 265**      **Fire Service Blue Card**

**Credit Hours: 4 / Billing Hours: 4.5**

This Incident Command Certification Program is designed to first instruct, train, and then evaluate and certify Fire Department Officers who serve in the role of Incident Commander that supervise and manage emergency and hazard zone operations for every day, local NIMS Type 4, and Type 5 events. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval is required. Contact the Fire Technology Program advisor at 517-483-1394. In order to get credit for this class, the student must show proof of Blue Card Certificate.

## 2024-2025 Course Descriptions

### **FIRE 270**      **Fire Service Career Developmnt**      **Credit Hours: 3 / Billing Hours: 3**

This course prepares the student for entry into the fire service workplace. Student will learn new processes of organizational operations and professional development skills. Students will complete 108 hrs of internship with a previously screened agency. The required Associate Degree assessment will be administered in this course. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Recommended: Completion of all other required courses in curriculum.
- Course Note: Department approval required. Contact the Fire Technology Program advisor at 517-483-1394.

### **FIRE 280**      **Fire Directed Indep Study**      **Credit Hours: 0.5 to 3 / Billing Hours: 0.5 to 6**

This course includes special research, projects, or directed study in fire science technology. Firefighting students may enroll to update or enhance knowledge, skills, and competencies. Advanced students may explore topics related to, but not included in the curriculum. A learning contract specifying objectives, activities, and outcomes is required. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval required. Contact the Fire Technology Program advisor at 517-483-1394.

### **FREN 121**      **Elementary French I**      **Credit Hours: 4 / Billing Hours: 4**

First course of a two-semester sequence in elementary French. Students are introduced to basic structures of French, enabling them to develop listening, speaking, reading, and writing skills. Emphasis is on contemporary vocabulary, essentials of grammar, and pronunciation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **FREN 122 Elementary French II**

**Credit Hours: 4 / Billing Hours: 4**

Second course of a two-semester sequence in elementary French. Introduction to more complex structures and patterns, and more active use of spoken and written French. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in FREN 121 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **FREN 201 Intermediate French I**

**Credit Hours: 4 / Billing Hours: 4**

First course of a two-semester sequence in intermediate French. Course provides grammar review, vocabulary building, listening comprehension, composition writing, group discussions, and readings of literary and cultural texts, short stories, and news articles for a better understanding of the Francophone world. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in FREN 122 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **FREN 202 Intermediate French II**

**Credit Hours: 4 / Billing Hours: 4**

Second course of a two-semester sequence in intermediate French. Course includes a review of more complex grammar topics, readings of cultural and literary texts, short stories, and newspaper articles for a better understanding of the Francophone world. Students will improve fluency through listening-comprehension, writing, and discussions in the target language. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in FREN 201 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **GEOG 120 Introduction to Geography** **Credit Hours: 3 / Billing Hours: 3**

An introductory course designed to provide contemporary geographic ideas and mapping techniques to study the interaction between people and their physical environment. Selected topics include soils, land forms, water, climate, natural vegetation, agriculture, urbanization, demographic patterns and resource utilization. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently) and [Math Level 4 or Minimum 2.0 in (Math 105 or Math 106) or P in (NCMA 106 or NCMA
- Recommended: ENGL 121.

### **GEOG 200 World Regional Geography** **Credit Hours: 4 / Billing Hours: 4**

This course describes and analyzes human relationships with the natural and cultural environment and examines the physical and cultural aspects of the major regions of the world. International interdependency is examined to promote global awareness. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **GEOG 202 Geography of North America** **Credit Hours: 3 / Billing Hours: 3**

A study of the cultural and physical aspects of North America. This course will identify some of the factors that influence the quality of life and give character to each of the various subregions. (Offered Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

## 2024-2025 Course Descriptions

### **GEOG 220      Weather, Forecasting & Climate      Credit Hours: 4 / Billing Hours: 4**

Introduces the meteorological and climatological sciences. The basics and the limitations of weather forecasting, as well as climatic data, will be examined. Concepts presented include cloud and precipitation types, cyclonic characteristics, computer guidance analysis, and the importance of physical geography in weather and climate. No science background is presumed. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and (Math Level 4 or minimum 2.0 in [MATH 105 or MATH 106] or P in [NCMA 106 or NCMA 110]).

### **GEOG 221      Physical Geography      Credit Hours: 4 / Billing Hours: 4**

Emphasizes landforms, flora and fauna, weather and climatic elements, land forms, mass wasting, hydrology, and soils. Offers an extensive study of these forces and phenomena through lecture and laboratory exercises. This study notes the environmental and ecological interrelationships between flora and fauna, and between the physical world and human society. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **GEOL 221      Physical Geology      Credit Hours: 4 / Billing Hours: 6**

This course investigates the dynamic physical earth using a cause-effect theme, and emphasizes relationships of geologic cycles (tectonic/hydrologic) to modifications of earth's crust (e.g., volcanism, mountain building, rivers, glaciers) with introduction to environmental topics and earth resources. Laboratory includes mineral and rock identification, topographic and geologic map interpretation, and plate tectonics exercises. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or (MATH 105 concurrently or MATH 106 concurrently) or (NCMA 106 concurrently or NCMA 110 concurrently)].

## 2024-2025 Course Descriptions

### **GEOL 222      Historical Geology**

**Credit Hours: 4 / Billing Hours: 6**

Plate tectonics is used to integrate crustal and organic evolution in the dynamic global system. Includes methods of geologic inquiry and critical evaluation of evidence. Laboratory stresses interpretation of the rock and fossil records, reconstruction of past ecosystems, geologic maps, and plate tectonics' influence on the environment. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [GEOL 221 or GEOL 230 or (ISCI 121 and ISCI 122)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **GEOL 230      Environmental Geology**

**Credit Hours: 4 / Billing Hours: 6**

Concepts of physical geology are applied to human interaction with the environment. Geologic resources (e.g., minerals, energy, and water) and hazards (e.g., earthquakes, landslides, and flooding) are explored. Laboratory includes rock and mineral identification, map reading and interpretation, evaluation of land use alternatives, and problem-solving activities related to environmental issues. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or (MATH 105 concurrently or MATH 106 concurrently) or (NCMA 106 concurrently or NCMA 110 concurrently)].

### **GERO 100      Introduction to Human Aging**

**Credit Hours: 4 / Billing Hours: 4**

This course provides students with a basic orientation to the study of aging. Emphasis is placed on the psychosocial, cultural, and individual issues which impact aging persons, their families, community, and society. Students will learn to identify and utilize resources across the human services network. This course complies with the Gerontology Competencies, Academy for Gerontology in Higher Education (AGHE). (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **GERO 164    Med & Alcohol Use/Older Adults                      Credit Hours: 0.5 / Billing Hours: 0**

Medication and alcohol use among older adults is explored in this seminar, including prescription and non-prescription medicines, side effects, drug interactions, and strategies for using medicines wisely. Participants will learn to identify a substance-abuse situation and how to make appropriate referrals. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **GERO 169    Legal Rights of Older Adults                              Credit Hours: 0.5 / Billing Hours: 0**

This course focuses on issues such as guardianship, conservatorship, power of attorney, advance care directives, and nursing home residency, including actual and perceived choices the individual has as aging and illness occur. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **GERO 191    Special Topics in Gerontology                              Credit Hours: 0.25 to 4 / Billing Hours: 0**

This course consists of a series of seminars which address current issues in the field of gerontology. The seminars are designed to provide up-to-date information on selected, high-interest subjects concerning human aging. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: None.

### **GRMN 121    Elementary German I    Credit Hours: 4 / Billing Hours: 4**

This is the first course of a two-semester sequence in elementary German for students who have no or little knowledge of German. Students are introduced to the basic structures of German, enabling them to develop listening, speaking, reading, and writing skills. Emphasis is on practical vocabulary, essentials of grammar, basic pronunciation, and contemporary culture. This course helps beginner German students develop effective language learning strategies. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **GRMN 122 Elementary German II**

**Credit Hours: 4 / Billing Hours: 4**

This is the second course of a two-semester sequence in elementary German. Students are introduced to more advanced structures of German, enabling them to further practice listening, speaking, reading, and writing skills. Emphasis is on practical vocabulary, contemporary culture, and essentials of grammar and pronunciation. This course helps novice German students develop effective language learning strategies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in GRMN 121 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **GRMN 201 Intermediate German I**

**Credit Hours: 4 / Billing Hours: 4**

This is the first course of a two-semester sequence in intermediate German. This course reviews and introduces more advanced grammar structures, composition, vocabulary building, group discussions, and more information on German culture and everyday life. Class is taught mainly in German. This course helps intermediate German students develop effective language learning strategies. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in GRMN 122 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **GRMN 202 Intermediate German II**

**Credit Hours: 4 / Billing Hours: 4**

This is the second course of a two-semester sequence in intermediate German. This course reviews and introduces more advanced grammar structures, composition, vocabulary building, group discussions, and more information on German culture and everyday life. Class is taught mainly in German. This course helps intermediate German students to continue to develop effective language learning strategies. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in GRMN 201 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).



## 2024-2025 Course Descriptions

### **GSCI 100      Intro to Geospatial Tech**

**Credit Hours: 3 / Billing Hours: 3**

This entry level course explores the fundamental concepts underlying all geographic information systems. These concepts will be demonstrated by examining how GIS is used in planning, law enforcement, medicine, asset management, transportation and other fields. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **GSCI 110      Beginning ArcGIS**

**Credit Hours: 3 / Billing Hours: 5**

This course is an introduction in the use of ArcGIS software. ArcGIS is a leading product used in the design of Geographic Information Systems (GIS). Students will learn the basic functionality of this software and its application in real-world scenarios. GIS principles will also be covered. Students will conceptualize, design and present a final project. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **GSCI 120      Advanced ArcGIS**

**Credit Hours: 3 / Billing Hours: 5**

This course will build on the fundamentals learned in GSCI 110. Students will use ArcGIS tools and processing to complete a series of assigned projects. Students will learn modeling and analysis techniques using a variety of vector and raster datasets. Students will conceptualize, design, implement and present a final project. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in GSCI 110 (formerly GRET 110).
- Placement Score: Reading Level 3 and Math Level 4.

## 2024-2025 Course Descriptions

### **GSCI 150      Drone Flight for Industry**

**Credit Hours: 3 / Billing Hours: 4**

This course covers the foundations of unmanned aircraft systems, including history, UAS systems, payloads, classes of UAS systems, applications, mission planning and control and recovery systems. A wide variety of industry-specific uses will be presented. Students will demonstrate knowledge through hands-on drone use. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: AVAU 100.

### **GSCI 210      Global Positioning Systems**

**Credit Hours: 3 / Billing Hours: 4**

This course covers the basic principles necessary to set up, operate, and run a Global Positioning System (GPS) receiving station, as well as collect information with a receiver. Data collection will be incorporated into a computer database program. The information link with Geographic Information Systems (GIS) and the use of GPS in GIS will be demonstrated. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **GSCI 240      Cartography in GIS**

**Credit Hours: 3 / Billing Hours: 4**

The basic principles, functions, and origins of maps will be discussed. The student will construct various types of maps. Computer-offered map planning and design along with how to read, print, and design maps will also be covered. (Offered Spring).

- Prerequisite Course: Minimum 2.0 in (GSCI 110 or concurrently (formerly GRET 110)).
- Placement Score: Reading Level 3 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **GSCI 241      Remote Sens/AirPhoto Interpret      Credit Hours: 3 / Billing Hours: 4**

This course will include the development of skills necessary for basic interpretation of aerial photography data, how it is collected, and the ability to analyze maps created from the data collected in this method. The current technology and GIS relationship will be highlighted.

(Offered Spring)

- Prerequisite Course: Minimum 2.0 in GSCI 110 (formerly GRET 110).
- Placement Score: Reading Level 3 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **GSCI 250      Drone Map Analysis      Credit Hours: 3 / Billing Hours: 4**

This class introduces the fundamentals of map data collection with UAS (drones), including concepts, real-world examples, navigation, best practices, data acquisition, mission assessment, data processing, event coverage, and map delivery. Students will demonstrate knowledge through hands-on drone use. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in GSCI 150.
- Placement Score: Reading Level 5 and Math Level 4.

### **GSCI 260      Automating Workflows in GIS      Credit Hours: 3 / Billing Hours: 4**

This course will explore a variety of ways to automate workflows in ArcGIS software. In addition to using "batch" functionality in ArcGIS software, the student will be exposed to Model Builder and creating Python scripts. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in GSCI 110 (formerly GRET 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **GSCI 264      Web GIS**

**Credit Hours: 3 / Billing Hours: 4**

This course will explore a variety of ways to migrate GIS maps and data to the internet for public viewing and sharing. Technologies include Web maps, HTML, CSS & JavaScript code, Mobile technology, and ArcGIS Online. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in GSCI 110 (formerly GRET 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **GSCI 271      Parcel Mapping**

**Credit Hours: 3 / Billing Hours: 5**

This course will teach students how to interpret and produce ownership parcels based on legal descriptions in a GIS environment. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in GSCI 110 (formerly GRET 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **GSCI 275      GIS Proj Mgmt & Implementation**

**Credit Hours: 3 / Billing Hours: 4**

This is a capstone course designed for students to develop the skills necessary for the design and implementation of GIS. The student will present their project to a client and train the client in the system that they developed. The student will also develop skills in project management and system documentation. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- 

### **GSCI 290      GIS Internship**

**Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Geospatial Science students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: Department Approval.

## 2024-2025 Course Descriptions

### **HERT 110      Equipment Introduction**

**Credit Hours: 5 / Billing Hours: 5**

This course is intended to give the student an overall review of legal and work responsibilities of an operator of heavy construction equipment. Safety, inspections, and familiarization of equipment and operation standards for all major pieces of equipment will be stressed. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 120      Heavy Engine Rebuild**

**Credit Hours: 6 / Billing Hours: 6**

Upon completion of this course, the successful student will be able to disassemble, inspect, and reassemble a heavy-duty diesel engine. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 125      Heavy Equipment Electronics**

**Credit Hours: 5 / Billing Hours: 5**

Upon completion of this course the successful student will be able to diagnose and repair electrical problems on heavy duty equipment. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 130      Equipment Hydraulics**

**Credit Hours: 6 / Billing Hours: 6**

Upon completion of this course the successful student will be able to diagnose and repair hydraulic problems found typically on heavy duty construction equipment. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 135      Diesel Fuel Systems**

**Credit Hours: 4 / Billing Hours: 4**

Upon completion of this course, the successful student will be able to diagnose and repair common fuel system failures found on heavy-duty diesel engines. (Offered Summer)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **HERT 140      Equipment Powertrain**

**Credit Hours: 5 / Billing Hours: 5**

Upon completion of this course, the successful student will be able to identify and inspect and disassemble and assemble and repair powertrain components in heavy duty equipment.

(Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 145      Equipment Service Writing**

**Credit Hours: 4 / Billing Hours: 4**

Upon completion the student will be able to make repair estimates on a disabled piece of construction equipment. (Offered Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **HERT 160      Equipment HVAC/Cab Controls**

**Credit Hours: 4 / Billing Hours: 6**

This course prepares students for ASE, State of Michigan, and EPA Section 609 certification testing. Topics include theory and operation, maintenance, diagnosis, inspection, and repair of automobile and heavy equipment heating, ventilation, and air conditioning systems. Students will practice the use of special tools and procedures related to refrigerant handling, recovery, recycling, and diagnosis. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (HERT 110, HERT 120, and HERT 125).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.

### **HERT 210      Heavy Equipment Internship**

**Credit Hours: 3 / Billing Hours: 3**

Students earn credits while employed performing duties associated with the heavy equipment operator or repair technician occupations. The student will work under the general supervision of an experienced equipment operator or repair technician and will learn current industry practices. The program coordinator must approve the training station and working conditions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **HIST 150 African-American History**

**Credit Hours: 4 / Billing Hours: 4**

This course will provide an overview of the African-American experience in the United States, from the arrival of the first Africans in the New World to the present. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **HIST 210 Historical Methods and Skills**

**Credit Hours: 4 / Billing Hours: 4**

Covers problems of research, writing, philosophy, and interpretation of history, involving a detailed examination of a particular area of American history. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (HIST 211 or HIST 212).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course is intended to be the capstone course for History majors.

### **HIST 211 U.S. History to 1877**

**Credit Hours: 4 / Billing Hours: 4**

A political, economic, social and cultural history of the United States from colonial beginnings to 1877. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 212 U.S. History: 1877 to Present**

**Credit Hours: 4 / Billing Hours: 4**

A political, economic, social, and cultural history of the United States from the end of reconstruction to the present. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **HIST 214 African History**

**Credit Hours: 4 / Billing Hours: 4**

Surveys African history with emphasis on pre-colonial and colonial Africa, nationalism and the struggle for independence, colonialism and economic development/underdevelopment, and cultures and traditions as factors in development. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.

### **HIST 215 World History to 1500**

**Credit Hours: 4 / Billing Hours: 4**

This course will trace human civilizations from their origins to 1500 by exploring their cultural, social, religious, economic, and political developments and interactions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 216 World History since 1500**

**Credit Hours: 4 / Billing Hours: 4**

This course will trace the development of the modern world from 1500 by exploring cultural, social, religious, economic, and political developments and interactions that shape modern societies. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 220 Michigan History**

**Credit Hours: 4 / Billing Hours: 4**

A survey of the political, economic, and social development of Michigan from precolonial times to the present. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.



## 2024-2025 Course Descriptions

### **HIST 235**      **Modern European History**      **Credit Hours: 4 / Billing Hours: 4**

This course will survey political, social, economic, and cultural developments in Europe from approximately the 17th Century to the present. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 240**      **Latin American History**      **Credit Hours: 4 / Billing Hours: 4**

A survey of the history and culture of Latin America from pre-Columbian civilizations to the present. This course will examine political, social, and cultural developments in Latin America and assess the role of colonialism, nationalism, and world economic trends in shaping Latin American countries. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 250**      **History of Modern Asia**      **Credit Hours: 4 / Billing Hours: 4**

This course will survey political, social, and economic developments as well as principal cultural trends in the major civilizations of Asia from approximately the 17th Century to the present. The course will also include an examination of the interactions among Asian societies and between Asia and the West. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HIST 295**      **Independent Study in History**      **Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week for each credit. A detailed proposal must be submitted by the student for approval by the Department and supervising instructor prior to registration. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None; Department approval required.

## 2024-2025 Course Descriptions

### **HONR 151 Honors Colloquy I**

**Credit Hours: 1 / Billing Hours: 1**

Interdisciplinary forum for Honors Program members and other interested students. Includes presentations by experts in such fields as the arts, business, communication, education, humanities, government, mathematics, science, and the social sciences, followed by discussion. Topics concerning international issues, diversity, and technology are often featured. Students write essays reacting to each presentation. (Offered Fall)

- Prerequisite Course: None; Honors Program approval required.
- Placement Score: None.

### **HONR 152 Honors Colloquy II**

**Credit Hours: 1 / Billing Hours: 1**

Interdisciplinary forum for Honors Program members and other interested students. Includes presentations by experts in such fields as the arts, business, communication, education, humanities, government, mathematics, science, and the social sciences, followed by discussion. Topics concerning international issues, diversity, and technology are often featured. Students write three substantive research papers. (Offered Fall)

- Prerequisite Course: None; Honors Program approval required.
- Placement Score: None.

### **HONR 155 Community Service Practicum I**

**Credit Hours: 1 / Billing Hours: 1**

A practicum course for freshman students requiring a minimum of 32 hours of volunteer service with a community agency of the student's choice and attendance at three classroom discussion sessions. Students will develop practical skills and evaluate their service in terms of its relevance to the community and their educational, career, and life goals. (Offered Spring)

- Prerequisite Course: None; Honors Program approval required.
- Placement Score: None.

### **HONR 156 Community Service Practicum II**

**Credit Hours: 1 / Billing Hours: 1**

A practicum course for sophomore students requiring a minimum of 32 hours of volunteer service with a community agency of the student's choice and attendance at three classroom discussion sessions. Students will develop practical skills and evaluate their service in terms of its relevance to the community and their educational, career, and life goals. (Offered Spring)

- Prerequisite Course: None; Honors Program approval required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **HONR 295 Honors Independent Study Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week on course work. A detailed proposal must be submitted by the student for approval by the Honors Program Director and supervising instructor prior to registration. (Offered Fall, Spring, Summer)

- Prerequisite Course: None; Honors Program approval required.
- Placement Score: None.

### **HSAC 090 ERESA Heating & Air Cond Credit Hours: 8 / Billing Hours: 0**

This course for ERESA students is an introduction into basic electricity, heating, air conditioning, and sheet metal as it pertains to residential HVAC equipment installation and service. Students are enrolled both fall and spring semesters. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSAH 080 CCRESA PreAllied Hlth Car Prep Credit Hours: 8 / Billing Hours: 0**

This course for CCRESA students is designed to present and explore basic concepts of biologic and physical sciences, medical terminology, introductory pathology, and fundamentals of human interactions necessary to pursue training as health care professionals. Students are enrolled in both fall and spring semesters. (Offered Fall, Spring)

- Prerequisite Course: CCRESA Student.

### **HSAH 090 ERESA Health Occupations I Credit Hours: 8 / Billing Hours: 0**

This course for ERESA students provides an overview of the health care industry, including medical ethics, trends in health care, and exploration of career options. It includes instruction in medical terminology as well as an introduction to anatomy and physiology, vital signs measurement, math used for conversions, and universal precautions/blood borne pathogen training. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.



## 2024-2025 Course Descriptions

### **HSAT 090      ERESA Architectural Drafting      Credit Hours: 8 / Billing Hours: 0**

This ERESA course focuses on residential architecture. Students will learn board drafting techniques, wall section components and building materials, and drafting conventions. Residential design and planning as well as model building methods will be studied and computer aided drafting (CAD) software will be used throughout the year. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSBT 090      ERESA Building Trades      Credit Hours: 6 / Billing Hours: 0**

This course teaches the basic skills needed to build a house including reading and interpreting architectural drawings, preparing the building site, introduction to and use of power tools, residential framing, interior carpentry, measuring, and applied mathematics. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSCJ 090      ERESA Crim Justc/Public Svc I      Credit Hours: 8 / Billing Hours: 0**

This course is designed for ERESA students to explore the basic concepts and potential career opportunities in Criminal Justice. The course provides instruction in the area of law enforcement, the courts, and corrections. Students are enrolled both fall and spring semesters to meet all course objectives. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSCJ 092      ERESA Crim Just/Law Enforce II      Credit Hours: 8 / Billing Hours: 0**

This course is for second year ERESA students to expand on the basic concepts and potential career opportunities in Criminal Justice learned in the first year of this program.(Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

## 2024-2025 Course Descriptions

### **HSCS 080      CCRESA Computer Support I      Credit Hours: 8 / Billing Hours: 0**

Security I first-year courses provide early middle college bound high school students with the foundational skills needed to enter into Security II second-year courses. These courses follow the Lansing Community College, Computer Networking Technology Associate in Business Degree. (Offered Fall, Spring)

- Prerequisite Course: CCRESA Student.

### **H SCT 090      ERESA Construction Technology      Credit Hours: 8 / Billing Hours: 0**

This program provides an overview of the construction industry by presenting information in several related areas. Students will learn about construction safety, framing and foundation techniques; such as framing wall and floor systems, interior and exterior walls, ceilings, roofs and stairs. This includes material takeoffs and installation practices. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSDM 090      ERESA Design and Machining      Credit Hours: 8 / Billing Hours: 0**

This course will provide students with hands-on laboratory projects, career based education, and industrial skill sets needed in design and manufacturing. Career opportunities include Machine Tool Operations, CNC Programming and Operations, and Skilled Maintenance. Students will also have the opportunity to earn First Aid and CPR/AED certifications. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSDM 091      ERESA Advanced Manufacturing      Credit Hours: 8 / Billing Hours: 0**

This course is the drafting/CAD portion of the ERESA Design and Machining course. Combined with the machining course, HSDM 092, students will perform hands-on laboratory projects, career based education, and industrial skill sets needed in design and manufacturing. Career opportunities include Machine Tool Operations, CNC Programming and Operations, and Skilled Maintenance. Students will also have the opportunity to earn First Aid and CPR/AED certifications. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.



## 2024-2025 Course Descriptions

### **HSMA 090    ERESA Mechatronics/Automation                      Credit Hours: 8 / Billing Hours: 0**

After an introduction to industrial workplace safety, including the ability to earn First Aid and CPR/AED certifications, students will focus on the installation and repair of electrical, hydraulic, pneumatic and digital controls that operate automated mechanical and robotic systems.

(Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSMT 090    ERESA Manufacturing Tech                                      Credit Hours: 1.5 / Billing Hours: 0**

This course for ERESA students is centered around basic concepts of manufacturing technology which are learned through a series of lectures, demonstrations, and manufacturing projects.

Students are enrolled during both fall and spring semesters to meet all course objectives for a total of 12 credits for the school year. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSWD 090    ERESA Comp Graphic/Web Dsgn                                      Credit Hours: 8 / Billing Hours: 0**

An introduction to manipulation of photographic images and generation of images on the computer using design principles for the creation of effective presentations for the web with rich media content. Students will learn the entire process from concept to design and storyboarding, to structure, preparation, production, and programming. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HSWT 090    ERESA Welding/Cutting    Credit Hours: 8 / Billing Hours: 0**

This course is for ERESA students interested in the industrial trades. Students will learn the basics of oxy-fuel welding and cutting, advanced arc welding, and gas metal arc welding through lectures and hands-on experience. Students are enrolled both fall and spring semesters to meet all course objectives for a total of 12 credits for the school year. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.



## 2024-2025 Course Descriptions

### **HSWT 092    ERESA Welding/Cutting II**

**Credit Hours: 8 / Billing Hours: 0**

This course is for ERESA students interested in the industrial trades. Students will learn the basics of shielded metal arc welding and gas tungsten arc welding through lectures and hands-on experience. Students are enrolled both fall and spring semesters to meet all course objectives for a total of 12 credits for the school year. (Offered Fall, Spring)

- Prerequisite Course: ERESA Student.

### **HUMS 140    Art of Being Human**

**Credit Hours: 4 / Billing Hours: 4**

This course analyzes the human experience through the stages of life within historical and global frameworks. With consideration given to creative traditions, topics are chosen to encourage a student's appreciation of common human themes and values across diverse cultures in order to understand what it means to be human, as well as promote self-discovery and personal creativity. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HUMS 160    Mythology**

**Credit Hours: 4 / Billing Hours: 4**

Students will analyze a variety of mythological works, in text and other forms, from multiple regions of the world such as Africa, the Americas, Asia, and Europe. The student will apply knowledge of The Hero's Journey and the basic functions of myth to enhance their appreciation of primary sources, individually and culturally. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.

### **HUMS 213    World Civilizations to 1600**

**Credit Hours: 4 / Billing Hours: 4**

Surveys the literature and art, science and technology, and the social and political systems of major civilizations in Africa, Asia, Europe, and the Americas to approximately the 17th century. Emphasizes the contributions of early civilizations to the creativity, richness, and diversity of the human condition. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

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*Online courses may require students to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) for proctored exams. For more information, please visit the [Testing Services webpage](#).*

## 2024-2025 Course Descriptions

### **HUMS 215 American Cultural Experience**

**Credit Hours: 4 / Billing Hours: 4**

This course will explore the cultural foundations of the United States from the period of exploration to the present. This is an interdisciplinary course which examines central themes of American culture and their representation in history, literature, art, philosophy, and religion. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HUMS 223 The Western World to 1500**

**Credit Hours: 4 / Billing Hours: 4**

The course introduces students to the artistic, intellectual, and technological developments that shaped the western worldview to 1500. The creativity, richness, and diversity of western culture and connections between people and places will be emphasized. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HUMS 224 The Western World since 1500**

**Credit Hours: 4 / Billing Hours: 4**

The course introduces students to the artistic, intellectual, and technological developments that shaped the western worldview from 1500 to present. The creativity, richness, and diversity of western culture and connections between people and places will be emphasized. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **HUMS 260 Ancient Egypt**

**Credit Hours: 4 / Billing Hours: 4**

This course explores developments in Egyptian art and architecture, religion and kingship. Pyramids, tombs, hieroglyphs and the land of Egypt are emphasized. Great discoveries and discoverers in archaeology past and present are also featured. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.

## 2024-2025 Course Descriptions

### **HUSE 100      Introduction to Human Services      Credit Hours: 3 / Billing Hours: 3**

This course presents an overview of human services evolution that impact social welfare policies on services provided and the populations served. Emphasis is on community, clients, trends, ethics, and skills used in diverse settings. The approach is generalist in nature. This course complies with the Ethical Standards, National Organization of Human Services. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **HUSE 105      Personal Dynamics/Interviewing      Credit Hours: 4 / Billing Hours: 4**

The nature of personal development, knowledge and values are taught. The course integrates diversity issues with the demonstration of the knowledge, skills, and values of the "helping interview" through structured exercises and role playing. This course complies with the Ethical Standards of the National Organization of Human Services. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: Minimum 2.5 in (HUSE 100 or SOWK 101).

### **HUSE 110      Child Abuse and Neglect      Credit Hours: 3 / Billing Hours: 3**

This course reviews the history and scope of child abuse and neglect, including socioeconomic and psychological factors. It explores the world of abnormal rearing, roles of community agencies and disciplines, approaches to treatment and prevention, coordination of cases and services, and legal aspects and the law. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.
- Recommended: Minimum 2.5 in HUSE 105.



## 2024-2025 Course Descriptions

### **HVAC 100    Fundamentals of HVAC**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to the mechanical refrigeration cycle and its individual components. Compressors, evaporators, condensers and metering devices as well as their functions are covered in detail. Exercises in psychrometrics and an introduction to system design are also covered. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 110    Applied Electricity I**

**Credit Hours: 3 / Billing Hours: 4**

An introduction to basic electricity (AC and DC) using both theory and applied study methods. Topics will include electrical components, symbols, basic schematic diagrams, Ohm's Law applied to series and parallel circuits and motor types and usages. In conjunction with lab exercises, meters and their proper usage will be covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 111    Applied Electricity II**

**Credit Hours: 3 / Billing Hours: 4**

The study of motors with an emphasis on theory, troubleshooting and servicing. Motor controls, control circuits, protection devices and discussion of energy conservation as related to motors will be covered in detail. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 100 and HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **HVAC 113 HVAC/R Piping**

**Credit Hours: 3 / Billing Hours: 4**

This course is designed to teach students about the common types of pipes used in the HVAC/R industry. Topics will include safety, tools and fasteners, common types of pipe, pipe joints, pipe-fittings, and general guidelines for working with pipe and tubing. Hands-on experience with piping is included. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: \$5 of the Course Fee is non-refundable.

### **HVAC 115 Sheet Metal Fab & Installation**

**Credit Hours: 2 / Billing Hours: 3**

Designed to aid the installer in the skills and techniques for the proper duct sizing, layout, and installation of a residential air distribution system. Topics include sheet metal layout, identification of sheet metal fittings, and their use. Safe and proper use of tools and equipment used in the trade. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 102 or DCTM 102 or ELTE 102 or METS 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 120 Heating I**

**Credit Hours: 3 / Billing Hours: 4**

This course covers basic construction and function of components in residential gas and oil fired furnaces with detail on theory, application, troubleshooting, and servicing standard heating systems. Installation procedures and codes are also covered. Additional equipment studied will include humidifiers, air cleaners and vent dampers. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 100 and HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **HVAC 130     Air Conditioning I**

**Credit Hours: 3 / Billing Hours: 4**

This course covers the fundamentals and principles of residential air conditioning systems. Students will learn soldering and brazing of tubing, wiring, component testing, evacuation procedures, charging and maintenance of both split systems, as well as small packaged units. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 100 and HVAC 110).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$34 of the Course Fee is non-refundable.

### **HVAC 140     Residential Energy**

**Credit Hours: 3 / Billing Hours: 4**

The focus of this course will be on the history of traditional energy sources and reasons why government, business, and industry are turning to alternative and renewable energy sources. Topics include how to reduce fossil fuel usage and how to convert from traditional energy sources to alternative and renewable energy sources. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **HVAC 201     Mechanical Code**

**Credit Hours: 4 / Billing Hours: 4**

A fundamental course designed to acquaint the student with the methods and techniques used in field inspection of mechanical systems. The Michigan Mechanical Code and excerpts from the International Fuel Gas Code and Michigan Residential Code will be discussed. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 120 and HVAC 130).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$6 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **HVAC 210    Solar Energy Technologies**

**Credit Hours: 3 / Billing Hours: 4**

This course will cover the basics of solar energy generation including energy collection and storage. Solar power ranging from the heat of the day to solar electric conversion technologies will be covered including Solar Electric (Photovoltaic); Thermal; and Heating, Cooling and Lighting (Active and Passive). A brief history of solar powered energies will be included. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **HVAC 220    Heating II**

**Credit Hours: 3 / Billing Hours: 4**

This course covers the fundamentals and principles of electronic ignition systems including troubleshooting and servicing. The major emphasis is placed on high efficiency and condensing furnaces to include sequence of operation, troubleshooting, servicing, and proper installation. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 111 and HVAC 120).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 221    Introduction to Hydronics**

**Credit Hours: 3 / Billing Hours: 4**

Covers hot water and steam residential heating systems, piping and all accessories, safety controls, expansion tanks, zone valves, installation procedures and codes. Students perform testing, troubleshooting, adjusting and servicing of components to insure maximum efficiency. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in HVAC 120.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.



## 2024-2025 Course Descriptions

### **HVAC 230     Air Conditioning II**

**Credit Hours: 3 / Billing Hours: 4**

This course covers advanced air conditioning, light commercial equipment, water cooled units, cooling towers, and the wiring of both control and line voltage circuitry. The latest in test equipment and meters will aid the student in becoming proficient in servicing and maintaining commercial equipment. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (HVAC 111 and HVAC 130).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 231     Heat Pump**

**Credit Hours: 3 / Billing Hours: 4**

This course deals entirely with heat pumps (air-to-air, water-to-air) and their installation, servicing, proper application or heat pump components, and extensive wiring schematics. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in HVAC 130.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 240     Refrigeration I**

**Credit Hours: 3 / Billing Hours: 4**

This course includes domestic refrigeration as applied to refrigerators, freezers and de-humidifiers. Course content includes applications, operation and servicing of sealed systems, electrical and cabinet styles. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (HVAC 230 or concurrently).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

### **HVAC 241     Refrigeration II**

**Credit Hours: 3 / Billing Hours: 4**

This course provides instruction in light commercial refrigeration to include low and medium temperature applications as applied to ice machines, walk-ins, reach-ins, and display cases. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in HVAC 240.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$4 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **HVAC 251 Fund of Direct Digital Control**

**Credit Hours: 3 / Billing Hours: 4**

Basic fundamentals and principles of direct digital controls will be covered through demonstrations of computer basics, control strategies for computer based energy management systems, and installation components according to industry standards. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in HVAC 230 or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: \$5 of the Course Fee is non-refundable.

### **HVAC 260 Building Commissioning**

**Credit Hours: 3 / Billing Hours: 4**

Students learn the step-by-step processes used to perform building commissioning, retro-commissioning, and continuous commissioning. Students will implement software programs, data analysis, and recording techniques to track system energy use. Students compare design documents from building construction or energy system installation with actual performance data. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (DCTM 103 or AEET 251) and Reading Level 5 and Writing Level 6 and Math Level 5.

### **HVAC 280 EPA 608 Certification Review**

**Credit Hours: 1 / Billing Hours: 1**

This course prepares students for the EPA Section 608 Certification test which is required to work on appliances containing CFC, HCFC or HFC refrigerants. This course will not certify technicians in EPA Section 609 - Automotive Air Conditioning. Students who successfully complete the course will take the proctored EPA Section 608 Certification Test. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: HVAC 130 or HVAC field experience.
- Course Note: \$30 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **HVAC 290 HVAC Internship**

**Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Heating, Ventilating, Air Conditioning and Refrigeration students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **IDMS 150 Sonographic Directed Study**

**Credit Hours: 1 to 5 / Billing Hours: 1 to 8**

Provides selection of content from the Diagnostic Medical Sonography curriculum to update or enhance current knowledge and skill for returning students and health care professionals. Through evaluation of previous learning, examinations, self study, and scheduling into needed lectures, labs and clinical experience, students are advanced placed or readmitted into the Diagnostic Medical Sonography program. (Offered As Needed)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.

### **IDMS 170 Intro to Ultrasound Knobology**

**Credit Hours: 2 / Billing Hours: 3**

In this course students will learn how to safely operate ultrasound equipment, perform routine machine maintenance, and operate equipment knobology as it relates to image optimization. Scanning, and sonographic positioning and technique, will be explored. Students will learn to use appropriate ergonomics while performing an exam in order to minimize and/or prevent work-related musculoskeletal disorders. (Offered Summer)

- Prerequisite Course: None. Admission to Diagnostic Medical Sonography Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: IDMS 200 and IDMS 270.
- Course Note: \$127 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **IDMS 200      Sonographic Introduction**

**Credit Hours: 2 / Billing Hours: 2**

This course is an introduction to sonography including equipment history, criteria, limitations of ultrasound, and sonographer ethics. General information is provided regarding patient preparation, history/clinical correlation, and basic nursing care specific to ultrasound. Strong emphasis is placed on terminology and abbreviations most commonly used with ultrasound. (Offered Summer)

- Prerequisite Course: None. Admission to Diagnostic Medical Sonography Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: IDMS 170 and IDMS 270.

### **IDMS 201      General Sonography I: Abdomen**

**Credit Hours: 4 / Billing Hours: 4**

This course provides the student with cross-sectional anatomy and pathology as it relates to sonographic scanning of the abdomen, abdominal vessels, thyroid, prostate, scrotum, breast, and neurosonology of the neonate. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (IDMS 170 and IDMS 200 and IDMS 270).
- Placement Score: None.
- Corequisite Course: IDMS 202 and IDMS 234 and IDMS 271 and IDMS 280.
- Course Note: \$127 of the course fee is for medical supplies and is non-refundable.

### **IDMS 202      OB/GYN Sonography I**

**Credit Hours: 4 / Billing Hours: 4**

This course provides the student with cross-sectional anatomy and pathology as it relates to gynecological and obstetrical sonography. Fetal anatomy and appearance will be presented. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (IDMS 170 and IDMS 200 and IDMS 270).
- Placement Score: None.
- Corequisite Course: IDMS 201 and IDMS 234 and IDMS 271 and IDMS 280.
- Course Note: \$127 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **IDMS 234      Sonographic Physics**

**Credit Hours: 2 / Billing Hours: 2**

The student will study the fundamental principles of acoustical physics, how sound is produced and manipulated, and how it reacts in various mediums. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (IDMS 170 and IDMS 200 and IDMS 270).
- Placement Score: None.
- Corequisite Course: IDMS 201 and IDMS 202 and IDMS 271 and IDMS 280.

### **IDMS 245      Sonographic Instrumentation**

**Credit Hours: 2 / Billing Hours: 2**

The student will be introduced to the mechanics of A-Mode, M-Mode, Doppler, and Real-time ultrasound equipment. Accessory equipment such as the camera, transducer, and cathode ray tube will be presented. Methods of quality assurance will also be presented. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (IDMS 201 and IDMS 202 and IDMS 234 and IDMS 271 and IDMS 280).
- Placement Score: None.
- Corequisite Course: IDMS 265 and IDMS 266 and IDMS 281.

### **IDMS 250      Vascular Technology I**

**Credit Hours: 6 / Billing Hours: 6**

The student will study the physical principles of venous fluid dynamics and Doppler measurement analysis with its relationship to physiology and pathology, including risk factors, disease processes, correlative tests, and treatments. The student will review the circulatory system and vascular anatomy including, carotid arteries, intracranial blood vessels, upper and lower extremity veins, and penis. RDMS or RT(S) credential or graduated from an accredited ultrasound program and current sonography employment is required. (Offered Fall)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.
- Corequisite Course: IDMS 255.
- Course Note: \$318 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **IDMS 251      Vascular Technology II**

**Credit Hours: 6 / Billing Hours: 6**

The student will study arterial fluid dynamics and Doppler measurement analysis with its relationship to physiology and pathology, including risk factors, disease processes, correlative tests, and treatments. The student will review vascular anatomy including, upper and lower extremity arteries and abdominal vasculature. Bypass grafts, stents and hemodialysis access will be studied. Quality measurements and safety are reviewed. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in IDMS 250. Program Approval is required.
- Placement Score: None.
- Corequisite Course: IDMS 256.

### **IDMS 255      Vascular Scan Lab I**

**Credit Hours: 2.5 / Billing Hours: 4**

Students will learn scanning and sonographic positioning as well as imaging techniques in color and spectral Doppler as related to the vascular system. Students will identify normal vascular anatomy including carotid, circle of Willis, upper and lower extremity veins and impotence testing. ARDMS or RT(S) credential or graduated from an accredited ultrasound program and current sonography employment is required. (Offered Fall)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.
- Corequisite Course: IDMS 250.
- Course Note: \$318 of the course fee is for medical supplies and is non-refundable.

### **IDMS 256      Vascular Scan Lab II**

**Credit Hours: 2.5 / Billing Hours: 4**

Students will learn scanning and sonographic positioning as well as imaging techniques in color and spectral Doppler, plethysmography and segmental pressures as related to the vascular system. Students will identify normal vascular anatomy including, aorta, IVC, renal vasculature, portal system, upper and lower extremity arteries, and Hemodialysis grafts. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in IDMS 255. Program Approval is required.
- Placement Score: None.
- Corequisite Course: IDMS 251.

## 2024-2025 Course Descriptions

### **IDMS 265      General Sonography II**

**Credit Hours: 4 / Billing Hours: 4**

The student will be presented with the identification of and interpretation of anatomy and pathology on sonographic exams as it relates to the abdomen, venous system, and small parts. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (IDMS 201 and IDMS 202 and IDMS 234 and IDMS 271 and IDMS 280).
- Placement Score: None.
- Corequisite Course: IDMS 245 and IDMS 266 and IDMS 281.

### **IDMS 266      OB/GYN Sonography II**

**Credit Hours: 4 / Billing Hours: 4**

The student will be presented with the identification of and interpretation of anatomy and pathology on sonographic exams as it relates to the obstetric and gynecologic patient. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (IDMS 201 and IDMS 202 and IDMS 234 and IDMS 271 and IDMS 280).
- Placement Score: None.
- Corequisite Course: IDMS 245 and IDMS 265 and IDMS 281.

### **IDMS 270      Sonographic Positioning I**

**Credit Hours: 2.5 / Billing Hours: 4**

Sonography students continue to learn scanning and sonographic positioning as well as imaging techniques. Normal anatomy of the abdomen including liver, biliary tree, kidneys, spleen, and pancreas will be explored. The great vessels will be introduced including the aorta, celiac axis, superior mesenteric artery, inferior vena cava and related arteries. (Offered Summer)

- Prerequisite Course: None. Admission to Diagnostic Medical Sonography Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: IDMS 170 and IDMS 200.
- Course Note: \$127 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **IDMS 271      Sonographic Positioning II**

**Credit Hours: 1.5 / Billing Hours: 2**

Sonography students continue to practice sonographic positioning and scanning techniques. Normal anatomy of the abdomen including abdominal vasculature, liver and portal vein, urinary tract, biliary system, pancreas, spleen, and adrenal glands will be explored. Transabdominal and transvaginal pelvis, thyroid, scrotum, gastrointestinal tract, soft tissue, musculoskeletal, breast, non-cardiac chest, and gravida uterus will also be explored. Students will learn indications and sonographic technique for ultrasound guided interventional procedures. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (IDMS 170 and IDMS 200 and IDMS 270).
- Placement Score: None.
- Corequisite Course: IDMS 201 and IDMS 202 and IDMS 234 and IDMS 280.
- Course Note: \$127 of the course fee is for medical supplies and is non-refundable.

### **IDMS 280      Clinical Experience I**

**Credit Hours: 6 / Billing Hours: 6**

First course in a three-semester sequence of clinical application in diagnostic medical sonography. Clinical experience is provided under the direct supervision of an ARDMS Registered Sonographer. Clinical competencies will be given corresponding to completed didactic work. Performance standards are used to evaluate the student's progress. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (IDMS 170 and IDMS 200 and IDMS 270).
- Placement Score: None.
- Corequisite Course: IDMS 201 and IDMS 202 and IDMS 234 and IDMS 271.
- Course Note: \$100 of the course fee is for supplies and is non-refundable.

### **IDMS 281      Clinical Experience II**

**Credit Hours: 8 / Billing Hours: 8**

Building on material presented in IDMS280, this is the second course in a three-semester sequence in diagnostic medical sonography. Clinical experience is provided under the direct supervision of an ARDMS Registered Sonographer. Clinical competencies will be given corresponding to completed didactic work. Performance standards are used to evaluate the student's progress. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (IDMS 201 and IDMS 202 and IDMS 234 and IDMS 271 and IDMS 280).
- Placement Score: None.
- Corequisite Course: IDMS 245 and IDMS 265 and IDMS 266.



## 2024-2025 Course Descriptions

### **IDMS 282      Clinical Experience III**

**Credit Hours: 7.5 / Billing Hours: 7.5**

Based on material presented in IDMS281, this is the last course in a three-semester sequence of clinical application in diagnostic medical sonography. Clinical experience is provided under the direct supervision of an ARDMS Registered Sonographer. Clinical competencies will be given corresponding to completed didactic work. Performance standards are used to evaluate the student's progress. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (IDMS 245 and IDMS 265 and IDMS 266 and IDMS 281).
- Placement Score: None.

### **IDMS 295      DMS Special Topics**

**Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new diagnostic medical sonography career skills and knowledge. Specific up-to-date content will vary with each topic presented and will be related to diagnostic medical sonography careers. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

### **INSU 105      Prin of Managing Evolving Risk**

**Credit Hours: 3 / Billing Hours: 3**

Students will gain a broader understanding of risk, focusing on managing risk data, modeling outcomes, and applying new risk technologies. Students will develop the communication skills to collaborate when making risk-related decisions. This course will be a useful tool as students prepare for the AINS 101 and CPCU 500 national exams administered by The Institutes. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).
- Course Note:
  - 1) Prepares students for the AINS 101 and CPCU 500 national exam administered by The Institutes.
  - 2) Students who achieve a minimum grade of 3.0 may waive the CPCU 500 national exam.

## 2024-2025 Course Descriptions

### **INSU 110      Personal Insurance**

**Credit Hours: 3 / Billing Hours: 3**

This course will help students strengthen critical written and oral communication and analytical skills, and identify sources for gaining personal insurance information, including home, auto, life, health and retirement options. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - 1) Students who achieve a grade of 3.0 or above may waive the CPCU 553 national exam.
  - 2) Prepares students for the AINS 22 national exam.

### **INSU 125      Commercial Insurance**

**Credit Hours: 3 / Billing Hours: 3**

This course will help the student strengthen critical communication and analytical skills, and identify sources for gaining commercial insurance information, including coverage for buildings, property, workers compensation, auto, etc. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - 1) Students who achieve a grade of 3.0 or above may wave the CPCU 557 national exam.
  - 2) Prepares students for the AINS 23 national exam.

### **INSU 175      Intro to Financial Advising**

**Credit Hours: 3 / Billing Hours: 3**

This course will help students develop analytical skills in financial advising for a career the insurance industry. This course will cover all areas including estate planning, life insurance, annuities, retirement planning, and health insurance options. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Course Note: Students who achieve a grade of 3.0 or above may wave the CPCU 556 national exam.

## 2024-2025 Course Descriptions

### **INSU 250      Claims and Underwriting      Credit Hours: 3 / Billing Hours: 3**

This course is an overview of the principles and practices of claims and commercial underwriting. (Offered Spring)

- Prerequisite Course: Minimum 3.0 in (INSU 105 or INSU 125).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - 1) Students who achieve a grade of 3.0 or above may wave the AU 60 national exam.
  - 2) Prepares students for the AIC 30 CPCU exam.

### **INSU 260      Life/Health Insur Licensing      Credit Hours: 2 / Billing Hours: 2**

This course will prepare individuals for the State of Michigan life/health licensing exam and provide them with the paperwork required to take the State licensing test. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **INSU 270      Property/Casualty Insur Licens      Credit Hours: 2 / Billing Hours: 2**

This course will prepare individuals for the State of Michigan property/casualty licensing exam and provide them with the paperwork required to take the State licensing exam. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **INSU 285      Insurance Agency Operations      Credit Hours: 3 / Billing Hours: 3**

This course is an overview of agency operations including financial, marketing, management, IT, regulations, leadership, time management, understanding risk control, and strategic operations. This course will be a useful tool as students prepare for the CPCU 520 national exam, administered by The Institutes. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **INSU 295 Insurance Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course is an opportunity for students to work with Lansing area insurance companies as a team member to explore various careers within the industry. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (INSU 105 or INSU 110 or INSU 125).
- Placement Score: Reading Level 5 and Writing Level 6.

### **IRXT 105 Introduction to Imaging**

**Credit Hours: 2 / Billing Hours: 2**

History of the radiologic technologist profession. Fundamentals of the role of the radiographer in the health care industry including professional conduct and responsibilities of the radiographer. Ethical and legal issues in specific to radiography. Exploration of principles, practices and policies of radiology departments, modalities, and health care organizations. Basic medical terminology specific to the field of radiography. Introduction to technical factors that affect radiographic exposure. This course includes an on-site orientation to the assigned clinical setting. (Offered Fall)

- Prerequisite Course: None. Admission to the Radiologic Technology Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 5 or minimum 2.5 in (MATH 119 or STAT 170 or STAT 215)].
- Course Note: \$85 of the course fee is for medical supplies and is non-refundable.

### **IRXT 111 Radiographic Positioning I**

**Credit Hours: 6 / Billing Hours: 6**

Student radiographers are introduced to radiographic positioning of the upper and lower extremity, chest, abdomen, bony thorax, pelvis, and spine. Associated topographic, skeletal, chest, and abdominal anatomy is studied. A laboratory experience is provided to evaluate the student skills in performing each position/projection. (Offered Fall)

- Prerequisite Course: None. Admission to Radiologic Technology Program is required.
- Placement Score: None.
- Course Note: \$5 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **IRXT 112      Radiographic Positioning II      Credit Hours: 6 / Billing Hours: 6**

A continued study of routine radiographic positioning with the addition of fluoroscopic procedures. Included are studies of the skull, G.I. tract, G.U. tract, myelography, and bronchography. In addition, various contrast media are studied. Laboratory experiences are provided to evaluate student skills in performing selected position/projections. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.
- Course Note: \$5 of the course fee is for medical supplies and is non-refundable.

### **IRXT 116      Patient Care in Radiography      Credit Hours: 2 / Billing Hours: 2.5**

Concepts of optimal care for the physical and psychological needs of the patient and family. Fundamental procedures for routine patient identification, patient education, communication, standard precautions, aseptic techniques, infection control, venipuncture, and vital signs. Emergency patient care procedures are studied. Examination of the impact of a patient's beliefs and culture on health care. CPR/BLS certification included. (Offered Fall)

- Prerequisite Course: None. Admission to the Radiologic Technology Program is required.
- Placement Score: None.
- Course Note: \$40 of the course fee is for medical supplies and is non-refundable.

### **IRXT 123      Radiographic Independent Study      Credit Hours: 1 to 4 / Billing Hours: 1 to 7**

Provides selection of content from the Radiologic Technology curriculum to update or enhance current knowledge and skill for returning students and health care professionals. Through evaluation of previous learning, examinations, self study, and scheduling into needed lectures and labs students are advanced placed or readmitted into the Radiologic Technology Program. (Offered As Needed)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **IRXT 140      Image Analysis**

**Credit Hours: 2 / Billing Hours: 2**

Analysis of radiographic images. Included are the importance of optimal imaging standards, discussions of problem-solving techniques for image evaluation and the factors that can affect image quality. Discussion of implications of patient care and patient dose. Knowledge of procedures and characteristics of image characteristics. Emphasis on appropriate corrective action. Actual images will be included for analysis. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

### **IRXT 144      Digital Imaging and Exposure**

**Credit Hours: 2 / Billing Hours: 2**

Understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Examination of technical factors that govern radiographic exposure and affect the image production process. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **IRXT 170      Clinical Practice I**

**Credit Hours: 4 / Billing Hours: 4**

This course is the first in a two-semester sequence of clinical application in radiography designed with required and specific patient care and clinical radiographic examination competencies under direct supervision of an ARRT Registered Technologist. Students must obtain a minimum number of competencies to progress to the next semester. Performance standards are used to evaluate student achievement. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **IRXT172      Clinical Practice II**

**Credit Hours: 6 / Billing Hours: 6**

Second in a two-semester sequence of clinical application in radiography. Clinical experience is provided under the direct supervision of an ARRT Registered Technologist. A minimum number of clinical competencies must be obtained corresponding to completed didactic work to be eligible to continue in the program. Performance standards are used to evaluate the student's achievement. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

### **IRXT 200      Intro to Radiologic Pathology**

**Credit Hours: 2 / Billing Hours: 2**

Emphasizes how disease processes are diagnosed radiographically and the relationship of the radiographic appearance of the disease to its anatomic, physiologic, and pathologic characteristics. The etiology, treatment, and resolution of each disease is discussed with an attempt to relate more recent advances in these areas. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

### **IRXT 214      Comprehensive Experience I**

**Credit Hours: 6 / Billing Hours: 6**

First in a two-semester sequence of advanced clinical application in radiography. Clinical experience is provided under the direct/indirect supervision of an ARRT Registered Technologist. A minimum number of clinical competencies must be obtained corresponding to appropriate levels of supervision to be eligible to progress to the next semester. Students must demonstrate maintenance of previously obtained competencies. Performance standards are used to evaluate the student's achievement. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **IRXT 215      Comprehensive Experience II**

**Credit Hours: 6 / Billing Hours: 6**

Final semester in advanced clinical application in radiography. Clinical experience is provided under the direct/indirect supervision of an ARRT Registered Technologist. Students are expected to demonstrate maintenance of previously obtained competencies. Students meeting established criteria may be eligible to participate in observing additional modalities. All mandatory/elective competencies must be completed this semester to be ARRT Registry eligible. Performance standards are used to evaluate the student's achievement. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.

### **IRXT222      Radiobiology and Protection**

**Credit Hours: 2 / Billing Hours: 2**

This course focuses on the rationale for good radiation hygiene and methods used to protect the patient and technologist from radiation exposure. Current theories and events regarding the physiological effects of ionizing radiation are also explored. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **IRXT 224      Radiologic Physics**

**Credit Hours: 4 / Billing Hours: 4**

Basic physical principles, measurement, structure of matter, electrostatics and magnetism, are related to the radiologic process. A study of elementary electricity and the operation of the x-ray circuit are presented. Examination of design and function of radiographic, fluoroscopic and mobile equipment. Finally, advanced topics regarding the formation of radiation and care of the X-ray tube are studied. Discussion of quality assurance and quality control. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.
- Course Note: This course includes on-site proctored exam(s). Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).



## 2024-2025 Course Descriptions

### **IRXT 240      Sectional Anatomy**

**Credit Hours: 2 / Billing Hours: 2**

This course provides an overview of transverse, coronal, and sagittal sectional anatomy of the human body. Special emphasis is placed on a study of the head and brain, thorax, abdomen, and pelvis. The shoulder, elbow, hip, and knee are also examined. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in BIOL 145 or (BIOL 201 and BIOL 202).
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 5 or (minimum 2.5 in MATH 119 or STAT 170 or STAT 215)].

### **IRXT 280      Radiologic Tech Board Review**

**Credit Hours: 2 / Billing Hours: 2**

This course is designed to help prepare students for the American Registry of Radiologic Technologist (ARRT) national board exam. The course is divided into weekly assignments covering material that was presented throughout the previous year's radiography courses. Students are required to successfully pass a mock registry exam to complete this course. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required IRXT courses.
- Placement Score: None.
- Course Note: \$200 of the course fee is non-refundable.

### **IRXT 295      Radiologic Tech Special Topics      Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new radiologic technology career skills and knowledge. Specific up-to-date content will vary with each topic presented and will be related to radiologic technology careers. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

## 2024-2025 Course Descriptions

### **ISCI 121      Physical Science Concepts**

**Credit Hours: 4 / Billing Hours: 6**

A science course focusing on matter and energy, including topics from physics, chemistry, and earth science. Science processes, methods, and reasoning skills are emphasized throughout. Experiments and lab activities are integrated with lecture topics. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **ISCI122      Integrate Sci for Education II**

**Credit Hours: 4 / Billing Hours: 6**

The second of two general science courses focusing on the biological and ecological nature of our universe, using a historical and integrative approach. Science processes, methods, and reasoning skills are emphasized throughout. Recommended for education majors. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Recommended: ISCI 121.

### **ISCI 131      Integrated Physical Science**

**Credit Hours: 4 / Billing Hours: 6**

A general education course designed to provide students with a basic understanding of the methods and applications of physical science. Topics include discussion about what science is, basic chemistry, energy and motion, the hydrologic cycle, earth science, and weather. Critical thinking and problem-solving skills are applied to environmental issues. Laboratory activities illustrate and amplify lecture topics. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and [Math Level 4 or Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

## 2024-2025 Course Descriptions

### **ISCI 245      S.T.E.M. Workplace Practices      Credit Hours: 4 / Billing Hours: 6**

This course will introduce students to vital concepts encountered by employees working in advanced technology regulated environments within the emerging global economy. This covers four main areas of working in an advanced technology environment: process control, safety and security, legal and ethical issues, and essential math and science skills. The lab work emphasizes systems thinking and continuous improvement concepts discussed during lecture. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (MATH 119 or STAT 170) or MATH 109 concurrently or Math Level indicated below.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5.
- Recommended: A science laboratory course.

### **JAPN 121      Elementary Japanese I      Credit Hours: 4 / Billing Hours: 4**

This is the first course of a two-semester sequence in elementary Japanese. Students gain basic knowledge of communication skills through speaking, reading, writing, and listening comprehension. Practical communication is emphasized. Aspects of Japanese culture are introduced through multi-media presentations. Hiragana and Katakana syllabaries and basic Kanji are introduced. (Offered Fall, Spring and Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **JAPN 122      Elementary Japanese II      Credit Hours: 4 / Billing Hours: 4**

Second course of a two-semester sequence in elementary Japanese. Students receive more practice in Japanese for practical communication. Develops speaking, reading, writing, and listening skills. Previously acquired knowledge and skills are refined and ability to communicate in Japanese is increased. Emphasis is on practical communication. Additional Kanji are introduced. Aspects of Japanese culture are introduced through multi-media presentations. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in JAPN 121 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **JAPN 201 Intermediate Japanese I**

**Credit Hours: 4 / Billing Hours: 4**

First course of a two-semester sequence in intermediate Japanese. Includes introduction of more advanced grammar, vocabulary building, composition, group discussions, and more information on Japanese culture and everyday life. Emphasis is on practical communication in Japanese in Japanese. Additional Kanji are introduced. Various aspects of Japanese culture are introduced through multi-media presentations. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in JAPN 122 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **JAPN202 Intermediate Japanese II**

**Credit Hours: 4 / Billing Hours: 4**

Continuation of JAPN 201. Includes more advanced grammar, intensive vocabulary building, writing composition, reading contemporary materials, discussions, and student presentations on Japanese language or culture. Additional Kanji are introduced. Natural and practical communication is emphasized. Various aspects of Japanese culture are introduced through multi-media presentations. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in JAPN 201 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **JRNL 151 Newswriting and Reporting**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to and practice in writing news stories. Students learn news terminology, style, objectivity, attribution, accuracy, and copy-editing skills. Basic news gathering and reporting tactics are presented and practiced. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ENGL 121 or ENGL 131.
- Placement Score: Reading Level 5 and Writing Level 8.
- Recommended: Computer and/or keyboarding experience.

## 2024-2025 Course Descriptions

### JRNL 254      **Opinion Writing**

**Credit Hours: 3 / Billing Hours: 3**

A course in how to write effective editorials. Students analyze content, structure and style of editorial models, learn methods of finding subjects, learn methods of research, and write editorials and articles on important issues. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (JRNL 151 or ENGL 121 or ENGL 131).
- Placement Score: Reading Level 5 and Writing Level 8.
- Recommended: Computer and/or keyboarding experience.

### LABR 200      **Intro to Labor Relations**

**Credit Hours: 3 / Billing Hours: 3**

This course surveys both historical and legal frameworks of the labor movement. Major labor laws, causes and goals of the labor movement, and union structure and behavior will be discussed. Students will explore both labor and management approaches to solving employment disputes. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### LABR 204      **Employment Law for Managers**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an introduction and overview to the principles and application of laws affecting the workplace, not including traditional labor relations law. Areas of law covered include discrimination, wage-hour, unemployment benefits, personnel records, and common law issues relating to discharge and other matters. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **LEAD 110 Leadership Development I**

**Credit Hours: 2 / Billing Hours: 2**

LEAD 110 will help students develop leadership skills through study, observation, and application. Assists students in increasing their understanding of themselves, and the theories and techniques of leadership. Course topics include developing a personal leadership philosophy, leading by serving, understanding ethical leadership, articulating a vision, team building and leading with goals. (Offered Fall)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: None.

### **LEAD 111 Leadership Development II**

**Credit Hours: 2 / Billing Hours: 2**

LEAD 111 will help students develop leadership skills through study, observation, and application. Assists students in increasing their understanding of themselves, and the theories and techniques of leadership. Course topics include making decisions as a leader, guiding others through conflict, realizing change, and empowering others as a servant leader. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in LEAD 110.
- Placement Score: None.

### **LEGL 110 Editing Legal Documents**

**Credit Hours: 2 / Billing Hours: 2**

This course is an in-depth exposure to common legal documents and vocabulary students will encounter in any law office. Students will learn to read, analyze, proofread and edit legal documents applying sound legal and English fundamentals. Standard reference materials and their importance with respect to legal documents will be emphasized. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **LEGL 115 Introduction to Legal Studies**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to the paralegal's role in the legal system, including essential skills used in the litigation process and law practice. Introduces student to legal terminology, legal analysis, procedural, and substantive law. Students will produce a resume and cover letter and prepare for and practice mock employment interviewing skills and practice mock client interviews modeling legal professional ethical standards. Surveys paralegal employment and regulation. 2.0 minimum required to continue program. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 125 Legal Research and Writing I**

**Credit Hours: 3 / Billing Hours: 3**

Students learn research procedures and resources to find federal and Michigan law. Assignments utilize appropriate legal citation form, off-campus law libraries and online legal research tools. Students analyze court opinions and apply them to fact situations to write summaries of court opinions and draft legal documents. Learning methods include reading, discussion, lecture, and writing. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ENGL 121.
- Placement Score: (Reading Level 5 and Writing Level 6) or Post-Bachelor student enrolled in 0744 program.

### **LEGL 160 Critical Thinking in Law**

**Credit Hours: 3 / Billing Hours: 3**

This course strongly emphasizes the "learn by doing" approach, specifically by utilizing group dynamics. The panorama of thinking skills, particularly those relevant in law and criminal justice, will be examined and practiced. Innovative evaluation skills, both personal and group, are a regular part of each session. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **LEGL 207      eDiscovery**

**Credit Hours: 3 / Billing Hours: 3**

This course will explore the rapidly developing role of software in the area of legal data, eDiscovery, and information governance. An in-depth look at the role of software in the litigation lifecycle from data collection and document review to production and presentation at a trial will be taken. The course will explore the technology used in a litigation support department and by litigation teams in the acquisition of data and eDiscovery processing. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in CITF 110 or Post Bachelor Student enrolled in 0744 Program.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 211      Tort Law**

**Credit Hours: 3 / Billing Hours: 3**

Covers principles of negligence, intentional torts, and strict liability. Emphasizes the role of the paralegal in dealing with these areas of law in actual practice situations. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in LEGL 115 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 212      Litigation Procedures**

**Credit Hours: 3 / Billing Hours: 3**

Provides in-depth study of pre-trial, trial, and post-trial practice and procedure. Emphasizes Michigan and federal rules of court. Detailed study of drafting pleadings, discovery procedures, and case preparation for trial and appeal. Also covers evidentiary rules as they relate to trial practice and preparation. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 and LEGL 211).
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 215      Business Law-Basic Principles**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to the legal system, its purpose, and the fundamental principles of various areas of the law. Course content includes sources of law, court procedures, contracts, torts, crimes, and constitutional rights. Taught in traditional classroom style or online. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.



## 2024-2025 Course Descriptions

### **LEGL 216      Commercial Transactions      Credit Hours: 3 / Billing Hours: 3**

An in-depth analysis of the Uniform Commercial Code allows students to explore the law of sales, commercial paper, secured transactions, banking, insurance, and debtor-creditor rights. Taught in traditional classroom style or online. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or LEGL 215).
- Placement Score: None.

### **LEGL 217      Business Organizations      Credit Hours: 3 / Billing Hours: 3**

Introduces basic business organizations, including agency law, partnerships, sole proprietorships, and corporations. Additionally, the course will delve into government regulation of business, real estate, wills, trusts, and estates. Taught in traditional classroom style or online. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or LEGL 215) or concurrently.
- Placement Score: None.

### **LEGL 218      Litigation Specialties      Credit Hours: 3 / Billing Hours: 3**

Covers several specialty areas of law, for example personal injury, professional malpractice, products liability, workers' compensation, and no-fault auto insurance. Emphasizes role of paralegal in these practice areas, including drafting of legal instruments. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in LEGL 115 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 219      Adv Busn Law for Acct Majors      Credit Hours: 4 / Billing Hours: 4**

This course is intended for students majoring in accounting who have a goal of becoming a Certified Public Accountant (CPA). This course covers the law of sales; commercial paper; security devices; debtor-creditor relations; bankruptcy; insurance; agency; partnership; corporations; wills, trusts and estates; employment regulation; real property; and accountant's liability. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in LEGL 215.
- Placement Score: None.
- Recommended: Accounting background.

## 2024-2025 Course Descriptions

### **LEGL 221 Real Estate Transactions**

**Credit Hours: 3 / Billing Hours: 3**

Covers fundamental principles of real estate property law and introduces the student to common types of real estate transactions encountered by a paralegal in a typical real estate practice. Subject matter includes deeds, land contracts, mortgages, title insurance, environmental issues, forfeitures and foreclosures, and landlord-tenant relationships. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 222 Probate Law and Procedure**

**Credit Hours: 3 / Billing Hours: 3**

Probate process will be addressed in detail, from commencement of proceedings through closing the estate of a decedent. Other topics will include wills, trusts, and related topics. Emphasis is on the part played by the paralegal in preparation of documents and other probate practice tasks. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 223 Domestic Relations**

**Credit Hours: 3 / Billing Hours: 3**

Covers marriage, divorce, separation, annulment, paternity proceedings, custody, support, property division, and other areas of domestic relations law. Emphasis will be on the paralegal's role in dealing with clients and applying appropriate statutes, case law, and court rules as part of a domestic law practice. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 224 Administrative Law**

**Credit Hours: 3 / Billing Hours: 3**

The relationship of governmental administrative agencies to private citizens is explored by studying how law is created and enforced by such agencies at the state and federal levels. Paralegal students will focus on topics including rule making procedures, regulations, adjudication, licensing, and informal action. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **LEGL 225      Legal Research and Writing II**

**Credit Hours: 3 / Billing Hours: 3**

Reviews principles of legal research, analysis, and writing. Introduces student to computer-assisted legal research (e.g. Lexis or Westlaw). Student will draft legal memoranda and a trial court brief based on extensive research assignments in Michigan publications. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in LEGL 125.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 227      Bankruptcy and Collections**

**Credit Hours: 3 / Billing Hours: 3**

Explores federal bankruptcy law and procedure with emphasis on the paralegal's role in collecting information, interviewing clients, and preparing documents. Topics include a comparison of selected chapters within the bankruptcy code, exemptions, preferences, petitions, schedules, and the part played by the bankruptcy trustee. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in (LEGL 115 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 228      Computer Appl for the Law Ofc**

**Credit Hours: 3 / Billing Hours: 3**

This course focuses on computer technology as it is applied within the law office, including the use of computers to perform paralegal functions in litigation support, legal research using tools including Lexis or Westlaw, communication and case management applications, such as calendar and docket control. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (CITF 110 or CITA 119) or Post Bachelor Student enrolled in 0744 program.
- Placement Score: Reading Level 5 and Writing Level 6.

### **LEGL 229      Immigration Law**

**Credit Hours: 3 / Billing Hours: 3**

This course covers fundamental principles and practical application of Immigration Law with emphasis on the paralegal's role. Topics will include sources, history, and future of immigration law, visas, citizenship, refugee/asylum, removal and defenses, impact on other areas of law, and working with clients from cultures around the world. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in LEGL 115 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **LEGL 251      LegalStudies Independent Study      Credit Hours: 1 to 3 / Billing Hours: 1 to 3**

This course provides a study of specific current or classic legal topics and issues that affect legal assistants/paralegals. Students, with the assistance of the instructor, select a topic, then develop and execute a plan to independently examine the topic by reviewing written materials and/or interviewing people in the field. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department approval to enroll in these CRNs can be requested by calling the Paralegal/Legal Assistant Program office at 517-483-5228.

### **LEGL 270      Paralegal Certification Prep      Credit Hours: 3 / Billing Hours: 3**

This course provides a review and preparation for testing for the Certified Paralegal exam administered by the National Association of Legal Assistants. Students will be evaluated on interviewing skills, modeling ethical behavior, legal terminology, substantive and procedural law, research, judgement, and analysis. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (LEGL 210) and [(LEGL 216 and LEGL 217 and LEGL 223 and LEGL 225 and LEGL 228) or concurrently].
- Placement Score: Reading Level 5 and Writing Level 6 and Department Approval.
- Course Note: Department approval to enroll in this class can be requested by calling the Paralegal/Legal Assistant Program office at 517-483-5228.

### **LEGL 280      Legal Studies Internship      Credit Hours: 3 / Billing Hours: 3**

Students will experience the paralegal career by working in a supervised capacity. Placements include private law firms, governmental law offices, courts, corporations, and other law-related settings. Requirements include at least 160 hours in the workplace, weekly reports, periodic meetings, and performance evaluations by on-site supervisor. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Department Approval requires a completed application submitted to the Public Service Careers Office. Students must bring their driver's license with the application. Worksite placements must be discussed and assigned by instructor. Students will be notified by phone upon acceptance into the course of the class meeting time arranged by the instructor.

## 2024-2025 Course Descriptions

### **LEGL 295      Special Topics in Paralegal      Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn advanced skills in paralegal practice by focusing on specific areas of legal practice. Specific content may vary with each offering. (Offered as needed)

- Prerequisite Course: Determined by Section.

### **LING 230      Introduction to Linguistics      Credit Hours: 3 / Billing Hours: 3**

Examines human language from the perspective of contemporary American linguistics: generative morphology, syntax, phonetics and phonology, and semantics. Special attention will be given to the structure of English, first and second language acquisition, regional and social variations, and the brain and language perception and production. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **MATH 095      Support for MATH115      Credit Hours: 2 / Billing Hours: 2**

This course provides support for students enrolled in MATH 115. Topics include: algebraic expressions, powers, roots, ratio and proportion, linear and quadratic equations, evaluating and solving formulas, graphing, perimeter, area, and volume calculations. Emphasis on problem-solving for technical applications. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110) or Math Level indicated below.
- Placement Score: Reading Level 5 and Math Level 4.
- Corequisite Course: MATH 115.
- Course Notes:
  - 1) This co-support course, MATH 095, must be taken during the same semester as the college level course (MATH 115). Contact your instructor to discuss options if either course is dropped during the semester or if a passing grade is not achieved at the end of the semester.
  - 2) A graphing calculator from the TI-83/84 series is required for coursework.
  - 
  - 4) Class participation is strongly recommended; participation is a significant and important part of the course to enable success in MATH 115.

## 2024-2025 Course Descriptions

### **MATH 097    Support for MATH119 or STAT170                      Credit Hours: 2 / Billing Hours: 2**

This course provides support for students enrolled in Math 119 or Stat 170. Topics include numeracy, mathematical thinking and investigations, proportional reasoning, algebraic modeling, basic geometry and statistical concepts. Graphing calculator and real-life applications are integrated throughout the course. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: [Reading Level 5 and Writing Level 4 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently)] and Math Level 4 or (SAT Math 400-510 or ACT Math 15-19 or CPT Algebra 50-76 or QRAS 225-259).
- Corequisite Course: Math 119 or Stat 170.
- Course Notes:
  - 1) This co-support course, MATH 097, must be taken during the same semester as the college level course (MATH 119 or STAT 170). Contact your instructor to discuss options if either course is dropped during the semester or if a passing grade is not achieved at the end of the semester.
  - 2) A graphing calculator is required; a TI-83/84 series calculator is highly recommended.
  - 3) Class participation is strongly recommended; participation is a significant and important part of the course to enable success in the college-level course.

## 2024-2025 Course Descriptions

### **MATH 098 Support for MATH120**

**Credit Hours: 2 / Billing Hours: 2**

This course provides embedded academic support for students enrolled in MATH 120. Topics include a study of relations and functions, inequalities, algebraic expressions and equations, with a special emphasis on linear and quadratic expressions and equations, and any additional topics, as needed, to support the content of MATH120. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110) or Math Placement Score indicated below or Department Approval.
- Placement Score: (Reading Level 5 and Writing Level 4) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and (Math Level 4 - 5 or SAT Math 400-540 or ACT Math 15-21 or Accuplacer QRAS 241-300 or Accuplacer AAF 235-244).
- Corequisite Course: MATH 120.
- Course Notes:
  - 1) This co-support course, MATH 098, must be taken during the same semester as MATH 120. Contact your instructor to discuss options if either course is dropped during the semester or if a passing grade is not achieved at the end of the semester.
  - 2) A graphing calculator from the TI-83/84 series is required for course work. TI-84 Plus CE is recommended.
  - 3) Class participation is strongly recommended; participation is a significant and important part of the course to enable success in MATH 120.

### **MATH 115 Technical Mathematics**

**Credit Hours: 4 / Billing Hours: 4**

Applied geometry and trigonometry for students in technical programs. Congruence, similarity, polygons, circle geometry, trigonometry with right and oblique triangles (including laws of sines, cosines and cotangents), surface area, volume, coordinate systems, and introduction to vectors. Emphasizes problem-solving for technical applications. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MATH 114 or Math Placement Score indicated below.
- Placement Score: Reading Level 5 and Math Level 5.
- Course Note: Graphing calculator required; TI-83/84 series calculator highly recommended.

## 2024-2025 Course Descriptions

### **MATH 119**    **Math - Applications for Living**

**Credit Hours: 4 / Billing Hours: 4**

This is a quantitative reasoning course that covers concepts in measurement, geometry, finance, algebra, statistics, and probability, with a focus on applications for real life. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106 or MATH 107) or P in (NCMA 106 or NCMA 110) or (MATH 097 concurrently) or Math Level indicated below.
- Placement Score: (Reading Level 5 and Writing Level 4) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and Math Level 5
- Course Notes:
  - 1). Graphing calculator required; TI-83/84 series calculator highly recommended.
  - 2). This course includes on-site proctored exam(s) for all online and/or hybrid sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **MATH 120**    **College Algebra**

**Credit Hours: 4 / Billing Hours: 4**

A course in algebra that studies families of functions and their graphs, with an emphasis on applications in finance, business, and life, social, and physical sciences. Topics include relations and functions; properties and graphs of linear, quadratic, polynomial, rational, exponential, and logarithmic functions; algebra of functions; solving equations and inequalities; systems of linear equations; and sequences and series. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 109) within 10 years or MATH 098 concurrently or Math Level 6 as noted below.
- Placement Score: Reading Level 5 and Writing Level 4 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and (Math Level 6 within 10 years).
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 family is required for course work. TI-84 Plus CE is recommended.
  - 2). This course includes on-site proctored exam(s) for all online and/or hybrid sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).



## 2024-2025 Course Descriptions

### **MATH 126**    **Precalculus**

**Credit Hours: 5 / Billing Hours: 5**

This is a five-credit course on college algebra and trigonometry. Topics include the definition and concept of functions; equations and inequalities; properties and graphs of polynomial, rational, absolute value, exponential, logarithmic, trigonometric, and inverse trigonometric functions; conic sections; and systems of non-linear equations. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in MATH 120 within 2 years or Math Level indicated below.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 7 with 2 years or (AAF 260-269 or SAT Math 620-800, within 2 years) or Department Approval.
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 series is required for course work.
  - 2). WebAssign access is required for homework.
  - 3) This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **MATH 141**    **Calculus with Applications**

**Credit Hours: 4 / Billing Hours: 4**

This course provides an introduction to calculus with an emphasis on applications in business, economic, social/life sciences and other fields not requiring an extensive study of calculus. Topics include functions, derivatives, related rates, growth and decay, differential equations, elasticity of demand, the definite integral and applications. (Mathematics, Physical Science, Computer Science, and Engineering majors should take MATH151.) (Offered Fall)

- Prerequisite Courses: Minimum 2.5 in MATH 120 within 2 years or Math Level 7 noted below.
- Placement Scores: Reading Level 5 and Writing Level 6 and (Math Level 7 within 2 years).
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 Series is required for course work.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **MATH 151    Calculus I**

**Credit Hours: 4 / Billing Hours: 4**

This is the first course in a three-semester calculus sequence. Topics include limits, continuity, parametric curves, derivatives of algebraic, trigonometric, exponential, and logarithmic functions, implicit differentiation, linear approximation and differentials, L'Hospital's rule, Riemann sums, integration using the Fundamental Theorem of Calculus and the substitution rule. Applications of differential and integral calculus to problems in math, natural, and social sciences are presented. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 122 or MATH 126) within 2 years or Math Level 9 noted below.
- Placement Score: Reading Level 5 and Writing Level 6 and (Math Level 9 within 2 years).
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 series is required for course work; TI-89 may be used.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **MATH 152    Calculus II**

**Credit Hours: 4 / Billing Hours: 4**

This is the second course in a three-semester calculus sequence. Topics include integral calculus and its applications to real world problems, infinite sequences and series, tests for convergence of series, Taylor and Maclaurin series, power series, representations of functions, 3D-rectangular coordinate system, polar coordinates, vectors and vector operations, and equations of lines and planes in 3D space. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 151 or MATH 161) within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 series is required for course work; TI-89 or TI-Nspire (CAS) may be used.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **MATH 201    Math for Elementary Teachers I                      Credit Hours: 4 / Billing Hours: 4**

The first course in a two-course sequence for prospective elementary teachers. Topics include real number systems and their properties, sets, logic, and number theory. Emphasis is on active engagement in mathematical investigation to develop problem-solving skills and conceptual knowledge essential for teaching elementary school mathematics. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (MATH 109 within 2 years) or Math Level indicated below.
- Placement Score: Reading Level 5 and Writing Level 6 and (Math Level 6 within 2 years).
- Course Note: A graphing calculator from the TI-83/84 series is required for course work.

### **MATH 202    Math for Elementary Teacher II                      Credit Hours: 4 / Billing Hours: 4**

The second course in a two-course sequence for prospective elementary teachers. Topics include data exploration, probability, descriptive statistics and geometry concepts and measurement. Emphasis is on active engagement in mathematical investigations to develop problem-solving skills and conceptual knowledge essential for teaching elementary school mathematics. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MATH 201 within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: A graphing calculator from the TI-83/84 series is required for course work.

## 2024-2025 Course Descriptions

### **MATH 253    Calculus III**

**Credit Hours: 4 / Billing Hours: 4**

This is the last course in a three-semester calculus sequence that covers multivariable calculus and vector analysis. Topics include vector algebra, curves and surfaces in 3D-space, cylindrical and spherical coordinate systems, vector-valued functions, partial derivatives and gradients, multiple integrals, vector fields, line integrals, and surface integrals, including the theorems of Green and Stokes, and Divergence Theorem. Applications for all these topics are presented. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 152 or MATH 162) within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Notes:
  - 1). A graphing calculator from the TI-83/84 series is required for course work; TI-89 or TI-Nspire (CAS) may be used.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **MATH 254    Intro to Differential Equation**

**Credit Hours: 4 / Billing Hours: 4**

An introduction to ordinary differential equations. Topics include separable, exact, linear, and Bernoulli equations, direction fields, higher order linear equations, undetermined coefficients, variation of parameters, series solutions, Laplace transforms, systems of differential equations, systems of first order linear equations, nonlinear equations and stability, numerical methods, Fourier series, and separable PDEs. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MATH 253 within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Notes:
  - 1). Graphing calculator required; TI-89 or TI-Nspire is recommended.
  - 2). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **MATH 260**    **Linear Algebra**

**Credit Hours: 4 / Billing Hours: 4**

This introduction to linear algebra includes the study of systems of linear equations, vector equations, linear independence, determinants, matrix algebra, vector spaces and subspaces, dimension of a vector space, rank, linear transformations, eigenvalues and eigenvectors, diagonalization, inner products, orthogonal sets, and the Gram-Schmidt process, with applications. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MATH 152 within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **MEDA 110**    **Intro MA Med Terms & Pathology**

**Credit Hours: 5 / Billing Hours: 5**

Students will be introduced to medical terminology, basic human anatomy, and disease conditions which are essential for a career in medical assisting.

- Prerequisite Course: None. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: MEDA 135 and MEDA 156.

## 2024-2025 Course Descriptions

### **MEDA 110A Intro MA Med Terms & Patho I**

**Credit Hours: 2.5 / Billing Hours: 2.5**

This course, the first of two modules, will introduce students to essential medical terminology, covering the basic human anatomy, and disease conditions encountered in a career in medical assisting. Emphasis in this module is on the musculoskeletal, respiratory, cardiovascular, blood, lymph, and immune systems. (Offered Fall)

- Prerequisite Course: None. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: MEDA 135 and MEDA 156A.
- Course Note: The Medical Assistant program is a yearlong, cohort program that begins every Fall semester; students will complete the program in three consecutive semesters, Fall 2024 through Summer 2025. Seats in this program are limited. To enroll, students must be 18 years of age or older by the start of classes and must submit a Medical Assistant program application along with required supporting documentation. Online applications are accepted March 1 thru June 25th and are available in the Medical Assistant section on the [HHS Advising Guide](http://www.lcc.edu/hhs/advising-guides.html) site ([www.lcc.edu/hhs/advising-guides.html](http://www.lcc.edu/hhs/advising-guides.html)). Applicants are encouraged to apply early as enrollment is on a first-come, first-served basis. Once admitted to the program, students will be required to complete an [ICHAT](#) background check (there is a fee for this service, instructions provided upon acceptance to program) and attend a mandatory program orientation, which typically occurs mid-July. Contact Keiston Wirick or Mary Pacitto at 517-483-1410 for more information.

### **MEDA 110B Intro MA Med Terms & Patho II**

**Credit Hours: 2.5 / Billing Hours: 2.5**

This course, the second of two modules, will introduce students to essential medical terminology, covering the basic human anatomy, and disease conditions encountered in a career in medical assisting. Emphasis in this module is on the integumentary, digestive, urinary, reproductive, endocrine, nervous, and special senses systems. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in MEDA 110A or concurrently.
- Placement Scores: Reading Level 5 and Writing Level 4.
- Co-requisite Course: MEDA 156B.
- Course Note: Minimum age of 18 required to enroll in this course.

## 2024-2025 Course Descriptions

### **MEDA 126 MA Administrative Skills**

**Credit Hours: 5 / Billing Hours: 6**

In this course the student will learn about: the EHR (electronic health record), how to apply effective and professional communication and interpersonal skills, demonstrate cultural awareness, maintain inventory, perform billing and collections, process insurance, schedule patients, adapt care to different life stages, and help the patient navigate the healthcare system.

- Prerequisite Course: Minimum 2.5 in (MEDA 110 and MEDA 135 and MEDA 156).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 145 and MEDA 166 and NCHE 102.
- Course Note: Minimum age of 18 required to enroll in this course.

### **MEDA 126A MA Administrative Skills I**

**Credit Hours: 2.5 / Billing Hours: 3**

In this course, the first of two modules, the student will learn how to apply effective and professional communication and interpersonal skills, demonstrate cultural awareness, maintain inventory, schedule patients, adapt care to different life stages, and help the patient navigate the healthcare system. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MEDA 110A and MEDA 110B and MEDA 135 and MEDA 156A and MEDA 156B).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 145 and MEDA 166 and NCHE 102.
- Course Note: Minimum age of 18 required to enroll in this course.

### **MEDA 126B MA Administrative Skills II**

**Credit Hours: 2.5 / Billing Hours: 3**

This course is the second of two modules providing students with the skills needed to apply effective and professional communication and interpersonal skills, demonstrate cultural awareness, adapt care to different life stages, and help the patient navigate the healthcare system. Students will learn about the EHR (electronic health record), perform billing and collections, and process insurance. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MEDA 110A and MEDA 110B and MEDA 135 and MEDA 156A and MEDA 156B) and (MEDA 126A or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 145 and MEDA 166 and NCHE 102.
- Course Note: Minimum age of 18 required to enroll in this course.





## 2024-2025 Course Descriptions

### **MEDA 156A MA Clinical Procedures IA**

**Credit Hours: 3.5 / Billing Hours: 5.5**

Within a clinical classroom, the student medical assistant will obtain vital signs and patient history, assist with general exams, respond to emergencies, and learn how to educate patients. Students will also learn to apply medical terminology and learn about diagnostic and treatment modalities for each body system. Emphasis is on cardiac, respiratory, orthopedic, and radiologic procedures. (Offered Fall)

- Prerequisite Course: None. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 110A and MEDA 135.
- Course Note: Minimum age of 18 required to enroll in this course.

### **MEDA 156B MA Clinical Procedures IB**

**Credit Hours: 3.5 / Billing Hours: 5.5**

Within a clinical classroom, the student medical assistant will obtain vital signs and patient history, assist with general exams, learn how to administer medications, and learn how to educate patients. Students will also learn to apply medical terminology and learn about diagnostic and treatment modalities for each body system. Emphasis is on OB-GYN, neurological, gastroenterology, dermatology, pediatric, geriatric, and eye and ear procedures. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (MEDA 135 or concurrently) and (MEDA 156A or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 110B.
- Course Note: Minimum age of 18 required to enroll in this course.

### **MEDA 166 MA Clinical Procedures II**

**Credit Hours: 5 / Billing Hours: 7**

The student medical assistant will learn how to obtain laboratory specimens, perform point-of-care testing, apply outpatient treatments, and assist with clinical procedures typically performed in a clinical office setting. Obtaining and processing blood and body fluid specimens are a large portion of this course. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MEDA 110A and MEDA 110B and MEDA 135 and MEDA 156A and MEDA 156B).
- Placement Score: None.
- Corequisite Course: MEDA 126A and MEDA 126B and MEDA 145 and NCHE 102.
- Course Note: Minimum age of 18 required to enroll in this course.

## 2024-2025 Course Descriptions

### **MEDA 175 MA Certification Review**

**Credit Hours: 3 / Billing Hours: 3**

In this capstone course, the student will review both clinical and administrative skills to prepare to take the Registered Medical Assistant (RMA) examination through the American Medical Technologist (AMT) certification agency. The student will also learn professional employability skills, including resume writing and effective interviewing techniques. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MEDA courses.
- Placement Score: None.
- Corequisite Course: MEDA 177A and MEDA 177B.

### **MEDA 177 MA Practicum Immersion**

**Credit Hours: 3 / Billing Hours: 3**

The practicum requires placement at an ambulatory care facility. Students will be exposed to administrative and clinical skills required of the profession and will perform activities under the direct supervision of a preceptor. A minimum of 160 clock hours is required.

Prerequisite Courses: Minimum 2.5 in (MEDA 126 and MEDA 145 and MEDA 166).

- Prerequisite Course: Minimum 2.5 in (MEDA 126 and MEDA 145 and MEDA 166).
- Placement Score: None. Program approval is required.
- Corequisite Course: MEDA 175.
- Course Note: Minimum age of 18 required to enroll in this course. Students will be charged a \$50 fee for ACEMAPP required documentation.

### **MEDA 177A MA Practicum Immersion I**

**Credit Hours: 1 / Billing Hours: 1**

The first of two practicum modules that requires placement at an ambulatory care facility. Students will be exposed to administrative and clinical skills required of the profession and will perform activities under the direct supervision of a preceptor. A minimum of 54 clock hours is required for this module. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (MEDA 126A and MEDA 126B and MEDA 145 and MEDA 166).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 175 and MEDA 177B.
- Course Note: Minimum age of 18 required to enroll in this course. Students will be charged a \$50 fee for ACEMAPP required documentation.

## 2024-2025 Course Descriptions

### **MEDA 177B MA Practicum Immersion II**

**Credit Hours: 2 / Billing Hours: 2**

The second of two practicum modules that requires placement at an ambulatory care facility. Students will be exposed to administrative and clinical skills required of the profession and will perform activities under the direct supervision of a preceptor. A minimum of 106 clock hours is required for this module. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (MEDA 126A and MEDA 126B and MEDA 145 and MEDA 166) and (MEDA 177A or concurrently).
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 4.
- Corequisite Course: MEDA 175 and MEDA 177A.
- Course Note: Minimum age of 18 required to enroll in this course.

### **METD 100 Basic Mechanical Drafting**

**Credit Hours: 3 / Billing Hours: 4**

This course teaches the fundamental concepts of drafting and design using sketches and manual drafting skills. The student will learn the basics of orthographic projection, lettering, sketching, dimensioning techniques, and much more. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METD 105 PC Applications for Technology**

**Credit Hours: 3 / Billing Hours: 4**

This course provides an introduction to PCs as used in a technical-industrial setting. Basic computer hardware knowledge and simple file management practices are taught. Students will use Windows, the Internet, word processing, spreadsheet, presentation, and database software. Students will also be introduced to CAD software. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **METD 110 Mechanical CAD Drafting I**

**Credit Hours: 4 / Billing Hours: 6**

This is an introductory course in mechanical drafting and computer aided drafting using CAD software . Instruction includes orthographic projection, auxiliary views, secondary auxiliary view projections, sections, dimensioning techniques, and printing. Students will complete a series of drawings on the computer to demonstrate understanding of the concepts presented. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in METD 100 or Mechanical Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METD 111 Mechanical CAD Drafting II**

**Credit Hours: 4 / Billing Hours: 6**

This course covers advanced drafting and design techniques needed to project successive auxiliary views from various orthographic views. Layout and design concepts will also be stressed. Students will use computers with CAD software to complete practical design projects in problem solving and creativity applicable to the automotive, industrial, and/or aerospace industries. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in METD 110.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

### **METD 130 Geometric Dimension/Tolerance**

**Credit Hours: 4 / Billing Hours: 6**

This course covers the principles and methods of dimensioning and tolerancing for specific design requirements on engineering drawings. Uniform practices for stating and interpreting these requirements will be stressed. Content includes use and understanding of the symbolic method of specification relating to tolerances being applied using ASME/ANSI M14.5Y 1994 standards. (Offered as needed)

- Prerequisite Course: Minimum 2.0 in METD 100 or Mechanical Drafting Placement Test 80%.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **METD 150 Industrial Blueprint Reading**

**Credit Hours: 3 / Billing Hours: 3**

This course covers basic concepts in orthographic projection, with emphasis on interpretation of engineering drawings. Areas also covered include measurement systems, technical sketching, dimensioning, sectional and auxiliary views, and tolerancing. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: METD 100.

### **METD 170 Special Topics/Eng & Design Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new or advanced skills in Computer Aided Drafting and Design and other related topics. Specific content may vary with each offering and will be related to the Computer Aided Drafting and Design Program and profession. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section.

### **METD 220 Basic Unigraphics/NX**

**Credit Hours: 4 / Billing Hours: 6**

This is the first of a two-semester course sequence that covers the fundamentals of the Unigraphics System of interactive design. This course covers comprehensive CAD concepts of 2-D and 3-D construction and basic solid modeling, as well as some of the concepts of drafting. Prior CAD system experience is required. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in METD 110.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

### **METD 221 Advanced Unigraphics/NX**

**Credit Hours: 4 / Billing Hours: 6**

This is the second of a two-semester course sequence that covers the design and construction of sophisticated solid models of complex assemblies and components, and the production of dimensioned and toleranced engineering drawings of those components. Advanced concepts of Unigraphics modeling will be discussed and utilized in class projects. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in METD 220.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 5.



## 2024-2025 Course Descriptions

### **METM 100    Manufacturing Processes**

**Credit Hours: 3 / Billing Hours: 4.5**

This course 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. This course is designed for those who are pursuing careers in manufacturing design, engineering, and supervision. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 4.
- Recommended: MATH 105 or MATH 106 or P in (NCMA 106 or NCMA 110) or Math Level 4.

### **METM 108    Machine Tool Operations**

**Credit Hours: 4 / Billing Hours: 6**

This course will inform students of the machine tool principles used in industry. Safety, measurement, and procedures will be used to complete projects. A working knowledge of hand and machine tools is achieved through a series of lectures, demonstrations, and hands-on projects. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **METM 112    Introduction to CNC Machining**

**Credit Hours: 4 / Billing Hours: 6**

Introduces computerized numerical control equipment with hands-on programming, set up, and operation of the CNC Lathe and Mill. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in METM 108 within 2 years.
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4.

### **METM 150    Advanced CNC Machining**

**Credit Hours: 4 / Billing Hours: 6**

In this course, students will set up and operate CNC lathes, CNC mills, and grinding equipment, write CNC programs, identify and select tooling, and perform precision measurements. Topics covered include safety and preventive maintenance, the eight basic functions of a CNC machine control, and high speed machining processes. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [METM 110 or (METM 112 within 2 years)].
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

## 2024-2025 Course Descriptions

### **METM 170 Special Topics/Precision Mach** Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11

This course offers students the opportunity to learn new or advanced skills in Precision Machining and Maintenance and other related topics. Specific content may vary with each offering but will be related to the Precision Manufacturing Technology Program and profession. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section.

### **METM 171 Special Topics/Machining** Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11

This course offers students the opportunity to learn new or advanced skills in Precision Machining and Maintenance and other related topics. Specific content may vary with each offering but will be related to the Precision Manufacturing Technology Program and profession. This course will be offered on a Pass/Fail basis. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section.

### **METM 190 Metallurgy and Heat Treatment** Credit Hours: 4 / Billing Hours: 6

This course introduces the science of metallurgy, a domain of materials science that studies the physical and chemical behavior of metallic elements. Students acquire a working knowledge of the properties, uses and heat treat processes of commonly used metals and alloys. Topics are explored through lecture and laboratory analysis. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Recommended: High School Chemistry or CHEM 125.

### **METM 195 Quality/Metrology/Inspection** Credit Hours: 4 / Billing Hours: 6

This pre-engineering course introduces the science of precision measurement, focusing on accuracy and application as well as problem solving as it relates to dimensional metrology. Topics include measurement processes and feasibility, industry standards, and operation of the Coordinate Measuring Machine. Quality systems, calibration systems, and Statistical Process Control are also explored. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (METM 108 or METM 110).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.



## 2024-2025 Course Descriptions

### **METM 220 Basic Mastercam**

**Credit Hours: 4 / Billing Hours: 6**

Mastercam is a powerful graphics based programming software for CNC machine tools. Mastercam software is designed to generate CNC programs from mechanical CAD drawings. Students will use Mastercam to solve CNC programming problems in both 2-D and 3-D environments and run selected programs on CNC equipment. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (METM 108 or METM 110).
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4.

### **METM 221 Advanced Mastercam**

**Credit Hours: 4 / Billing Hours: 6**

The student will learn the advanced CNC programming functions of the MasterCAM software. The successful student will be able to design, program, and run 3-dimensional CNC programs and check the toolpath using the MasterCAM verify toolpath function. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in METM 220.
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4.

### **METM 295 Precision Machine Project Lab**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 8**

An advanced course for students wishing to do in-depth work in the machine shop area or to develop trade-entry skills. Students select projects compatible with their individual fields of work. (Approval may be given to take this course twice for a maximum of eight credits.) (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **METS 110 Mechanical Power Transmissions**

**Credit Hours: 4 / Billing Hours: 6**

This course will teach theory and industrial application of power transmission gear drive systems, chain drive systems, belt drive systems, couplings, clutch and brake and more. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102 or concurrently).

## 2024-2025 Course Descriptions

- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 115    Intro to Mechanical Systems**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces the student to the theory and selection criteria for mechanical power systems. Topics discussed include pneumatics, hydraulics, and mechanical drives. Lectures include fundamentals and real life applications in designing basic systems. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 120    Industrial Pneumatics**

**Credit Hours: 4 / Billing Hours: 6**

An introduction to the concepts, principles, and components of industrial pneumatic systems, this course covers gas laws, theory of air compression, regulators, filters, valves, actuators, electro-pneumatic and pneumatic circuits with emphasis on pneumatic diagrams and circuit design. Lectures, labs and troubleshooting give students a hands-on approach in the field of pneumatics. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 125    Intro to Hydraulics/Pneumatics**

**Credit Hours: 4 / Billing Hours: 6**

This course introduces the student to the theory of basic hydraulic and pneumatic principles as they relate to automated systems. Topics include application of components, causes of malfunctions in the system, and system troubleshooting strategies. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **METS 130 Industrial Hydraulics**

**Credit Hours: 4 / Billing Hours: 6**

Industrial hydraulics introduces the theory of fluid power and circuits covering pumps, pressure valves, flow valves, cylinders, filters and motors, etc., as they are used in industry today. This will be done with lectures and labs related to each of the respective components. (Offered Spring)

- Prerequisite Courses: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102 or concurrently).
- Placement Scores: Reading Level 4 and Writing Level 4 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 140 Rigging**

**Credit Hours: 3 / Billing Hours: 4.5**

This course covers uses and strengths of ropes, chains, block and tackles, and the construction and erection of gin poles, with a study of rope knots used in rigging and cranes. Safe working strength of slings, hooks, sheaves, ropes and chains, and the use of personal safety equipment will be covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$20 of the Course Fee is non-refundable.

### **METS 145 Automated Systems**

**Credit Hours: 3 / Billing Hours: 4.5**

This course introduces students to automated system basics, including electrical components, mechanical components, electrical drives, pneumatic and hydraulic control circuits, and programmable logic controllers (PLCs). The student will be able to troubleshoot a complex mechatronics system and correct malfunctions. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [ELTE 109 and (ELTE 130 or ELTE 131 or concurrently) and (METS 125 or concurrently)].
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.

## 2024-2025 Course Descriptions

### **METS 160 Introduction to Robotics**

**Credit Hours: 3 / Billing Hours: 4.5**

The purpose of this course is to introduce students to industrial robot fundamentals with regards to safety, types, applications, programming, operation, and troubleshooting. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (METS 102 or ELTE 102 or DCTM 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 161 Intro to FANUC Robotics**

**Credit Hours: 3 / Billing Hours: 4.5**

The purpose of this course is to introduce students to industrial robot fundamentals with regards to safety, types, applications, programming, operation, and troubleshooting. This course will focus on FANUC robots but ABB robots will also be introduced. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 In TECH 102 or concurrently.
- Placement Score: Reading Level 3, Writing Level 4, and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **METS 162 Intro to ABB Robotics**

**Credit Hours: 3 / Billing Hours: 4.5**

The purpose of this course is to introduce students to industrial robot fundamentals with regards to safety, types, applications, programming, operation, and troubleshooting. This course will focus on ABB robots but FANUC robots will also be introduced. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in TECH 102 or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and MATH Level 3 or [minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110)].

### **METS 170 Special Topics/Mechanical Sys Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new or advanced skills in Manufacturing and other related topics. Specific content may vary with each offering but will be related to the Manufacturing Program and profession. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section.

## 2024-2025 Course Descriptions

### **METS 210    Lubrication and Bearings**

**Credit Hours: 4 / Billing Hours: 6**

This course covers lubricant applications as applied to industrial equipment including the type, frequency, and amount needed. Participants will troubleshoot centralized lubrication systems, learn to set up an oil management program, remove and install bearings, and identify bearing failures. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (METS 102 or DCTM 102 or ELTE 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

### **METS 250    Gen. Prevent/Predictive Maint**

**Credit Hours: 3 / Billing Hours: 4.5**

This course will introduce the learner to the various types and styles of predictive and preventive maintenance components used in industrial applications. It focuses on aspects of machine maintenance. Activities include regular and routine cleaning, lubricating, testing, checking for wear and tear, and eventually replacing components to avoid breakdown. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (METS 102 or ELTE 102 or DCTM 102 or HVAC 102 or TECH 102 or WELD 102) or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: \$100 of the Course Fee is non-refundable.

### **METS 260    Advanced Robotics Capstone**

**Credit Hours: 3 / Billing Hours: 4.5**

The purpose of this class is to build on the students' basic robotic knowledge, to include robot vision systems, robot safety zones and interlocks, and advanced programming. This will all culminate with a capstone project that will incorporate electrical, mechanical, fluid power, robotic, and PLC systems. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [(METM 108 and METS 125 and METS 160) and (ELTE 260 and METS 145 or concurrently)].
- Placement Score: Reading Level 3 and Writing Level 4 and Math Level 4.
- Course Note: \$20 of the Course Fee is non-refundable.

## 2024-2025 Course Descriptions

### **METS 290    Manufacturing Internship                      Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides Manufacturing students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Recommended: 2.5 GPA or greater.

### **METS 295    Mechanical Systems Project Lab                      Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An advanced course for students wishing to do in-depth work in the mechanical systems/machine maintenance area or to develop trade-entry skills. Students select projects compatible with their individual fields of work. (Approval may be given to take this course twice for a maximum of eight credits.) (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

### **MGMT 150    Managing Customer Relations                      Credit Hours: 3 / Billing Hours: 3**

This course is designed to help customer service workers and managers explore the dynamics of customer service and customer relations. The course includes strategies for providing for customer's needs, behavioral skills and knowledge for effective customer service, verbal and non-verbal skills for effective customer communication, and techniques for measuring success. Focus is on the dynamics of building successful relationships. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **MGMT 200 Creative Thinking for Business**

**Credit Hours: 3 / Billing Hours: 3**

This course takes an experiential approach to helping students understand and explore elements of the creative process. It is designed to develop skills, eliminate barriers, and allow students to apply thinking skills to business situations. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).
- Recommended: Have taken two or more BUSN or MGMT courses, or have business experience.

### **MGMT 201 Time Management for Business**

**Credit Hours: 1 / Billing Hours: 1**

Learners will discover basic principles and techniques of time management that can be applied to both personal and professional situations. Students will learn how to manage time using tools and techniques to maximize productivity. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 202 Managing Difficult People**

**Credit Hours: 1 / Billing Hours: 1**

This course provides practical strategies to overcome negativity and difficult behaviors of people in the workplace. This includes defining types of difficult employees, understanding an intervention model, and addressing difficult behaviors. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **MGMT 223    Supervisory Skills**

**Credit Hours: 3 / Billing Hours: 3**

This course presents supervisory principles and practices for first-line supervisors. Emphasis is on developing interpersonal and first line supervisory skills. Managerial functions are introduced, along with policies, decision-making, and the responsibilities of supervisors for overall work performance and employee development and evaluation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 224    Human Resource Management**

**Credit Hours: 3 / Billing Hours: 3**

This course examines the role of human resources management and its contribution to the total organizational effort. Emphasis will be placed on the evolution of human resource management, recruitment and selection, improving performance, compensation and incentives, safety and health, employee-management relations, and current legislation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 225    Principles of Mgmt/Leadership**

**Credit Hours: 3 / Billing Hours: 3**

Designed to reflect the dynamics of our changing world, this course covers such topics as management/leadership functions/processes, quality, ethics, global issues and the challenges and opportunities of diversity. Emphasis is on theories and skills of management and leadership at the mid-organizational level. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).



## 2024-2025 Course Descriptions

### **MGMT 227 Training/Development for Busn** **Credit Hours: 3 / Billing Hours: 3**

This course is designed to cover all aspects of training in the business environment. Participants focus on assessing training needs, identifying training barriers, curriculum design, instructional techniques, evaluation, and adult learning theory. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MGMT 224 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 228 Organization Behavior** **Credit Hours: 3 / Billing Hours: 3**

Examines the dynamics of relationships at work. Integrates and applies behavioral and social science knowledge using a systems approach, and focuses on the nature of both people and organizations. Students will study individual and group behavior and will have opportunities to work on skills necessary for successful interaction in organizations. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) .
- Recommended: MGMT 223 or MGMT 224 or MGMT 225.

### **MGMT 229 Compensation Management** **Credit Hours: 3 / Billing Hours: 3**

Students will gain a practical understanding of the principles and applications of compensation management. Students will study the theories, behaviors, and legal constraints affecting compensation practices, including job analysis, job evaluation methodologies, labor market surveys, variable pay approaches, and the administration of legally mandated and voluntary employee benefit programs. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in MGMT 224.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).
- Recommended: LABR 204.

## 2024-2025 Course Descriptions

### **MGMT 231    Developing and Leading Teams**

**Credit Hours: 3 / Billing Hours: 3**

This course defines and examines team building, team leadership, and self-managed teams in the context of today's workplace. Students develop skills in writing team mission and vision statements, team goals, and action assignments. Chartering, problem solving, decision-making, conducting effective meetings, work sessions, negotiating, and presenting are also explored. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 234    Diversity in the Workplace**

**Credit Hours: 3 / Billing Hours: 3**

This course explores cultural, gender/sexual, physical, and other minority experiences in the workplace and in the world. The management of human resources will be examined from a domestic and global perspective. Emphasis is on helping the majority group and the minority group become aware of the other's opinions, feelings, and perspectives. Instruction takes an experiential, awareness training approach. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

### **MGMT 237    Managing/Continual Improvement**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an introduction to concepts of quality, continual improvement, systems thinking, and other new management practices. The history of the quality movement including key thinkers/leaders is covered. Methods for continual improvement teams, learning organizations, and new ways of thinking and leading are explored. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently) and Math Level 4.

## 2024-2025 Course Descriptions

### **MGMT 280 Mgmt/Leadership Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an opportunity to apply classroom learning to a career-related position by working a minimum of 160 hours at an approved work site. A student may do an internship at their own job only if the duties are new, management or leadership related, and provide an appropriate learning situation. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 4.
- Recommended: Have completed a minimum of 30 Credits.

### **MGMT 300 Leading for Possibility**

**Credit Hours: 3 / Billing Hours: 3**

Provides an overview of the changing roles of leadership within an organization and lays a foundation for exploration of the emerging roles and functions of leadership in today's changing environments. Theories and skills are applied to a variety of organizational settings. (Offered Fall, Spring)

- Prerequisite Courses: None.
- Placement Scores: Reading Level 5 and Writing Level 6.

### **MGMT 304 Organization Development**

**Credit Hours: 3 / Billing Hours: 3**

Based on the assumption that all managers and leaders must recognize, plan for, and manage organizational change, this course examines the process of improving organization effectiveness by means of a systematic change program. Students practice identifying problems, selecting appropriate interventions, building action plans, and developing facilitator skills. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **MGMT 329    Advanced Mgmt Communication**

**Credit Hours: 3 / Billing Hours: 3**

This course explores the importance of ethical and effective communication at the managerial and organizational level of organizations. The course examines strategies for more effective listening, oral, and written communication in business. It explores the ways managers can influence positive strategies for overcoming communication obstacles and recognize the benefits of conflict. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (COMM 110 or COMM 120 or COMM 130) or Department Approval.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MGMT 332    Ethics: Assumpt for the Future**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to sensitize participants to the impact of ethics on decision-making. Participants will examine values and assumptions, both personal and organizational, which influence management and leadership style. Exploration of the importance of intention and right relationships in strategy and the creation of the future workplace is also included. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MGMT 335    Managerial Statistics**

**Credit Hours: 3 / Billing Hours: 3**

This course covers applications of statistical tools and techniques to improve managerial decision-making processes. It includes basic descriptive statistics and graphing techniques, probability, probability distributions, hypothesis testing, analysis of variance, regression analysis, time series and forecasting models. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (MATH 120 or STAT 170) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **MGMT 337    Advanced Human Resource Mgmt                      Credit Hours: 3 / Billing Hours: 3**

Human resource skills are developed at an advanced level. Workplace relationships between employee, manager, human resource department, and the organization are analyzed in areas of leadership and motivation, legal compliance, performance planning and evaluation, union-management dynamics, and recognition and reward practices. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MGMT 224 or Department Approval.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MGMT 345    Context and Transformation                              Credit Hours: 3 / Billing Hours: 3**

This course is designed to help people of vision and courage examine the beliefs, principles, and behaviors which drive organizations. In seminar format, participants investigate possibilities for new ways of thinking together, focusing on emerging perspectives of ourselves, our organizations, our communities, and our world. Students explore the growing importance of environment in creating a context for transformation. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MILS 110    Introduction to the Army                                      Credit Hours: 1 / Billing Hours: 1**

This course addresses duties and responsibilities of the Army officer and noncommissioned officer, and organizational structure of the Army, Army Reserve, and National Guard. Students will also explore the Army's role in joint operations, Army values, leadership, customs and traditions. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

## 2024-2025 Course Descriptions

### **MILS 111 Introduction to the Army-Lab**

**Credit Hours: 1 / Billing Hours: 2**

The Leadership Laboratory augments the Army ROTC academic curriculum by providing hands-on practice of subjects taught in the Military Science classes. Students receive feedback from department staff regarding their leadership performance within the unit structure. Students seeking a commission with the United States Army are highly encouraged to take the laboratories. Over the continuum of the Military Science courses, cadets practice individual movement techniques and field craft, small unit tactics, operations planning and execution, culminating with operational-level organizational management. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

### **MILS 120 Foundations of Army Leadership**

**Credit Hours: 1 / Billing Hours: 1**

Topics include: fundamentals of basic Army leadership, military problem solving process, military briefing and writing skills, and goal setting and time management. Students are also introduced to the Army's developmental counseling program. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

## 2024-2025 Course Descriptions

### **MILS 121      Fndtion of Army Leadership-Lab      Credit Hours: 1 / Billing Hours: 2**

The Leadership Laboratory augments the Army ROTC academic curriculum by providing hands-on practice of subjects taught in the Military Science classes. Students receive feedback from department staff regarding their leadership performance within the unit structure. Students seeking a commission with the United States Army are highly encouraged to take the laboratories. Over the continuum of the Military Science courses, cadets practice individual movement techniques and field craft, small unit tactics, operations planning and execution, culminating with operational-level organizational management. (Offered Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

### **MILS 210      Army Doctrine & Team Develpmnt      Credit Hours: 2 / Billing Hours: 2**

Students will examine military case studies, critical dilemmas in combat situations and the ethical decisions Army leaders make to ensure mission success to develop an understanding of how to improve Army organizations and soldier performance. The Army's leadership development program, battle drills, land navigation, and combat decision making are also addressed. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

## 2024-2025 Course Descriptions

### **MILS 211      Army Doctrine/Team Develop-Lab      Credit Hours: 1 / Billing Hours: 2**

The Leadership Laboratory augments the Army ROTC academic curriculum by providing hands-on practice of subjects taught in the Military Science classes. Students receive feedback from department staff regarding their leadership performance within the unit structure. Students seeking a commission with the United States Army are highly encouraged to take the laboratories. Over the continuum of the Military Science courses, cadets practice individual movement techniques and field craft, small unit tactics, operations planning and execution, culminating with operational-level organizational management. (Offered Fall)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

### **MILS 220      Mil Leadrshp & Decision Making      Credit Hours: 2 / Billing Hours: 2**

This course uses military case studies to study challenging situations for military leaders and units, and understand how to apply sound ethical leadership practices to implement decisions. Students will also develop an understanding of basic military small unit tactics. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None; Department Approval Required.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.



## 2024-2025 Course Descriptions

### **MILS 221      Mil Ldrshp/Decision Making-Lab      Credit Hours: 1 / Billing Hours: 2**

The Leadership Laboratory augments the Army ROTC academic curriculum by providing hands-on practice of subjects taught in the Military Science classes. Students receive feedback from department staff regarding their leadership performance within the unit structure. Students seeking a commission with the United States Army are highly encouraged to take the laboratories. Over the continuum of the Military Science courses, cadets practice individual movement techniques and field craft, small unit tactics, operations planning and execution, culminating with operational-level organizational management. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None; Department Approval Required.
- Course Note: Call MSU Department of Military Science at 517-355-1913, for specific information regarding the Military Science program.

### **MKTG 119      Mktg/Manage Your Profess Image      Credit Hours: 3 / Billing Hours: 3**

This course is a complete guide to professional etiquette practices to increase career advancement opportunities. Students will learn critical tools for building a professional image as well as solid, productive relationships. Students will develop a personal image development plan designed to meet workplace challenges with confidence and poise. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **MKTG 120      Sales      Credit Hours: 3 / Billing Hours: 3**

This course presents selling fundamentals for how companies and individuals communicate value and obtain desired results through the process of personal selling, customer relationship management, sales management, and resources utilization, to advance the sales process. This is an application course designed for students to learn selling techniques that they can immediately practice within their careers. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **MKTG 130    Retailing**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to the retail merchandising environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. Students will explore historical and modern retailing methodologies including challenges of operating in local to global marketplaces. Career opportunities in retailing are examined. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **MKTG 140    Principles of Advertising**

**Credit Hours: 3 / Billing Hours: 3**

Methods and techniques used in modern advertising. Information on the entire advertising function. Preparation of an advertising campaign will be required to facilitate hands-on understanding of the component parts which include marketing review, marketing plan, creative strategy, and media selection. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MKTG 200    Principles of Marketing**

**Credit Hours: 3 / Billing Hours: 3**

Most define marketing as advertising, yet that is only one element in what is known as the Marketing Mix, comprised of product, price, promotions, and more. However, marketing involves market research and demographic strategy to identify customer needs, target audiences, positioning, distribution channels, and promotion methodologies. Students will learn the fundamentals of marketing through case studies and the practical application of marketing tactics. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: BUSN 118.

## 2024-2025 Course Descriptions

### **MKTG 204    Marketing Research**

**Credit Hours: 3 / Billing Hours: 3**

This course examines key concepts and methods of marketing research for students to understand how to apply methodological tools to solve real-life business problems. Students will learn research design techniques including problem identification, qualitative and quantitative data collection and sampling, analysis, interpretation, and the applications of marketing research. Students will design and execute a marketing research project. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in MKTG 200.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MKTG 210    Intro to Digital Marketing**

**Credit Hours: 3 / Billing Hours: 3**

This course will explore the impact of information technology on the practice of marketing. Course content focuses on the internet and its culture and procedures from a marketing perspective, and will include using the internet for customer contact and customer service. Focus areas include, but are not limited to, understanding digital tools such as Canva, Search Engine Optimization, AI and ChatGPT, Boolean, and Google Analytics. This class uses extensive hands-on activities. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: MKTG 200 and basic understanding of computers and their use on the Internet.

### **MKTG 229    Public Relations**

**Credit Hours: 3 / Billing Hours: 3**

This course provides the student with a working knowledge of the theories, techniques, and processes of public relations, including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs. Students will learn the importance of cultivating key relationships with media personnel, writing press releases, and crisis management. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **MKTG 235     Marketing Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course provides an opportunity to apply classroom learning to a career-related position by working a minimum of 160 hours at an approved work site. A student may do an internship at their own job only if the duties are new, marketing related, and provide an appropriate learning situation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Recommended: Have completed a minimum of 30 credits.

### **MRIT 200     Professional Prospectus**

**Credit Hours: 1 / Billing Hours: 0**

This course serves to orientate the MRI student to the profession of medical imaging. Students will explore the integration of MRI within the encompassing health care system. The evolution of MRI as a profession will be investigated with students classifying various organizations and agencies that drive the development and continuing education of the MRI technologist's role and responsibilities. (Offered Summer)

- Prerequisite Course: None. Admission to the EPiC Magnetic Resonance Imaging Program is required.
- Placement Score: None.
- Corequisite Course: MRIT 229 and MRIT 260.

### **MRIT 201     Computer Apps/Medical Imaging**

**Credit Hours: 3 / Billing Hours: 0**

This course serves to provide the MRI student with a basic understanding of computer applications. Students will explore the components, principles, and operation of digital imaging systems, image data management, and data manipulation as it relates to the imaging department. Students will also explore the basic concepts of patient information management including medical record concerns, patient privacy, and regulatory issues. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (MRIT 200 and MRIT 229 and MRIT 260).
- Placement Score: None.
- Corequisite Course: MRIT 220 and MRIT 230 and MRIT 261.

## 2024-2025 Course Descriptions

### MRIT 220 MR Physics I

**Credit Hours: 3 / Billing Hours: 0**

This is the first in a series of two courses that provide the MRI student with a basic foundation of MRI physics. Students will explore the properties of atoms and their interactions within the magnetic field. Emphasis will be placed on the basic principles of MRI, data acquisition, and tissues characteristics in image formation. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (MRIT 200 and MRIT 229 and MRIT 260).
- Placement Score: None.
- Corequisite Course: MRIT 201 and MRIT 230 and MRIT 261.

### MRIT 222 MR Physics II

**Credit Hours: 3 / Billing Hours: 0**

This is the final physics course in a series of two. The course content is a continuation of Physics I concepts including pulse sequencing, applications, coil selection as it relates to scan selection, calculation of scan times, scan parameters and imaging factors. Emphasis will be placed on the topics of gradient echoes, cardiac imaging, magnetic resonance angiography, diffusion, perfusion, and spectroscopy. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MRIT 201 and MRIT 220 and MRIT 230 and MRIT 261).
- Placement Score: None.
- Corequisite Course: MRIT 232 and MRIT 240 and MRIT 262.

### MRIT 229 Applied Sectional Anatomy

**Credit Hours: 3 / Billing Hours: 0**

This course is a study of human anatomy as seen in multiple planes. Students will review the gross anatomy of the entire body and identify anatomic structures in the axial, sagittal, coronal, and orthogonal planes. Emphasis will be applied to the appearance characteristics of each structure as seen on illustrations and photographic images correlated with magnetic resonance (MR) and computed tomography (CT). (Offered Summer)

- Prerequisite Course: None. Admission to the EPIC Magnetic Resonance Imaging Program is required.
- Placement Score: None.
- Corequisite Course: MRIT 200 and MRIT 260.

## 2024-2025 Course Descriptions

### **MRIT 230      MR Procedures and Pathophys I                      Credit Hours: 3 / Billing Hours: 0**

This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (MRIT 200 and MRIT 229 and MRIT 260).
- Placement Score: None.
- Corequisite Course: MRIT 201 and MRIT 220 and MRIT 261.

### **MRIT 232      MR Procedures and Pathophys II                      Credit Hours: 3 / Billing Hours: 0**

This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to routine imaging techniques related to the abdomen and pelvis and special imaging techniques. Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MRIT 201 and MRIT 220 and MRIT 230 and MRIT 261).
- Placement Score: None.
- Corequisite Course: MRIT 222 and MRIT 240 and MRIT 262.

### **MRIT 240      MRI Image Analysis    Credit Hours: 3 / Billing Hours: 0**

This course provides the MRI student with the critical assessment skills necessary to recognize and identify pathology and artifacts. Students will explore the necessary parameter adjustments for differential diagnosis. Emphasis will be placed on quality control procedures, image post-processing, and image archiving. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MRIT 201 and MRIT 220 and MRIT 230 and MRIT 261).
- Placement Score: None.
- Corequisite Course: MRIT 222 and MRIT 232 and MRIT 262.

## 2024-2025 Course Descriptions

### **MRIT 260      MRI Pre-Clinical Preparation      Credit Hours: 3 / Billing Hours: 0**

This course prepares the MRI student for safe participation in clinical education within the MRI environment. Students will explore and discuss the importance of MRI safety and patient assessment. While most of the course is delivered online, students will practice and master various safety procedures in a face-to-face workshop setting. (Offered Summer)

- Prerequisite Course: None. Admission to the EPIC Magnetic Resonance Imaging Program is required.
- Placement Score: None.
- Corequisite Course: MRIT 200 and MRIT 229.

### **MRIT 261      Clinical Practice I      Credit Hours: 3 / Billing Hours: 0**

This is the first in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (MRIT 200 and MRIT 229 and MRIT 260).
- Placement Score: None.
- Corequisite Course: MRIT 201 and MRIT 220 and MRIT 230.

### **MRIT 262      Clinical Practice II      Credit Hours: 3 / Billing Hours: 0**

This is the second in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (MRIT 201 and MRIT 220 and MRIT 230 and MRIT 261).
- Placement Score: None.
- Corequisite Course: MRIT 222 and MRIT 232 and MRIT 240.

## 2024-2025 Course Descriptions

### **MRIT 263      Clinical Practice III**

**Credit Hours: 3 / Billing Hours: 0**

This is the final clinical course in a series of three that provides the necessary supervised clinical education needed to complete all remaining competencies required by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (MRIT 222 and MRIT 232 and MRIT 240 and MRIT 262).
- Placement Score: None.
- Corequisite Course: MRIT 295.

### **MRIT 295      MRI Certification Exam Prep**

**Credit Hours: 3 / Billing Hours: 0**

This course provides the student with instructional review and a self-examination process as preparation for the certification exam in MRI. Discussions will focus on the four content specifications for examination in magnetic resonance as outlined in the American Registry of Radiologic Technology (ARRT) primary pathway certification handbook. Students will have the opportunity to participate in an 8 hour registry review seminar. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (MRIT 222 and MRIT 232 and MRIT 240 and MRIT 262).
- Placement Score: None.
- Corequisite Course: MRIT 263.

### **MSGE 110      Massage for Beginners**

**Credit Hours: 0.53 / Billing Hours: 1**

This course provides instruction in basic relaxation massage therapy skills for non-majors. Along with a brief introduction to the history and principles of massage therapy, the student will learn to perform a professionally draped, full-body relaxation massage on a partner for health enhancement. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Must be 18 years of age.
- Placement Score: None.
- Course Note: Students are required to bring two sheets and unscented massage lotion to the first class session. If you are pregnant in your 2nd or 3rd trimester, or are receiving treatment for a diagnosed medical condition, you are required to bring a written release from your doctor to the first class session to participate in this course.



## 2024-2025 Course Descriptions

### MSGE 131    Massage I

**Credit Hours: 2.13/ Billing Hours: 4**

This course provides foundational information on the theory and practice of massage therapy. Swedish massage techniques, with variations, are developed into a sequence for a full-body therapeutic massage for healthy adults. Topics include basic anatomy and physiology of major muscle groups and bones, massage benefits and contraindications, professional ethics, clinical charting, thermo- and cryotherapy, body mechanics, and self-care. (Offered Fall, Spring)

- Prerequisite Course: None. HS Diploma or Equivalent and Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note:
  - The Massage Program is offered in two distinct sessions that cannot be combined: a Daytime Cohort beginning in the fall and an Evening Cohort beginning in the spring.
  - Students enrolling in the Daytime Cohort will complete the program in three consecutive semesters, Fall 2024 through Summer 2025.
  - Students enrolling in the Evening Cohort will complete the program in three consecutive semesters, Spring 2025 through Fall 2025.
  - To enroll, students must be 18 years of age or older by the start of classes and must declare Massage Therapy as their major.
  - Students wishing to enroll must attend a mandatory one-hour program orientation and submit a program approval application with required supporting documentation at least two weeks prior to the start of the semester.
  - Orientation dates and the program approval application can be found on the ["Steps to Apply"](#) webpage.
  - Seats are limited and are awarded on a first come, first served basis. Contact the Health and Human Services Division Office at 517-483-1410 for more information.

## 2024-2025 Course Descriptions

### **MSGE 132 Anatomy/Physiology Massage**

**Credit Hours: 3.2 / Billing Hours: 6**

An introductory course in human anatomy and physiology that combines lecture and laboratory experiences to provide a basic understanding of the structure and function of human body systems. It is designed for students enrolled in the Massage Program to prepare for licensing exams and professional practice.

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 132A Anatomy/Physiology Massage I Credit Hours: 2.13 / Billing Hours: 4**

An introductory course in human anatomy and physiology that combines lecture and integrated assignments to provide a basic understanding of the structure and function of the skeletal, muscular, and nervous systems of the human body. It is designed for students enrolled in the Massage Therapy Program to prepare for professional practice and licensing exams. (Offered Fall, Spring)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 132B Anatomy/Physiology Massage II Credit Hours: 1.06 / Billing Hours: 2**

An introductory course in human anatomy and physiology that combines lecture and laboratory experiences to provide a basic understanding of the structure and function of the cardiovascular, respiratory, endocrine, digestive, special sensory, lymphatic, immune, urinary, and reproductive systems of the human body. It is designed for students enrolled in the Massage Program to prepare for licensing exams and professional practice. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.



## 2024-2025 Course Descriptions

### **MSGE 141    Massage Clinic I**

**Credit Hours: 1.33 / Billing Hours: 2.5**

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Massage Program in a clinical setting and in event massage. The student will be engaged in weekly scheduled massage sessions with clients in this first of three clinical courses. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 150    Masg Special Topics**

**Credit Hours: 0.13 to 4.26/ Billing Hours: 0.25 to 7**

This course offers students the opportunity to learn new skills and knowledge related to massage. Specific up-to-date course content will vary with each offering and will be related to massage. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

### **MSGE 151    Applied Massage Techniques**

**Credit Hours: 2.93 / Billing Hours: 5.5**

This course will introduce the student to various massage techniques and how these techniques relate to individuals with specific needs. The focus will be on designing and implementing appropriate massage techniques for chair massage, infants, pregnant women, athletes, chronic and terminally ill individuals, the elderly, and clients with psychological issues.

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 151A    Research Literacy**

**Credit Hours: 0.8 / Billing Hours: 1.5**

Students will discover the value of clinical research to the massage therapy profession by learning to identify sources of research literature in the massage therapy field, interpreting those findings, and applying the evidence to treatment planning. They will also learn how to become involved in current research. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **MSGE 151B Event Massage**

**Credit Hours: 0.8 / Billing Hours: 1.5**

This course prepares the student to perform corporate-venue office massage and massage prior to and following an athletic event or training session. Techniques cover table, on-site chair, and tabletop chair equipment options. Thermal injuries, the use of ice and heat to supplement the healing effects of massage, cross-fiber friction techniques, and indications, contraindications and procedures of event massage are also covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 151D Special Populations**

**Credit Hours: 0.8 / Billing Hours: 1.5**

The focus of this course will be on learning information needed for designing and implementing appropriate massage therapy sessions for the chronic and terminally ill, the elderly, and clients with psychological and emotional issues. Students learn to adapt massage techniques to the needs of target populations. (Offered Fall, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 170 Massage Directed/Indep Study**    **Credit Hours: 0.13 to 4.26/ Billing Hours: 0.25 to 7**

This course includes special research, projects, or directed study in massage. Massage students may enroll to update or enhance knowledge, skills, and competencies. Advanced students may explore topics related to, but not included in the curriculum. A learning contract specifying objectives, activities, outcomes, and grading methods is required. (Offered As Needed)

- Prerequisite Course: None.
- Placement Score: Determined by Section.

## 2024-2025 Course Descriptions

### **MSGE 231    Massage II**

**Credit Hours: 2.13 / Billing Hours: 4**

This course will introduce the student to clinical massage techniques. Students will learn anatomy, physiology, and kinesiology of specific muscles of the superficial front line, superficial back line, and lateral line followed by clinical massage techniques and stretches to treat these areas. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program approval required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 232    Massage III**

**Credit Hours: 2.13 / Billing Hours: 4**

This course will continue to introduce the student to clinical massage techniques. Students will learn anatomy, physiology and kinesiology of specific muscles of the spiral line, arm line, and deep front line followed by clinical massage techniques and stretches to treat these areas. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 235    Licensing Exam Prep**

**Credit Hours: 0.53 / Billing Hours: 1**

This course is designed to prepare massage students or practicing massage therapists to study for national massage exams. It will review all areas of the licensing exams content and cover test taking strategies. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required. Basic Life Support (BLS) certification from American Heart Association or American Red Cross valid through the end of the class or Passing grade in NCHE 102 or NCHE 103 within 2 years.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **MSGE 241    Massage Clinic II**

**Credit Hours: 1.33 / Billing Hours: 2.5**

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Massage Program in a clinical setting and in an event massage. The student will be engaged in weekly scheduled massage sessions with clients in this second of three clinical courses. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 242    Massage Clinic III**

**Credit Hours: 1.6 / Billing Hours: 3**

Students will progressively utilize the knowledge, skills, and practical experience attained throughout the Massage Program in a clinical setting and in event massage. The student will be engaged in weekly scheduled massage sessions with clients in this last of three clinical courses. (Offered Fall, Spring, Summer)

- Prerequisite Courses: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Scores: Reading Level 5 and Writing Level 6.

### **MSGE 253    Spa and Clinic Modalities**

**Credit Hours: 1.06 / Billing Hours: 2**

This course presents a survey of various spa modalities and modalities used in medical settings. Students will learn theories and techniques of these approaches. Modalities include thermotherapy, cryotherapy, cupping, aromatherapy, hot stones, brushing, Positional Release, and instrument use. Students will also have the opportunity to investigate other modalities. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in all previous MSGE courses. Program approval required.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **MSGE 254 Busn App for Massage**

**Credit Hours: 1.1 / Billing Hours: 2**

This course introduces students to aspects of business and marketing in the field of massage and body work. Emphasis is placed on development of a professional and personal business sense using planning and persistence, client-practitioner relationships, research, marketing strategy, goal-setting, motivation, and professional legalities. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 256 Clinical Assess for Massage**

**Credit Hours: 1.06 / Billing Hours: 2**

This course introduces the student to a systematic method of deciding which specific massage techniques to apply and when to apply them. Students use newly acquired assessment skills to gather data to deal effectively with common musculoskeletal complaints, and then apply critical thinking skills to formulate a treatment plan that best addresses the issues identified. (Offered Fall, Summer)

- Prerequisite Course: Minimum 2.5 in all previous required MSGE courses. Program Approval is required.
- Placement Score: Reading Level 5 and Writing Level 6.

### **MSGE 258 Career Longevity**

**Credit Hours: 1.06 / Billing Hours: 2**

The concepts taught in this Massage Therapy Program class teach students how to mentally and physically care for themselves in order to sustain a career as a massage therapist. Emphasis is placed on the impact of health, wellness and fitness for career longevity. General wellness principles and specific massage-related applications are also addressed. (Offered Fall, Spring)

- Prerequisite Course: None. Program approval required.
- Placement Score: Reading Level 5 and Writing Level 6.



## 2024-2025 Course Descriptions

### **MUSC 101    Vocal Jazz & Pop Ensemble**

**Credit Hours: 1 / Billing Hours: 3**

A select vocal ensemble specializing in jazz and contemporary music for mixed voices. Artistic and creative vocal skills, improvisation and interpretation are developed through ensemble, small group and solo performance. Participation in two to four concerts per semester is required. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music reading skills.
- Course Note: A non-credit option is available for this class at a reduced rate. See the NCCE 200 listing in the Community and Continuing Education section of the College Catalog for more information.

### **MUSC 106    Private Music Lesson**

**Credit Hours: 2 / Billing Hours: 2**

Concentrated one-to-one training in vocal/instrumental skills, techniques and repertory. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: None.
- Corequisite Course: MUSC 121 or MUSC 122 or MUSC 123 or MUSC 124.

### **MUSC 108    Concert Choir**

**Credit Hours: 1 / Billing Hours: 3**

A larger student and community member mixed voice choir exploring diverse styles, genres, repertoires and cultural traditions spanning the choral experience. General musicianship and training in choral singing are developed. Participation in two to four concerts per semester is required. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music reading skills.
- Course Note: A non-credit option is available for this class at a reduced rate. See the NCCE 200 listing in the Community and Continuing Education section of the College Catalog for more information.

## 2024-2025 Course Descriptions

### MUSC 109 Studio Class

**Credit Hours: 1 / Billing Hours: 1**

Studio Class will include discussion of practice routines and habits, technical and stylistic problems, performance anxiety, and repertoire memorization, as well as in class performances by the students. Students enrolled in MUSC 157, 158, 257, or 258 must enroll in MUSC 109. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course: MUSC 157 or MUSC 158 or MUSC 257 or MUSC 258.

### MUSC 122 Rock Band

**Credit Hours: 1 / Billing Hours: 3**

The Rock Band rehearses and performs rock music of diverse styles, including cover songs as well as original compositions and arrangements by students. The instrumentation is open to the characteristic make-up of rock ensembles, including guitar, bass, keyboard, drum-set instruments and singers. Other instrumentalists may join to expand the ensemble. Participation in two to four concerts per semester is required. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music reading skills.
- Course Note: A non-credit option is available for this class at a reduced rate. See the NCCE 200 listing in the Community and Continuing Education section of the College Catalog for more information.

### MUSC 123 Jazz Ensemble

**Credit Hours: 1 / Billing Hours: 3**

The Jazz Ensemble rehearses and performs pieces of diverse styles from various periods in jazz history. Musical, interpretative and improvisational skills are developed through ensemble, small combo and solo performances. Participation in two to four concerts per semester is required. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval by Audition Required.
- Placement Score: None.
- Recommended: Music reading skills.
- Course Note: A non-credit option is available for this class at a reduced rate. See the NCCE 200 listing in the Community and Continuing Education section of the College Catalog for more information.



## 2024-2025 Course Descriptions

### **MUSC 143    Beginning Piano I - Summer**

**Credit Hours: 1 / Billing Hours: 1**

Course assumes no prior music experience or knowledge. Students are introduced to the rudiments of playing piano. Staff notation, rhythmic notation, correct fingering/hand positions, major scales, and primary chords are introduced. Simple two hand pieces are performed. (Offered Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music reading skills.

### **MUSC 144    Beginning Piano I**

**Credit Hours: 2 / Billing Hours: 2**

Course assumes no prior music experience or knowledge. Students are introduced to the rudiments of playing piano. Staff notation, rhythmic notation, correct fingering/hand positions, major scales, and primary chords are introduced. Simple two hand pieces are performed. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music reading skills.

### **MUSC 145    Beginning Piano II**

**Credit Hours: 2 / Billing Hours: 2**

This course is designed to take the student up to an intermediate level of playing. Rhythmic subdivisions, more complex fingering, and new major and minor keys are introduced. Two-hand pieces are performed. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 144.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **MUSC 157    Applied Lesson I**

**Credit Hours: 2 / Billing Hours: 2**

Concentrated one-to-one training in vocal/instrumental skills, techniques and repertory for Music majors only. Students must perform in Music Studio convocations and attend public concert events. Progression to the next level of Applied Lessons is by successfully passing a jury performance adjudicated by a Music faculty panel. (Offered Fall, Spring)

- Prerequisite Course: None. Music Major Audition Required.
- Placement Score: None.
- Corequisite Course: MUSC 109.

### **MUSC 158    Applied Lesson II**

**Credit Hours: 2 / Billing Hours: 2**

Concentrated one-to-one training in vocal/instrumental skills, techniques and repertory for Music majors only. Students must perform in Music Studio convocations and attend public concert events. Progression to the next level of Applied Lessons is by successfully passing a jury performance adjudicated by a Music faculty panel. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 157 or Music Major Audition.
- Placement Score: None.
- Corequisite Course: MUSC 109.

### **MUSC 163    Aural Skills I**

**Credit Hours: 1 / Billing Hours: 2**

Music reading skills are required for this course. Aural Skills I allows students to develop their aural capacity through exercises in beginning melodic and rhythmic dictation. The ability to sing melodies on sight through the use of solfeggio will also be developed. This is the first of two courses in freshman aural skills. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 168 or passing score on the Music Theory Placement Test.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **MUSC 164    Aural Skills II**

**Credit Hours: 1 / Billing Hours: 2**

This course allows students to develop their aural skills through intermediate exercises in melodic and rhythmic dictation. The ability to sightsing melodies through the use of solfeggio continue to be developed. This course is the second in a sequence of two freshman music major requirements. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in MUSC 163.
- Placement Score: None.

### **MUSC 168    Rudiments of Music**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces students and beginning musicians to the basics of reading and notating music. Fundamentals of rhythm, meter, pitch, intervals, scales, chords, keys and simple harmonic progressions are reviewed. Elements of music are explored through musical examples drawn from a variety of styles and genres. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **MUSC 171    Sound Design & Production**

**Credit Hours: 4 / Billing Hours: 4**

This course builds upon the fundamental audio and DAW skills achieved in DMAC 120. Students will develop advanced skills in computer-based editing, arranging, mixing, and publishing of audio programming with the Pro Tools platform. Students will also study advanced sound design principles and methods, modern concepts, and techniques for using signal processing, simple acoustics, and audio for video post-production techniques. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (DMAC 120 and MUSC 197).
- Placement Score: Reading Level 5 and Writing Level 6.

### **MUSC 172    Studio Recording**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces the concepts of multi-track audio recording for music and entertainment production. Students will gain a comprehensive understanding of the audio recording chain, signal path, console design/operation, microphone design function and placement to optimize audio recording, application of basic signal processing, and basic studio acoustics. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (DMAC 120 and MUSC 197).
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **MUSC 193 Music Theory I**

**Credit Hours: 4 / Billing Hours: 4**

Freshman-level course in tonal harmony covering concepts and applications of scales, intervals, keys, rhythm, diatonic chords, inversions and basic part-writing for four voices. Harmonic progressions, cadence structures and simple forms are studied through both analysis and student composition. Introduces principles of counterpoint and jazz theory. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 168 or passing score on the Music Theory Placement Exam.
- Placement Score: Reading Level 5 or ENGL 099 concurrently.
- Corequisite Course: MUSC 163.

### **MUSC 194 Music Theory II**

**Credit Hours: 4 / Billing Hours: 4**

Third semester course in tonal harmony covering diatonic seventh chords, non-chord tones, secondary functions, modulations and larger musical forms. Focus on advancing students' skills in part-writing, analysis, score-reading and counterpoint. Concepts are applied through student composition in classical, jazz and/or popular styles. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in MUSC 193.
- Placement Score: Reading Level 5 or ENGL 099 concurrently.
- Corequisite Course: MUSC 164.

### **MUSC 197 Electronic Music Production**

**Credit Hours: 2 / Billing Hours: 3**

This course is designed to introduce students to electronic music production. Students will learn the fundamental concepts of using MIDI, pre-existing loops, virtual instruments, and contemporary sequencing and synthesizer software. They will also use digital audio recording methods to augment their electronic work, creating and producing work suitable for diverse media applications. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course:
- Recommended: Familiarity with computers; music reading skills and familiarity with music keyboard.

## 2024-2025 Course Descriptions

### **MUSC 199 Music Appreciation**

**Credit Hours: 3 / Billing Hours: 3**

Designed for non-music majors, this course develops well-informed, focused listening. Students are acquainted with representative composers, compositions, and musical characteristics of a variety of style periods from early music through 20th Century music from selected cultural centers including the United States and Europe. Students are required to attend live performances. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).

### **MUSC 237 Musical Theater Performance**

**Credit Hours: 2 / Billing Hours: 3**

An introductory course for vocalists and actors emphasizing applying acting techniques to song performance. Students will explore music from a preselected range of musical theatre styles. Focus is on stage presence, movement, and advancing dramatic action through the song. The class concludes with a public performance. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Music Reading Skills.
- Course Note: A non-credit option is available for this class at a reduced rate. See the NCCE 200 listing in the Community and Continuing Education section of the College Catalog for more information.

### **MUSC 240 Musical Cultures to 1750**

**Credit Hours: 4 / Billing Hours: 4**

An historical and analytical survey of music and its development from Antiquity through 1750. Emphasizes an understanding of both Western and non-western genres, styles, composers and literature in relationship to historical, geographical and cultural contexts. Strengthens aural analytical skills and understanding of fundamental musical concepts. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: (Reading Level 5 and Writing Level 4) or ENGL 099 concurrently.



## 2024-2025 Course Descriptions

### **MUSC 241 Musical Cultures 1750-Present Credit Hours: 4 / Billing Hours: 4**

An historical and analytical survey of music and its development from 1750 to the present. Emphasizes an understanding of both Western and non-western genres, styles, composers, literature and emerging world musics in relationship to historical, geographical and cultural contexts. Strengthens aural analytical skills and understanding of fundamental musical concepts. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4 or ENGL 099 concurrently.

### **MUSC 255 Music Business & Management Credit Hours: 3 / Billing Hours: 3**

An introduction to the business aspects of the music industry. Areas covered include copyrights, contracts, trademarks, publishing, recording and record company operations, personal managers, booking agents, concert promotions, and unions. Aspects of band management are also covered, including intra-band arrangements, promotion and sales, road management, and basic organizational information. (Offered Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **MUSC 257 Applied Lesson III Credit Hours: 2 / Billing Hours: 2**

Concentrated one-to-one training in vocal/instrumental skills, techniques and repertory for Music majors only. Students must perform in Music Studio convocations and attend public concert events. Progression to the next level of Applied Lessons is by successfully passing a jury performance adjudicated by a Music faculty panel. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 158 or Music Major Audition.
- Placement Score: None.
- Corequisite Course: MUSC 109.

## 2024-2025 Course Descriptions

### **MUSC 258    Applied Lesson IV**

**Credit Hours: 2 / Billing Hours: 2**

Concentrated one-to-one training in vocal/instrumental skills, techniques and repertory for Music majors only. Students must perform in Music Studio convocations and attend public concert events. A final jury or recital performance is adjudicated by a music faculty panel. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in MUSC 257 or Music Major Audition.
- Placement Score: None.
- Corequisite Course: MUSC 109.

### **MUSC 280    Private Composition**

**Credit Hours: 1 / Billing Hours: 1**

Private coaching/instruction for music majors, 40 minutes per week, in musical composition, giving attention and suggestion to melody, harmony, chord substitution, and formal design. Students are required to attend live performances. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: None.

### **MUSC 296    Music Internship**

**Credit Hours: 3 / Billing Hours: 3**

A worksite experience that serves as a business-related course for music management students. Students will work at venues that support music performance, promotions, business, management, and/or recording. Regularly scheduled progress reports will be given and discussed with the supervising faculty member. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: None.



## 2024-2025 Course Descriptions

### **NCAS 104      Noncredit Academic Supprt-PSYC      Credit Hours: 0 / Billing Hours: 0**

NCAS104 is a 2-hour per week, pass/fail lab open to students enrolled in ENGL098. Students co-enroll in the lab and a paired section of PSYC 200 (Introduction to Psychology). The lab follows the curriculum of the psychology class and focuses on applying skills in critical reading (text and visual information); writing/research strategies and processes; vocabulary expansion; and textbook navigation to the Introduction to Psychology course work. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course: ENGL 098 and PSYC 200.

### **NCAS 105      Noncredit Academic Supprt-BUSN      Credit Hours: 0 / Billing Hours: 0**

NCAS105 is a 2-hour per week, pass/fail lab open to students enrolled in ENGL098. Students co-enroll in the lab and a paired section of BUSN118 (Introduction to Business). The lab follows the curriculum of the business class and focuses on applying skills in critical reading (text and visual information); writing/research strategies and processes; vocabulary expansion; and textbook navigation to the Introduction to Business course work. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course: ENGL 098 and BUSN 118.

### **NCBD 050      Building/Design Special Topics      Credit Hours: 0 / Billing Hours: 0**

Skilled tradespersons and job seekers who need to gain skills and knowledge in order to obtain or retain employment in building, design, and industries utilizing tradespersons. (Offered Fall, Spring)

- Prerequisite Course: None.

## 2024-2025 Course Descriptions

### **NCCC 101 College Connect**

**Credit Hours: 0 / Billing Hours: 0**

This program is designed to help students transition to college with weekly college and career readiness sessions. Students will participate in reading, writing, and math refreshers. Additionally, these sessions will include information about college admissions, financial aid, and academic skills, like time management, studying, and notetaking. Students completing the College Connect program will be able to enroll in college-level English and/or Mathematics courses, with or without co-support courses.

### **NCCC 101E College Connect - English**

**Credit Hours: 0 / Billing Hours: 0**

This course includes a review of essential reading and writing skills, focusing on main idea, supporting details, inferences, organizational patterns, topic sentences, thesis statements, paragraph and essay unity, and support for conclusions.

### **NCCC 101M College Connect - Math**

**Credit Hours: 0 / Billing Hours: 0**

This course will provide students with assessments and opportunities to improve their math skills, including soft-skills such as test-taking strategies, learning and study skills, exposure to academic advising, tutoring services, and academic success coaches. Students will have access to the ALEKS software platform, which allows them to refresh specific math skill areas as determined by their interactive work on the platform.

### **NCCE 200 Creative Arts**

**Credit Hours: 0 / Billing Hours: 0**

This non-credit series of courses focuses on personal creativity through music and the arts. Seminars provide students hands-on opportunities in the areas of instrumental or vocal music, photography, or the visual and performing arts. (Offered Fall, Spring)

- Prerequisite Course: None.

### **NCCE 700 Health and Wellness Seminars**

**Credit Hours: 0 / Billing Hours: 0**

Seminars in this non-credit series are designed to promote personal well-being and increase awareness of physical and emotional health. Students will gain insight into strategies to enhance their daily life. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.

## 2024-2025 Course Descriptions

### **NCCT 200      Noncredit Industrial Trades      Credit Hours: 0 / Billing Hours: 0**

Training in this series will focus on the needs of any industrial occupations. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.

### **NCCT 600      Noncredit Public Safety Svcs      Credit Hours: 0 / Billing Hours: 0**

Training in this series will focus on topics within public safety services. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.

### **NCCT 800      Noncredit Career Preparation      Credit Hours: 0 / Billing Hours: 0**

Training in this series will focus on topics towards career preparation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.

### **NCEL 034      ESL Combined Skills Level 3      Credit Hours: 0 / Billing Hours: 0**

This course focuses on assisting students in further developing fluency and accuracy in speaking and reading skills for college and workplace success. Students will be able to develop and apply additional strategies for comprehending and processing written and spoken passages. Students will be able to expand their vocabulary building skills and improve their reading strategies, reading and listening comprehension, and speaking skills. Audio equipment and computers are available to aid students in developing proficiency. In addition to class time, students are expected to spend 4-6 hours/week on course work.

- Placement Scores: ESL Test AVERAGE 89-99 (ESOL 3; no score below 84), and Listening >50 (ESLL 1) or CASAS Life and Work Reading 201-210 / CASAS Life and Work Listening 200-209.
- Course Note: For any questions, please contact the Job Training Center at 517-483-1857.

## 2024-2025 Course Descriptions

### **NCEL 097**      **ESL Listening-Speaking**

**Credit Hours: 0 / Billing Hours: 0**

Non-native speakers of English will develop effective listening and speaking skills for college and careers using real-life conversations, lectures, and presentations. Students will learn to communicate effectively by modifying their own speech to achieve conversational fluency and by applying strategies for communicating with different levels of formality, politeness, and directness. Co-enrollment in ESOL 098 or ESOL 099 is recommended. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: ESOL Level 4 or ESOL Level 5.

### **NCEL 101**      **ESOL Skills Lab**

**Credit Hours: 0 / Billing Hours: 0**

This is a noncredit, zero credit course/lab. The focus is on providing direct, specific instruction to help you earn a passing grade in your college-level courses. The lab embeds discipline-specific academic ESOL skills instruction focused on the content of the college-level classes in which ESOL Level 4 and 5 students may enroll. Skill areas include critical reading (text and visual information), academic writing/research processes, academic vocabulary expansion, textbook navigation, study skills, and understanding of expectations for college-level credit classes. This course is graded P/Z. A grade of P represents satisfactory participation in lab activities and does not guarantee a passing grade in either ESOL Levels 4 or 5 or in concurrent-enrollment college-level classes. This lab is open to any non-native English speaker enrolled in a college-level class.

- Prerequisite Course: Minimum 2.5 in ESOL 090 and ESOL 095 or ESOL Level 4.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **NCEL 160      ESOL for Health Careers      Credit Hours: 0 / Billing Hours: 0**

This 8-week non-credit course is focused on vocabulary specifically used in health-related situations. The vocabulary is essential for students planning to work in a field related to health care. The course also explores various careers in the health field, with an emphasis on short-term certificate programs that lead to employment in one-to-two semesters. This course is an accelerated course, using lecture and online instruction. Students will be able to expand their vocabulary building skills and improve their reading strategies, reading and listening comprehension, speaking skills, and writing skills. Audio equipment and computers are available to aid students in building fluency. Students are expected to work 4-6 hours/week in addition to class time.

- Prerequisite Course: Minimum 2.5 in ESOL 090 and ESOL 095 or score of P in NCEL 030 and NCEL 033
- Placement Score: Writing Level 2 from NexGen WRITE Placer test or Placement Score of Reading Level 2 and Writing Level 2 from NexGen READ and WRITE Placer tests or NCEL 033 or ESOL 098 or ESOL 099 concurrent.
- Course Note: For any questions, please contact the Job Training Center at 517-483-1857.

### **NCEL 170      ESOL for Business      Credit Hours: 0 / Billing Hours: 0**

This 8-week non-credit course focuses on vocabulary specifically used in business. The vocabulary is essential for students planning to work in a business-related field. The course also explores various careers in business, with an emphasis on short-term certificate programs that lead to employment in one-to-two semesters. This course is accelerated, using lecture and online instruction. Students will expand their vocabulary-building skills and improve their reading strategies, reading and listening comprehension, speaking skills, and writing skills. Audio equipment and computers are available to aid students in building fluency. Students are expected to work 4-6 hours/week in addition to class time.

- Prerequisite Course: None.
- Placement Score: Score of P in NCEL 034 + Placement Score of Writing Level 2 from NexGen WRITE Placer test or Placement Score of Reading Level 2 and Writing Level 2 from NexGen READ and WRITE Placer tests or NCEL 034 concurrent.



## 2024-2025 Course Descriptions

### **NCHE 102     AHA BLS Provider CPR**

**Credit Hours: 0 / Billing Hours: 0**

This non-credit American Heart Association (AHA) seminar is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide Basic Life Support (BLS) also known as CPR, use an AED with BVM, how to work as a team, and choking management. The seminar is intended for individuals working or planning to work in the healthcare profession, and was formerly called CPR for Healthcare Professionals. This course meets the needs for anyone needing a BLS Provider CPR certification. Persons wishing to be certified must pass both the physical skills and written test sessions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Cost of this seminar is \$95.00. If you have any questions, call Continuing Education at 517-483-1415.

### **NCHE 227     Health Special Topics**

**Credit Hours: 0 / Billing Hours: 0**

This course offers students the opportunity to learn new health career skills and knowledge. Specific up-to-date content will vary with each topic presented. (Offered Fall, Spring, Summer)

- Prerequisite Course: Determined by Section

### **NCJT 100     Non-Credit Software and Tech**

**Credit Hours: 0 / Billing Hours: 0**

Training in this series will focus on computers, software, and Information Technology (IT)

### **NCJT 200     Business and Management**

**Credit Hours: 0 / Billing Hours: 0**

Training in this series will cover topics in business, management, and entrepreneurship.

## 2024-2025 Course Descriptions

### **NCLD 210 Leadership Practicum I**

**Credit Hours: 0 / Billing Hours: 0**

This non-credit course provides an opportunity for Student Leadership Academy members to apply leadership skills in on-campus and community service settings. The practicum includes a minimum of 30 hours of volunteer service with a community agency of the student's choice, serving on college committees, and participation in other assigned Student Leadership Academy events and activities. Students will develop practical skills in servant leadership and evaluate their experiences as they relate to academic, professional, and personal goals. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (LEAD 110 and LEAD 111).

### **NCLD 211 Leadership Practicum II**

**Credit Hours: 0 / Billing Hours: 0**

This non-credit course provides an opportunity for Student Leadership Academy members to apply leadership skills in on-campus and community service settings. The practicum includes a minimum of 30 hours of volunteer service with a community agency of the student's choice, serving on college committees, and participation in other assigned Student Leadership Academy events and activities. Students will develop practical skills in servant leadership and evaluate their experiences as they relate to academic, professional, and personal goals. (Offered Spring)

- Prerequisite Course: P (Pass) in NCLD 210.
- Placement Score: None.

### **NCMA 101 Math Refresher**

**Credit Hours: 0 / Billing Hours: 0**

Refresher workshop for students who place below college level math and wish to review the mathematical concepts. The goal of this workshop course is to prepare students to retake the Accuplacer test so that they might improve their placement Math Level. An online learning platform will be utilized to determine the individualized content for each student. Problem solving and test taking strategies will be included. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **NCMA 106 NC - Math Literacy with Review Credit Hours: 0 / Billing Hours: 0**

This noncredit math course provides the skills needed for college-level math courses. Topics include numeracy, mathematical thinking and investigations, proportional reasoning, basic algebraic concepts, functions (linear and exponential), and basic statistical concepts. Graphing calculator, spreadsheets and internet resources, as well as real-life applications are integrated throughout the course. Includes review of basic math skills as needed. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently) and Writing Level 2 and (Math Level 3 or CPT Arithmetic score minimum 20 or Accuplacer NG Arithmetic score 200-300).
- Course Notes:
  - 1) NCMA 106 prepares students for MATH 117, MATH 119, and STAT 170.
  - 2) Information about course materials will be available to students the first day of class or earlier from your instructor. All enrolled students are required to purchase the workbook bundle through LCC's bookstore to ensure a valid access code is obtained.
  - 3) A graphing calculator from the TI-83/84 family is required for course work.

### **NCMA 110 Fundamentals of Mathematics Credit Hours: 0 / Billing Hours: 0**

This course provides instruction in the skills needed to provide the foundation for success in transferable math courses, specifically MATH 120, MATH 119, STAT 170. Topics include operations with fractions, decimals, integers, percentages, scientific notation, exponents, and order of operations; properties of algebraic equations, graphs, formulas. In addition, students are introduced to mathematical concepts taught in the above college math courses. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 2 and (CPT Arithmetic score 20-57 or Accuplacer NG Arithmetic score 200-300 or QRAS score 200-244 or High School GPA 1.99 or lower).

## 2024-2025 Course Descriptions

### **NCRW 100 Foundations for Success**

**Credit Hours: 0 / Billing Hours: 0**

Designed to teach essential reading and writing skills and to introduce the student to the foundations of a successful student life. Also serves to prepare students for high school completion exams. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval Required.
- Placement Score: Reading Level 1 and Writing Level 1.

### **NCRW 101 Reading and Writing Refresher**

**Credit Hours: 0 / Billing Hours: 0**

The purpose of this non-credit refresher is to prepare students to retake the placement tests for Reading and Writing. The course includes a review of essential reading and writing skills, focusing on main idea, supporting details, inferences, organizational patterns, topic sentences, thesis statements, paragraph and essay unity, and support for conclusions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.

### **NDXT 100 Neuroanatomy and Physiology**

**Credit Hours: 3 / Billing Hours: 0**

This course provides an introduction to neuroanatomy and physiology necessary for working in the diverse field of Neurodiagnostics. Students will discuss the structures and functions of the Nervous System. Topics include the Central Nervous System, Peripheral Nervous System, and blood supply. (Offered Fall)

- Prerequisite Course: None. Admission to the Neurodiagnostic Technology Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: NDXT 101 and NDXT 102 and NDXT 120.
- Course Note: \$150 of the course fee is for supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **NDXT 101    Neurodiagnostic Procedures**

**Credit Hours: 3 / Billing Hours: 0**

This course provides an introduction to the routine Neurodiagnostic testing procedures performed. Students will discuss the Scope of Practice specific to the Neurodiagnostic Technologist. Topics will include medical terminology, diagnostic procedures, and common neurological disorders. (Offered Fall)

- Prerequisite Course: None. Admission to the Neurodiagnostic Technology Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: NDXT 100 and NDXT 102 and NDXT 120.
- Course Note: \$200 of the course fee is for supplies and is non-refundable.

### **NDXT 102    EEG Applications**

**Credit Hours: 3 / Billing Hours: 0**

This course provides the basic skills necessary to accurately measure and apply electrodes. Students will discuss the standards for electrode placement based on the International 10-20 System of Electrode Placement. Topics will include skin preparation, skin safety, and modification techniques. (Offered Fall)

- Prerequisite Course: None. Admission to the Neurodiagnostic Technology Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: NDXT 100 and NDXT 101 and NDXT 120.
- Course Note: \$150 of the course fee is for supplies and is non-refundable.

### **NDXT 120    EEG Pre-Clinical Preparation**

**Credit Hours: 3 / Billing Hours: 0**

This course prepares the EEG student for safe participation in clinical education within a Neurodiagnostic department. Students will explore and discuss the importance of patient safety, patient assessment, and equipment placement. While most of the course is delivered online, students will practice and master various procedures in a scheduled laboratory setting. (Offered Fall)

- Prerequisite Course: None. Admission to the Neurodiagnostic Technology Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: NDXT 100 and NDXT 101 and NDXT 102.
- Course Note: \$200 of the course fee is for supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **NDXT 130 Principles of EEG**

**Credit Hours: 2 / Billing Hours: 0**

This course explores the history of electroencephalograms (EEG). Students will discuss the use of EEG's in the diagnosis of neurological diseases. Topics will include the national competency standards for performing EEG's, fundamentals of patient care, and HIPAA compliance. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (NDXT 100 and NDXT 101 and NDXT 102 and NDXT 120).
- Placement Score: None.
- Corequisite Course: NDXT 131 and NDXT 132 and NDXT 220.
- Course Note: \$100 of the course fee is for supplies and is non-refundable.

### **NDXT 131 Electricity Principles/Safety**

**Credit Hours: 1 / Billing Hours: 0**

This course familiarizes the Neurodiagnostic student with the principles of electricity and electrical safety. Students will discuss digital EEG, EEG recordings, and the digital EEG display. Topics will include risks related to current, grounding, and factors contributing to electrical injury. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (NDXT 100 and NDXT 101 and NDXT 102 and NDXT 120).
- Placement Score: None.
- Corequisite Course: NDXT 130 and NDXT 132 and NDXT 220.
- Course Note: \$50 of the course fee is for supplies and is non-refundable.

### **NDXT 132 EEG Instrumentation I**

**Credit Hours: 2 / Billing Hours: 0**

This course provides a foundation for EEG instrumentation. Students will discuss the basic requirements of the EEG system. Topics will include amplifier settings, filters, chart speeds, calibration methods, system selections, and post-acquisition setting adjustments. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (NDXT 100 and NDXT 101 and NDXT 102 and NDXT 120).
- Placement Score: None.
- Corequisite Course: NDXT 130 and NDXT 131 and NDXT 220.
- Course Note: \$100 of the course fee is for supplies and is non-refundable.



## 2024-2025 Course Descriptions

### **NDXT 220 EEG Clinical Practice I**

**Credit Hours: 3 / Billing Hours: 0**

This is the first in a series of two clinical courses that provides the necessary supervised clinical education needed for the EEG student to competently perform routine procedures and recognize patient considerations that affect diagnosis. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (NDXT 200 and NDXT 201 and NDXT 202).
- Placement Score: None.
- Corequisite Course: NDXT 130 and NDXT 200.
- Course Note: \$250 of the course fee is for supplies and is non-refundable.

### **NDXT 221 EEG Clinical Practice II**

**Credit Hours: 3 / Billing Hours: 0**

This is the second course in a series of two clinical courses that provides the necessary supervised clinical education needed for the EEG student to competently perform routine procedures and recognize patient considerations that affect diagnosis. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in NDXT 220.
- Placement Score: None.
- Corequisite Course: NDXT 230 and NDXT 231 and NDXT 232.
- Course Note: \$150 of the course fee is for supplies and is non-refundable.

### **NDXT 230 EEG Procedures & Pathology II**

**Credit Hours: 1 / Billing Hours: 0**

This course provides the EEG student with skills to recognize EEG patterns related to seizures. Students will discuss the International Classification of Seizures and Information. Topics will include seizure classification, treatment, and seizure protocols. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in NDXT 200.
- Placement Score: None.
- Corequisite Course: NDXT 221 and NDXT 231.
- Course Note: \$50 of the course fee is for supplies and is non-refundable.



## 2024-2025 Course Descriptions

### **NDXT 231    EEG Procedures & Pathology III                      Credit Hours: 1 / Billing Hours: 0**

This course provides EEG students with skills to recognize EEG patterns related to seizures. This course familiarizes EEG students with the common neurological disorders found on electroencephalogram. Students will discuss the signs and symptoms related to various neurological disorders. Topics will include EEG patterns, diagnostic procedures, and patient considerations. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in NDXT 200.
- Placement Score: None.
- Corequisite Course: NDXT 221 and NDXT 230.
- Course Note: \$50 of the course fee is for supplies and is non-refundable.

### **NDXT 232    EEG Procedures & Pathology IV                      Credit Hours: 1 / Billing Hours: 0**

This course familiarizes EEG students with the skills needed to perform procedures on neonates and pediatric patients. Students will discuss the special considerations needed working with neonates and pediatric patients. Topics will include EEG patterns specific to age group, physiological variables, and challenges of working in critical care departments. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in NDXT 231.
- Placement Score: None.
- Corequisite Course: NDXT 221.
- Course Note: \$50 of the course fee is for supplies and is non-refundable.

### **NURS 101    Nursing Directed Study                      Credit Hours: 0.25 to 3 / Billing Hours: 0.25 to 6**

This course is designed to update or enhance knowledge, skills, and competencies for: returning Nursing students, remediation, self-study, lecture/lab sessions, and/or supervised clinical. The course's foundation is based on the six Aims for Improvement of Quality Healthcare. A learning contract specifying objectives, activities and outcomes is required. (Offered As Needed)

- Prerequisite Course: None. Program Approval is required.
- Placement Score: Determined by Section.

## 2024-2025 Course Descriptions

### **NURS 102    Nursing Directed Study    Credit Hours: 0.25 to 3 / Billing Hours: 0.25 to 6**

This course is designed to update or enhance knowledge, skills, and competencies for: returning Nursing students, remediation, self-study, lecture/lab sessions, and/or supervised clinical. The course's foundation is based on the six Aims for Improvement of Quality Healthcare. A learning contract specifying objectives, activities and outcomes is required. (Offered As Needed)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: Determined by Section.

### **NURS 118    Special Topics in Nursing    Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to practice and gain support for new nursing skills and knowledge. The foundation of this course is based on the six Aims for Improvement of Quality Healthcare. Specific up-to-date content will vary with each seminar and will be related to the nursing profession. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

### **NURS 119    Special Topics in Nursing    Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

Nursing Special Topics offer students the opportunity to practice and gain support for new nursing skills and knowledge. The foundation of this course is based on the six Aims for Improvement of Quality Healthcare. Specific up-to-date content will vary with each seminar and will be related to the nursing profession. (Offered As Needed)

- Prerequisite Course: Determined by Section.
- Placement Score: Determined by Section.

### **NURS 200    Nursing Pharmacology    Credit Hours: 3 / Billing Hours: 3.5**

NURS 200 provides nursing students with fundamental knowledge of pharmacology and the implications for nursing including assessment, teaching, monitoring and dosage calculation for patients across the lifespan. The focus is on commonly-used drug classes and prototypes. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.5 in [BIOL 202 and (MATH 119 or higher or STAT 170 or STAT 215 or Math Level noted below)].
- Placement Score: Math Level 6.

## 2024-2025 Course Descriptions

### **NURS 201 Patient-Centered Care**

**Credit Hours: 3 / Billing Hours: 3**

NURS 201 introduces students to a model of health care in which patients and their families are acknowledged and valued for their unique attributes. Concepts of development, family dynamics, and adaptation to stress are presented. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.5 in [(MATH 119 or higher or STAT 170 or STAT 215) or concurrently or Math Level noted below].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5.
- Course Note: Students are required to attend four exams and one three-hour Communication Lab in-person on LCC's downtown campus. Additional information will be provided via D2L by the instructor the first week of class. \$23 of the course fee is non-refundable.

### **NURS 210 Transition to Prof Nursing**

**Credit Hours: 6 / Billing Hours: 10.5**

The Transition Course introduces licensed paramedics, practical nurses, and respiratory therapists to the role of the professional nurse. The course builds on basic concepts to care for adult patients with common acute and chronic health problems. Clinical experiences will help students refine focused assessment and psychomotor skills in a variety of settings. (Offered Summer)

- Prerequisite Course: Minimum 3.0 in NURS 201 within 2 years of Nursing application. Admission to the Nursing Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: NURS 212.
- Course Note: \$943 of the course fee is for medical supplies and is non-refundable.

### **NURS 211 Intro to Nursing Practice**

**Credit Hours: 8 / Billing Hours: 13.25**

Introduces the role of the nurse as a member of the healthcare team focusing on basic care concepts addressing human needs. Nursing process is presented as a framework for the provision of safe patient care. Clinical experiences facilitate the development of assessment and beginning psychomotor skills. (Offered Fall, Spring)

- Prerequisite Course: None. Admission to the Nursing Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: NURS 212.
- Course Note: \$1,003 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **NURS 212    Concepts of Pharmacology**

**Credit Hours: 3 / Billing Hours: 3.5**

Provides nursing students with fundamental knowledge of pharmacology and the implications for nursing, including assessment, teaching, monitoring and dosage calculation for patients across the lifespan. The focus is on commonly-used drug classes and prototypes. (Offered Fall, Spring)

- Prerequisite Course: None. Admission to the Nursing Program is required.
- Placement Score: Reading Level 5 and Writing Level 6.
- Corequisite Course: NURS 210 or NURS 211.

### **NURS 221    Nursing Practice I**

**Credit Hours: 6 / Billing Hours: 10.75**

Builds on basic concepts to care for adult patients with common acute and chronic health problems. Clinical experiences will help students refine focused assessment skills and psychomotor skills. Students will practice in a variety of healthcare and community based settings. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Successful completion of Level I of the 2-Year or 2nd Degree Nursing program tracks is required.
- Placement Score: None.
- Course Note: \$173 of the course fee is for medical supplies and is non-refundable.

### **NURS 222    Childbearing Families**

**Credit Hours: 4 / Billing Hours: 5.5**

Introduces concepts related to the child-bearing family. Emphasis is on health promotion, reproduction, sexual health, newborn assessment and care, and child growth and development. Clinical experiences promote the development of knowledge, skills, and attitudes to provide family-centered care in a variety of settings. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Successful completion of Level I of the 2-Year or 2nd Degree Nursing program tracks is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **NURS 231     Nursing Practice II**

**Credit Hours: 6 / Billing Hours: 10**

Builds on complex acute and chronic health concepts to provide collaborative care for adults with multi-system, emergent, and complex mental health problems. Clinical experiences help students refine nursing judgment skills. Students practice in a variety of inpatient acute care and community settings. (Offered Fall, Spring)

- Prerequisite Course: None. Successful completion of Level II of the 2-year or 2nd Degree Nursing Tracks is required.
- Placement Score: None.
- Course Note: \$289 of the course fee is for medical supplies and is non-refundable.

### **NURS 232     Children and Their Families**

**Credit Hours: 4 / Billing Hours: 5.5**

Focuses on collaborative care for children with commonly occurring and complex health problems. Students will practice in a variety of health care and community-based settings and collaborate with the inter-professional health team to provide safe, family-centered care. (Offered Fall, Spring)

- Prerequisite Course: None. Successful completion of Level II of the 2-year or 2nd Degree Nursing Tracks is required.
- Placement Score: None.

### **NURS 241     Nursing Practice III**

**Credit Hours: 6 / Billing Hours: 11.75**

Synthesizes professional nursing concepts within a seminar format. Intensive clinical experience help students apply nursing judgment and practice leadership and management skills in collaboration with the inter-professional team. (Offered Fall, Spring)

- Prerequisite Course: None. Successful completion of Level III of the 2-year or 2nd Degree or Advanced Standing Nursing Tracks is required.
- Placement Score: None.
- Course Note: \$75 of the course fee is for medical supplies and is non-refundable.

## 2024-2025 Course Descriptions

### **NURS 242 Professional Practice**

**Credit Hours: 2 / Billing Hours: 2**

Focuses on the principles of leadership and management as they apply to coordination of care and the professional roles of the nurse. Examination of healthcare systems, legal regulations, and quality improvement will guide the student to apply delegation and supervision skills in their transition to practice. (Offered Fall, Spring)

- Prerequisite Course: None. Successful completion of Level III of the 2-year or 2nd Degree or Advanced Standing Nursing Tracks is required.
- Placement Score: None.

### **PARA 200 Paramedic Directed Study**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 7**

Provides selection of content from the Basic EMT or Paramedic curriculum to update or enhance current knowledge and skill for returning students and health care professionals. Through evaluation of previous learning, examinations, self study, and scheduling into needed lectures and labs students are advanced placed or readmitted into the Basic EMT or Paramedic program. (Offered As Needed)

- Prerequisite Course: None. Program Approval required.
- Placement Score: Determined by section.

### **PARA 221 Paramedic Medical Trauma I**

**Credit Hours: 4 / Billing Hours: 4**

This course provides information about the pre-hospital management of medical and traumatic conditions at the advanced life support level. Emphasis is placed on pathophysiology, recognition of signs and symptoms, review of basic life support management techniques, and strategies for advanced life support care. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in [BIOL 145 or (BIOL 201 and BIOL 202)]. Admission to Paramedic Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Corequisite Course: PARA 231 and PARA 241.

## 2024-2025 Course Descriptions

### **PARA 221A Paramedic Medical Trauma IA**

**Credit Hours: 2 / Billing Hours: 2**

This course, the first of two modules, provides information about the pre-hospital management of medical and traumatic conditions at the advanced life support level. Emphasis in this module is on the role and responsibilities of an advanced life support provider. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **PARA 221B Paramedic Medical Trauma IB**

**Credit Hours: 2 / Billing Hours: 2**

This course, the second of two modules, provides information about the pre-hospital management of medical and traumatic conditions at the advanced life support level. Emphasis in this module is on foundational topics for advanced practice of airway and IV therapy. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **PARA 222 Paramedic Medical Trauma II**

**Credit Hours: 4 / Billing Hours: 4**

PARA222 incorporates previous knowledge gained at the basic EMT level and PARA221. Provides material for management of prehospital emergencies including assessment and management of neurological, behavioral, abdominal, metabolic, geriatric, and multiple trauma patients. The principles of triage, management of mass casualty incidents, and telecommunications are also included. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in PARA 221.
- Placement Score: None.
- Corequisite Course: PARA 232 and PARA 242.

## 2024-2025 Course Descriptions

### **PARA 222A Paramedic Medical Trauma IIA**

**Credit Hours: 1 / Billing Hours: 1**

The PARA222 modules incorporate previous knowledge gained at the basic EMT level and PARA221. This course, the first of three modules, provides material for management of pre-hospital emergencies as an advanced life support provider. Emphasis in this module is a review of anatomy/physiology, triage, stress management, and rescue operations. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to Military Medic Program is required.
- Placement Score: None.

### **PARA 222B Paramedic Medical Trauma IIB**

**Credit Hours: 1 / Billing Hours: 1**

The PARA222 modules incorporate previous knowledge gained at the basic EMT level and PARA221. This course, the second of three modules, provides material for management of pre-hospital emergencies as an advanced life support provider. Emphasis in this module is on infectious disease, poisoning, and environmental emergencies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 222A.
- Placement Score: None.

### **PARA 222C Paramedic Medical Trauma IIC**

**Credit Hours: 2 / Billing Hours: 2**

The PARA222 modules incorporate previous knowledge gained at the basic EMT level and PARA221. This last of three modules provides material for management of pre-hospital emergencies as an advanced life support provider. Emphasis in this module is on trauma care including soft tissue injuries and kinematics of trauma. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 222B.
- Placement Score: None.



## 2024-2025 Course Descriptions

### **PARA 231 Paramedic Cardiology I**

**Credit Hours: 2.5 / Billing Hours: 2.5**

This course provides the paramedic student with information about cardiovascular anatomy, physiology, and electrophysiology. Emphasis is placed on rhythm interpretation, recognition of life threatening arrhythmias, electrical intervention and other prehospital patient management strategies. (Offered Fall)

- Prerequisite Course: None. Admission to Paramedic Program is required.
- Placement Score: None.
- Corequisite Course: PARA 221 and PARA 241.

### **PARA 231A Paramedic Cardiology IA**

**Credit Hours: 1 / Billing Hours: 1**

This course provides the paramedic student with information about cardiovascular anatomy, physiology, and electrophysiology. Emphasis is placed on rhythm interpretation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: None.

### **PARA 231B Paramedic Cardiology IB**

**Credit Hours: 1.5 / Billing Hours: 1.5**

This course is a continuation of Cardiology IA. Emphasis is placed on rhythm interpretation, recognition of life threatening arrhythmias, electrical intervention and other prehospital patient management strategies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 231A.
- Placement Score: None.

### **PARA 232 Paramedic Cardiology II**

**Credit Hours: 2.5 / Billing Hours: 2.5**

Builds on information learned in PARA231 as a basis for more advanced arrhythmia interpretation. Management of cardiac arrest including medications, cardioversion, transcutaneous pacing, and defibrillation will be a major emphasis. Pacemakers, 12-lead ECG interpretation, and other advanced procedures, and arrhythmias will be presented. Application of theory, judgment, and decision-making strategies are evaluated. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in PARA 231.
- Placement Score: None.
- Corequisite Course: PARA 222 and PARA 242.

## 2024-2025 Course Descriptions

### **PARA 232A Paramedic Cardiology IIA**

**Credit Hours: 1 / Billing Hours: 1**

This module expands on information presented in PARA231 to cover more advanced arrhythmia interpretation. Management of cardiac arrest, including medications, cardioversion, transcutaneous pacing, and defibrillation will be a major emphasis. Pacemakers, 12-lead ECG interpretation, and other advanced procedures, and arrhythmias will be presented. Application of theory, judgment, and decision-making strategies are evaluated. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 231B.
- Placement Score: None.

### **PARA 232B Paramedic Cardiology IIB**

**Credit Hours: 1.5 / Billing Hours: 1.5**

This course is a continuation of Cardiology IIA, building on information learned in PARA231 as a basis for more advanced arrhythmia interpretation. Management of cardiac arrest including medications, cardioversion, transcutaneous pacing, and defibrillation will be a major emphasis. Pacemakers, 12-lead ECG interpretation, and other advanced procedures, and arrhythmias will be presented. Application of theory, judgment, and decision-making strategies are evaluated. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 232A.
- Placement Score: None.

### **PARA 241 Paramedic Pharmacology I**

**Credit Hours: 2.5 / Billing Hours: 2.5**

Provides the student with information necessary for the preparation, calculation of doses, and administration of drugs used in the prehospital setting, including classification, action, use, and side effects. Information about other commonly prescribed drugs is also provided. (Offered Fall)

- Prerequisite Course: None. Admission to Paramedic Program is required.
- Placement Score: None.
- Corequisite Course: PARA 221 and PARA 231.

## 2024-2025 Course Descriptions

### **PARA 241A Paramedic Pharmacology IA**

**Credit Hours: 1 / Billing Hours: 1**

One of two modules which provides the student with information necessary for the preparation, calculation of doses, and administration of drugs used in the prehospital setting, including classification, action, use, and side effects. This module focuses on core concepts including routes, calculations, equipment, and standards. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: None.

### **PARA 241B Paramedic Pharmacology IB**

**Credit Hours: 1.5 / Billing Hours: 1.5**

One of two modules which provides the student with information necessary for the preparation, calculation of doses, and administration of drugs used in the prehospital setting, including classification, action, use, and side effects. This module focuses on pharmacokinetics/pharmacodynamics of medications and integration into patient care. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: None.

### **PARA 242 Paramedic Pharmacology II**

**Credit Hours: 2.5 / Billing Hours: 2.5**

This course provides the paramedic student with additional in-depth information on Advanced Cardiac Life Support drugs including classification, action, use, and side effects. Information about other commonly used and prescribed drugs is also provided. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in PARA 241.
- Placement Score: None.
- Corequisite Course: PARA 222 and PARA 232.

## 2024-2025 Course Descriptions

### **PARA 242A Paramedic Pharmacology IIA**

**Credit Hours: 1 / Billing Hours: 1**

One of two modules that provides the paramedic student with additional in-depth information on Advanced Cardiac Life Support drugs including classification, action, use, and side effects. Focus of this module is linking medication with patient condition. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 241B.
- Placement Score: None.

### **PARA 242B Paramedic Pharmacology IIB**

**Credit Hours: 1.5 / Billing Hours: 1.5**

One of two modules that provides the paramedic student with additional in-depth information on Advanced Cardiac Life Support drugs including classification, action, use, and side effects. Focus of this module is developing management plans for patient care. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 242A.
- Placement Score: None.

### **PARA 251 Paramedic Skills I**

**Credit Hours: 2.5 / Billing Hours: 7.5**

Provides introduction of paramedic skills required for advanced life support and provides the opportunity to apply theory to field practice in a discussion and skills lab setting. Skills will be demonstrated, practiced during supervised labs, and tested for competency. Students are also evaluated in the management of simulated emergencies. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (PARA 221 and PARA 231 and PARA 241) or concurrently. Program approval is required.
- Placement Score: None.
- Corequisite Course: PARA 261.

## 2024-2025 Course Descriptions

### PARA 251A Paramedic Skills IA

**Credit Hours: 1 / Billing Hours: 3**

One of two modules which provides introduction of paramedic skills required for advanced life support and provides the opportunity to apply theory to field practice in a discussion and skills lab setting. Skills will be demonstrated, practiced during supervised labs, and tested for competency. Students are also evaluated in the management of simulated emergencies. Focus in this module is on basic life support skills review/testing/remediation, IV skills, and injections. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: None.

### PARA 251B Paramedic Skills IB

**Credit Hours: 1.5 / Billing Hours: 4.5**

One of two modules which provides introduction of paramedic skills required for advanced life support and provides the opportunity to apply theory to field practice in a discussion and skills lab setting. Skills will be demonstrated, practiced during supervised labs, and tested for competency. Students are also evaluated in the management of simulated emergencies. Focus in this module is on advanced airway techniques, cardiac arrhythmias monitoring, and simulations. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Admission to the Military Medic to Paramedic Program is required.
- Placement Score: None.

### PARA 252 Paramedic Skills II

**Credit Hours: 2.5 / Billing Hours: 7.5**

This course is a continuation of Skills I with the introduction of additional skills and continued application of theory. Measurement criteria for skills competencies becomes more stringent and students must become competent in all paramedic skills in preparation for the field internship component. Students are also evaluated in the management of simulated emergencies. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in PARA 251.
- Placement Score: None.
- Corequisite Course: PARA 262.

## 2024-2025 Course Descriptions

### **PARA 252A Paramedic Skills IIA**

**Credit Hours: 1 / Billing Hours: 3**

One of two modules which provide continuation of Skills I with the introduction of additional skills and continued application of theory. Measurement criteria for skills competencies becomes more stringent and students must become competent in all paramedic skills in preparation for the field internship component. Students are also evaluated in the management of simulated emergencies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 251B.
- Placement Score: None.

### **PARA 252B Paramedic Skills IIB**

**Credit Hours: 1.5 / Billing Hours: 4.5**

This course is a continuation of Skills IIA. Measurement criteria for skills competencies becomes more stringent and students must become competent in all paramedic skills in preparation for the field internship component. Students are also evaluated in the management of simulated emergencies. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 252A.
- Placement Score: None.

### **PARA 261 Paramedic Clinical I**

**Credit Hours: 3 / Billing Hours: 4**

The first of two courses that provide clinical experience for paramedic students in hospital units such as the emergency department, critical care units, obstetrics, and pediatrics; and designated EMS agencies under the supervision of licensed paramedics and clinical faculty. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (PARA 221 and PARA 231 and PARA 241) or concurrently. Program approval is required.
- Placement Score: None.
- Corequisite Course: PARA 251.

## 2024-2025 Course Descriptions

### **PARA 262 Paramedic Clinical II**

**Credit Hours: 3 / Billing Hours: 4**

The second of two courses that provide clinical experience for paramedic students in hospital units such as emergency department, critical care units, obstetrics, and pediatrics; and designated EMS agencies under the supervision of licensed paramedics and clinical faculty. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in PARA 261.
- Placement Score: None.
- Corequisite Course: PARA 252.

### **PARA 262A Paramedic Clinical IIA**

**Credit Hours: 1 / Billing Hours: 1**

This course provides clinical experience for paramedic students in areas including hospital units such as emergency departments, and designated EMS agencies under the supervision of licensed paramedics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 261.
- Placement Score: None.

### **PARA 262B Paramedic Clinical IIB**

**Credit Hours: 1 / Billing Hours: 1**

This course provides clinical experience for paramedic students in areas including hospital units such as critical care units, surgery, and designated EMS agencies under the supervision of licensed paramedics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 262A.
- Placement Score: None.

### **PARA 262C Paramedic Clinical IIC**

**Credit Hours: 1 / Billing Hours: 1**

This course provides clinical experience for paramedic students in areas including hospital units such as obstetrics, pediatrics, and designated EMS agencies under the supervision of licensed paramedics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 3.0 in PARA 262B.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **PARA 263 Paramedic Internship**

**Credit Hours: 4 / Billing Hours: 4**

This course provides a field internship with a paramedic-level EMS agency. Students are assigned to a paramedic preceptor to provide patient care and other professional duties with continuous evaluation of the student's progress. Oversight is provided by the program clinical coordinator and program director. Successful completion of all Paramedic program courses qualifies the student to take the National Registry of Emergency Medical Technicians (NREMT) certification exam, then apply for state licensure as a Paramedic upon passing exam. (Offered Summer)

- Prerequisite Course: Minimum 3.0 in (PARA 222 and PARA 232 and PARA 242 and PARA 252 and PARA 262).
- Placement Score: None.

### **PFFT 100 Total Fitness A-Fitness**

**Credit Hours: 2 / Billing Hours: 3**

Total Fitness A encompasses fitness, nutrition, health, exercise and cognition, and wellness principles, with emphasis on physical fitness, including cardiovascular fitness, strength, and flexibility. Students will complete an assessment measuring aerobic fitness, strength, and flexibility. With instructor supervision, students will develop and participate in a personal exercise plan. Course features flexibility of attendance. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: This is an open workout class. Students may attend at the downtown or west campus fitness center. Cannot be taken during the same semester with PFFT 101, PFFT 102, or PFFT 109. Course textbook "Anybody's Guide to Total Fitness" must be purchased prior to orientation. ALL STUDENTS MUST COMPLETE a 50-minute ORIENTATION during the first week of the semester. Log on to the [Fitness and Wellness webpage](#) and select Facilities for a detailed orientation schedule.



## 2024-2025 Course Descriptions

### **PFFT 101      Total Fitness B-Nutrition**

**Credit Hours: 2 / Billing Hours: 3**

Total Fitness B encompasses fitness, health, exercise and cognition, and wellness principles with emphasis on nutrition and healthy eating choices. Students will complete a physical fitness assessment and develop and participate in a personal exercise plan. Healthy meal planning will be included. The course features flexibility of attendance. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: This is an open workout class. Students may attend at the downtown or west campus fitness center. Cannot be taken during the same semester with PFFT 100, PFFT 102, or PFFT 109. ALL STUDENTS MUST COMPLETE a 50-minute ORIENTATION during the first week of the semester. Course textbook "Anybody's Guide to Total Fitness" must be purchased prior to orientation. Log on to the [Fitness and Wellness webpage](#) and select Facilities for a detailed orientation schedule.

### **PFFT 102      Total Fitness C-Weight Control**

**Credit Hours: 2 / Billing Hours: 3**

Total Fitness C encompasses fitness, health, exercise and cognition, and wellness principles with an emphasis on weight management: loss, gain or maintenance. Students will complete a physical fitness assessment and will develop and participate in a personal exercise plan. The course features flexibility of attendance. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: Students may attend at the downtown or west campus fitness center. Cannot be taken during the same semester with PFFT 100, PFFT 101, or PFFT 109. ALL STUDENTS MUST COMPLETE a 50-minute ORIENTATION during the first week of the semester. Course textbook "Anybody's Guide to Total Fitness" must be purchased prior to orientation. Log on to the [Fitness and Wellness webpage](#) and select Facilities for a detailed orientation schedule.

## 2024-2025 Course Descriptions

### **PFFT 109 Introduction to Fitness**

**Credit Hours: 1 / Billing Hours: 2**

Introduction to Fitness is designed to introduce general fitness and wellness concepts to students. With supervision of an instructor, students will develop and participate in exercise plans tailored to their individual needs. This course features flexibility of attendance and modular teaching. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.
- Course Note: This is an open workout class. Students may attend at the downtown or west campus fitness center. Cannot be taken during the same semester with PFFT 100, PFFT 101, or PFFT 102. ALL STUDENTS MUST COMPLETE a 50-minute ORIENTATION during the first week of the semester. Course textbook "Anybody's Guide to Total Fitness" must be purchased prior to orientation. Log on to the [Fitness and Wellness webpage](#) and select Facilities for a detailed orientation schedule.

### **PFFT 113 Core Strength & Flexibility Trng**

**Credit Hours: 1 / Billing Hours: 2**

This course combines core training and flexibility exercises. Students will use calisthenics and floor exercises to improve muscle strength, increase flexibility, and develop core strength (back and abdominal muscles). Proper flexibility techniques and exercises will be emphasized. Students will experience a total body workout utilizing all major muscle groups. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **PFFT 114 Police Academy Fitness Trng**

**Credit Hours: 2 / Billing Hours: 3**

This course is designed for Law Enforcement students to incorporate strength conditioning, muscle endurance, flexibility, exercise and cognition, and cardiovascular training for a total body workout. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **PFFT 119**      **Fire Academy Fitness Training**      **Credit Hours: 3 / Billing Hours: 4**

This course provides Fire Academy students with techniques and practice to improve and maintain a high degree of physical fitness necessary to meet the demands of their profession. (Offered Fall, Spring)

- Prerequisite Course: None. Admission to Fire Academy is required.
- Placement Score: None.
- Corequisite Course: FIRE 101 and FIRE 102.

### **PFFT 170**      **Yoga: Beginning**      **Credit Hours: 1 / Billing Hours: 2**

This course is an introduction to yogic breathing and yogic stretching exercises with emphasis on relaxation and meditation. Yoga postures will be utilized to reduce stress and tension. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **PFFT 181**      **Lineworker Fitness A**      **Credit Hours: 1 / Billing Hours: 2**

This course combines weight machines, core training, interval training and flexibility training to increase overall fitness for pole climbing. Proper technique will be emphasized to ensure safety and continued progress. There will be initial fitness testing and students will be responsible for tracking their progress. (Offered Summer)

- Prerequisite Course: None. Program Approval required for Acceptance into the Electrical Utility/Lineworker Curriculum.
- Placement Score: Reading Level 3 and Writing Level 2.

### **PFFT 182**      **Lineworker Fitness B**      **Credit Hours: 1 / Billing Hours: 2**

Students will establish and/or build upon foundational fitness levels tested at the beginning of the course and begin to transition to obtaining more muscular and cardiovascular endurance. The class will also introduce basic knowledge of nutrition and the importance of hydration. (Offered Fall)

- Prerequisite Course: Minimum 3.0 in PFFT 181 or 2 minutes or better on LPAT score.
- Placement Score: Reading Level 3 and Writing Level 2.

## 2024-2025 Course Descriptions

### **PFFT 183      Lineworker Fitness C**

**Credit Hours: 2 / Billing Hours: 4**

Students will continue to work on increasing muscular and cardiovascular endurance. Students will be expected to improve on all fitness levels tested at the beginning of the course and perform an advanced cardiovascular endurance test on Jacobs Ladder. This course will prepare students for the 10-week climbing school. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.
- Recommended: Minimum 3.0 in PFFT 182.

### **PFHW 120      Health and Wellness for Police**

**Credit Hours: 0.5 / Billing Hours: 0.5**

This course introduces the student to health-related topics, including physical fitness, nutrition, stress management, and the prevention of lifestyle-related illness. (Offered Fall, Spring)

- Prerequisite Course: None. Admission to the Mid-Michigan Police Academy is required.
- Placement Score: None.

### **PFHW 123      Human Nutrition**

**Credit Hours: 3 / Billing Hours: 3**

An introductory course in human nutrition. Topics include digestion, absorption, metabolism, and biological functions of nutrients; nutrition needs throughout the life cycle; relationship of nutrition and eating patterns to health and disease; individual and societal influences on food choices; and the role of government in food safety and security. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: BIOL 145 or equivalent.

### **PFHW 163      Healthy Lifestyles**

**Credit Hours: 2 / Billing Hours: 3**

This course introduces the student to lifestyle skills that lead to better health. The student will learn healthy nutritional habits, basic fitness concepts, positive stress reduction, and development of a personalized healthy lifestyle plan. Assessment skills and wellness concepts will be put into practice. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **PFHW 181    Stress Management**

**Credit Hours: 1 / Billing Hours: 1**

This course helps students understand the basic components of the stress response and how they limit our physical, mental and emotional well-being. Students learn and apply basic principles that help to resolve stressful situations and lead to greater sense of ease and pleasure in life, work and relationships. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 4 and Writing Level 4.

### **PFKN 106    Group Fitness Instructor Prep**

**Credit Hours: 3 / Billing Hours: 4**

This course prepares students to take a national Group Fitness Instructor certification exam. Students will learn how to safely instruct a variety of fitness classes and how to modify exercises for special populations. Human anatomy, exercise physiology, class design, cueing, injury prevention, and safe exercise techniques will be covered. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.

### **PFKN 170    Foundations of Kinesiology**

**Credit Hours: 3 / Billing Hours: 3**

This course examines multiple aspects of the Kinesiology discipline and profession. This course reviews concepts in each major discipline and theoretical concepts of kinesiology as it impacts professional careers, research, and lifestyle. Current issues and historical perspectives related to the field will be presented. Kinesiology career preparation will be discussed. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: BIOL 145 or equivalent.

## 2024-2025 Course Descriptions

### **PFKN 200     Exercise Physiology**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to acquaint the student with physiological principles of training, exercise prescription, and the role of physical activity in health and disease. Both acute and chronic effects of exercise on various body systems will be discussed. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202) or concurrently].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.

### **PFKN 201     Exercise Physiology Lab**

**Credit Hours: 1 / Billing Hours: 2**

This course will explore theory and practices related to exercise testing and prescription. It will include practical experience in body composition techniques, muscle strength and endurance testing, flexibility testing and cardiovascular endurance testing. The results of the testing will be used to form appropriate exercise prescriptions according to the American College of Sports Medicine guidelines. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202) or concurrently] and (PFKN 200 or concurrently).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

### **PFKN 205     Sport & Exercise Psychology**

**Credit Hours: 3 / Billing Hours: 3**

This course will provide an overview of concepts and applied principles of sport and exercise psychology. Emphasis will be placed on the effect of psychological factors on performance and participation in sport and exercise settings, and the effect of participation in sport and exercise on personal growth and development. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **PFKN 208     Biomechanics**

**Credit Hours: 3 / Billing Hours: 3**

This course introduces students to the mechanical and anatomical principles that govern human motion. The student will understand the link between the structure of the human body and its function, especially as it applies to movement in exercise and sport. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.

## 2024-2025 Course Descriptions

### **PFKN 210 Athletic Training Principles**

**Credit Hours: 3 / Billing Hours: 4**

This course is an overview of prevention, management, and rehabilitation as each relates to athletic injury. It also provides an examination of various techniques used for the assessment, treatments, and rehabilitation of athletic injuries. Other topics include legal implications for the athletic trainer, first aid principles, and taping procedures. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: BIOL 145 or equivalent.

### **PFKN 250 Measurements in Kinesiology**

**Credit Hours: 3 / Billing Hours: 4**

This is an introductory course which examines materials and methods used for assessment and analysis within Kinesiology. Emphasis will be placed on procedures and tools used within the various sub-disciplines. Measurement and evaluation methods will address motor skills, physical fitness, and psychological components associated with physical fitness. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.
- Recommended: PFKN 170.

### **PFKN 260 Growth and Motor Behavior**

**Credit Hours: 3 / Billing Hours: 3**

This is a fundamental course which investigates the relationship between biological maturation and physical growth as it relates to motor performance and motor skills learning. The course will also cover fundamentals of motor learning, stages of skill acquisition, physical fitness, and motor abilities of children and youth. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: BIOL 145 or equivalent.

## 2024-2025 Course Descriptions

### **PFKN 270      Personal Trainer Preparation**

**Credit Hours: 4 / Billing Hours: 5**

This Personal Trainer Certification preparatory course provides students with the theoretical and practical skills required to take a national certification exam in order to enter the profession of personal training. Focal topics include basic human anatomy, exercise physiology, nutrition, exercise programming, client assessment, injury prevention, legal issues, and business management. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in [BIOL 145 or (BIOL 201 and BIOL 202)].
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Recommended: BIOL 201 and BIOL 202 for Kinesiology majors; BIOL 145 for non-Kinesiology majors.

### **PFKN 280      Kinesiology Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course provides students the opportunity to apply acquired academic knowledge and practical skills in a Kinesiology related worksite location. A minimum of 108 worksite hours are required. In addition, lecture topics will include workplace etiquette, professionalism, mentorship, diversity, time management, ethical and legal issues. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Program Approval required for worksite location and intern prerequisites and responsibilities.
- Placement Score: Reading Level 5 and Writing Level 6.

### **PFWT 112      Intro to Weight Training**

**Credit Hours: 1 / Billing Hours: 2**

This basic resistance (weight) training course is designed to introduce resistance training and proper lifting techniques to students. Safety rules, proper use of equipment, and concepts of lifting will be emphasized. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.



## 2024-2025 Course Descriptions

### **PFWT 123      Weight Training I**

**Credit Hours: 2 / Billing Hours: 3**

This course is designed to promote physical fitness through progressive resistance (weight) training. Instruction will include principles, methods and techniques of resistance training. Using this material, students will design their own program with emphasis on muscle strengthening, muscle endurance and weight reduction. Principles of proper body mechanics will be applied. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **PHIL 101      Introduction to Philosophy**

**Credit Hours: 3 / Billing Hours: 3**

A survey introduction to the central topics, theories, and arguments from a range of philosophical traditions. Topics may include: theory of knowledge, the nature of truth and reality, science and technology, free will, the existence of god, the nature of consciousness, personal identity, moral responsibility, and the nature of justice. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: (Reading Level 5 and Writing Level 6) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).

### **PHIL 151      Intro to Logic & Critical Think**

**Credit Hours: 4 / Billing Hours: 4**

Introduction to both informal and basic formal logic, including both deductive and inductive logic, validity (both formal and informal), soundness, informal fallacies, and an analysis of the pragmatic functions of language within argumentative speech and writing. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **PHIL 152 Introduction to Ethics**

**Credit Hours: 4 / Billing Hours: 4**

Introduction to ethics, including an introduction to and evaluation of central normative ethical traditions, an introduction to basic metaethics, and a consideration of different areas of applied ethics. The course will include a consideration of cross-cultural material, when appropriate.

(Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **PHIL 211 Philosophy: Ancient & Medieval**

**Credit Hours: 4 / Billing Hours: 4**

Surveys major developments in theories of knowledge, reality, ethics, and society, and their historical role in shaping cultures and human identity. Covers Chinese, Indian, Greek, Roman, Christian, Islamic, and European thought from mythic beginnings to the period of early scientific reasoning. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.

### **PHIL 212 Philosophy: Modern & Contemporary**

**Credit Hours: 4 / Billing Hours: 4**

Surveys major developments in theories of knowledge, reality, ethics, and society, and their historical role in shaping cultures and human identity. Covers European, Asian, African, Native American, and American pragmatic thought from the scientific revolution to the present.

(Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ENGL 121 or ENGL 131.

## 2024-2025 Course Descriptions

### **PHIL 215      Philosophy of Religion**

**Credit Hours: 3 / Billing Hours: 3**

This course presents an analysis of central themes in religion using applied philosophical methods. Students will engage religious topics to analyze philosophical concerns related to topics such as metaphysics, epistemology, critical thinking, and ethics. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **PHIL 265      Ethical Issues in Medicine**

**Credit Hours: 3 / Billing Hours: 3**

This course will present some of the ethical dilemmas which arise in relation to health care and develop a framework for ethical decision-making with which to deal with these and other related problems. It is designed for both health care professionals and others who are interested in these issues. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **PHIL 295      Ind Study in Philosophy**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week for each credit. A detailed proposal must be submitted by the student for approval by the Department and supervising instructor prior to registration. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None; Department approval required.

## 2024-2025 Course Descriptions

### PHOT 111 Digital Photography I

**Credit Hours: 3 / Billing Hours: 3**

An introduction to photographic technology on both a theoretical and practical level. The student will learn camera types and related equipment, exposure controls, creative controls, and beginning and intermediate digital darkroom skills including correcting and enhancing digital images and preparing files for output on printing devices using image editing. This course is the introductory course in the Photographic Imaging Technology Program. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Notes:
  - 1) This course is the first course in the Photography Degree sequence and also may be taken for personal interest. A manually-adjustable Digital SLR/or mirrorless camera capable of shooting raw format is required.
  - 2) Adobe Lightroom software is used. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Lightroom Classic to complete their assignments. Students have access to these in the Learning Commons Computer Lab located in the TLC building. See official syllabus.

### PHOT 112 Digital Imag for Photographers

**Credit Hours: 4 / Billing Hours: 4**

An introduction to the capture, processing and manipulation of digital photographic images using image editing software. Students will learn to scan, capture, correct and enhance digital images and prepare files for output on black and white and color printing devices. Introduces students to theories, terminology, and applications of digital imaging technologies. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in PHOT 111 or concurrently.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Notes:
  - 1) A manually-adjustable Digital SLR/or mirrorless camera is required.
  - 2) Adobe Photoshop CC software is used. Online, Hybrid, and ORT students are required to have semester-long access to Adobe Photoshop CC to complete their assignments. Students have access to these in the Learning Commons Computer Lab located in the TLC building. See official syllabus.

## 2024-2025 Course Descriptions

### **PHOT 113     Lighting Concepts and Applic**

**Credit Hours: 3 / Billing Hours: 3**

Introduces the student to the fundamental concepts of photographic lighting for image capture in the studio and on location. Students will learn to apply their knowledge by identifying and solving common photographic lighting problems. Students will use professional continuous lighting equipment to produce images. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in PHOT 120.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3.
- Course Note: A manually-adjustable Digital SLR or mirrorless camera is required. See official syllabus.

### **PHOT 114     Advanced Photographic Imaging**

**Credit Hours: 4 / Billing Hours: 4**

An advanced-level study in the capture, processing, and manipulation of digital photographic images using image editing software. Students will acquire knowledge and skills to solve technical, aesthetic, and communication problems. Learners will apply color management and color image design principles in the production of professional-level color photographic images. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (PHOT 111 and PHOT 112 and PHOT 113).
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.
- Course Note: A manually-adjustable Digital SLR/or mirrorless camera is required. See official syllabus.

### **PHOT 119     Intermediate Lighting**

**Credit Hours: 3 / Billing Hours: 3**

An exploration of intermediate lighting theories, practices and techniques. This course emphasizes the use and control of natural light and electronic flash as applied to people, locations and advanced studio settings. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (PHOT 111 and PHOT 113).
- Placement Score: Reading Level 3 and Writing Level 6 and Math Level 3.
- Course Note: A manually-adjustable Digital SLR or mirrorless camera is required. See official syllabus.

## 2024-2025 Course Descriptions

### **PHOT 120**    **Still/Motion Capture & Editing**    **Credit Hours: 3 / Billing Hours: 3**

An introduction to the fundamentals of capturing, editing, and outputting video footage and still images for a variety of visual applications. Students will learn to light, capture, edit, manipulate, and export visual content in a variety of formats for print, web and soft display. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in ARTS 102 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: ARTS 171.

### **PHOT 200**    **Content on the Go**    **Credit Hours: 3 / Billing Hours: 3**

An intermediate hands-on experience in the capturing, editing, and outputting still and moving images for a variety of visual applications using mobile devices, for example, cell phones. Students will learn to capture, edit, and export visual content on mobile devices for usage in print, web, and soft display. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in (ARTS 171 and DMAC 132 and PHOT 120).
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: A student will need either a 20GB (minimum) digital storage device or access to cloud-based digital storage. USB 3.0 is recommended.

### **PHOT 212**    **Advanced Still/Video Projects**    **Credit Hours: 3 / Billing Hours: 3**

Students will learn the technical requirements to produce professional photographic illustrations and will use appropriate tools and techniques to produce professional photographic illustrations and DSLR video footage. Students will be introduced to appropriate medium format technologies and video capture as applied to professional photographic illustration. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in PHOT 114 and PHOT 119.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.

## 2024-2025 Course Descriptions

### **PHOT 213     Portrait Photography**

**Credit Hours: 3 / Billing Hours: 3**

Introduces students to the techniques and technologies associated with professional portrait photography. Students will work in areas directly linked to the technical and expressive elements of portrait photography including proper lighting techniques and digital retouching methods. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in PHOT 114 and PHOT 119.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 3.
- Course Note: A manually-adjustable Digital SLR or mirrorless camera is required. See official syllabus.

### **PHYS 120     The Art of Physics**

**Credit Hours: 4 / Billing Hours: 5**

This course reveals the wonders of the physical universe by giving students a basic understanding of motion, forces, acoustics, and optics. Designed for students in the Humanities; Art, Design & Multimedia; other non-science areas, or sonography. Extensive interactive activities and laboratory exercises supplement the course materials and instruction. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106) or P in (NCMA 106 or NCMA 110) or Math Level indicated below.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 4.
- Course Note: This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **PHYS 200     Intro to Applied Physics**

**Credit Hours: 4 / Billing Hours: 5**

The basic principles of force, work, rate, resistance, energy, and power are applied to four systems: mechanical, fluid (liquids and gases), electrical, and thermal systems using unifying concepts through mathematical expressions. Activities and experiments explore physics behind real-world applications. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (MATH 109 or MATH 114) or Math Level indicated below.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 5.

## 2024-2025 Course Descriptions

### PHYS 221      **Introductory Physics I**

**Credit Hours: 4 / Billing Hours: 6**

First semester of algebra-based physics with laboratory, designed to present the fundamental principles of physics, with applications. Topics in mechanics include one and two dimensional kinematics, forces, energy and work, momentum and impulse, circular motion and rotational dynamics, conservation laws, and elasticity. Experiments and hands-on activities are integrated with lecture topics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 126 or MATH 141) or concurrently or Math Level 9 noted below.
- Placement Score: Reading Level 5 and Writing Level 6 and Math Level 9.
- Course Note: The PHYS221/222 courses are often taken by students going into fields of study related to health, the life sciences, and architecture.

### PHYS 222      **Introductory Physics II**

**Credit Hours: 4 / Billing Hours: 6**

Second semester continuation of algebra- and trigonometry-based physics with laboratory, designed to present the fundamental principles of physics, with applications. Topics include simple harmonic motion, waves, sound, light, wave and geometric optics, and electricity and magnetism, including circuits. Experiments and hands-on activities are integrated with the lecture topics. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in PHYS 221 or Department Approval.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: The PHYS221/222 courses are often taken by students going into fields of study related to health, the life sciences, and architecture.



## 2024-2025 Course Descriptions

### **PHYS 251      Physics I with Calculus**

**Credit Hours: 5 / Billing Hours: 7**

First in a two-semester sequence of calculus-based physics with laboratory for science and engineering students. Topics include forces and motion, momentum, work and energy, conservation laws of energy and momentum, rotational motion, static equilibrium, gravitation, and oscillations. May include relativity. Experiments and hands-on activities are integrated with lecture topics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 152 or MATH 162) or concurrently.
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: The PHYS251/252 courses are often taken by students going into fields of engineering, physics, chemistry, and other fields requiring a Calculus-level understanding of physics.

### **PHYS 252      Physics II with Calculus**

**Credit Hours: 5 / Billing Hours: 7**

Second in a two-semester sequence of calculus-based physics with laboratory for science and engineering students. Topics include electric and magnetic forces and fields, electromagnetic energy, currents and circuits, electromagnetic oscillations and waves, mechanical waves and sound, light waves, physical and geometrical optics. Experiments and hands-on activities are integrated with lecture topics. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in PHYS 251 and Minimum 2.0 in (MATH 152 or MATH 162)
- Placement Score: Reading Level 5 and Writing Level 6.
- Course Note: The PHYS251/252 courses are often taken by students going into fields of engineering, physics, chemistry, and other fields requiring a Calculus-level understanding of physics.

### **PHYS 260      Statics for Engineers**

**Credit Hours: 3 / Billing Hours: 3**

This course will place emphasis on the understanding of principles through the solution of problems in analysis of vectors, torques, trusses, resultants, machines, force systems, centroids and center gravity, equilibrium and friction. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in PHYS 251.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **POLS 120 American Political System**

**Credit Hours: 4 / Billing Hours: 4**

An analysis of the American political system, emphasizing the federal system and government at the national level. This course studies national governmental institutions' activities, functions and methods of organizing resources and making policy. Emphasis is on political participation by an informed public. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **POLS 121 State and Local Government**

**Credit Hours: 4 / Billing Hours: 4**

An overview of state and local government in the United States with an emphasis on the Michigan government. Study is focused on state and local governmental institutions' activities, functions, resource management and policymaking. Consideration is given to relationships between federal, state and local governments, the issues they confront, and public participation. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **POLS 201 Intro to Political Science**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to the study of politics and the academic fields of Political Science. It examines the fundamental nature of politics, the exercise of power and their implications. Students will explore the need for governance, role of power, place of individuals in society and political institutions. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **POLS 205 Government Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course offers the student a chance to observe the actual workings of the political process by participating in it. Participation will provide students an exposure to public policy making and an opportunity to reflect on that process through course assignments. The program covers all levels of government, from city and township through the federal level. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **POLS 240 Introduction to Public Policy**

**Credit Hours: 3 / Billing Hours: 3**

This course will provide an analysis of political and organizational processes which influence the formulation and implementation of public policy. Special attention will be given to the formulation, implementation, and evaluation of various selected public policies. Further, the course is intended to develop some skills for the evaluation and design of policies. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **POLS 250 Campaigns & Elections**

**Credit Hours: 3 / Billing Hours: 3**

Emphasizes origins, structure, and functions of US and Michigan political parties. Examines the election process and factors influencing election results. Emphasis is placed on the importance of organizing effective political action and citizen participation, and the role of interest groups in American and Michigan politics. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **POLS 260 Comparative Political Systems**

**Credit Hours: 3 / Billing Hours: 3**

An introduction to the institutions, processes, and policies of political systems throughout the world. The course will compare political cultures and behavior in the United States, the industrial nations of Europe and Asia, and the developing nations, with special emphasis on the themes of democracy, participation, and political change. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **POLS 270 International Relations**

**Credit Hours: 3 / Billing Hours: 3**

A course in contemporary international relations, with emphasis on the effect political cultures in different countries have on the international system. Concepts, theories, and rudimentary methods of comparison and analysis are surveyed. The relationship between international politics and U.S. foreign and domestic policy is explored. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **POLS 295      Ind Study in Political Science      Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week for each credit. A detailed proposal must be submitted by the student for approval by the Department and supervising instructor prior to registration. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None; Department approval required.

### **PSYC 175      Psyc of Death: Prep for Living      Credit Hours: 3 / Billing Hours: 3**

Examines psychological theories, concepts, and research that pertain to the study of death and personal death awareness. Topics include cross-cultural and historical perspectives, health care systems, medical ethics, grief/loss issues, funerals and body disposition, legal and social issues, death in modern society, suicide and beliefs about life after death. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

### **PSYC 180      Intro to Positive Psychology      Credit Hours: 3 / Billing Hours: 3**

A general overview of positive psychology and its place within psychology as a whole. Major topics are well-being, strengths and virtues, positive emotional and cognitive states, positive institutions, and the need for positivity with stigmatized groups. Attention will be paid to research underlying the formal study of these topics. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **PSYC 200      Introduction to Psychology      Credit Hours: 4 / Billing Hours: 4**

The basic orientation to the field of psychology, designed as a general survey and as preparation for advanced courses in the field. Topics include methods, nervous systems, intelligence, development, learning, memory, personality, abnormality, therapy, and social behavior. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or ENGL 099 concurrently.
- Course Note: All sections of PSYC 200 allow concurrent enrollment with ENGL 099. Some face-to-face sections of PSYC 200 allow concurrent enrollment with ENGL 098 and NCAS 104. See an academic advisor for sections that allow concurrent enrollment with ENGL 098 and NCAS 104.

### **PSYC 202      Psychology of Personality      Credit Hours: 3 / Billing Hours: 3**

A survey of the leading theories of personality and personality development. Topics include Freudian/psychodynamic, trait, behavioral, humanistic, and Yoga/Buddhist theories, assessment of personality, and major personality theorists. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Course Note: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **PSYC 203      Social Psychology      Credit Hours: 3 / Billing Hours: 3**

A theoretical and empirical approach to understanding individual social and group behavior. Examines the person and the social environment with a focus on attitudes, attributions, interpersonal and intrapersonal behavior, and group processes. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (PSYC 200 or SOCL 120).
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

## 2024-2025 Course Descriptions

### **PSYC 205      Human Growth and Development      Credit Hours: 3 / Billing Hours: 3**

A study of the human life cycle from conception to death. Designed to investigate, describe, and explain changes in the physical, social, emotional, and cognitive areas that are a result of the continuous interaction of maturation and experience. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **PSYC 209      Cognitive Psychology      Credit Hours: 3 / Billing Hours: 3**

Cognitive psychology is the study of the human mind; its domain includes questions concerning how people perceive the world, remember information, use knowledge, understand language, learn, reason, and solve problems. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in ENGL 121 or ENGL 131.

### **PSYC 210      Brain and Behavior      Credit Hours: 3 / Billing Hours: 3**

Brain and Behavior integrates psychology and biology, emphasizing how the nervous system controls behavior. The course provides an examination of the structure and function of the nervous system and the neurobiological bases of mental illness, drug abuse, movement, sleep, memory, feeding and drinking, sensory processing, and neurological disorders. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (PSYC 200 or BIOL 121 or BIOL 127).
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or (Minimum 2.0 in ENGL 121 or ENGL 131).

## 2024-2025 Course Descriptions

### **PSYC 221 Child Psychology**

**Credit Hours: 3 / Billing Hours: 3**

Explores theories and principles of child cognitive and physical development from conception to puberty. The course covers psychological, sociological, and biological aspects of maturation and development. Topics include issues such as moral development, social development, language development, and cultural and cross cultural influences on the developing child. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **PSYC 222 Adolescent Psychology**

**Credit Hours: 3 / Billing Hours: 3**

Examines theoretical and empirical literature related to adolescence, emphasizing biological, psychological, and sociological aspects of maturation and development from puberty to young adulthood. Topics include the adolescent's search for identity; influences of culture, family, school and peer group; and problems and pathologies in adolescence. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or (Minimum 2.0 in ENGL 121 or ENGL 131).

### **PSYC 240 Psychology of Human Sexuality**

**Credit Hours: 3 / Billing Hours: 3**

An exploration of psychological aspects of human sexuality, including research methods, response, identity, development, attraction and intimacy, communication, orientation, attitudes, diseases, and disorders. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5.

## 2024-2025 Course Descriptions

### **PSYC 250      Abnormal Psychology**

**Credit Hours: 3 / Billing Hours: 3**

A survey of the nature, development, diagnosis, and treatment of psychopathology viewed from a general-systems perspective (psychological, sociological, and biological). Major theories of causes, scientific research, and diagnostic and therapeutic techniques are studied with respect to various psychological disorders. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in PSYC 200.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **RELG 150      Intro to World Religions**

**Credit Hours: 4 / Billing Hours: 4**

This course will provide students with a global perspective on the human religious experience through an introductory examination of the beliefs and practices of the world's largest religions: Christianity, Islam, Hinduism, and Buddhism. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### **RELG 210      Comparative Religions**

**Credit Hours: 3 / Billing Hours: 3**

This course will introduce students to various topics and themes across major religions in order to analyze the nature of reality and determinations of truth, while cultivating a global perspective on the nature of religious belief, religious practice, and the religious experience of The Sacred. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).



## 2024-2025 Course Descriptions

### RELG 211 Asian Religions and Traditions

**Credit Hours: 4 / Billing Hours: 4**

This course offers an exploration of the historical development and contemporary practice of religions and philosophies of East and South Asia, including but not limited to: Hinduism, Buddhism, Islam, Confucianism, and Taoism. The course also considers the influences of these religions on contemporary culture in North America and globally. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

### RELG 230 Introduction to Christianity

**Credit Hours: 3 / Billing Hours: 3**

In this course, students will analyze the historical and cultural contexts of Jesus' teachings and the New Testament. The student will interpret scriptures and acknowledge the contributions of historical figures that shaped Christianity's beliefs and practices. Three expressions of Christianity will be studied: Catholicism, Orthodox, and Protestantism. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).

### RELG 232 Introduction to Islam

**Credit Hours: 3 / Billing Hours: 3**

This course will introduce students to the historical and cultural contexts for understanding the teachings of The Prophet Muhammad, the beliefs and practices derived from the Qur'an and Sunnah (Hadith), and early caliphates or dynasties. The student will be introduced to three expressions of Islam: Sunni, Shi'a, and Sufism. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6 or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) or (Reading Level 5 and Writing Level 4 and NCAS 102 concurrently).

## 2024-2025 Course Descriptions

### **SCIN 287      Science Technology Internship      Credit Hours: 2 to 4 / Billing Hours: 2 to 4**

This course provides on-the-job training for an applied degree in science technology. Placement is made at an approved training site to earn credits for satisfactory work performance. This internship may be a paid or unpaid work experience. Students will apply knowledge and skills learned in academic courses to real world situations. (Offered Fall, Spring, Summer)

- Prerequisite Course: Department Approval.

### **SCIS 297      Independent Study in Science      Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for self-directed learners to explore topics related to, but not taught in the curriculum. Students spend at least two hours per week for each credit. A detailed proposal must be submitted by the student for approval by the Department and supervising instructor prior to registration. (Offered Fall, Spring, Summer)

- Prerequisite Course: Department Approval.

### **SIGN 160      Intro to the Deaf Community      Credit Hours: 3 / Billing Hours: 3**

This course is designed to introduce the student to the various aspects of life in the dDeaf community including cultural identity, education, language, the medical perspective, civil rights, disability law, advocacy, audiology, and oppression. Students will be taught up to 300 American Sign Language vocabulary words and phrases, Fingerspelling, and numbers. A grade of 2.0 fulfills the General Education-Applied Degrees English Composition (second course)/Communication requirement. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: May be taken concurrently with SIGN 161. Non-degree students may waive SIGN 160.

## 2024-2025 Course Descriptions

### **SIGN 161 American Sign Language I**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to the basic skills in developing production and comprehension skills in American Sign Language (ASL). Students will learn ASL vocabulary, structure, and grammar. Course content also includes the manual alphabet and numbers. Students will develop basic conversational abilities and culturally appropriate behaviors, and learn about the culture and history of dDeaf communities. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SIGN 160 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: May be taken concurrently with SIGN 160.

### **SIGN 162 American Sign Language II**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to continue student development, production, and comprehension skills in American Sign Language (ASL). Students will learn additional ASL vocabulary, structure, and grammar. Students will develop basic conversational abilities, culturally appropriate behaviors, and learn about the culture and history of dDeaf communities. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in SIGN 161.
- Placement Score: Reading Level 5 and Writing Level 4.

### **SIGN 163 American Sign Language III**

**Credit Hours: 3 / Billing Hours: 3**

This course is an introduction to intermediate skills in developing production and comprehension skills in American Sign Language (ASL). Students will learn ASL vocabulary, structure, and grammar. Course content also includes the manual alphabet and numbers. Students will develop and refine their conversational abilities, culturally appropriate behaviors, and learn about the culture and history of dDeaf communities. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SIGN 162.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **SIGN 164**      **American Sign Language IV**      **Credit Hours: 3 / Billing Hours: 3**

This course is designed to continue development of American Sign Language (ASL) skills. Students will learn ASL vocabulary, structure, and grammar. Students will develop and refine intermediate conversational abilities, culturally appropriate behaviors, and learn about the culture and history of dDeaf communities. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in SIGN 163.
- Placement Score: Reading Level 5 and Writing Level 4.

### **SIGN 166**      **Fingerspelling**      **Credit Hours: 3 / Billing Hours: 3**

This course provides the student with concentrated instruction and practice in both expressive and receptive fingerspelling and numbering skills. Designed for students intending to become sign language interpreters. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in SIGN 161.
- Placement Score: Reading Level 5 and Writing Level 4.
- Recommended: SIGN 162 or concurrently.

### **SIGN 167**      **Beginning Sign to Voice**      **Credit Hours: 3 / Billing Hours: 3**

Designed to increase the student's receptive skills in conversational sign language focusing on comprehension of the various manual communication systems utilized by dDeaf persons. Sign-to-voice techniques and practice will be introduced through use of prepared videotapes. Intended for students who plan to become sign language interpreters. (Offered Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SIGN 163 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

### **SIGN 170**      **Expressive/Receptive ASL**      **Credit Hours: 3 / Billing Hours: 3**

This course focuses on grammatical elements of American Sign Language (ASL) using expressive skills. Conversational behaviors will be discussed. Student's receptive and voicing skills will focus on ASL vocabulary recognition, English sentence structure, and vocal tone and volume. (Offered Summer)

- Prerequisite Course: Minimum 2.0 in SIGN 163 or concurrently.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **SIGN 200**      **Sign Practicum Seminar**

**Credit Hours: 2 / Billing Hours: 2**

Prepares students to develop working relationships within the field of interpreting. This course will focus on ethics, professional behavior, and networking. This course will prepare students for directed observation and application of practical interpreting skills required in the consecutive semesters. Student must complete ninety (90) practicum hours during the semester. (Offered Fall)

- Prerequisite Course: None; Department Approval required.
- Placement Score: Reading Level 5 and Writing Level 4.
- Restrictions: Student must successfully pass ITP screening in order to take SIGN 200.

### **SIGN 240**      **Intro to Transliterating**

**Credit Hours: 3 / Billing Hours: 3**

American Sign Language vocabulary will continue to be developed while learning about the interpreting and transliterating process. Students will analyze text and demonstrate the ability to facilitate communication in both ASL sentence structure or English word order. The class involves expressive and receptive skill development. Course is designed for students intending to be sign language interpreters. Student must complete ninety (90) practicum hours during the semester. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Restriction: Student must successfully pass ITP screening in order to take SIGN 240.

### **SIGN 250**      **Deaf Culture and History**

**Credit Hours: 3 / Billing Hours: 3**

This course looks closely at the unique experiences of those in the Deaf Community by examining the history of the Deaf Community in America and the sociology of Deaf, Deaf-Blind, and Hard of Hearing people. Designed for students intending to become sign language interpreters. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in SIGN 163.
- Placement Score: Reading Level 5 and Writing Level 4.

## 2024-2025 Course Descriptions

### **SIGN 260**      **Linguistic Principles of ASL**

**Credit Hours: 3 / Billing Hours: 3**

An overview of the linguistic principles of American Sign Language (ASL) including its basic phonology, morphology, syntax, variation, results of language contact with English and other signed languages, pragmatics, bilingualism and language as art. Topics relating to interpreting, the Deaf Community, and Deaf Culture will be emphasized. Designed for students intending to become sign language interpreters. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in SIGN 163.
- Placement Score: Reading Level 5 and Writing Level 4.

### **SIGN 263**      **Intermediate Sign to Voice**

**Credit Hours: 3 / Billing Hours: 3**

This course develops and refines necessary basic skills and fluency in receptive sign language and for voicing all levels of communication of deaf individuals. Techniques taught include interpreter task analysis, listening, attending, internal message formulation, vocabulary search, and monitoring output. Designed for students intending to become sign language interpreters. Student must complete ninety (90) practicum hours during the semester. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (SIGN 200 and SIGN 240).
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Student must have completed ninety (90) practicum hours prior to taking SIGN 263.

### **SIGN 266**      **Post-Secondary Interpreting**

**Credit Hours: 2 / Billing Hours: 2**

Designed for students intending to become sign language interpreters, this course provides simulated testing settings using live or pre-recorded movies of hearing and deaf instructors giving classroom-appropriate lectures. Students will develop teaming skills, feedback skills, and interpreting skills. Students will practice interpreting approaches and skills for a variety of academic topics. Students will analyze lectures at message level and begin to apply principles of discourse analysis. Student must complete sixty (60) practicum hours during the semester, for a minimum of 240 hours, while also satisfying the individual category requirements. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (SIGN 263 and SIGN 267).
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Student must have completed one hundred eighty (180) practicum hours prior to taking SIGN 266.

## 2024-2025 Course Descriptions

### **SIGN 267      Sign Practicum I**

**Credit Hours: 3 / Billing Hours: 3**

Combines student transliterated lectures and supervised placement in various interpreting settings to allow directed observation and application of practical interpreting skills. Designed for students intending to become sign language interpreters. Student must complete ninety (90) practicum hours during the semester. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (SIGN 200 and SIGN 240).
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Student must have completed ninety (90) practicum hours prior to taking SIGN 267.

### **SIGN 268      Sign Practicum II**

**Credit Hours: 3 / Billing Hours: 3**

For students intending to become sign language interpreters, combines student-interpreted lectures and supervised placement in various settings to allow directed observation and application of practical interpreting skills. Student must complete sixty (60) practicum hours during the semester for a minimum of 240 hours, while also satisfying the individual category requirements. (Offered Summer)

- Prerequisite Course: Minimum 2.5 in (SIGN 263 and SIGN 267)
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Student must have completed one hundred eighty (180) practicum hours prior to taking SIGN 268.

### **SIGN 270      Advanced Interpreting**

**Credit Hours: 3 / Billing Hours: 3**

This course continues the development of skills necessary for interpreter evaluation/qualification. Students will be provided with simulated testing situations using interactive videotapes of hearing/deaf individuals requiring students to interpret/transliterate. Designed for students intending to become sign language interpreters. Student must complete eighty (80) practicum hours and satisfy the individual category requirements during the semester. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (SIGN 266 and SIGN 268).
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Restriction: Student must have completed the sophomore year practicum requirement prior to taking SIGN 270.

## 2024-2025 Course Descriptions

### **SIGN 271      Advanced Sign to Voice**

**Credit Hours: 3 / Billing Hours: 3**

This course provides advanced skill development and fluency in voicing for a variety of dDeaf individuals in diverse settings. Techniques taught are voice projection, breathing and relaxation, analysis of sign information, anticipation and prediction, closure, modality switching, correction, decalage, and pacing. Designed for students intending to become sign language interpreters. Student must complete eighty (80) practicum hours and satisfy the individual category requirements during the semester. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in SIGN 270.
- Placement Score: Reading Level 5 and Writing Level 4.
- Course Note: Student must have completed eighty (80) practicum hours prior to taking SIGN 271.

### **SIGN 293      Principles of Interpreting**

**Credit Hours: 3 / Billing Hours: 3**

Surveys professional interpreting through lecture, role-playing, and classroom discussion. Reinforces the ethics of interpreting while analyzing the specific roles and responsibilities of a professional interpreter. Examines necessary skills of the interpreter in various settings, such as educational, mental health, vocational rehabilitation, legal, religious, phone, television, medical, DeafBlind, and minimal language skills. Student must complete eighty (80) practicum hours during the semester. (Offered Fall)

- Prerequisite Course: Minimum 2.5 in (SIGN 266 and SIGN 268).
- Placement Score: Reading Level 5 and Writing Level 4.
- Restrictions: Student must have completed the sophomore year practicum requirement prior to taking SIGN 293.

### **SIGN 296      Specialized Interpreting**

**Credit Hours: 2 / Billing Hours: 2**

This course allows students to learn best practices for interpreting in a variety of settings. These settings may include community, religion, video relay, education, medical, and legal. Designed for students intending to become sign language interpreters. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in (SIGN 270 and SIGN 293).
- Placement Score: Reading Level 5 and Writing Level 4.



## 2024-2025 Course Descriptions

### **SOCL 120 Introduction to Sociology**

**Credit Hours: 4 / Billing Hours: 4**

A survey of major theoretical perspectives, concepts, and methods of sociology. Emphasis is placed on societal transformation, social organization, culture, cultural diversity, socialization, social stratification, social institutions, and social change within a national and global context. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently)
- Course Notes:
  - 1) All sections of SOCL 120 allow concurrent enrollment with ENGL 099; some sections also allow concurrent enrollment with ENGL 098 and NCAS 103. See an academic advisor for sections that allow concurrent enrollment with ENGL 098 and NCAS 103.
  - 2) The textbook for this course is an open educational resource, provided to students at no cost. Access to the textbook will be available on the first day of class.
  - 3) Online students are required to travel to LCC campus or request an approved non-LCC testing site to complete their SOCL120 Departmental Final Exam.
  - 4) Online, Hybrid and ORT sections of this course require internet access to complete quizzes and/or other assessments.

### **SOCL 254 Marriage and Family**

**Credit Hours: 3 / Billing Hours: 3**

A survey of theoretical perspectives on the institutions of marriage and family. Topics include the historical context of family, gender roles, sexual behavior, values, psychological needs, divorce, parenting, family problems, and social policy. Variations in family types and lifestyles among diverse groups within the U. S. and elsewhere are examined. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (SOCL 120 or PSYC 200).
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

## 2024-2025 Course Descriptions

### **SOCL 255**      **Contemporary Social Problems**      **Credit Hours: 3 / Billing Hours: 3**

This course is a theoretical and empirical survey of the nature and causes of social problems such as poverty, crime, racial and gender inequality, demographic and environmental changes, health care, education and family stability. Examples from other societies will be used for comparative analysis and establishing global links. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SOCL 120.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **SOCL 260**      **Race and Ethnicity**      **Credit Hours: 3 / Billing Hours: 3**

Sociological study of race and ethnicity in the U.S. and globally. Emphasis is placed on theories of race, racial and ethnic group formation, ethnic stratification, identity formation, immigration and struggles for equality. Racial and ethnic group experiences in Western and non-Western societies are traced historically and viewed comparatively. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SOCL 120.
- Placement Score: Reading Level 5.
- Recommended: Writing Level 6 or Minimum 2.0 in (ENGL 121 or ENGL 131).

### **SOWK 101**      **Introduction to Social Work**      **Credit Hours: 3 / Billing Hours: 3**

This course introduces the principles of professional social work practice. Emphasis is on the history of social work, social welfare policy, empowerment, and human diversity. There is an overview of social work ethical practice, roles, and careers with relevance to the diverse social and client needs. This course complies with the Social Work Competencies, Council on Standards for Social Work Education. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.

## 2024-2025 Course Descriptions

### **SPAN 106 Spanish for Health Care**

**Credit Hours: 3 / Billing Hours: 3**

This course is designed to develop spoken and written communication skills in health care Spanish. Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in health care. Students will perform reading and writing exercises, practice vocabulary and dialogues essential to specific health care-related situations, and study cultural topics relevant to Spanish in health care settings. (Offered Spring)

- Prerequisite Course: Reading Level 5.
- Recommended: Previous experience with the Spanish language is strongly advised.

### **SPAN 121 Elementary Spanish I**

**Credit Hours: 4 / Billing Hours: 4**

First course of a two-semester sequence in elementary Spanish. Designed for persons with no knowledge of Spanish who wish to develop basic language skills. Elementary practice in listening comprehension, speaking, reading, and writing. Provides useful information about the Spanish-speaking world. Class is taught largely in Spanish. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **SPAN 122 Elementary Spanish II**

**Credit Hours: 4 / Billing Hours: 4**

Second course of a two-semester sequence in elementary Spanish. Introduces more complex structures while developing a foundation in the essentials of the language. Emphasizes practice in listening comprehension, speaking, reading, and writing. Provides useful information about the Spanish-speaking world. Class is taught largely in Spanish. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in SPAN 121 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **SPAN 201 Intermediate Spanish I**

**Credit Hours: 4 / Billing Hours: 4**

First course of a two-semester sequence in intermediate Spanish. Begins with review of grammar, and continues with intensive vocabulary building, listening comprehension, and writing compositions. Encourages conversation by introducing discussions about the cultures of the Spanish-speaking world. Class is taught entirely in Spanish. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in SPAN 122 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

## 2024-2025 Course Descriptions

### **SPAN 202 Intermediate Spanish II**

**Credit Hours: 4 / Billing Hours: 4**

Second course of a two-semester sequence in intermediate Spanish. Continues a review of grammar, intensifies vocabulary building, strengthens listening comprehension and composition writing, and improves oral fluency through intense discussions on the cultures of the Spanish-speaking world. Class is taught entirely in Spanish. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in SPAN 201 or equivalent.
- Placement Score: Reading Level 5 or (Reading Level 4 and ENGL 099 concurrently).

### **STAT 170 Introduction to Statistics**

**Credit Hours: 4 / Billing Hours: 4**

This is an introductory course in statistics, with a focus on data analysis. Topics include methods for collecting data, graphical and numerical descriptive statistics, correlation, linear regression, basic concepts of probability, confidence intervals and hypothesis tests for means and proportions, and chi-square tests. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 105 or MATH 106 or MATH 107) or P in (NCMA 106 or NCMA 110) or (MATH 097 concurrently) or Math Level indicated below.
- Placement Score: (Reading Level 5 and Writing Level 4) or (Reading Level 4 and Writing Level 4 and ENGL 099 concurrently) and Math Level 5.
- Course Notes:
  - 1) Graphing calculator required; TI 83-84 series calculator highly recommended.
  - 2) A student should take either STAT 170 or STAT 215 (not both), depending on their transfer institution.
  - 3). This course includes on-site proctored exam(s) for all online and/or hybrid sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

## 2024-2025 Course Descriptions

### **STAT 215**      **Intro to Probability and Stats**

**Credit Hours: 4 / Billing Hours: 4**

This is an introductory course in probability and statistics. Topics include descriptive statistics, probability, random variables, normal distribution, t distribution, chi-square distribution, F distribution, confidence intervals, hypothesis testing, correlation, and linear regression. In addition, students will solve applied problems by completing required computer assignments. (Offered Fall, Spring, Summer)

- Prerequisite Course: Minimum 2.0 in (MATH 120 or above) or Math Level noted below.
- Placement Score: Reading Level 5 and Writing Level 4 and Math Level 7.
- Recommended: Knowledge of Windows software.
- Course Notes:
  - 1) A graphing calculator from the TI-83/84 series is required for course work.
  - 2) A student should take either STAT 170 or STAT 215 (not both), depending on their transfer institution.
  - 3). This course includes on-site proctored exam(s) for all online sections. Students will need to travel to an LCC campus or request an approved non-LCC testing site (additional fees may apply) to take the exam(s).

### **STPR 145**      **Foundations Sterile Processing**

**Credit Hours: 5 / Billing Hours: 6.5**

This course introduces students to basic skills needed in the Sterile Processing Department of health care facilities, including processing patient care equipment, supplies, and instruments for use in all departments. Students will also learn the principles and practices of decontamination, cleaning, disinfection, sterilization, and distribution of medical/surgical supplies. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: STPR 148.
- Course Note: Students will be charged an additional fee of \$50 for ACEMAPP required documentation. Required:
  - Minimum age of 18 required to enroll in this course.
  - Completion of Bloodborne Pathogens and HIPAA Training online; information provided at first class session.

## 2024-2025 Course Descriptions

### **STPR 148 Sterile Processing Externship**

**Credit Hours: 2 / Billing Hours: 2**

This course prepares individuals to function competently in the Sterile Processing Department in hospitals. It builds on the principles and practices taught in STPR 145 and includes on-the-job training and hands-on practice in a hospital. Successful completion of the course qualifies a student to take the national certification examination for Sterile Processing and Distribution through the Certification Board for Sterile Processing and Distribution (CBSPD). (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in [STPR 145 or (CHSE 120 and CHSE 145) or concurrently].
- Placement Score: Reading Level 5 and Writing Level 4.
- Corequisite Course: STPR 145.
- Course Note: Required:
  - Minimum age of 18 required.
  - Completion of Bloodborne Pathogens and HIPAA Training online; information provided on course D2L site.
  - Negative 2-step TB (tuberculosis) skin test within the last year.
  - Student must pass an [ICHAT](#) criminal background check prior to clinical placement; information provided on course D2L site.

### **SURG 100 Fundamentals of Surgical Tech**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to role and function of the surgical technologist as a member of the surgical team. Lectures present all skills, procedures, and protocol necessary to participate in the operating room. (Offered Fall)

- Prerequisite Course: None. Admission to Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 101 and SURG 108 and SURG 109 and SURG 121 and SURG 122.

## 2024-2025 Course Descriptions

### **SURG 101    The Surgical Patient**

**Credit Hours: 2 / Billing Hours: 2**

Lectures will present the protocol and procedures directly affecting the care and safety of the patient. This includes the ethical, legal, and moral responsibilities of the technologist, the concepts of patient care, and preoperative routines, along with elements of proper documentation and risk management. (Offered Fall)

- Prerequisite Course: None. Admission to Surgical Technology Program.
- Placement Score: None.
- Corequisite Course: SURG 100 and SURG 108 and SURG 109 and SURG 121 and SURG 122.

### **SURG 103    Surgical Asepsis**

**Credit Hours: 2 / Billing Hours: 2**

This course defines and describes pathogenic microorganisms and the causes and prevention of infection in the hospital. The student will be introduced to sterilization, disinfection, and other methods of controlling microbial growth. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **SURG 108    Surgical Pharmacology**

**Credit Hours: 2 / Billing Hours: 2**

This course introduces the student to basic types of anesthesia, anesthesia agents, indications and contraindications of medications, and the calculations of maximum dosages of various drugs. The student will become familiar with a wide array of pharmacological agents specifically related to the peri-operative care being provided for the surgical patient. (Offered Fall)

- Prerequisite Course: None. Admission to Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 100 and SURG 101 and SURG 109 and SURG 121 and SURG 122.

## 2024-2025 Course Descriptions

### **SURG 109     Basic Surgical Procedures**

**Credit Hours: 4 / Billing Hours: 4**

An introduction to basic types of surgical procedures, with a primary focus on the sequential steps. Surgical anatomy, physiology, and pathophysiology will be addressed relative to basic surgical intervention. Students will learn anatomy, physiology, pathophysiology, and diagnostic indication for the surgical procedure, and explore how to prepare and plan for the intraoperative phase of the surgical procedure. (Offered Fall)

- Prerequisite Course: None. Admission to Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 100 and SURG 101 and SURG 108 and SURG 121 and SURG 122.

### **SURG 110     Advanced Surgical Procedures**

**Credit Hours: 4 / Billing Hours: 4**

This course introduces the student to intermediate and advanced surgical procedures with a primary focus on the sequential steps involved in these procedures, higher difficulty cases, and specialized instrumentation. Surgical anatomy, physiology, and pathophysiology will be addressed. The biomedical sciences will also be addressed: robotics, physics, computers, and electricity. (Offered Spring)

- Prerequisite Course: None. Successful completion of 1st semester of the Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 111 and SURG 123 and SURG 124.

### **SURG 111     Surgical Specialty/Prof Prep**

**Credit Hours: 4 / Billing Hours: 4**

An introduction to basic types of surgical procedures, with a primary focus on the sequential steps. Surgical anatomy, physiology, and pathophysiology will be addressed relative to basic surgical intervention. Students will learn anatomy, physiology, pathophysiology, and diagnostic indication for the surgical procedures, and explore how to prepare and plan for the intraoperative phase of the surgical procedure. (Offered Spring)

- Prerequisite Course: None. Successful completion of 1st semester of the Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 110 and SURG 123 and SURG 124.



## 2024-2025 Course Descriptions

### **SURG 121    Applied Surgical Techniques I**

**Credit Hours: 2 / Billing Hours: 4**

This course covers the application of theory in the use of surgical supplies and equipment which will prepare students to scrub in for actual surgical procedures. A specified number of competencies will need to be successfully completed to advance to SURG122. (Offered Fall)

- Prerequisite Course: None. Admission to Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 100 and SURG 101 and SURG 108 and SURG 109.
- Course Note: \$255 of the course fee is non-refundable.

### **SURG 122    Applied Surgical Techniques II**

**Credit Hours: 2 / Billing Hours: 4**

This course prepares students for the actual operating room experience through application of theory and clinical skills in mock surgical procedures. Basic surgical procedures will be presented, with some hands-on experience utilizing surgical simulators, along with additional competencies pertaining to circulating duties, disinfection, and sterilization. (Offered Fall)

- Prerequisite Course: Pass grade in SURG 121 or concurrently.
- Placement Score: None.
- Corequisite Course: SURG 100 and SURG 101 and SURG 108 and SURG 109.

### **SURG 123    Applied Surgical Techniq III**

**Credit Hours: 4 / Billing Hours: 8**

This clinical session at a hospital provides the student with the application of theory and clinical skills in basic and advanced surgical procedures and specialty areas. (Offered Spring)

- Prerequisite Course: None. Successful completion of 1st semester of the Surgical Technology Program is required.
- Placement Score: None.
- Corequisite Course: SURG 110 and SURG 111.

## 2024-2025 Course Descriptions

### **SURG 124      Applied Surgical Techniques IV      Credit Hours: 4 / Billing Hours: 8**

A continuation of SURG 123, this course is a clinical session at a hospital. It covers the application of theory and clinical skills in basic and advanced surgical procedures and surgical specialty areas. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in SURG 123 or concurrently.
- Placement Score: None.
- Corequisite Course: SURG 110 and SURG 111.

### **TECH 100      Safety-OSHA10      Credit Hours: 2 / Billing Hours: 3**

This course covers safety on construction/general industry worksites. Included are local, state, and federal safety regulations. The course will focus on the prevention of accidents but will also teach the correct response if an accident should occur. OSHA-10 Construction Certification and First Aid/CPR/AED certificates will be issued upon successful completion. (Offered Fall, Spring)

- Placement Score: Reading Level 2 and Writing Level 2.

### **TECH 102      General Industry Safety      Credit Hours: 2 / Billing Hours: 3**

This course covers safety in the industrial workplace. Included are local, state and federal safety regulations. The focus will be on the prevention of accidents but will teach the correct response if an accident should occur. OSHA-30 General Industry Certification, and First Aid/CPR/AED certificates will be issued upon successful completion. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.

### **THEA 110      Introduction to Theatre      Credit Hours: 3 / Billing Hours: 3**

Introduction to Theatre includes definition and analysis of theatrical art, incorporating script analysis, theatre history, the relationship between theatre and the culture from which it comes, and the roles of theatre practitioners.(Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 or ENGL 099 concurrently.

## 2024-2025 Course Descriptions

### **THEA 114 Intro to Technical Theatre**

**Credit Hours: 3 / Billing Hours: 3**

Introduction to technical theatre for performing arts. Students will be introduced to the basic elements of scenic, lighting, costume, media, and properties design, and the execution of these design elements in a theatrical production. Students will be instructed on tool usage and on costume and scene shop safety, and will gain a practical understanding of the backstage elements in a theatrical performance. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 115A Tech Thea II-Set/Light Design**

**Credit Hours: 2 / Billing Hours: 3**

Intensive learning and application experience in set/lighting design. Assist at the beginning levels in set/lighting design while working on the season and studio productions for Performing Arts. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 114.
- Placement Score: None.
- Recommended: THEA 110.

### **THEA 115B Tech Thea II-Prop Design/Const**

**Credit Hours: 2 / Billing Hours: 3**

Intensive learning and application experience in property design and construction. Assist at the beginning levels of property design and construction while working on the season and studio productions for Performing Arts. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 114.
- Placement Score: None.
- Recommended: THEA 110.

### **THEA 115C Tech Thea II-Costume Des/Const**

**Credit Hours: 2 / Billing Hours: 3**

Intensive learning and application experience in costume design and construction. Assist at the beginning levels of costume design and construction while working on the season and studio productions for Performing Arts. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 114.
- Placement Score: None.
- Recommended: THEA 110.

## 2024-2025 Course Descriptions

### **THEA 115D    Tech Thea II-Produc/Stage Mgmt                      Credit Hours: 2 / Billing Hours: 3**

Intensive learning and application experience in production and stage management. Assist at the beginning levels of production and stage management while working on the season and studio productions for Performing Arts. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 114.
- Placement Score: None.
- Recommended: THEA 110.

### **THEA 120        Introduction to Acting    Credit Hours: 2 / Billing Hours: 3**

Explores various acting techniques and introduces the beginning student to the skills necessary to maintain a sustained dramatic performance. Theatre games and improvisation exercises to overcome stage fright and to develop concentration and listening skills are heavily emphasized. Students present final short scene. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 131        Studio Theatre Performance I                                      Credit Hours: 1 / Billing Hours: 2**

Course includes rehearsal, performance, and evaluation of a contemporary script. Focus is on an understanding and implementation of skills acquired in THEA 141 and the relationships experienced between actor and director. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course: THEA 141.

### **THEA 132        Studio Theatre Performance II    Credit Hours: 1 / Billing Hours: 2**

Rehearsal, performance, and evaluation of a script which incorporates heightened language and movement. Focus is on expanding the actor's physical and vocal expressiveness. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in THEA 141 and (Minimum 2.0 in THEA 143 and THEA 173) or concurrently or department approval.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **THEA 141     Acting I - Contemporary**

**Credit Hours: 2.5 / Billing Hours: 4**

Fundamentals of acting, including improvisational techniques; the physical, vocal, and internal development of character; analysis and scoring by beats of a contemporary script. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 120 or concurrently.
- Placement Score: None.
- Corequisite Course: THEA 131.

### **THEA 143     Stage Voice for the Actor**

**Credit Hours: 3 / Billing Hours: 4**

Course will cover exercises in vocal production: posture, support, relaxation, resonance, projection, and enunciation. Focus will be on exercises to develop vocal flexibility from Rodenburg, Linklater, and/or Berry techniques. Students will experience vocal techniques which lead to greater emotional awareness and responsiveness. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 150     Acting for the Camera**

**Credit Hours: 3 / Billing Hours: 4**

Acting techniques and methods relevant to camera work will be explored. Student work is videotaped and critiqued. Acting for the Camera applies and builds on fundamentals established in Introduction to Acting. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in THEA 120 or concurrently or Department Approval.
- Placement Score: None.

### **THEA 160     Stage Combat**

**Credit Hours: 2 / Billing Hours: 3**

Students learn to use a variety of weapons and hand to hand combat styles on stage. Students learn the style of combat used in theatre/film industry. Students explore fight scenes, basics of mechanics of choreographing fight scenes, and are instructed on basic safety procedures for choreographing/executing fight sequences. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: THEA 120.

## 2024-2025 Course Descriptions

### **THEA 171    Play Analysis**

**Credit Hours: 3 / Billing Hours: 3**

An analysis of modern contemporary classics of the theatre. The student will read and analyze a minimum of four modern or contemporary scripts. The student will develop a comprehensive production concept for one of these scripts. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 173    Movement for the Actor**

**Credit Hours: 2 / Billing Hours: 3**

Students will learn methods of physical transformation which can be applied to acting and character development. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 181    Improvisation**

**Credit Hours: 2.5 / Billing Hours: 4**

By using the improvisational techniques of mask work and developmental exercises, this course will train the student in long-term, in-depth character development. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 210    Theatre History**

**Credit Hours: 4 / Billing Hours: 4**

Examines the history of Western Theatre, including the literature, performance conventions, the physical theatre, and major figures from the Greek to Modern eras. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: Reading Level 5 and Writing Level 6.
- Recommended: THEA 110.

## 2024-2025 Course Descriptions

### **THEA 220     Play Directing**

**Credit Hours: 3 / Billing Hours: 4**

Introduction to the fundamentals of directing a play, including play analysis, stage composition and working with actors. Practical experience through scene work and class exercises will be emphasized. Students will demonstrate their mastery of the principles taught by directing and presenting a short one-act play for an audience. (Offered Fall)

- Prerequisite Course: Minimum 2.0 in THEA 110 or Department Approval.
- Placement Score: None.

### **THEA 225     Building a Character**

**Credit Hours: 2 / Billing Hours: 2**

This course will focus on giving theatre majors an "acting toolbox" for creating fully realized characters on stage. Class will focus on the Chekhov Technique, which emphasizes the psycho-physical development of character, as well as the language-based techniques of John Barton. Master Classes by professional actors from the Stratford Shakespeare Festival may be included. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Corequisite Course: THEA 240.

### **THEA 233     Studio Theatre Performance III**

**Credit Hours: 2 / Billing Hours: 4**

Students will rehearse and perform a Shakespeare play. (Offered Summer)

- Prerequisite Course: Minimum 2.0 in (THEA 143 and THEA 225 and THEA 240) or department approval.
- Placement Score: None.

### **THEA 240     Acting-Shakespeare**

**Credit Hours: 3 / Billing Hours: 4**

Students will explore the unique demands of acting and speaking Shakespeare and the qualities of his verse, including alliteration, assonance, rhymes, antithesis, puns, onomatopoeia, imagery, and iambic rhythms. Status, social, and historical context will be addressed. (Offered Spring)

- Prerequisite Course: Minimum 2.0 in (THEA 131 and THEA 141 and THEA 143) or department approval.
- Placement Score: Reading Level 5.
- Corequisite Course: THEA 225.

## 2024-2025 Course Descriptions

### **THEA 283     Audition Workshop**

**Credit Hours: 2 / Billing Hours: 3**

Students will learn audition and resume preparation and will prepare and polish two contrasting monologues for auditions. Students will learn the audition and application processes for advanced training. (Offered Fall)

- Prerequisite Course: None.
- Placement Score: None.

### **THEA 285     Stage Makeup**

**Credit Hours: 2 / Billing Hours: 3**

A course in the application of stage makeup to develop a character and to assist the actor in sustaining the character in performance. Emphasizes skills in the use of different kinds of makeup, hair styling, and appearance changes. (Offered Spring)

- Prerequisite Course: None.
- Placement Score: None.

### **WELD 103     Combination Welding**

**Credit Hours: 4 / Billing Hours: 6**

This is a beginning theory and practice course which will introduce the safe operations and applications of oxyacetylene welding, torch cutting, plasma cutting, brazing and shielded metal arc welding. Practice will consist of these methods of joining steel in the horizontal, flat and vertical positions. Destructive testing will also be provided. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.
- Recommended: Math Level 3.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.



## 2024-2025 Course Descriptions

### **WELD 105    Advanced ARC Welding**

**Credit Hours: 4 / Billing Hours: 6**

Students will develop the skills necessary to produce quality multiple pass fillet and groove welds on steel plates. Conventional and low hydrogen electrodes are used in preparation of passing performance tests in all positions. Destructive testing methods, weld profiles and welding symbols as related to arc welding are introduced. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in WELD 103.
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 108    Welding for Non-Majors**

**Credit Hours: 4 / Billing Hours: 6**

This is a beginning theory and practice course which will introduce the safe operations and applications of torch cutting, plasma cutting, Gas Metal Arc Welding, and Shielded Metal Arc Welding. Practice will consist of these methods of joining steel in the horizontal, flat, and vertical positions. Destructive testing will also be performed. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: This course is for Mechatronics major students only. Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 110    Gas Metal ARC Welding**

**Credit Hours: 4 / Billing Hours: 6**

Provides technical understanding and applications of gas metal arc welding and flux cored arc welding. Fundamentals, safety, equipment adjustments, metal transfers and shielding gases will be covered. Develops manual skill in all positions on different thicknesses and types of metals, including mild steel, aluminum and stainless steel. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

## 2024-2025 Course Descriptions

### **WELD 111 Gas Tungsten ARC Welding**

**Credit Hours: 4 / Billing Hours: 6**

Students will develop the skills, principles and applications of gas tungsten arc welding. Welds will be done on different thickness of ferrous and non-ferrous metals in all positions. Proper material cleaning, fit up and safety are also introduced. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (WELD 103 or AUTO 100 or AUTB 114).
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 115 Robotic MIG Welding**

**Credit Hours: 4 / Billing Hours: 6**

Students will learn to program a MIG welding robot through a teach pendant, edit programs, set weld schedules, as well as learn some basic fixture building skills. This course also provides fundamental safety precautions while programming and operating the robotic component. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in WELD 110.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 3 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 125 Structural Print Reading/Weld**

**Credit Hours: 2 / Billing Hours: 2**

This course is for students, apprentices, technicians, and others who must develop the ability to read and accurately interpret prints and welding symbols, which are the universal language of the welding industry. Teaches advancements in metallurgy, welding processes, and consumables, along with strict code enforcement used in industry today. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4 or [minimum 2.0 in (MATH 105 or MATH 106)] or P in (NCMA 106 or NCMA 110).

## 2024-2025 Course Descriptions

### **WELD 140 Creative Welding**

**Credit Hours: 2 / Billing Hours: 3**

This is a course for people with an interest in artwork in a metal medium. Participants will become familiar with welding, cutting, and basic design processes for the purpose of exploring creative expression. (Offered Fall, Spring)

- Prerequisite Course: None.
- Placement Score: None.
- Recommended: Course work or experience in art/design.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 170 Special Topics in Welding Credit Hours: 0.25 to 8 / Billing Hours: 0.25 to 11**

This course offers students the opportunity to learn new or advanced skills in welding and other related topics. Specific content may vary with each offering but will be related to the Welding Program and profession. (Offered Fall, Spring, Summer)

- Prerequisite Course: None.
- Placement Score: None.

### **WELD 191 Welding Project Lab**

**Credit Hours: 1 to 4 / Billing Hours: 1 to 4**

An opportunity for students to expand upon welding skills in maintenance welding, production welding, resistance welding and/or tool and die welding, depending on the direction the student would like to take their welding skills. Actual projects must be discussed and agreed upon by both the instructor and the student. (Offered Fall, Spring, Summer)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.

## 2024-2025 Course Descriptions

### **WELD 201    Tool and Die Welding**

**Credit Hours: 3 / Billing Hours: 4.5**

Theory and practice methods involved in welding various alloyed metals, preheating and postheating of metals, recognition of materials, alloying elements and their effects. The proper usage of air, oil and water hardening steels will also be covered. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.0 in (METM 190 and WELD 105 and WELD 111).
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class. \$10 of the Course Fee is non-refundable.

### **WELD 205    Pipe Welding**

**Credit Hours: 4 / Billing Hours: 6**

Theory, cutting, fit up and practice on different sizes of pipe using shielded metal arc welding. Varied weld and base metal testing methods are used to the strict code requirements. Focus on low hydrogen type electrodes in groove welds in the 2G, 5G, and 6G positions. (Offered Spring)

- Prerequisite Course: Minimum 2.5 in WELD 105.
- Placement Score: Reading Level 3 and Writing Level 2.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.

### **WELD 220    Structural Fab & Inspection**

**Credit Hours: 4 / Billing Hours: 6**

Introduction to steel fabrication in accordance with the American Welding Society Structural Welding Code D1.1 applications and requirements. The student will be introduced to the numerous destructive and nondestructive methods of welding inspections. Satisfactory completion of this course will assist the student in passing a welding certification test. (Offered Fall, Spring)

- Prerequisite Course: Minimum 2.5 in (WELD 105 and WELD 110 and WELD 125).
- Placement Score: Reading Level 3 and Writing Level 2 and Math Level 4.
- Course Note: Students need to bring their own safety glasses, pliers, leather welding gloves and leather work boots to start welding on the first day of class.



## 2024-2025 Course Descriptions

### **WELD 250    Welding Internship**

**Credit Hours: 3 / Billing Hours: 3**

This course provides welding students with practical work experience in industry. Students work for an employer in a supervised environment which provides an opportunity to apply knowledge and skills learned in the classroom and lab to an actual job situation. (Offered Fall, Spring)

- Prerequisite Course: None. Department Approval is required.
- Placement Score: None.
- Course Note: 2.5 GPA or greater.