2007-2008 Catalog

Getting Started

First-rate Programs Dedicated Faculty Successful Students
## 2007-2008 Academic Calendar

This calendar is subject to change. Please see the Web site at [www.hfcc.edu](http://www.hfcc.edu) for future dates and calendar changes.

### Fall 2007

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This catalog in no way constitutes a contract. Information in this catalog is accurate as of March 1, 2007, and every care has been taken to ensure its accuracy; however, the College cannot be responsible for errors and reserves the right to change policies in effect at the time of publication. The catalog was compiled and edited by the offices of the Vice Presidents of Academic Affairs for Arts and Sciences, and Career and Technical Education; the Media Services Department; and the Enrollment Development Office.
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Getting Started

Current High School Students

Students enrolled in high school may attend HFCC concurrently through the Dual Enrollment or Advancement Plus programs. The credit earned through these programs can be used by students to get a head start at HFCC, or the credits can be transferred to another college after high school graduation. For degree-seeking admission, apply anytime after the start of your senior year.

High School Graduates

Students who have graduated from high school or completed a home school program can be admitted to HFCC. HFCC admits thousands of students from high schools all over southeastern Michigan and beyond each year.

Transfer Students

Students who previously attended another college or university are considered transfer students. Students transfer to HFCC for the quality programs, affordability, convenience, and many other reasons.

Non-Degree Seeking Students

Students who want to take classes for their job, for personal interest or other reasons besides obtaining a degree or certificate may apply as non-degree students.

Guest Students

Students currently attending another college or university and who wish to take one or more courses may attend HFCC as a guest student. HFCC enrolls hundreds of guest students every year, primarily in the spring and summer semesters.

International Students

HFCC welcomes applications from international students. In Fall 2006, students from more than 40 countries were enrolled at HFCC.

Applying for Admission

Henry Ford Community College welcomes applications from those holding high school diplomas, General Education Development (GED) certificates, and college credits or degrees. Students may enroll in one course, a series of courses, or a program leading to a certificate or degree. Whatever the goal, HFCC wants each student to have a successful experience.
How to Apply

Applying for Admission as a degree- or certificate-seeking student and registering for classes is an easy six-step process.

Step 1 – Apply for Admission

The best way to apply for admission is on the Web at www.hfcc.edu/apply. The only exception is Dual Enrollment or Advancement Plus students, who must complete a paper application and obtain the appropriate signatures from high school personnel.

Paper applications can be obtained by calling the HFCC Welcome Center at 1-800-585-HFCC, e-mailing enroll@hfcc.edu, or on the web at hfcc.edu/getting_started/prospective_students.

Students may need to submit transcripts and other official documents depending on their admission category. See page 249 for the complete admission policy and requirements.

ACT or SAT Test

ACT and SAT scores are not required for admission to Henry Ford Community College; however, these exam scores may be used for admission to specialized programs and the Henry Ford II Honors Program.

Step 2 – Course Placement

The student takes the ASSET or COMPASS test, which assesses writing, reading, and numerical skills.

Michigan Merit Scholarship recipients are not required to take HFCC placement exams. These students should present written proof of their award to the Assessment Center on the main level of the Learning Resources Center, LRC-117A.

Also, students who have taken the ACT and received a score of 21 or higher should contact the Assessment Center at 313-845-6399 to see if their scores exempt them from taking Course Placement to place into the Mathematics or English courses they wish to take.

Step 3 – Orientation

The student completes an online orientation at www.hfcc.edu/orient.

Step 4 – Meet with a Counselor

A counselor will help the student with course selection, career goals and other information for a successful start.

Step 5 – Register for Classes

The student registers for classes through WebAdvisor, or in person at the Admission, Registration and Records Office in the lower level of the Learning Resources Center.

Step 6 – Pay for Classes

There are a number of convenient options to help with paying tuition at HFCC, including cash, check, charge card or the EZPay Program. Visit www.hfcc.edu/fa for more information on how to pay for a high-quality HFCC education.

After these easy steps are completed, relax and wait for classes to begin!
Accreditation

Accreditation ensures that credits from Henry Ford Community College will transfer to other accredited colleges and is an excellent measure of the high-quality education available at HFCC.

Henry Ford Community College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504. Phone: 1-312-263-0456. Web Address: www.ncahigherlearningcommission.org. HFCC is also accredited by the Michigan Commission on College Accreditation.

Many individual academic programs at HFCC are accredited by their national associations and other governing bodies. You can see the complete list on page 227.
Getting Started

Gregory Ward, Pre-Engineering Program

6 credit hours: English Composition (ENG 11 and ENG 12)
8 credit hours: Science and Mathematics (including at least one laboratory course)
8 credit hours: Social Science
8 credit hours: Humanities (courses other than English composition)

Transfer Credit Guarantee

Henry Ford Community College will refund the tuition of any HFCC graduate for any course passed at HFCC with at least a C grade* if that earned course credit does not transfer to a college or university within two years of having taken the course. Such classes must be listed as transferable on the transfer institution’s official curriculum guide sheets on file in the University Transfer, Advising, and Career Counseling Center.

*A grade of C minus may not qualify. Also, developmental courses do not generally transfer.

MACRAO Transfer Agreement

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) has established the MACRAO Transfer Agreement, which offers transferability of up to 30 semester credit hours to meet many (and in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities. Henry Ford Community College students may complete the MACRAO Transfer Agreement as part of an associate’s degree or as a stand-alone package. In order to complete the MACRAO Transfer Agreement, HFCC students must take 30 semester credit hours of 100-level and above college coursework, in the following areas:

| 6 credit hours: English Composition (ENG 131 and ENG 132) |
| 8 credit hours: Science and Mathematics (including at least one laboratory course) |
| 8 credit hours: Social Science |
| 8 credit hours: Humanities (courses other than English composition) |

To qualify for the MACRAO Transfer Agreement, a minimum of 12 credit hours (of the 30 credit hours required) must be completed by the student at Henry Ford Community College.

A student who wishes to have the MACRAO designation on his/her academic transcript should complete a MACRAO application form in the Office of Admission, Registration and Records at the time a request for the transcript is made. After the appropriate certification has been approved, the MACRAO endorsement will be placed on the applicant’s transcript and mailed. A list of approved courses which satisfy the MACRAO Agreement can be obtained in the Office of Admission, Registration and Records.

Earning a Bachelor’s Degree

One of the most important choices that community college students make is deciding whether to pursue additional education after completing their associate’s degree or certificate program. Fortunately, HFCC offers students several excellent options.

Henry Ford Community College has a very high transferability rate of courses to four-year colleges and universities. The content and quality of HFCC courses are equivalent to four-year universities, so students can be confident that HFCC courses will “count.”

It makes good financial sense to complete an associate’s degree at HFCC and then transfer to a four-year university. The tuition cost of completing 60 credit hours at HFCC is approximately $6,900. Other colleges and universities in Michigan charge up to $39,600. Students can use the money they save towards completing their bachelor’s degree and beyond.

In addition, students can participate in one of the college’s distance-learning partnerships with universities in Michigan and Ohio. These innovative collaborations offer both savings and convenience – students save thousands of dollars in tuition while earning a four-year degree onsite at Henry Ford Community College (See page 8 for details.)
Interested students should first complete their two-year, 60-credit associate’s degree at HFCC, followed by approximately 24 credit hours of “bridge” courses on the HFCC campus. Students then complete their bachelor’s degree by electing 40 semester credit hours of Franklin University’s online “Capstone Courses.” Although online courses are taught by Franklin University professors, students have the benefit of HFCC’s distance-learning resources such as computer assistance, counseling, academic support, and library facilities. Each student in the program is paired with a Student Services Associate at Franklin University who provides continuous support from admission to graduation. Many students enjoy the flexible scheduling inherent in distance-learning programs. However, interested students are strongly recommended to choose the one-credit hour elective course “Orientation for the Distance Student” at the onset of the degree program to determine whether this form of learning is appropriate for them. Students interested in HFCC’s distance-learning programs will find admissions and other information for Franklin University on the Web site at www.alliance.franklin.edu.
New Degree-Seeking Students

Degree-seeking students are expected to enroll in a specific HFCC program of study. These students should follow these easy steps for admission and registration:

1. **Complete an HFCC Admission Application**

   Students should fill out an admission application and return it to the Admissions, Registration and Records Office with a check or money order for $30 and submit one of the following of the to be admitted:
   - Current high school students are required to submit a high school transcript.
   - High school graduates need to supply a copy of their high school diploma.
   - GED holders need to provide a copy of their General Equivalency Diploma (GED) and test scores.
   - Transfer students should forward official copies of their college transcripts.
   - International students must provide proof of graduation from a school equivalent to a U.S. high school.
   - Non-U.S. citizens must provide proof of current visa status.

   The best way to apply for admission is on the web at www.hfcc.edu/apply. Paper applications can be obtained by calling the HFCC Welcome Center at 1-800-HFCC or e-mailing enroll@HFCC.edu.

   Students will be notified by mail of their acceptance status. Note: Health Careers and Nursing applicants must meet special requirements and follow special procedures. Call 313-845-6399 for details.

2. **Participate in Course Placement**

   In order to help students make the best choices in selecting classes, all degree-seeking students are required to participate in Course Placement. Course Placement helps students and their counselor or faculty advisor assess their reading, writing, and math skills. Course Placement is free of charge. Students cannot fail Course Placement.

   After the College receives the student’s HFCC admission application, the student may participate in Course Placement at the Assessment Center, located on the first floor of the Learning Resources Center (LRC). Students choose from either an untimed computerized assessment or a timed, written multiple-choice test.

   The sooner students complete Course Placement, the sooner they will be advised and allowed to enroll, giving them the best selection of classes and times. No appointment is necessary. Course Placement is available on a walk-in basis. Students should allow about two hours to complete the process. For more information about Course Placement students should call the Assessment Office at 313-845-6399.

   Note: Michigan Merit Scholarship recipients are not required to take HFCC Course Placement.

3. **Participate in Orientation**

   Orientation is the next step in the new student process. Students may view the orientation online in the Assessment Center. Orientation takes about one hour and no appointment is necessary. Orientation is also accessible online at www.hfcc.edu/orient.

4. **Meet with a Counselor**

   A counselor in the University Transfer, Advising, and Career Counseling Center will help the student with course selection, career goals and other information for a successful start.

5. **Register for Classes**

   The student registers for classes through WebAdvisor TREG (telephone registration) 313-317-4100, or in person at the Admission, Registration and Records Office in the lower level of the Learning Resources Center.
Payment of Tuition and Fees

The HFCC tuition and fee payment policy helps assure that all students have access to the college’s educational opportunities.

To become eligible to register for a new term, you must pay your prior term balances in full. After selecting courses, your tuition and fees must be fully paid by Friday at 4:30 p.m. of the week you register.

HFCC offers easy, convenient payment methods. You may pay your balance by cash, check or credit card (MasterCard, Visa or Discover) at the Cashier’s Office. You can also mail your check to:

Henry Ford Community College
Cashiers Office
5101 Evergreen Rd.
Dearborn, MI 48128

The Cashier’s Office is available Monday-Thursday, 8 a.m. - 6:30 p.m.; Friday, 8 a.m - 4:30 p.m. The office is closed on Friday during the Summer semesters. If you have questions, call the Cashier’s Office at 313-845-9641. Explore your payment options at: www.hfcc.edu/cashiers

For greater convenience, you can also pay online.

- Pay by credit card at the HFCC Web site using WebAdvisor at: My.hfcc.edu/webadvisor
- If your balance is $600 or more ($300 or more for Spring and Summer semesters), try the EZ-Pay installment plan offered through FACTS Management. Enroll on the HFCC Web site at: www.hfcc.edu/cashiers
- Make a payment directly from your checking or savings account using EZ-ACH at: www.hfcc.edu/cashiers

If you are sponsored by an employer, forward your company/corporate certificates and correspondence to the Cashier’s Office as soon as possible. If you expect any delay in receiving your certificate, contact the Cashier’s Office immediately.

If you’re a Financial Aid student, you are not subject to the above policies. Submit your FISAP and follow through with the financial aid process. However, student account balances are immediately due in full if you become ineligible for aid, lose your aid or fail to accept sufficient aid. For more information, call Financial Aid at 313-845-9616.

Non-Payment of Tuition and Fees

HFCC requires that students be prompt in paying all tuition and fees to remain in good standing.

If tuition and fees are not paid in accordance with the College’s Fee Payment Policy, you may be subject to collection (with additional penalties, fees, and credit reporting). A delinquent student account balance will block all future term enrollments and access to your transcripts until the account.

If your delinquent student account is due to a Return to Title IV Federal Financial Aid, you will be disqualified from additional Federal Financial Aid at HFCC and at other colleges and universities. To resolve such balances, contact the HFCC Cashier’s Office immediately.

For more information about financial aid options at HFCC, please go to page 233.
New Nondegree-Seeking Students (Personal Interest)

Persons who wish to take credit courses for enrichment, personal development or to continue their education can be admitted as nondegree students.

Note: Financial aid is not available to nondegree-seeking students.

Non-degree seeking students should follow these easy steps for admission and registration:

1 Apply for Admission
The best way to apply for admission is on the Web at www.hfcc.edu/apply. The only exception is Dual Enrollment or Advancement Plus students, who must complete a paper application and obtain the appropriate signatures from high school personnel.

Paper applications can be obtained by calling the HFCC Welcome Center at 1-800-585-HFCC, or e-mailing enroll@hfcc.edu.

Note: A nondegree student must be a high school graduate or have a General Equivalency Diploma (GED). To take classes, students must meet all course prerequisites listed in the HFCC catalog. Some classes may require placement testing. Graduates of foreign educational institutions must meet English language proficiency standards.

2 Register for Classes
After admission, students can register for classes. Please follow the Returning Student process listed on page 11.

3 Payment of Tuition and Fees
Your last step! See page 10, for “Payment of Tuition and Fees” information.

Previous balances must be paid in full before registering for a new term. After selecting courses, your tuition and fees must be fully paid by Friday at 4:30 p.m. of the week you register.

Guest Students

Guest students are those attending other colleges who wish to take courses at HFCC for transfer credit.

Note: Financial aid is not available to guest students.

Guest students should follow these easy steps for admission and registration:
Schedule of Classes

Students should see the Schedule of Classes each semester for specific times and dates of registration. The schedule is on the Web at www.hfcc.edu/schedule or is available at the Welcome Centers.

Book Buy Back Procedure

Ready to sell back used textbooks? Looking to save money on new ones? The College Store helps students by providing an extensive selection of used books, sold at 75% of the new book price. Always in demand, this stock of used books is replenished with a Book Buy Back program that takes place each semester.

Book Buy Back is held the week of final exams during fall and winter semesters, and at specially announced times during the spring and summer terms. The College Store does not purchase books from students at any other time.

Course books being used at HFCC may be sold back for up to 50% of the current new book price. Even if certain textbooks are not in demand at HFCC, the book buyer may offer a price based on national demand.

Due to overstocks and edition/title changes, not all books can be bought back. Workbooks also are not eligible for the Book Buy-Back program.

Buying Books

When it comes to selecting and purchasing textbooks, HFCC offers students plenty of convenient choices.

Students can buy their books in person or use College Store Online (www.hfcc.edu/collegestore), the convenient online textbook ordering service offered by the College Store.

Students can pay for textbooks with flexible options: VISA, MasterCard, Discover, financial aid, scholarships or company-sponsored vouchers. Students using financial aid, loans, or scholarships for College Store purchases must present a current student schedule or award letter and picture ID for each purchase. Visit collegestore.hfcc.edu for more information.

With College Store Online, students simply submit their order online and the College Store will have it ready for pick up. The College Store will even ship books to students for a small fee.
Online Services at HFCC

HFCC has a wide variety of computer and online services to help students achieve their goals. Major services include:

- Novell Network
- MyHFCC WebAdvisor
- UCompass Educator

A description of each follows.

Novell Network

What is Novell? Why do I need it?
Novell is the main operating system for the HFCC campus computer network. To use any computer on campus or obtain wireless accesses, you must log into the Novell Network by entering your User ID and password.

What is my Novell Network User ID?
Your User ID is assigned the first time you enroll for classes. It allows you to access all student computer services at HFCC. To get your User ID go to www.hfcc.edu/webadvisor. Click “What’s My User ID?” and follow the prompts to find your User ID.

What is my Novell Network password?
Your Novell password is the four-digit month and date of your birth, i.e. June 5 = 0605.

How do I change my Novell Network password?
The Novell network, wireless, and UCompass use exactly the same account and password. When you change the Novell network password, the UCompass password changes as well. To change your Novell network and UCompass password via the Internet point your browser to https://my.hfcc.edu, click on “Change My Password”, sign in, and follow the instructions.

For more information on changing your Novell Network, wireless, and UCompass password, visit https://my.hfcc.edu/passwords. Students are strongly encouraged to change their passwords and set their challenge phrases.

Where do I go for help with the Novell Network?
For help with your Novell Network login or password, visit the Online Help Desk. From the HFCC Web site, www.hfcc.edu, click “For Current Students,” then “Computer Help Desk” on the left-page menu.
**WebAdvisor**

**What is MyHFCC WebAdvisor?**
WebAdvisor is a secure, web-based tool that allows HFCC students to safely access their college-related information.

**Why do I need MyHFCC WebAdvisor?**
Current students use WebAdvisor to:

- Register for classes (returning students only; new degree-seeking students register in person)
- Drop and add classes (prior to the beginning of a semester)
- Pay for classes
- Retrieve grades
- View transcripts
- View and print class schedules
- Check financial aid status
- View account summary

**How do I get to MyHFCC WebAdvisor?**
From a Web browser, go to [www.hfcc.edu/webadvisor](http://www.hfcc.edu/webadvisor) and proceed to the student log-in screen.

**What is my WebAdvisor ID?**
You are assigned a unique WebAdvisor ID the first time you enroll for classes. It allows you to access all student computer services at HFCC. To find your WebAdvisor ID go to [www.hfcc.edu/webadvisor](http://www.hfcc.edu/webadvisor). Click “What’s my user ID?” You will be asked to provide your last name and either your social security number or your student number. After you submit this information, a screen will appear that gives your WebAdvisor User ID.

**What is my WebAdvisor password?**
Your password for all online and network tools is initially the four-digit month and date of your birth. For example, if your birthday is June 5 your password will be 0605.

When you enter this 4-digit number, you will immediately be asked to change your password to one of your choice. The password must contain both letters and numbers and must be a minimum of 6 characters and a maximum of 10. You will be asked to enter the password twice, for verification. You have the option of entering a password hint as well. Use this new password only when you log into WebAdvisor. Your UCompass, wireless portal, and Network password will remain the same, the four-digit month and date of your birth.

In the event that you forget your password for WebAdvisor or want to change it for any reason, you can change it by clicking on “What’s My Password?” on the WebAdvisor menu. You will be given three options: select “Reset My Password.” Once you have provided your name and either social security number or student number, your new password will be sent to your e-mail address.

**Registering for Classes Using MyHFCC WebAdvisor**

Before using WebAdvisor’s registration feature, you should know exactly what sections and classes you intend to take. You can search for the schedule on WebAdvisor or use the Schedule of Classes.

When you are ready to register, click on Register for Classes. At the bottom of the page, click on Express Registration. Once the grid appears that allows you to enter your class selections, make entries only in the far left-hand column labeled “Synonym.” The Synonym is the six-digit number that identifies the particular class section you wish to select. It tells the database which semester you wish to register for and the course and section of that course you have chosen. Do not fill in any additional information – just the synonym. Once you click on “Submit” at the bottom of the page and select the semester schedule you wish to see, your schedule for that semester will appear with your name and student number on it. This page can be printed for your record.

Please note: At certain times during each semester, the volume of traffic on WebAdvisor is substantial. This slows down the system. If you are experiencing delays in screens appearing or changing, please be patient. If you double click, thinking that the system is not responding, you are likely to be exited from the system and will have to start over again. As long as the figure at the top right-hand corner of the screen is revolving, the system is processing your request.

**Where do I go for help with MyHFCC WebAdvisor?**
For help with your WebAdvisor login or password, e-mail myhfcc@hfcc.edu.
Getting Started

UCompass Educator and Online Courses

What is the UCompass Educator Course Management System?
The UCompass Educator Course Management System is HFCC’s online classroom system. Only students enrolled in online courses or courses that use UCompass Educator as a supplement to traditional classroom instruction use UCompass. Your UCompass account is available on the first day classes begin on campus. The web address to log into UCompass is http://henryford.ucompass.com.

What is my UCompass Educator ID?
Your UCompass ID is the same as your WebAdvisor ID.

What is my UCompass Educator password?
Your UCompass password is the four-digit month and date of your birth, i.e. June 5 = 0605.

How do I change my UCompass Educator Password?
The Novell network and UCompass use exactly the same account and password. When you change the Novell network password, the UCompass password changes as well. To change your Novell network and UCompass password, point your browser to https://my.hfcc.edu, click on “portal,” sign in and follow the instructions.

For more information on changing your Novell Network, wireless, and UCompass password, visit https://dvc.hfcc.net/helpdesk/000367.htm.

Where do I go for help with UCompass Educator?
For help with UCompass, contact the HFCC Office of Instructional Technology.
Phone: 313-845-9663, extension 4 or 5.
Students can also e-mail: support@henryford.ucompass.com.
See the Online Learning section on page 245 for complete information about taking one or more of HFCC’s high-quality online courses.

Wireless @HFCC

Henry Ford Community College now provides wireless access for all faculty, staff, and registered students. Currently, the wireless network is available in the Library, Student Center, Technical Buildings, Health Careers Education Center, Learning Technology Building, Liberal Arts Building, Science Building and the ASCC Building from 6 a.m. until 10 p.m. daily. This service provides Access to Web based resources only. Browser based e-mail is supported. Printing is not available on the wireless network.

Complete instructions on accessing the Wireless Network can be obtained at https://dvc.hfcc.net/helpdesk/000171.htm.
### Computers are Available for HFCC Students on Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Who Can Use</th>
<th>Days</th>
<th>Times</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eshleman Library Media Lab, level 2</td>
<td>All current HFCC students</td>
<td>Monday-Thursday, Friday, Saturday</td>
<td>7:30 AM - 9 PM, 7:30 AM - 4 PM, 8 AM - 5 PM</td>
<td>313-845-6386</td>
<td>Software: Microsoft Office and other course related software. Printing: 10¢ per page.</td>
</tr>
</tbody>
</table>

**Important information for Eshleman Library Media Center**
The Media Center has more than 50 computers which can be used by enrolled students to complete assignments, type papers or access the Internet. Media Center staff can help students logon the first time and give limited help thereafter, but users are expected to have a basic knowledge of computers, software and the Internet. To make computers available equally, time limitations are imposed. Students can also use Internet based services like UCompass and WebAdvisor in the computer lab.

<table>
<thead>
<tr>
<th>Location</th>
<th>Who Can Use</th>
<th>Days</th>
<th>Times</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Economics Division Lab, LA-332</td>
<td>Current Business and Economics students</td>
<td>Lab availability varies each semester</td>
<td>See current schedule posted at LA-332</td>
<td>313-845-9645</td>
<td>Lab hours subject to change.</td>
</tr>
<tr>
<td>Computer Information Systems (CIS) Lab, T-194</td>
<td>Current CIS students</td>
<td>Lab availability varies each semester</td>
<td>See current schedule posted at T-194</td>
<td>313-845-9255</td>
<td>Lab hours subject to change.</td>
</tr>
<tr>
<td>Graphic Design Lab, F-160</td>
<td>Current Graphic Design students</td>
<td>Lab availability varies each semester</td>
<td>See current schedule posted at F-160</td>
<td>313-845-6476</td>
<td>Lab hours subject to change.</td>
</tr>
<tr>
<td>Music Technology Computer Lab, F-112</td>
<td>Current Music students</td>
<td>Lab availability varies each semester</td>
<td>See current schedule posted at F-112</td>
<td>313-845-6476</td>
<td>Lab hours subject to change.</td>
</tr>
<tr>
<td>Nursing Computer Lab, H-125</td>
<td>Current Nursing students</td>
<td>Fall/Winter terms only</td>
<td>9 AM - 12 PM, 8 AM - 4 PM, 8 AM - 2 PM</td>
<td>313-845-6306</td>
<td>Lab is closed during Spring/Summer term.</td>
</tr>
</tbody>
</table>

### Labs for Class Registration & Financial Aid use

<table>
<thead>
<tr>
<th>Location</th>
<th>Who Can Use</th>
<th>Days</th>
<th>Times</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Registration LRC lower-level Lobby of LRC-013</td>
<td>For students registering for classes only.</td>
<td>Monday-Thursday, Friday, Thursday</td>
<td>8:30 AM - 6 PM, 8:30 AM - 4 PM</td>
<td>313-845-6403</td>
<td>This lab is for class registration only.</td>
</tr>
<tr>
<td>Financial Aid LRC lower-level LRC-030</td>
<td>New and current students for financial aid use only.</td>
<td>Monday-Thursday, Friday, Thursday</td>
<td>8:30 AM - 6 PM, 8:30 AM - 4 PM</td>
<td>313-845-9616</td>
<td>This lab is to complete the online FAFSA and other financial aid documents only.</td>
</tr>
</tbody>
</table>
Degrees, Certificates & Continuing Education Units

Associate Degrees

Henry Ford Community College awards the following Associate Degrees:

- Associate in Applied Science
- Associate in Arts
- Associate in Business
- Associate in General Studies
- Associate in Science

To earn an Associate Degree, students must complete the General Requirements for an Associate Degree, General Education Requirements, and Specific Degree Requirements. These requirements are listed in the following sections.

In order to improve programs, HFCC may occasionally change the requirements for a degree. If degree requirements have changed, students may elect to

- graduate under the current program/degree requirements (year of graduation)
- OR
  - Graduate under previous program/degree requirements within three (3) years of any program/degree change.

General Requirements for an Associate Degree

1. Earn a minimum of 60 semester hours of credit with a 2.00 cumulative grade point average (GPA) or higher.
2. Complete General Education and Specific Degree Graduation Requirements outlined on the following pages.
3. Complete all required and elective courses for the program found in the Program of Study section of this catalog. (This information is available on myHFCC WebAdvisor under Program Evaluation.)
4. A maximum of six credit hours in developmental courses (numbered 099 or lower) may be used as elective credit. Developmental courses do not meet General Education, Specific Degree Requirements, or Program Requirements.
5. Complete a minimum of 20 semester hours of credit at HFCC. The balance of credit may be transferred in from other sources (usually accredited colleges). Students must work with the HFCC University Transfer, Advising, and Career Counseling Office and/or the Admissions, Registration and Records Office to establish an official record of transfer credit at the College.

6. A maximum of 40 semester hours of credit from any HFCC associate degree may be applied toward meeting the requirements of another degree. In other words, to earn a second associate degree at HFCC an additional 20 semester hours of credit must be earned or all second degree requirements must be met, whichever is greater. The same rule applies for all subsequent degrees.

7. A maximum of six semester hours of credit may be transferred after leaving HFCC to complete degree requirements. All degree requirements must be met. A minimum of 20 semester hours of credit must be earned at HFCC.

8. A student holding a bachelor's degree from a regionally accredited college or university will be given transfer credit equivalencies that meet the General Education Requirements for graduation.

9. All financial obligations to the College have been met.

General Education Requirements

All students receiving an Associate Degree are required to meet General Education Outcomes. Henry Ford Community College defines General Education as courses and/or learning experiences that enable students to attain the knowledge and skills needed by every college graduate. General Education establishes a foundation of skills and understandings to enable success in employment and further education. In line with its belief that General Education competence should be defined by the College to meet the needs of external communities in which its graduates must function, HFCC has collected and restated expectations identified by employers, alumni, and four-year colleges. The General Education Outcomes reflect those expectations. To receive an Associate Degree from the College, students must earn a passing grade in at least one of the courses (or pair of courses) listed for each General Education Outcome.

Students who enroll for the first time at HFCC in Fall 2005 or later are required to meet the General Education Outcomes listed below for graduation. Students first enrolled before Fall 2005 have the option of meeting the requirements listed below or those listed in Appendix D. However, all students applying to graduate after May 2008 must satisfy the General Education Outcomes listed below.

General Education Outcome #1

American Society, Events, Institutions and Cultures

Students will be able to demonstrate an understanding of American society, with emphasis on: major ideas and
events that have influenced American society, OR social and political institutions that shape American society, OR diverse populations and cultures that compose American society.

**Courses Meeting General Education Outcome #1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 235</td>
<td>American Literature Before 1900</td>
<td>3</td>
</tr>
<tr>
<td>ENG 236</td>
<td>American Autobiographies</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 131</td>
<td>Intro to Criminal Justice/Law</td>
<td>3</td>
</tr>
<tr>
<td>HIST 151</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 152</td>
<td>American History II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131</td>
<td>Intro to Amer Govt and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SOC 131</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SSC 131</td>
<td>Survey of Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Outcome #2**

**Computer Literacy**

Students will be able to utilize a computer and its software to accomplish practical tasks, including word processing and Internet usage.

**Courses Meeting General Education Outcome #2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 112</td>
<td>Computers in Architecture</td>
<td>1</td>
</tr>
<tr>
<td>AH 125</td>
<td>Survey of Computer Med Info Sys</td>
<td>3</td>
</tr>
<tr>
<td>ART 275</td>
<td>Advanced Projects (Graphic Design)</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140</td>
<td>Microcomputer Apps for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Intro to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Instructional Tech for Elem Educators</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223</td>
<td>Instructional Tech for Sec Educators</td>
<td>3</td>
</tr>
<tr>
<td>HCS 131</td>
<td>Computers and Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 161*</td>
<td>Medical Information Processing</td>
<td>2</td>
</tr>
<tr>
<td>MFMT 103</td>
<td>Industrial Computer Orientation</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 115</td>
<td>Computer Apps for Skilled Trades</td>
<td>2</td>
</tr>
<tr>
<td>CLT 100</td>
<td>Computer Literacy Test</td>
<td>0</td>
</tr>
</tbody>
</table>

Students who have already learned the required Computer Literacy competencies may meet the requirements by signing up for CLT 100 and passing the Computer Literacy Test. CLT 100 consists of only one class session when the Computer Literacy Test is given.

* Course is not offered beginning Fall 2006.

**General Education Outcome #3**

**Critical Thinking**

Demonstrate critical thinking and problem solving skills in addressing a problem or situation described verbally, graphically, symbolically or numerically.

**Courses Meeting General Education Outcome #3**

Any non-activity based courses numbered 100 or higher will meet the requirements General Education Outcome #3.

**General Education Outcome #4 & #5**

<table>
<thead>
<tr>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify, locate, evaluate, and effectively use information to solve problems.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate proficiency in reading and writing in Standard English at the College level.</td>
<td></td>
</tr>
</tbody>
</table>

**Courses Meeting General Education Outcome #4 & #5**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>Composition I and</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 131</td>
<td>Composition I and</td>
<td>3</td>
</tr>
<tr>
<td>ENG 135</td>
<td>Business and Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Important notes on courses that meet General Education requirements:

1. Courses required in the curriculum for particular programs may also fulfill General Education requirements. Students should carefully compare the course requirements for their program with General Education requirements to ensure that they enroll in the most efficient manner possible.

2. Particular programs may recommend that students take specific courses meeting General Education requirements for the purpose of transfer to other colleges and/or universities. Students should check the transfer requirements for the college and/or university they plan to attend to ensure they enroll for the appropriate required courses. See the HFCC University Transfer, Advising, and Career Counseling Center for information on transfer requirements.

**Specific Degree Requirements**

In addition to the General Requirements for an Associate Degree and the General Education Requirements, specific degree requirements must be met to achieve an Associate Degree offered by the College.

**Associate in Arts Degree**

Programs leading to the Associate in Arts degree are intended for students who plan to transfer to a four-year college or university to complete a bachelor’s degree. The programs include:

- Art Foundations
- Ceramics
- Child Development
- Criminal Justice – Corrections/Probation and Parole
- Criminal Justice – Law Enforcement
- Education Studies
- Graphic Design
- Interior Design
Degrees, Certificates & Continuing Education

The requirements of the Associate in Arts degree include:

1. General Education Requirements
   Credits
2. Degree Specific Graduation Requirements
   Wellness Group
   - one course
   COUN 114, HPE 140, HPE 142, HPE 153,
   HPE 260, HPEA 117, HPEA 217, HPEA 126,
   HPEA 155
   Humanities Group
   - 8
   Art, Dance, English (except ENG 131, 132, 135),
   Foreign Language, Journalism, Music,
   Philosophy, Science in Western Culture,
   Telecommunications, Speech, Theater,
   World Religion
   Science and Mathematics Group
   - 8
   Astronomy, Atmospheric Studies, Biology,
   Chemistry, Geology, Mathematics, Physical
   Science, Physics
   Social Science Group
   - 8
   Anthropology, Criminal Justice, Economics,
   Geography, History, Political Science,
   Psychology, Social Science, Sociology
   NOTE: Courses that meet the General Education Requirement on American Society, Events, Institutions, and Cultures may also fulfill the Social Science Group Requirement.

3. Program Requirements and Electives
   See specific program requirements.
   Total Credits: 60 or more

Associate in Science Degree

Programs leading to the Associate in Science degree are intended for students who plan to transfer to a four-year college or university to complete a bachelor’s degree. The programs include:

- Environmental Studies
- Pre-Engineering
- Pre-Pharmacy
- Pre-Professional Biology
- Pre-Professional Chemistry

The requirements of the Associate in Science degree include:

1. General Education Requirements
   Credits
2. Degree Specific Graduation Requirements
   Humanities Group
   - 6
   Art, Dance, English (except ENG 131, 132, 135),
   Foreign Language, Journalism, Music, Philosophy,
   Science in Western Culture, Telecommunications,
   Speech, Theater, World Religion
   Science and Mathematics Group
   - 24
   Astronomy, Atmospheric Studies, Biology,
   Chemistry, Geology, Physical Science, Physics,
   Mathematics (minimum 2 lab courses required)
   Social Science Group
   - 3
   Anthropology, Criminal Justice, Economics,
   Geography, History, Political Science,
   Psychology, Social Science, Sociology
   NOTE: Courses that meet the General Education Requirement on American Society, Events, Institutions, and Cultures may also fulfill the Social Science Group Requirement.

3. Program Requirements and Electives
   See specific program requirements.
   Total Credits: 60 or more

Associate in Applied Science Degree

Programs leading to the Associate in Applied Science degree are intended to prepare students for specific occupational careers in a wide range of fields. The programs include:

- Architecture/Construction Technology
- Automotive Service (ASSET)
- Automotive Technology
- Building Construction Trades
- Computer Information Systems
- Computer Numerical Control
- Culinary Arts
- Electrical Technology
- Energy Technology - HVAC
- Energy Technology - Power Building Engineer
- Firefighter/Paramedic
- Fitness Leadership
- Hotel-Restaurant Management
- Industrial Drafting & CAD Technology
- Information Assurance
- Manufacturing Productivity Systems
- Manufacturing Trades
- Medical Practice - Clinical Management
- Network Administration
- Networking
- Nursing
- Nursing - Advancement of LPNs to RNs
- Paramedic
- Physical Therapist Assistant
- Plant Maintenance Trades
Radiographer
Radiologic Technologist
Respiratory Therapist
Surgical Technologist

Trade and Apprentice Education students who have completed their apprenticeship requirements may earn an Associate in Applied Science Degree in Plant Maintenance Trades or Manufacturing Trades upon satisfactory completion of the General College Requirements.

The requirements of the Associate in Applied Science degree include:

1. General Education Requirements
   - Credits: 9-12

2. Program Requirements and Electives
   - See specific program requirements.

   Total Credits: 60 or more

Associate in Business Degree

Programs leading to the Associate in Business degree are intended to prepare students for various occupational careers in business. The programs include:

- Accounting
- Administrative and Information Management
- Business Administration
- Business, General
- Legal Assistant
- Management
- Medical Practice/Facility Business Management

The requirements of the Associate in Business degree include:

1. General Education Requirements
   - Credits: 9-12

2. Program Requirements and Electives
   - See specific program requirements.

   Total Credits: 60 or more

Associate in General Studies Degree

The Associate in General Studies degree provides students with the opportunity to explore a wide range of different courses from both academic and career programs.

The requirements of the Associate in General Studies degree include:

1. General Education Requirements
   - Credits: 9-12

2. Degree Specific Graduation Requirements
   - Wellness Group

   Total Credits: 60 or more

Certificate Programs

Programs leading to a Certificate of Achievement are available. These programs are highly specialized and intended to provide skills that will increase students’ opportunities for employment or promotion. There are three types of certificates: Basic, Complex, and Advanced.

Level 1 Basic Skills Certificate

The learning domain must be limited to a single technology or skill area, and the certification candidate should be able to:

- accomplish basic tasks in the domain without assistance
- solve common problems within the domain
- assist in more advanced tasks
- describe the technical structure of the domain.

At HFCC, the following academic conditions apply to Level 1 Certificate:

- The certificate includes a maximum of 18 credit hours.
- Twenty-five percent of coursework may be transferred in with written approval of the appropriate Associate Dean.
- A cumulative GPA of 2.0 is required of all certificate coursework.

Level 2 Complex Skills Certificate

The learning domain must encompass either multiple technologies/skill areas or a complex single technology, and the certification candidate should be able to:

- serve as a resource for others
- solve moderately complex problems without assistance
- perform advanced tasks within the domain.
The certificate includes 12-48 credit hours.
Twenty-five percent of coursework may be transferred in with written approval of the appropriate Associate Dean.
A cumulative GPA of 2.0 is required of all certificate coursework.

## Level 3 Advanced Skills Certificate

The learning domain must encompass multiple technologies or skill areas, and the certification candidate should be able to:
- troubleshoot complex problems
- confidently traverse the scope of the domain, from the most basic material to complex issues involving interfaces outside the domain
- present “significant experience”
- complete a hands-on assessment/lab exam/project.

At HFCC, the following academic conditions would apply to a Level 3 certificate:
- Certificate candidate would be required to have a related Associate degree or higher, or a minimum of two years of recent, verifiable work.
- The certificate includes 5-30 credit hours.
- Twenty-five percent of coursework may be transferred in with written approval of the appropriate Associate Dean.
- A cumulative GPA of 2.0 is required of all certificate coursework.

## Continuing Education Units

Continuing Education Units are awarded in recognition of completion of certain non-credit courses and programs. CEU credits do not apply to certificate or degree requirements. Information regarding CEU credits is available from the Center for Lifelong Learning.
Programs of Study

Henry Ford Community College

Administrative and Information Management
Advanced CNC Certificate
Advanced Pathways
Analog Electronics
Animation
Anthropology, Pre
Application Development
Architecture/CAD Technology
Art Foundation
Astronomy, Pre
Auto Air Conditioning, Brakes & Alignment
Auto Tune-up
Automation Controls
Automated Systems Technology (A.S.T.)
Automotive Technician
Business Management
Chemistry - Pre-Professional
Child Development
Computer Information Systems
Computer Networking Administration and Support
Computer Numerical Control (CNC)
Computer Software Applications
Criminal Justice – Corrections
Criminal Justice – Law Enforcement and Investigation
Culinary Skills
Culinary and Baking
Culinary Arts
Culinary Arts Supervision
Customer Service Professional

Education Paraprofessional
Electrical Technology
Energy Technology
Engineering, Pre-
Film and Video Production
Fine Art
Geology, Pre
Graphic Design
Heating and Cooling
Highpressure Boilers, Steam & Refrigeration
Hotel Management
Illustration
Industrial Distribution – Business Concentration
Industrial Distribution – Technical Concentration

Medical Practice/Facility Management
Business Management
Medical Receptionist
Multimedia Design
Multiplying Maintenance Technician
Nutrition Administration
Structure Essentials
Pet Tech.
Paramedic
Pharmacy Technician
Philosophy, Pre
Physical Therapy
Physical Therapist Assistant
Pre-Law
Pre-Med
Pre-Nurse
Pre-Pharmacy
Pre-Physical Therapy
Print Design
Psychology, Pre
Public Relations
Public Speaking
Public Speaking - Speech
Radio/Television Broadcasting
Radiologic Technology
Recreation Management
Retail Management
School Management
Secretarial
Special Education
Sports Management
Technical Writing
Theatre
Web Design

Materials Joining and Fabrication – Welding
Mathematics, Pre

Music

Programs of Study

Henry Ford Community College

Administrative and Information Management
Advanced CNC Certificate
Advanced Pathways
Analog Electronics
Animation
Anthropology, Pre
Application Development
Architecture/CAD Technology
Art Foundation
Astronomy, Pre
Auto Air Conditioning, Brakes & Alignment
Auto Tune-up
Automation Controls
Automated Systems Technology (A.S.T.)
Automotive Technician
Business Management
Chemistry - Pre-Professional
Child Development
Computer Information Systems
Computer Networking Administration and Support
Computer Numerical Control (CNC)
Computer Software Applications
Criminal Justice – Corrections
Criminal Justice – Law Enforcement and Investigation
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Culinary and Baking
Culinary Arts
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Energy Technology
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Medical Practice/Facility Management
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Multimedia Design
Multiplying Maintenance Technician
Nutrition Administration
Structure Essentials
Pet Tech.
Paramedic
Pharmacy Technician
Philosophy, Pre
Physical Therapy
Physical Therapist Assistant
Pre-Law
Pre-Med
Pre-Nurse
Pre-Pharmacy
Pre-Physical Therapy
Print Design
Psychology, Pre
Public Relations
Public Speaking
Public Speaking - Speech
Radio/Television Broadcasting
Radiologic Technology
Recreation Management
Retail Management
School Management
Secretarial
Special Education
Sports Management
Technical Writing
Theatre
Web Design

Materials Joining and Fabrication – Welding
Mathematics, Pre

Music
The goal of Henry Ford Community College’s associate degree in Accounting is to assist students in gaining the necessary knowledge and competencies to succeed in acquiring an entry-level accounting position and/or transferring to a four-year college or university to major in accounting. Students will learn accounting theory and practice and will gain an understanding of business operations.

Students may elect the Accounting degree as a foundation for the education requirements to sit for the Certified Public Accountant (CPA) exam.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Lawrence Technological University
- Siena Heights University
- University of Detroit Mercy
- University of Michigan - Dearborn
- Walsh College
- Wayne State University

Minimum Number of Credits To Graduate (Including Options/Electives): 60

**Courses**

**Required Core Courses - Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 131 - Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BAC 132 - Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Complete 1 of the following courses:</td>
<td></td>
</tr>
<tr>
<td>BAC 141 - Computerized Accounting - QuickBooks</td>
<td>2</td>
</tr>
<tr>
<td>BAC 146 - Computerized Accounting - Peachtree</td>
<td>3</td>
</tr>
<tr>
<td>Complete 6 credit hours from the following courses:</td>
<td></td>
</tr>
<tr>
<td>BAC 231 - Asset Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BAC 234 - Equity Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BAC 235 - Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BAC 262 - Cost Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Support Courses - Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BEC 151 - Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BEC 152 - Principles of Micro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BLW 253 - Business Law and the Legal Environment</td>
<td>4</td>
</tr>
<tr>
<td>MATH 115 - College Algebra or higher numbered</td>
<td>MATH course*</td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

* The following courses may not be used to fulfill the requirement: MATH 121, MATH 221, and MATH 225.

**Associate in Business Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Business degree, may also be used to fulfill General Education when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 131</td>
<td>BAC 132</td>
<td>BAC 141</td>
<td>BAC 234</td>
</tr>
<tr>
<td>BBA 131</td>
<td>BEC 152</td>
<td>BAC 231</td>
<td>BLW 253</td>
</tr>
<tr>
<td>BCA 140</td>
<td>ENG 131</td>
<td>ENG 132</td>
<td>SPC 131</td>
</tr>
<tr>
<td>BEC 151</td>
<td>MATH 115</td>
<td>POLS 131</td>
<td></td>
</tr>
</tbody>
</table>

* Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.*
Henry Ford Community College

Administrative and Information Management

Description
Henry Ford Community College's associate degree in Administrative and Information Management (AIM) provides instruction, preparation, and guidance needed by administrative professionals in today's competitive work environment. The increased requirement of information, the expansion of computer technology, and the need for management support have transformed the office setting. The AIM program opens a career path for students interested in entering the administrative/management-support field and provides individuals already in the profession with the opportunity to upgrade their skills. This degree program requires a minimum of 60 or 62 credits and an exit typing speed of 40 words per minute.

Graduates of the AIM program will be prepared for career opportunities such as executive assistant, administrative assistant, office manager, office supervisor and administrative professional.

While working toward the AIM degree, students may choose to earn a Certificate in Computer Software Applications and/or a Certificate in Office Administration.

After earning 12 credits, students whose declared major is AIM are eligible to apply for the Frederick P. and Violet Sharpe Scholarship. Students should call the HFCC Foundation Office at 313-845-9620.

Career Opportunities
- Executive Assistant
- Administrative Assistant
- Office Manager
- Office Supervisor and Administrative Support among other job titles

Minimum Number of Credits To Graduate (Including Options Electives): 60

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrative and Information Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MGT 230 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 231 - Supervision and Teambuilding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT 240 - Creative Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 106 - Introduction to Windows</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BCA 125 - Introduction to the Internet &amp; Web Pages</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 143 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 145 - Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 147 - Data Base Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCA 152 - Presentation Software</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BBA 110 - Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BBA 133 - Business Behavior and Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BBA 231 - Business Office Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BBA 235 - Office Administration Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete one of the following courses:
- BCO 191 - Business Cooperative Education | 1 |
- BCO 290 - Business Cooperative Education | 2 |

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Administrative and Information Management</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMA 110 - Business Mathematics OR</td>
<td>Administrative and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115 - College Algebra or higher level - MATH course.*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Note: *The following courses do not meet the requirements for this program: MATH 121, MATH 221, and MATH 225.

Associate in Business Degree Requirements

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 110</td>
<td>BBA 133</td>
<td>BBA 231</td>
<td>BBA 235</td>
</tr>
<tr>
<td>BBA 131</td>
<td>BCA 125</td>
<td>BCA 145</td>
<td>BCA 152</td>
</tr>
<tr>
<td>BCA 106</td>
<td>BCA 143</td>
<td>BCA 147</td>
<td>POLS 131</td>
</tr>
<tr>
<td>BCA 140</td>
<td>BMA 110</td>
<td>MGT 230</td>
<td>MGT 231</td>
</tr>
<tr>
<td>ENG 131</td>
<td>ENG 132</td>
<td>MGT 240</td>
<td></td>
</tr>
</tbody>
</table>
Advanced CNC Certificate

Certificate of Achievement - Technology
Ken Wright 313-845-6331 kwright@hfcc.edu  
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Description
In the modern business environment, many employers require substantial skills in the use and application of CNC equipment. The attainment of the Advanced CNC Certificate in Manufacturing Productivity Systems offers evidence to employers that the individual has reached an advanced level of proficiency. It provides students with the opportunity to improve and build on their current skills and knowledge of CNC. Students enrolled in the program will receive training on the latest equipment used in the industry.

The courses required for this certificate are all accepted towards an associate degree to improve a student’s employability. The certificate can be used as a building block toward an Associate in Applied Science degree. Individuals who are already employed may find that the certificate increases the opportunity for promotion.

Minimum Number of Credits To Graduate (Including Options/Electives): 27.5

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 130 - Quality Control Gaging and Inspection</td>
<td>4</td>
</tr>
<tr>
<td>MPS 140 - Introduction to CNC</td>
<td>4</td>
</tr>
<tr>
<td>MPS 145 - CNC Operations</td>
<td>6</td>
</tr>
<tr>
<td>MPS 146 - Introduction to CNC Machine Tool Probing</td>
<td>1</td>
</tr>
<tr>
<td>MPS 147 - Basic Macro Programming for CNC</td>
<td>1.5</td>
</tr>
<tr>
<td>MPS 148 - Advanced CNC Probing</td>
<td>1</td>
</tr>
<tr>
<td>MPS 150 - SPC in Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MPS 275 - Advanced CNC Operations</td>
<td>6</td>
</tr>
</tbody>
</table>

Advanced Pathways

Certificate of Achievement - Skilled Trades and Apprenticeship Division
Skilled Trades and Apprenticeship 313-845-6415

Description
The Advanced Pathways in Educational Career Excellence certificate program is intended to develop the basic foundation skills necessary to pass employer-delivered selection tests and prepare students for employment in skilled trades.

Satisfactory scores on Reading and Math Course Placement are required for entry into this program.

Minimum Number of Credits To Graduate (Including Options/Electives): 20

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMA 110 - Industrial Applications of Basic Math Principles</td>
<td>2</td>
</tr>
<tr>
<td>TADF 115 - Computer Applications for Skilled Trades</td>
<td>2</td>
</tr>
<tr>
<td>TADF 150 - Applied Technology</td>
<td>3</td>
</tr>
<tr>
<td>TADV 100 - Basic Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>TAMA 120 - Industrial Applications of Algebraic Principles</td>
<td>3</td>
</tr>
<tr>
<td>TADF 120 - Industrial Safety Awareness</td>
<td>2</td>
</tr>
<tr>
<td>TAEI 102 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>TAMN 100 - Shop Tools and Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMA 110</td>
<td>TADF 115</td>
<td>TADF 150</td>
</tr>
<tr>
<td>TADF 100</td>
<td>TAMN 100</td>
<td>TADF 120</td>
</tr>
</tbody>
</table>

Note:
The sequence of classes shown above has been set to allow students to successfully complete this series of classes in one year while working part or full-time. The order in which the courses are taken has a logical pattern, building skills as the courses progress. If a student chooses, extra courses may be taken in any semester to accelerate his or her progress through the program.

When this is done, pre-requisites must be observed. It is recommended, however, that a student not enroll for more than 9 credit hours in a semester if he or she is working full-time.
**Programs of Study**

**Henry Ford Community College**

**Analog Electronics**

**Certificate of Achievement - Technology Division**

Mark Siedlik 313-845-6353  msiedlik@hfcc.edu

David Wiltshire 313-845-9637  djwiltshire@hfcc.edu

**Description**

This certificate can be earned while pursuing an Associate in Applied Science degree in Electrical Technology. Analog electronics deals with infinitely varying signals and the components that amplify and operate with these varying signals. Topics in this area include diodes, rectification, filtration, amplification, transistors, scr, triacs, diacs, sensors and instrumentation.

**Minimum Number of Credits To Graduate (Including Options/Electives): 24**

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103 - Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 106 - Basic Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 155 - Analog Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 190 - Electronics Technology Co-op</td>
<td>1</td>
</tr>
<tr>
<td>ELEC 195 - AC/DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 205 - Analog Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 255 - Instrumentation Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or higher level Math</td>
<td></td>
</tr>
</tbody>
</table>

**Application Developer Certificate**

**Certificate of Achievement - Technology Division**

David Maier 313-845-9890  djmaier@hfcc.edu

David Wiltshire 313-845-9637  djwiltshire@hfcc.edu

**Description**

The .Net Application Certificate is designed to prepare the student for the Microsoft Certified Application Developer (MCAD) Exams. The .Net programming language that is used is Visual Basic. For more information on the MCAD exams, please visit Microsoft’s website at www.Microsoft.com and search for the keywords MCAD Certificate. Henry Ford Community College is a member of Microsoft’s MSDN Academic Alliance Program which means that students can purchase the Visual Studio .NET Academic version for a very affordable price. This version incorporates all the features of Visual Studio .NET Professional and adds several new course management features, including assignment managers, documentation, and sample code. The CIS course listed can also be applied to an Associate in Applied Science within the Computer Information Systems program.

**Career Opportunities**

- Application developer for a Visual Basic .Net application
- Application developer for an ASP.Net Internet application
- Database Administrator for SQL Server database

**Minimum Number of Credits To Graduate (Including Options/Electives): 12**

**Animation**

**Certificate of Achievement - Fine Arts and Fitness Division**

Kirk McLendon 313-845-6487  mclendon@hfcc.edu

James Nelson 313-845-6316  jnelson@hfcc.edu

**Description**

Animation is one of the five new Graphic Design Certificate Programs offered at HFCC. Earn an Animation Certificate by completing the 37 credit hours of core courses. Students may complete an additional 23 credit hours of General Education and Elective courses to earn an Associate in Arts degree. Classes are offered throughout the year during the day, evening and weekend.

Animators are artists who create the magic of motion. With animation commonplace on television, movies, and the web, there is a demand for artists with the skill and know-how to produce creative animation. Computer and drawing skills are very important in this field.

**Minimum Number of Credits To Graduate (Including Options/Electives): 37**

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 - Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 - Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 - Photoshop/ImageReady</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 - Flash</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 - Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 113 - Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 - Intermediate Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 130 - History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 208 - Lightwave OR Programming</td>
<td>3</td>
</tr>
<tr>
<td>ART 209 - Maya</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 - Animation Basics</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 - Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART 275 - Advanced Projects</td>
<td>3</td>
</tr>
<tr>
<td>TCM 157 - Digital Video Editing</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: An additional 23 credit hours of General Education courses may be taken with any of the five Graphic Design certificates to obtain an Associate in Arts degree. Students may take either ART 208 or ART 209.
Architecture/Construction Technology

Associate in Applied Science-Technology Division

Lee Yaros 313-317-1517 lyaros@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Description

The Associate in Applied Science degree program in Architecture/Construction Technology teaches architectural CAD/drafting and building construction methods and materials. This includes both residential and commercial building types. Laboratory classes provide students with experience in the areas of residential and commercial construction materials, computer-aided drafting and design, cost estimating, construction methods, presentation techniques, residential construction practices, and use of surveying equipment.

Students learn the principles and skills of the architectural profession supported by an understanding of building construction through “hands-on” activities designed to provide students with a practical “skill-based” education. Classes for the ACT Program are located at the Dearborn Heights Center.

Career Opportunities

• Architectural CAD Technician
• Building Construction Technician
• Materials Testing Lab Technician
• Facilities Management Technician
• Builder
• Building Code Inspector
• Architectural Illustrator
• Civil Engineer Tech
• Appraiser
• Structural Steel Detailer
• Construction Estimator
• Building Materials Sales Rep

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Eastern Michigan University
• Ferris State University
• Lawrence Technological University

Additional Program Requirements

Students seeking an ACT associate degree are required to participate in Co-Op for at least one semester. This experience has proven to be invaluable as students “try on” the career they’ve chosen and earn while they learn. Pay rates generally are compatible with entry-level positions (Average 2007 rate = approx $12.51/hour) and a high percentage of students are asked to continue their employment after their initial Co-Op semester.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 110</td>
<td>Basic Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ACT 116</td>
<td>Basic Architectural CAD</td>
<td>4</td>
</tr>
<tr>
<td>ACT 121</td>
<td>Residential Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>ACT 130</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ACT 136</td>
<td>Intermediate Architectural CAD</td>
<td>4</td>
</tr>
<tr>
<td>ACT 141</td>
<td>Residential Construction</td>
<td>3</td>
</tr>
<tr>
<td>ACT 150</td>
<td>Residential Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ACT 211</td>
<td>Commercial Construction Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Course Sequence

Recommended Course Sequence Option One

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 110</td>
<td>ACT 130</td>
<td>ACT 211</td>
<td>ACT 246</td>
</tr>
<tr>
<td>ACT 112</td>
<td>ACT 136</td>
<td>ACT 220</td>
<td>ACT 260</td>
</tr>
<tr>
<td>ACT 116</td>
<td>ACT 150</td>
<td>ACT 233</td>
<td>ACT 190</td>
</tr>
<tr>
<td>ACT 121</td>
<td>MATH 100</td>
<td>MATH 103</td>
<td>POLS 131</td>
</tr>
<tr>
<td>ACT 141</td>
<td>ENG 131</td>
<td>ENG 135</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Course Sequence Option Two

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Fall II</th>
<th>Winter II</th>
<th>Fall III</th>
<th>Winter III</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 110</td>
<td>ACT 130</td>
<td>ACT 121</td>
<td>ACT 150</td>
<td>ACT 211</td>
<td>ACT 190</td>
</tr>
<tr>
<td>ACT 112</td>
<td>ACT 136</td>
<td>ACT 141</td>
<td>POLS 131</td>
<td>ACT 220</td>
<td>ACT 246</td>
</tr>
<tr>
<td>ACT 116</td>
<td>MATH 103</td>
<td>ENG 131</td>
<td>ENG 135</td>
<td>ACT 233</td>
<td>ACT 260</td>
</tr>
</tbody>
</table>

Note: The sequence for the Required ACT Cognate Course (4 credit hours) is dependent on the course selected and its availability. Students can view course availability at http://www2.hfcc.edu/programs/architecture/courses.htm for the standard day and evening schedule for ACT courses (subject to change).

ENG 131 is recommended for transferring students.
Art Foundation

Description
The Henry Ford Community College Art Department offers a variety of art courses as well as three programs of study: Art Foundation, Ceramics and Graphic Design. Refer to these headings to find course requirements for each. Course descriptions for all Art Department programs can be found under ART. For specific information on these degree programs and art courses, students should contact an Art faculty advisor. All students receiving an Associate in Arts degree from HFCC must participate in a graduating student Art Exhibition.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Davenport University
• Eastern Michigan University
• Lawrence Technological University
• University of Michigan – Dearborn

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Art Foundation</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 - Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 - Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 105 - Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 - Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 113 - Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 116 - Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 - Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ART 141 - Ceramics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 9 credit hours of ART electives.*

Note: Art elective courses include: Art Education, Art History, Ceramics, Graphic Design, Interior Design, Jewelry, Painting, Photography, Printmaking, and Sculpture. Students should consult with their academic advisor to select the additional courses to supplement their program.

Associate in Arts Degree Requirements
Students in the must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
### Auto Air Conditioning, Brakes, Alignment

**Certificate of Achievement - Technology Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone Number</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Heinz</td>
<td>313-845-6350</td>
<td><a href="mailto:gheinz@hfcc.edu">gheinz@hfcc.edu</a></td>
<td>Technology Building 162B</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>Technology Building 115A</td>
</tr>
</tbody>
</table>

**Description**

- Mini-Certificates of Achievement/Automotive Technology:
  - Upon successful completion of the required courses, the student will, upon application, receive a Certificate of Achievement. These courses can be applied to the Associate in Applied Science degree in Automotive Technology.

**Accreditation**

- This program is an ASE certified training program.

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 6

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 227 - Automotive Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 167 - Brake Clinic</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 217 - Automobile Alignment Clinic</td>
<td>2</td>
</tr>
</tbody>
</table>

### Auto Tune-Up

**Certificate of Achievement - Technology Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone Number</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Heinz</td>
<td>313-845-6350</td>
<td><a href="mailto:gheinz@hfcc.edu">gheinz@hfcc.edu</a></td>
<td>Technology Building 162B</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>Technology Building 115A</td>
</tr>
</tbody>
</table>

**Description**

- Mini-Certificates of Achievement/Automotive Technology:
  - Upon successful completion of the required courses, the student will, upon application, receive a Certificate of Achievement. These courses can be applied to the Associate in Applied Science degree in Automotive Technology.

**Accreditation**

- This program is an ASE certified training program.

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 3

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 187 - Automotive Engine Tune-Up</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 287 - Advanced Automotive Tune-Up</td>
<td>1</td>
</tr>
</tbody>
</table>

### Automation Controls

**Certificate of Achievement - Technology Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone Number</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Siedlik</td>
<td>313-845-6353</td>
<td><a href="mailto:msiedlik@hfcc.edu">msiedlik@hfcc.edu</a></td>
<td>Technology Building 211H</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>Technology Building 115A</td>
</tr>
</tbody>
</table>

**Description**

- This certificate can be geared to working people in industry that need the skills directly related to their job in industrial controls. Also Electrical Engineers, who may have a theoretical four year degree, may want to consider taking some of the classes in the certificate; especially ELEC 245-Programmable Logic Controls and ELEC 260-Automation Controls and Robotics.

- This certificate can be earned while pursuing an Associate in Applied Science degree in Electrical Technology.

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 27

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103 - Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 106 - Basic Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 145 - AC/DC Rotating Machines</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 190 - Electronics Technology Co-op</td>
<td>1</td>
</tr>
<tr>
<td>ELEC 195 - AC/DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 200 - Ladder Diagrams and Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 245 - Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 260 - Automation Controls and Robotics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or higher level MATH</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103</td>
<td>ELEC 145</td>
<td>ELEC 245</td>
<td>ELEC 260</td>
</tr>
<tr>
<td>ELEC 195</td>
<td>ELEC 200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Automotive Service (ASSET) is an associate degree program to prepare individuals for service and repair positions in automobile dealerships and independent garages. The program consists of a well-balanced group of courses designed to provide students with the job competencies and skills required for entry-level employment. Students are required to complete 72 credit hours in core, cognate, and General Education courses. In addition, students are required to participate in cooperative education at local automobile repair facilities.

Career Opportunities
• Service Technician
• Service Manager

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Davenport University
• Eastern Michigan University
• Ferris State University
• Lawrence Technological University
• Siena Heights University
• University of Michigan - Dearborn

Admission Requirements/Eligibility
The ASSET program is a two-year program. All new students enter with the next starting class, Fall 2008.

Accreditation
The automotive programs at HFCC are ASE certified training programs.

Minimum Number of Credits To Graduate (Including Options/Electives): 72

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Courses</td>
<td></td>
</tr>
<tr>
<td>Automotive Service (ASSET)</td>
<td></td>
</tr>
<tr>
<td>AUTO 100 - Internal Combustion Engines</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 108 - Basic Electrical</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 110 - Automotive Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 120 - Fuel Management Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 131 - Automotive Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 132 - Computerized Ignition Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Course Sequence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I</td>
<td>Winter I</td>
</tr>
<tr>
<td>AUSV 135</td>
<td>AUTO 100</td>
</tr>
<tr>
<td>AUTO 108</td>
<td>AUTO 110</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>AUTO 131</td>
</tr>
<tr>
<td>AUT 170</td>
<td>AUTO 162</td>
</tr>
<tr>
<td>CIS 100</td>
<td>ICO 192</td>
</tr>
<tr>
<td>ICO 191</td>
<td></td>
</tr>
</tbody>
</table>

Note: During the Fifth Semester (Winter II) students will be required to take a Business Management Course. This course will be determined by the ASSET department head.

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
## Programs of Study

### Automotive Technology

**Associate in Applied Science - Technology Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Heinz</td>
<td>313-845-6350</td>
<td><a href="mailto:gheinz@hfcc.edu">gheinz@hfcc.edu</a></td>
<td>102B</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>115A</td>
</tr>
</tbody>
</table>

### Description

The associate degree program in Automotive Technology includes in-depth material relating to the various systems found on today’s vehicles, including electrical, fuel, ignition, power, and drivetrain. This program is designed to provide a thorough knowledge of the technical aspects of the automobile and to develop a certain amount of manual skill in servicing, testing, and diagnosing. The related courses provide a broad background qualifying the individual for employment in numerous fields allied to the automobile industry.

Laboratory classes provide students with actual experience to strengthen their understanding of the theory learned in classroom study. The laboratories are equipped with some of the latest equipment being used to service modern automobiles. Included in laboratories are representative types of engines, chassis, transmissions, rear axles, and considerable testing equipment being used today.

### Career Opportunities

- Product Test Technician
- Dynamometer Technician
- Service Technician
- Diagnostic Technician
- Service Manager
- Parts Manager

### Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements.

Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Wayne State University

### Accreditation

The Associate in Applied Science Degree Program is accredited by National Institute for Automotive Service Excellence (ASE).

### Minimum Number of Credits To Graduate (Including Options/Electives): 60

### Required Core Courses - Automotive Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100</td>
<td>Internal Combustion Engines</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 110</td>
<td>Automotive Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 120</td>
<td>Fuel Management Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 130</td>
<td>Automotive Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 140</td>
<td>Automotive Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 150</td>
<td>Diagnosing and Engine Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 160</td>
<td>Automotive Chassis Units</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 210</td>
<td>Automotive Engine Dynamometer</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 220</td>
<td>Automotive Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 230</td>
<td>Automotive Diesel Principles</td>
<td>2</td>
</tr>
</tbody>
</table>

### Required Support Courses

**Automotive Technology**

Complete 16 credit hours from the following courses:

- CHEM 131, MATH 100, MATH 103, MATH 110, MATH 112, MATH 175, PHYS 120, PHYS 121, PHYS 131, and/or PHYS 132.

### Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

Complete 14 credit hours from the following courses:

- AUTO 142, AUTO 167, AUTO 170, AUTO 180, AUTO 187, AUTO 217, AUTO 227, AUTO 237, AUTO 267, and/or AUTO 287

**Note:** Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Automotive Technology

Certificate of Achievement - Technology Division

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100 - Internal Combustion Engines</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 110 - Automotive Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 120 - Fuel Management Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 130 - Automotive Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 140 - Automotive Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 142 - Electronically Controlled -</td>
<td></td>
</tr>
<tr>
<td>Transmissions/Transaxles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 150 - Diagnosing and Engine Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 160 - Automotive Chassis Units</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 167 - Brake Clinic</td>
<td>2</td>
</tr>
<tr>
<td>AUT 170 - Related Technical Automotive</td>
<td>4</td>
</tr>
<tr>
<td>AUT 180 - Technical Automotive Welding</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 187 - Automotive Engine Tune-Up</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 210 - Automotive Engine Dynamometer</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 217 - Automobile Alignment Clinic</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 220 - Automotive Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 230 - Automotive Diesel Principles</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 237 - Computerized Engine/Vehicle Emission Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 287 - Advanced Automotive Tune-Up</td>
<td>1</td>
</tr>
</tbody>
</table>

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend. Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Wayne State University

Minimum Number of Credits To Graduate
(Including Options/Electives): 44
Basic CNC Certificate

Certificate of Achievement - Technology Division

Ken Wright 313-845-6331 kwright@hfcc.edu Technology Building 164E
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu Technology Building 115A

Description
In the modern business environment, many employers require substantial skills in the use of CNC equipment. The attainment of the Certificate in Manufacturing Productivity Systems offers evidence to employers that the individual has reached the basic level of proficiency. It provides students with the opportunity to improve their job skills. Students enrolled in the program will receive training on the latest CNC equipment used in the industry. The courses required for this certificate are all accepted towards an associate degree to improve a student’s employability. The certificate can be used as a building block toward an Associate in Applied Science degree. Individuals who are already employed may find that the certificate increases the opportunity for promotion. The certificate requires a total of 21 credit hours.

Minimum Number of Credits To Graduate
(Including Options/Electives): 21

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 100 - Manufacturing Processes I</td>
<td>6</td>
</tr>
<tr>
<td>MPS 130 - Quality Control Gaging and Inspection</td>
<td>4</td>
</tr>
<tr>
<td>MPS 140 - Introduction to CNC</td>
<td>4</td>
</tr>
<tr>
<td>MPS 145 - CNC Operations</td>
<td>6</td>
</tr>
<tr>
<td>MPS 146 - Introduction to CNC Machine Tool Probing</td>
<td>1</td>
</tr>
</tbody>
</table>

Basic Electronics

Certificate of Achievement - Technology Division

Mark Siedlik 313-845-6353 msiedlik@hfcc.edu Technology Building 211H
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu Technology Building 115A

Description
This certificate can be earned while pursuing an Associate in Applied Science degree in Electrical Technology.

Minimum Number of Credits To Graduate
(Including Options/Electives): 10

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103 - Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 106 - Basic Electronics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or higher level MATH</td>
<td>3-5</td>
</tr>
</tbody>
</table>
The Associate in Science degree in Pre-Professional Biology prepares students to transfer to a 4-year institution to complete a bachelor’s degree in the life sciences. It was designed in collaboration with several university biology departments to ensure maximum transferability into the various programs they offer.

Although the minimum requirement for completing the program is 60 credit hours, students may be able to take additional coursework at HFCC and transfer it to the 4-year institution.

Career Opportunities
This degree is designed for students who want to enter careers in areas such as:
- Human Health and Medicine
- Genetic Counseling
- Biotechnology and Genetic Engineering
- Marine Biology
- Natural Resources and Conservation
- Genetic Counseling
- Secondary Education
- Microbiology
- Forensic Biology

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend. Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center).

Admission Requirements/Eligibility
The career opportunities supported by the Pre-Professional Biology program require strong math and science skills. Students planning to enter this area require strong math and science skills. Students planning to enter this area should take a rigorous high school background including four years of college prep math and science.

The Pre-Professional Biology program, and the Bachelor of Science degrees to which it can lead, require the student to take numerous courses in sequence. Typically, students will take three or more math and science courses each semester in order to make sure that they stay on track to complete the degrees.

Additional Program Requirements
Students must consult with a Pre-Professional Biology advisor to plan an appropriate course of study for the area of biological sciences and the college or university to which they intend to transfer.

Courses numbered below 100 will not count toward the minimum 60 hours required for graduation with an Associate in Science in Pre-Professional Biology.

The minimum requirement for earning the AS in Pre-Professional Biology is 60 credit hours. However, most universities and colleges will accept additional coursework from HFCC and apply it toward BS degree requirements. We encourage students to take advantage of this and to complete as many courses as they can transfer at HFCC.

Minimum Number of Credits To Graduate
(Including Options/Electives): 60

<table>
<thead>
<tr>
<th>Required Core Courses - Pre-Professional Biology</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the following courses:</td>
<td></td>
</tr>
<tr>
<td>BIO 150 - Biology: Organisms, Genes, and Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 152 - Biology: Cells and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 141 - Principles of General and Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142 - Principles of General and Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td><strong>Complete 10 credit hours from the following courses:</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>BIO 130 - Evolution and Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BIO 131 - Introductory Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 141 - Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO 143 - Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 138 - Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 251 - Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 241 - Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 242 - Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 243 - Organic Chemistry Laboratory I</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 244 - Organic Chemistry Laboratory II</td>
<td>2</td>
</tr>
<tr>
<td>MATH 153 - Calculus for Business, Life and Social Science</td>
<td>5</td>
</tr>
<tr>
<td>MATH 175 - Precalculus OR</td>
<td>5</td>
</tr>
<tr>
<td>MATH 190 - Calculus I OR</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 131 - Liberal Arts Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 132 - Liberal Arts Physics (Continued)</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses - Pre-Professional Biology</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate in Science Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students in the must also complete the specific degree requirements for the Associate in Science Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree as well as courses used to fulfill requirements of the Associate in Science degree, may also be used to fulfill General Education when applicable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.</td>
</tr>
</tbody>
</table>
**Programs of Study**

**Bookkeeping**

**Certificate of Achievement - Business and Economics Division**  
Charles Lacey  313-845-9657  clacey@hfcc.edu  
Elaine Saneske  313-845-9645  esaneske@hfcc.edu  
Reuther Liberal Arts Building 319C  

**Description**

Henry Ford Community College’s Bookkeeping certificate is designed to prepare a student to work as a bookkeeper in a small- to medium-sized business. Students are trained to use a double-entry accounting system to perform basic accounting functions such as journalizing and posting business transactions; preparing adjusting entries, a ten-column worksheet, and basic financial statements; journalizing and posting adjusting entries, and posting the closing trial balance. Students are trained in computerized accounting software (QuickBooks or Peachtree) and in the Microsoft Office Suite, with advanced training in Microsoft Excel (spreadsheet software). Courses in business math applications, written business communication, and business office protocol are also part of the program.

Students enrolled in the program will take the American Institute of Professional Bookkeepers (AIPB) series of exams to become an AIPB Certified Bookkeeper.

**Minimum Number of Credits To Graduate**  
(Including Options/Electives): 28

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 110 - Practical Accounting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BAC 112 - Bookkeeping</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BAC 141 - Computerized Accounting Applications-QuickBooks OR BAC 146 - Computerized Accounting Applications-Peachtree</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BBA 133 - Business Behavior and Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BBA 110 - Business Language Skills</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BBA 231 - Business Office Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BCA 145 - Spreadsheet Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMA 110 - Business Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**  
Students may take either BAC 141-Computerized Accounting Applications-QuickBooks or BAC 146-Computerized Accounting Applications-Peachtree.

**Recommended Course Sequence**

**Recommended Course Sequence Option One**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 110</td>
<td>BAC 112</td>
</tr>
<tr>
<td>BBA 110</td>
<td>BBA 231</td>
</tr>
<tr>
<td>BCA 140</td>
<td>BCA 145</td>
</tr>
<tr>
<td>BMA 110</td>
<td>BAC 141</td>
</tr>
<tr>
<td>BBA 133</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Course Sequence Option Two**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 110</td>
<td>BAC 112</td>
<td>BAC 141</td>
</tr>
<tr>
<td>BCA 140</td>
<td>BBA 110</td>
<td>BBA 133</td>
</tr>
<tr>
<td>BMA 110</td>
<td>BCA 145</td>
<td>BBA 231</td>
</tr>
</tbody>
</table>

**Note:**

The first Recommended Course Sequence is for students planning to complete the program over two semesters.

The second Recommended Course Sequence is for students planning to complete the program over three semesters.

Students may take either BAC 141-Computerized Accounting Applications-QuickBooks or BAC 146-Computerized Accounting Applications-Peachtree.
Building Construction Trades

Associate in Applied Science - Skilled Trades and Apprenticeship Division
Skilled Trades and Apprenticeship  313-845-6415  BLDCT.AAS.2005
Technology Building 115

Description

The Associate in Applied Science degree in Building Construction Trades is a specifically designed program for building and construction trades journeypersons who have completed a formal apprenticeship program registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor or a bona-fide program recognized by HFCC. Formal classroom-related instruction associated with the sponsored apprenticeship program will be evaluated and up to 20 hours of college credit may be granted for equivalent courses available through the College. Students seeking the degree must then complete an additional 40 credits and meet the General Education and Computer Literacy requirements of the College.

Career Opportunities

• Foreman
• Project Engineer
• Superintendent
• Estimator

Admission Requirements/Eligibility

Currently only the carpenters’, electricians’, operating engineers’, iron workers’, plumbers’, and sheet metal workers’ apprenticeship school curricula have been evaluated and approved.

Additional Program Requirements

Evidence of successful completion of the apprenticeship program and documentation of the related instruction, including individual course title, course descriptions, number of contact hours earned for each course, dates of completion for each course, and grade earned (if applicable) must be presented. Approval by a designee of the Skilled Trades and Apprenticeship Division is required.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

Required Core Courses

| Building Construction Trades |
|-------------------------------|----------------|
| Complete 50 credit hours of Core Courses - see note below.* | 50 |

Note:

* Coursework is selected by the student based on his or her personal or career goals and the result of academic assessment tests, transcript evaluations, and career planning sessions. It is also suggested that students seek the recommendation of a sponsoring Trade Council.

Required Support Courses

| Building Construction Trades |
|-------------------------------|----------------|
| COUN 120 - Career Exploration | 1 |

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
**Business Administration**

**Associate in Business - Business and Economics Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine Saneske</td>
<td>313-845-9704</td>
<td><a href="mailto:esaneske@hfcc.edu">esaneske@hfcc.edu</a></td>
<td>Reuther</td>
</tr>
<tr>
<td>Jared Boyd</td>
<td>313-845-9697</td>
<td><a href="mailto:jboyd@hfcc.edu">jboyd@hfcc.edu</a></td>
<td>Liberal Arts Building 304</td>
</tr>
</tbody>
</table>

**Description**

Henry Ford Community College’s associate degree in Business Administration provides students with fundamental knowledge in business studies. This program is designed to afford students with the ability to transfer to specific four-year bachelor degree programs with the maximum number of credits possible. The core courses in the Business Administration Program consist of courses that are often required by four-year institutions to enter their business programs.

**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Northwood University
- University of Detroit Mercy
- University of Michigan - Dearborn
- Walsh College
- Wayne State University

**Minimum Number of Credits To Graduate (Including Options/Electives): 60**

**Courses**

**Required Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 131</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BAC 132</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BCA 140</td>
<td>Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BEC 151</td>
<td>Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BEC 152</td>
<td>Principles of Micro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BLW 253</td>
<td>Business Law and the Legal Environment</td>
<td>4</td>
</tr>
</tbody>
</table>

**Required Support Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 131</td>
<td>Fundamentals of Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>College Algebra or higher level MATH course.*</td>
<td>3-5</td>
</tr>
</tbody>
</table>

Note:

* The following courses do not meet the requirements for this program: MATH 121, MATH 221, and MATH 225.

**Associate in Business Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
CAD Technology: CATIA

Certificate of Achievement - Technology Division

Gerald Klein  
313-845-6424  
gklein@hfcc.edu

David Wiltshire  
313-845-9637  
djwiltshire@hfcc.edu

Description

The use of CATIA V5 is increasing in the automotive and supplier industry. The certificate classes enable designers, engineers, and students with previous CAD background to become knowledgeable and proficient in this powerful and versatile software. The classes will take you through some of the most commonly used Work Benches: Sketcher, Part, Drafting, Assembly, and Generative Shape Design (surfacing).

Career Opportunities

“By improving their skills on CATIA V5, students will become proficient in the same 3D application that has designed almost 50 percent of the cars on the road today and practically every large aircraft that has been designed in the last 10 years.” (from www.engineering.com)

Admission Requirements/Eligibility

The student must have completed one of the following: DRAF 120, equivalent CAD class, CAD work experience, or have permission of instructor.

Minimum Number of Credits To Graduate

(Including Options/Electives): 6

Ceramics

Associate in Arts - Fine Arts and Fitness Division

Steven Glazer  
313-845-6485  
sglazer@hfcc.edu

James Nelson  
313-845-6316  
jnelson@hfcc.edu

Description

The Ceramics program offers a wide selection of courses both for the first-time potter and the art student interested in the career potential of a studio potter.

The introductory courses, ART 141-Ceramics I and ART 142-Ceramics II, concentrate on the hand-building and wheel-construction methods, while the advanced courses offer more specialized studies in glaze making, ceramic sculpture, kiln firing, and even kiln construction. In advanced courses the student explores the design and production techniques necessary to be a successful studio potter.

The Associate in Arts degree in Ceramics is designed to prepare the student in the techniques and aesthetics needed to be self employed in a successful home pottery studio.

Minimum Number of Credits To Graduate

(Including Options/Electives): 60

Courses

Required Core Courses - Ceramics  
Cr. Hours

ART 101 - Two-Dimensional Design  
3
ART 102 - Drawing I  
3
ART 105 - Three-Dimensional Design  
3
ART 112 - Drawing II  
3
ART 116 - Painting I  
3
ART 141 - Ceramics I  
3
ART 142 - Ceramics II  
3
ART 161 - Photography I  
3
ART 242 - Ceramics III  
3

Complete 5 additional credit hours of ART requirements.

Required Support Courses - Ceramics  
Cr. Hours

BBA 131 - Introduction to Business  
4

Associate in Arts Degree Requirements

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
The Associate in Science degree in Pre-Professional Chemistry is designed as a transfer degree for students interested in pursuing an American Chemical Society approved chemistry major at a 4-year school. It was designed in collaboration with several university chemistry departments to ensure maximum transferability into the various programs they offer.

Although the minimum requirement for completing the program is 60 credit hours, students may be able to take additional coursework at HFCC and transfer it to the 4-year institution.

### Career Opportunities
A degree in chemistry has been a route for students to enter satisfying careers in areas including (but not limited to):
- Professional Chemistry
- Human Health and Medicine
- Pharmacy and Pharmaceutics
- Materials Science
- Environmental Science and Management
- Veterinary Medicine
- Education
- Forensic Science

### Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

### Admission Requirements/Eligibility
The career opportunities supported by the Pre-Professional Chemistry program require strong math and science skills. Students planning to enter this area should take a rigorous high school background including four years of college prep math and science.

The Pre-Professional Chemistry program, and the Bachelor’s of Science degrees to which it can lead, require that students take numerous courses in sequence. Typically, students will take several math and science courses each semester in order to make sure that they stay on track to complete the degrees.

### Additional Program Requirements
Students must consult with a Pre-Professional Chemistry advisor to plan an appropriate course of study for the college or university to which they intend to transfer.

No courses numbered below 100 will count toward the minimum 60 hours required for the Associate in Science degree in Pre-Professional Chemistry.

The minimum required for earning the Associate in Science degree in Pre-Professional Chemistry is 60 credit hours. However, most universities and colleges will accept additional coursework from HFCC transfer students and apply it towards their Bachelor of Science degree requirements. We encourage students to take advantage of this and to complete as many courses as they can transfer at HFCC.

### Minimum Number of Credits To Graduate
(Including Options/Electives): 60

### Associate in Science Degree Requirements
Students in the must also complete the specific degree requirements for the Associate in Science Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree as well as courses used to fulfill requirements of the Associate in Science degree, may also be used to fulfill General Education when applicable.

### Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

- BIO 150 - Biology: Organisms, Genes, and Ecology 4
- BIO 152 - Biology: Cells and Molecular Biological 4
- CHEM 244 - Organic Chemistry Laboratory II 2
- MATH 183 - Calculus II 5
- MATH 280 - Calculus III 5
- PHYS 231 - Engineering Physics 5
- PHYS 232 - Engineering Physics (Continued) 5

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Child Development

Associate in Arts - Other Academic Division
Deborah Zopf 313-845-6430 dzopf@hfcc.edu
Diane Green 313-845-9748 diane@hfcc.edu

Description
The Pre-Education program was chosen in 2001 as one of the six best community college teacher education programs in America by Recruiting New Teachers, Inc., an affiliate of the Carnegie Foundation of New York.

Career Opportunities
Child Development degree graduates may choose to work as children's institution attendants, school child care attendants, nursery school attendants, or child monitors in private homes. Graduates wishing to pursue a bachelor’s degree may transfer most if not all of the coursework toward a bachelor’s degree.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center).

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Child Development</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 201 - Introduction to Creative Child Care</td>
<td>3</td>
</tr>
<tr>
<td>CHD 202 - Portfolio and Assessment Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221 - Instructional Technology for Elementary Teachers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 246 - Introduction to Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121 - Mathematics for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 221 - Mathematics for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 152 - Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 256 - Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 294 - Educational Psychology Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses - Child Development</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131 - Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>HPE 260 - Health, Nutrition, and PE</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate in Arts Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students in the must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).</td>
</tr>
</tbody>
</table>

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Child Development

Certificate of Achievement - Other Academic Division

Deborah Zopf 313-845-6430 dzopf@hfcc.edu
Diane Green 313-845-9748 diane@hfcc.edu

Description

The Child Development Associate (CDA) program was created by the Administration for Children, Youth, and Families to upgrade the quality of child care programs. Currently, the Council for Early Childhood Professional Recognition administers the CDA Credential. This credential is awarded to any individual who demonstrates proficiency in the Competency Goals set by the Council. The proficiency can be developed through coursework and regular work in a childcare setting.

The 15-credit hour Child Care Certificate of Achievement in Child Development is designed to provide the competencies needed for the CDA credential. Students who wish to complete the Associate in Arts in Child Development may apply these credits toward the associate degree. However, CHD 201 and CHD 202 may not apply toward a Bachelor’s degree in Elementary Education.

Career Opportunities

Completion of this program and successful completion of the CDA credentialing process would provide the credentials for working as a lead teacher or program director in some child development settings.

Registry/Certification/Licensure Exam Information

Information on the national Child Development Associate degree can be found at www.cdacouncil.org. The preparation for this credential is addressed in CHD 201 and CHD 202.

Minimum Number of Credits To Graduate
(Including Options/Electives): 15

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 201 - Introduction to Creative Child Care</td>
<td>3</td>
</tr>
<tr>
<td>CHD 202 - Portfolio and Assessment Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HPE 260 - Health, Nutrition, and PE</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 152 - Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
**Computer Information Systems**

**Associate in Applied Science - Technology Division**

David Maier  
313-845-9890  
djmaier@hfcc.edu  
Technology Building 115A

David Wiltshire  
313-845-9637  
djwiltshire@hfcc.edu  
Technology Building 164K

**Programs of Study**

- Technology Division
- Associate in Applied Science
- Technology Division
- Computer Information Systems

**Description**

This program, leading to an Associate in Applied Science Degree, teaches information technology and Internet fundamentals, microcomputer technology, LAN technology, operating systems, programming languages (Visual Basic, ASP, C, C++, C+, Java, JavaScript, COBOL, Perl and HTML), data base concepts, systems analysis and systems design. Elective courses in Project Management, Information Security, Hardware and Software Troubleshooting and Web Technologies allow the student to pursue specialized study.

Laboratory classrooms and an open computer lab provide students with opportunities to test and debug programs and complete a variety of course assignments.

**Career Opportunities**

- Network Administration
- Programming
- Computer Support
- Web Developer
- PC Hardware
- Software Installation and Repair

**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Ferris State University
- Franklin University
- Lawrence Technological University
- Madonna University
- Siena Heights University
- University of Detroit Mercy
- University of Michigan - Dearborn
- Walsh College
- Wayne State University

**Minimum Number of Credits To Graduate (Including Options/Electives): 60**

**Courses**

**Required Core Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100 - Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 - SQL for Database Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 112 - Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 - Principles of Programming Logic</td>
<td>4</td>
</tr>
<tr>
<td>CIS 129 - Introduction to UNIX with Shell Scripting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 220 - System Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Complete one of the following courses:**

- CIS 160 - COBOL Programming
- CIS 170 - “C” Programming

**Complete one of the following courses:**

- CIS 130 - Visual Basic: Net Programming
- CIS 230 - C++ Programming

**Complete 12 credit hours from any one or more of the following areas of study:**

**Networking:**

- CIS 105, CIS 107, CIS 113, CIS 114, CIS 116, CIS 124, CIS 157, CIS 158, CIS 212, CIS 229, and/or CIS 295.

**Web Programming:**

- CIS 121, CIS 122, CIS 123, CIS 126, CIS 227, CIS 224, and/or CIS 222.

**Database and Programming Languages:**

- CIS 130, CIS 132, CIS 160, CIS 162, CIS 170, CIS 171, CIS 172, CIS 215, CIS 230, CIS 270, CIS 272, and/or CIS 280.

**Job Experience Training:**

- ICO 191

**Required Support Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one MATH course numbered 100 or above.</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**Note:**

The following courses do not meet the requirements for this program: MATH 121, MATH 127, MATH 221, and MATH 225. Students must complete a minimum of 4 credit hours of MATH

**Associate in Applied Science Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Computer Networking Academy

Certificate of Achievement - Technology Division

Kathryn Fitzner 313-317-1570 kfitzner@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Programs of Study

Career Opportunities
- PC Support Specialist
- Help Desk Technician
- Network Technician
- Network Administrator
- Network Engineer
- Other IT related fields

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Regency/Certification/Licensure Exam Information
CCNA and CCNP certification exams are taken independently of the courses. Upon the completion of coursework, a student may elect to register for the exam(s) at an authorized testing center. Henry Ford Community College’s M-TEC campus provides a convenient and familiar testing location for both CCNA and CCNP certification exams.

Minimum Number of Credits To Graduate (Including Options/Electives): 16
Courses

**Cisco Certified Network Associate (CCNA)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 110 - Networking Basics: CCNA 1</td>
<td>4</td>
</tr>
<tr>
<td>CNT 120 - Routers and Routing Basics: CCNA 2</td>
<td>4</td>
</tr>
<tr>
<td>CNT 210 - Switching Basics and Intermediate Routing: CCNA 3</td>
<td>4</td>
</tr>
<tr>
<td>CNT 220 - WAN Technologies: CCNA 4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:**
CNT 110 (CCNA 1) and CNT 210 (CCNA 3) are offered the first eight weeks of the Fall and Winter semesters. CNT 120 (CCNA 2) and CNT 220 (CCNA 4) are offered the second eight weeks of the Fall and Winter semester.

Upon successful completion of the CNT 110, 120, 210, and 220, the students will, upon application, receive a CCNA Courses 1 - 4 Certificate of Achievement.

**CCNP Courses 1-4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 291 - Advanced Routing: CCNP 1</td>
<td>4</td>
</tr>
<tr>
<td>CNT 292 - Remote Access: CCNP 2</td>
<td>4</td>
</tr>
<tr>
<td>CNT 293 - Multilayer Switching: CCNP 3</td>
<td>4</td>
</tr>
<tr>
<td>CNT 294 - Network Troubleshooting: CCNP 4</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:**
Please note that CCNA 1-4 course completion or CCNA certification is required before beginning the CCNP program.
CNT 291, 292, and 293 may be taken in any order. CNT 294 requires skills learned in the other three CCNP courses and must be taken last.

**Additional Computer Networking Academy Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 115 - Network Infrastructure Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CNT 260 - Network Security: Security + Prep</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence**

**Recommended Course Sequence Option One**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I</td>
<td>CNT 110</td>
<td>4</td>
</tr>
<tr>
<td>Winter I</td>
<td>CNT 210</td>
<td>4</td>
</tr>
<tr>
<td>Fall I</td>
<td>CNT 120</td>
<td>4</td>
</tr>
<tr>
<td>Winter I</td>
<td>CNT 220</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence Option Two**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter I</td>
<td>CNT 110</td>
<td>4</td>
</tr>
<tr>
<td>Spring I</td>
<td>CNT 210</td>
<td>4</td>
</tr>
<tr>
<td>Winter I</td>
<td>CNT 120</td>
<td>4</td>
</tr>
<tr>
<td>Summer I</td>
<td>CNT 220</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:**
The CCNA program is designed to be completed within one year. A student may begin the four-Recommended Course Sequence in the Fall and finish at the end of the following Winter semester. A student may also enter the program in the Winter and complete it at the end of the following Summer or Fall semester.
Computer Numerical Control

**Associate in Applied Science - Technology Division**

Ken Wright  31-845-6331  kwright@hfcc.edu  Technology Building 164E
David Wiltshire  313-845-9637  djwiltshire@hfcc.edu  Technology Building 115A

**Description**

These programs are designed for students interested in adapting ideas to working models or generally refining an engineer’s concepts.

Through extensive laboratory experiences, the student acquires skills that are essential for 21st-century in manufacturing. Most students work part-time in their fields of endeavor while completing their degree requirements.

All of these programs strongly emphasize the safe and skillful use of tool-room machines. Core courses are individualized to fit the student’s personal goals.

**Career Opportunities**

- Automation and Control Technician
- CNC Set-up Technician
- Engineering Technician
- Quality Controller
- Programmer
- Laboratory Technician
- Tool Analyst
- Pre-production Planner
- Plastic R & D Technician
- Machinist/Toolmaker
- Sales & Service Engineer
- Process Engineer
- Test Technician

**Transfer Options/Requirements**

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- Davenport University
- Eastern Michigan University
- Ferris State University
- Lawrence Technological University
- Siena Heights University
- University of Michigan – Dearborn

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 100 - Manufacturing Processes I</td>
<td>6</td>
</tr>
<tr>
<td>MPS 110 - Manufacturing Processes II</td>
<td>6</td>
</tr>
<tr>
<td>MPS 130 - Quality Control Gaging and Inspection</td>
<td>4</td>
</tr>
<tr>
<td>MPS 140 - Introduction to CNC</td>
<td>4</td>
</tr>
<tr>
<td>MPS 145 - CNC Operations</td>
<td>6</td>
</tr>
<tr>
<td>MPS 150 - SPC In Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MPS 160 - Computer Assisted N/C Programming</td>
<td>4</td>
</tr>
<tr>
<td>MPS 170 - Advanced Computer Assisted N/C Programming</td>
<td>4</td>
</tr>
<tr>
<td>MPS 210 - Non-Traditional Manufacturing Processes</td>
<td>4</td>
</tr>
<tr>
<td>MPS 275 - Advanced CNC Operations</td>
<td>6</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 146 - Introduction to CNC Machine Tool Probing</td>
</tr>
<tr>
<td>MPS 147 - Basic Macro Programming for CNC</td>
</tr>
<tr>
<td>MPS 148 - Advanced CNC Programming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF 110 - Introduction to Industrial Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAF 120 - Introduction to CAD</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 120 - Technical Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete one of the following MATH options:

<table>
<thead>
<tr>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100 - Basic Technical Mathematics AND MATH 103 - Technical Mathematics</td>
</tr>
<tr>
<td>MATH 112 - Trigonometry</td>
</tr>
<tr>
<td>MATH 175 - Precalculus or a higher level MATH course</td>
</tr>
</tbody>
</table>

**Associate in Applied Science Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:** Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Minimum Number of Credits To Graduate (Including Options/Electives): 78.5
Computer Software Applications

Certificate of Achievement - Business and Economics Division

Diane Smith  
313-845-9702  
dsmith1@hfcc.edu

Elaine Saneske  
313-845-9704  
esaneske@hfcc.edu

BAIMOFAPP.CMLT.2005

Description

In today’s modern business environment, many occupations require substantial skills in the use of various computer software applications. The attainment of Henry Ford Community College’s Certificate in Computer Software Applications offers evidence to employers that the individuals have reached a certain level of proficiency in the application of computer software. The certificate provides students with the opportunity to improve their software applications literacy and job skills. Students enrolled in the program will receive training in Windows operating system software; the Internet; and word processing, spreadsheet, database management, presentation and web pages applications software.

The certificate is often combined with an associate degree to improve a student’s employability. The certificate can be used as a building block toward a Certificate in Office Administration and/or an Associate in Business Degree in the Administration and Information Management program. Individuals who are already employed may find that the certificate increases the opportunity for promotion.

Registry/Certification/Licensure Exam Information

Successful completion of BCA 143-Word Processing, BCA 145-Spreadsheet Applications, and BCA 147-Database Applications will provide students with sufficient knowledge and skills to take the Microsoft Expert-level certification exams for Word and Excel and the Core-level certification exam for Access.

Minimum Number of Credits To Graduate

(Including Options/Electives): 19

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 106 - Introduction to Windows</td>
<td>2</td>
</tr>
<tr>
<td>BCA 125 - Introduction to the Internet &amp; Web Pages</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BCA 143 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 145 - Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>BCA 147 - Data Base Applications</td>
<td>3</td>
</tr>
<tr>
<td>BCA 152 - Presentation Software</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 106</td>
<td>BCA 143</td>
</tr>
<tr>
<td>BCA 125</td>
<td>BCA 145</td>
</tr>
<tr>
<td>BCA 140</td>
<td>BCA 147</td>
</tr>
<tr>
<td>BCA 152</td>
<td></td>
</tr>
</tbody>
</table>

Note:

If students elect to take BCA 106 and BCA 152 in the same semester, they should take BCA 106 the first 8 weeks of that semester and take BCA 152 the second 8 weeks of that semester.

Programs of Study
Criminal Justice - Corrections/Probation and Parole

**Associate in Arts - Social Science Division**
Greg Osowski 313-845-9859 gosowski@hfcc.edu
Kim Schopmeyer 313-845-6443 kschop@hfcc.edu
Reuther Liberal Arts Building 109W

**Description**
The Corrections/Probation and Parole curriculum is designed for students interested in public service work with offenders within correctional institutions, such as jails or prisons, or in professional work outside correctional institutions, with juveniles and those on probation or parole.

**Career Opportunities**
The curriculum prepares students to take various entry-level positions and certification exams. Most people start out in entry-level positions as corrections officers or in court probation departments upon completion of an associate’s degree. For future advancement in the institutional field or work in probation and parole, a bachelor’s degree is highly recommended.
- Counseling
- Prison Corrections Officer
- Probation/Parole Officer
- Social Work

**Transfer Options/Requirements**
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements.
Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Central Michigan University
- Davenport University
- Madonna University
- University of Detroit Mercy
- University of Michigan - Dearborn

**Minimum Number of Credits To Graduate (Including Options/Electives): 61**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Corrections/Probation and Parole</td>
<td></td>
</tr>
<tr>
<td>CRJ 131 - Introduction to Law Enforcement and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 135 - Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 136 - Corrections I - Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 138 - Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141 - Corrections Clients - Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 253 - Legal Issues in Corrections/Probation and Parole</td>
<td>4</td>
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<tr>
<td>CRJ 286 - Topics in Corrections/Probation and Parole</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
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<tr>
<td>Corrections/Probation and Parole</td>
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<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking OR</td>
<td>3</td>
</tr>
<tr>
<td>SPC 145 - Interpersonal Communication</td>
<td>3</td>
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</table>

**Associate in Arts Degree Requirements,**
Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

**Elective Courses**
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:
- CRJ 134 - Criminal Investigation 3
- CRJ 291 - Criminal Justice Internship OR 3
- CRJ 234 - Criminalistics; Criminal Investigation Laboratory Techniques 3

**Note:**
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Criminal Justice - Corrections/Probation and Parole

Certificate of Achievement-Social Science Division

Henry Ford Community College

Programs of Study

Criminal Justice - Corrections/Probation and Parole

Certificate of Achievement-Social Science Division

Greg Osowski 313-845-9859 gosowski@hfcc.edu
Kim Schopmeyer 313-845-6443 kschop@hfcc.edu

Reuther Liberal Arts Building 109W
Reuther Liberal Arts Building 108

Description

HFCC offers a 30-hour certificate of completion program in Criminal Justice - Corrections/Probation and Parole that will help the student prepare for an entry-level position. This program is based on the Michigan Department of Corrections recommended courses.

Career Opportunities

• Corrections Officers

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Concordia University in Ann Arbor
• Madonna University
• University of Michigan – Dearborn

Minimum Number of Credits To Graduate
(Including Options/Electives): 30

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 135</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 136</td>
<td>Corrections I - Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 138</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Corrections Clients - Human Growth and Development</td>
<td>3</td>
</tr>
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<td>CRJ 253</td>
<td>Legal Issues in Corrections/Probation and Parole</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 286</td>
<td>Topics in Corrections/Probation and Parole</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

These courses are suggestions for electives. Choose any combination of courses to equal minimum of 11 credit hours. Students should consult their academic advisor for course selection.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td>BCA 140</td>
<td>Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 131</td>
<td>Introduction to Law Enforcement and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENG 131</td>
<td>Composition OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Composition II OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 135</td>
<td>Business and Technical Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131</td>
<td>Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 131</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
Criminal Justice - Law Enforcement

Associate in Arts - Social Science Division
Greg Osowski 313-845-9859 gosowski@hfcc.edu
Henry Bowers 313-845-9706 hbowers@hfcc.edu

LAWEF.AA... Reuther Liberal Arts Building 109W

Description
The Associate in Arts degree program in Law Enforcement is concerned with the preservation of peace, the prevention of crime, and the protection of life and property.

The program is designed to prepare students for entry into the public service fields of law enforcement with a full working comprehension of the relationships between public and private concerns.

Career Opportunities
• Federal Law Enforcement
• Law School
• Police Officer
• Private Industry
• State Law Enforcement

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu), Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Concordia University in Ann Arbor
• Davenport University
• Madonna University
• University of Detroit Mercy
• University of Michigan – Dearborn

Minimum Number of Credits To Graduate
(Including Options/Electives): 62

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Law Enforcement</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 131 - Introduction to Law Enforcement and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 132 - Police Administration - Staff and Line Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 124 - Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 251 - Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 285 - Topics in Criminal Justice/Law Enforcement</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses - Law Enforcement</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
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<tr>
<td>SPC 131 - Fundamentals of Speaking OR</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
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</table>

Associate in Arts Degree Requirements
Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).
These courses are suggestions for electives:

| CRJ 135 - Juvenile Justice | 3 |
| CRJ 136 - Corrections I - Introduction to Corrections | 3 |
| CRJ 234 - Criminalistics: Criminal Investigation Laboratory Techniques | 3 |

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Culinary & Baking

Certificate of Achievement - Technology Division
Dennis Konarski 313-845-6390 dennis@hfcc.edu
Jeff Click 313-845-9651 jclick@hfcc.edu

CULBK.CMLT.2002
Student and Culinary Arts Center 163E
Student and Culinary Arts Center 163D

Description
Let your creativity shine while learning the various facets of the baking and pastry fields. Students will also explore international cuisine and the art of garde manager by preparing decorative cold food displays.

Career Opportunities
- Bakeries
- Pastry Shops
- Hotels and Private Clubs
- Specialty Food Shops

Accreditation
Hospitality and Culinary programs at HFCC are fully accredited by the Educational Foundation of the National Restaurant Association.

Minimum Number of Credits To Graduate
(Including Options/Electives): 31

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td>HOSP 121 - Introduction to Quality Food Preparation - Lecture</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 123 - Introduction to Professional Cooking - Lab</td>
<td>6</td>
</tr>
<tr>
<td>HOSP 140 - Advanced Food Preparation</td>
<td>8</td>
</tr>
<tr>
<td>HOSP 231 - Advanced Baking &amp; Pastry</td>
<td>6</td>
</tr>
<tr>
<td>HOSP 241 - Garde Manger &amp; Menu Planning</td>
<td>6</td>
</tr>
<tr>
<td>HOSP 245 - Hotel and Restaurant Desserts</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP 121</td>
<td>HOSP 140</td>
<td>HOSP 231</td>
<td>HOSP 241</td>
</tr>
<tr>
<td>HOSP 123</td>
<td>HOSP 245</td>
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</table>
# Culinary Arts

**Associate in Applied Science - Technology Division**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
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<tbody>
<tr>
<td>HOSP 105</td>
<td>Applied Foodservice Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 110</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 121</td>
<td>Introduction to Quality Food Preparation - Lecture*</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 123</td>
<td>Introduction to Professional Cooking - Lab*</td>
<td>6</td>
</tr>
<tr>
<td>HOSP 130</td>
<td>Food and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 140</td>
<td>Advanced Food Preparation</td>
<td>8</td>
</tr>
<tr>
<td>HOSP 150</td>
<td>Dining Room Service and Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 160</td>
<td>Hospitality Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 170</td>
<td>Food and Beverage Controls</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 210</td>
<td>Hospitality Supervision and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 231</td>
<td>Advanced Baking &amp; Pastry</td>
<td>6</td>
</tr>
</tbody>
</table>

**Description**

The employment growth in the hospitality industry drastically outpaces the workforce, thus opening up a wide range of career opportunities in a diversified job market. The Food Service Industry is one of the oldest industries in the world. One of the complex divisions in today’s industry is the food and beverage department. In order to be successful in this area, it is necessary for employees to have knowledge of menu planning, purchasing, and creating memorable dining experiences. Students will acquire the specialized skills needed in many aspects of kitchen operations. Laboratory classes provide students with hands-on experience serving and preparing quantities of food in the new facilities of the Student and Culinary Arts building.

HFCC has developed articulation agreements with Eastern Michigan and Madonna University to facilitate the educational mobility of students. Students following a specifically designed transfer agreement are able to complete three years at HFCC and one full year at Madonna University with a Bachelor of Science degree in Hospitality Management.

**Career Opportunities**

- Hotels, Motels and Motor Inns
- Clubs
- recreational Centers
- College Food Services / Institutional Operations

**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. See Appendix for a complete list of articulation agreements. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- Madonna University
- Ferris State University
- Siena Heights University

**Accreditation**

Hospitality and Culinary programs at HFCC are fully accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation of the National Restaurant Association.

**Minimum Number of Credits To Graduate**

(Including Options/Electives): **66**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td>HOSP 241</td>
<td>Garde Manger &amp; Menu Planning</td>
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</tbody>
</table>

Complete 2 credit hours from the following courses:**

- HOSP 190 - Hospitality Studies Co-Op
- HOSP 290 - Hospitality Studies Co-Op

**Note:** *Must be taken concurrently. HOSP 280 and HOSP 285 may be used for HOSP 121 and HOSP 123 for evening students.

**Students may take HOSP 190 for 2 semesters instead of HOSP 290.**

**Required Support Courses - Culinary Arts**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td>BMA 110</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Intermediate Algebra or higher level MATH course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:** See prerequisite for BMA 110 - Business Mathematics

**Associate in Applied Science Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

- HOSP 101 - Wines of the World
- HOSP 103 - Major Wine Grape Varieties
- HOSP 108 - Creative Cookery
- HOSP 115 - International Cooking
- HOSP 221 - Front Office Procedures and Guest Services
- HOSP 245 - Hotel and Restaurant Desserts
- HOSP 280 - Culinary Art, Food I
- HOSP 285 - Culinary Art, Food II

**Note:** Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Recommended Course Sequence**

**Recommended Course Sequence Option One**

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall I</th>
<th>Winter I</th>
<th>Fall II</th>
<th>Winter II</th>
<th>Spring II</th>
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<td>HOSP 123</td>
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<td>HOSP 190</td>
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<tr>
<td>HOSP 231</td>
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</table>

**Recommended Course Sequence Option Two**

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall I</th>
<th>Winter I</th>
<th>Fall II</th>
<th>Winter II</th>
<th>Spring II</th>
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<tr>
<td>HOSP 190</td>
<td></td>
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</tbody>
</table>

**Note:** Students should not limit themselves to the above courses per term. New students need to be advised by Program Director or the University Transfer, Advising, and Career Counseling Center.
Programs of Study

Culinary Arts Supervision

Certificate of Achievement - Technology Division
Dennis Konarski 313-845-6390 dennis@hfcc.edu Student and Culinary Arts Center 163E
Jeff Click 313-845-9651 jclick@hfcc.edu Student and Culinary Arts Center 163D

Description

Hospitality Studies Certificate - Chart Your Own Course!

Chefs must have technical knowledge and human resource skills to be successful in today’s kitchens. Key components of the supervision certificate include training in food sanitation, nutrition, and managerial techniques.

All of these courses may be used towards an Associate in Applied Science in Culinary Arts.

Accreditation

Hospitality and Culinary programs at HFCC are fully accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation of the National Restaurant Association.

Minimum Number of Credits To Graduate
(Including Options/Electives): 39

Courses

Required Core Courses Cr. Hours
HOSP 105 - Applied Foodservice Sanitation 2
HOSP 110 - Introduction to Hospitality Industry 3
HOSP 121 - Introduction to Quality Food Preparation - Lecture 2
HOSP 123 - Introduction to Professional Cooking - Lab 6
HOSP 130 - Food and Nutrition 3
HOSP 140 - Advanced Food Preparation 8
HOSP 210 - Hospitality Supervision and Leadership 3
HOSP 231 - Advanced Baking & Pastry 6
HOSP 241 - Garde Manger & Menu Planning 6

Recommended Course Sequence

Term 1 Term 2 Term 3 Term 4
HOSP 105 HOSP 140 HOSP 231 HOSP 241
HOSP 110 HOSP 210 HOSP 130
HOSP 121
HOSP 123

Note: Students may take HOSP 231 and HOSP 241 concurrently.

Culinary Skills

Certificate of Achievement - Technology Division
Dennis Konarski 313-845-6390 dennis@hfcc.edu Student and Culinary Arts Center 163E
Jeff Click 313-845-9651 jclick@hfcc.edu Student and Culinary Arts Center 163D

Description

Culinary Skills Certificate - Chart Your Own Course!

These courses provide the foundation for quality food production in a professional kitchen using both lab and lecture classes. Once you’ve mastered the basics, the opportunities are endless. These courses may be applied towards the Associate in Applied Science degree in Culinary Arts or Hotel Restaurant & Institution Management.

Accreditation

Hospitality and Culinary programs at HFCC are fully accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation of the National Restaurant Association.

Minimum Number of Credits To Graduate
(Including Options/Electives): 16

Courses

Required Core Courses Cr. Hours
HOSP 121 - Introduction to Quality Food Preparation - Lecture 2
HOSP 123 - Introduction to Professional Cooking - Lab 6
HOSP 140 - Advanced Food Preparation 8

Recommended Course Sequence

Recommended Course Sequence Option One
Fall I Winter I
HOSP 121 HOSP 140
HOSP 123

Recommended Course Sequence Option Two
Winter I Fall I
HOSP 121 HOSP 140
HOSP 123
**Customer Service Professional**

**Certificate of Achievement - Business and Economics Division**

Diane Smith  
313-845-9702  
dlsmith1@hfcc.edu  
Reuther Liberal Arts Building 331  
Reuther Liberal Arts Building 328  
Elaine Saneske  
313-845-9704  
esaneske@hfcc.edu  
Reuther Liberal Arts Building 328

**Description**

Henry Ford Community College’s Customer Service Professional certificate prepares students for a career in customer service. This program emphasizes oral and written communication skills, workplace skills, and basic computer skills and includes training to work effectively as a Customer Service Representative (CSR).

CSRs interact with a company’s customers by answering questions about products, services, or billings. CSRs, working in a call center or in a customer service department, receive in-bound calls from a company’s customers and enter orders for products or services, sell tickets, make reservations, and solve problems that customers are experiencing.

The Customer Service Professional certificate (developed in consultation with businesses such as Blue Cross Blue Shield, Ford Motor Company, DTE Energy, and Oakwood Hospital and Medical Center) may be used as a building block towards earning an Associate in Business degree.

**Minimum Number of Credits To Graduate (Including Options/Electives): 19**

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
</tr>
<tr>
<td>BCA 101 - Computer Keyboarding</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
</tr>
<tr>
<td>BBA 133 - Business Behavior and Communication</td>
</tr>
<tr>
<td>BBA 155 - Customer Service &amp; Salesmanship</td>
</tr>
<tr>
<td>BBA 157 - Call Center/Help Desk Practicum</td>
</tr>
<tr>
<td>BBA 110 - Business Language Skills</td>
</tr>
<tr>
<td>BBA 231 - Business Office Communications</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 101</td>
<td>BCA 140</td>
</tr>
<tr>
<td>BBA 110</td>
<td>BBA 155</td>
</tr>
<tr>
<td>BBA 157</td>
<td>BBA 231</td>
</tr>
<tr>
<td>BBA 133</td>
<td></td>
</tr>
</tbody>
</table>

---

**Digital Electronics**

**Certificate of Achievement - Technology Division**

Mark Siedlik  
313-845-6353  
msiedlik@hfcc.edu  
Technology Building 211H  
Technology Building 115A  
David Wiltshire  
313-845-9637  
djwiltshire@hfcc.edu  
Technology Building 115A

**Description**

Digital electronics is that branch of electronics dealing with finite and discrete signal levels. Most digital signals are binary: they are either high or low.

This certificate can be earned while pursuing an Associate in Applied Science degree in Electrical Technology.

**Minimum Number of Credits To Graduate (Including Options/Electives): 23**

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
</tr>
<tr>
<td>ELEC 103 - Basic Electricity</td>
</tr>
<tr>
<td>ELEC 106 - Basic Electronics</td>
</tr>
<tr>
<td>ELEC 115 - Digital Circuits I</td>
</tr>
<tr>
<td>ELEC 195 - Electronics Technology Co-op</td>
</tr>
<tr>
<td>ELEC 195 - AC/DC Circuit Analysis</td>
</tr>
<tr>
<td>ELEC 215 - Digital Circuits II</td>
</tr>
<tr>
<td>ELEC 295 - Microprocessor Systems</td>
</tr>
<tr>
<td>MATH 103 or higher level MATH</td>
</tr>
</tbody>
</table>

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103</td>
<td>ELEC 115</td>
<td>ELEC 215</td>
</tr>
<tr>
<td>ELEC 106</td>
<td>ELEC 195</td>
<td>ELEC 295</td>
</tr>
</tbody>
</table>
Dynamometer Technician

Certificate of Achievement - Technology Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Heinz</td>
<td>313-845-6350</td>
<td><a href="mailto:gheinz@hfcc.edu">gheinz@hfcc.edu</a></td>
<td>Technology Building 162B</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>Technology Building 115A</td>
</tr>
</tbody>
</table>

Description

The certificate enables the student to achieve job entry level skills in those courses relating directly to the set-up, operation, and data acquisition system commonly employed in automotive chassis and engine dynamometers. Because the Certificate of Achievement transfers into the two-year degree program, it is highly recommended that students complete certificate requirements prior to degree requirements.

Mini-Certificates of Achievement/Automotive Technology

Upon successful completion of the required courses, the student will, upon application, receive a Certificate of Achievement. These courses can be applied to the Associate in Applied Science degree in Automotive Technology.

Career Opportunities

• Engineering Technician
• Test Driver
• Dynamometer Technician
• Data Evaluation Specialist

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Lawrence Technological University
• Wayne State University

Accreditation

This program is an ASE certified training program.

Minimum Number of Credits To Graduate (Including Options/Electives): 20
Education Paraprofessional

Certificate of Achievement - Other Academic Division

Deborah Zopf  
313-845-6430  
dzopf@hfcc.edu  
Learning Technology Center 227A

Diane Green  
313-845-9748  
diane@hfcc.edu  
Learning Technology Center 117

Description

The 35 credit hour Education Paraprofessional Certificate of Achievement is designed to increase the students’ knowledge in specific content areas and to promote the development of interaction skills necessary for working with children. This certificate also enables those presently employed as paraprofessionals to become more effective as aides. Upon successful completion of the program students receive a Certificate of Achievement. Those who wish to earn an Associate in Arts degree in Pre-Elementary Education may apply the total hours of the certificate program toward that degree. However, ENG 121 and HPE 142 may not apply toward a bachelor’s degree in Elementary Education. Please consult the transfer guides in the University Transfer, Advising, and Career Counseling Center.

Minimum Number of Credits To Graduate
(Including Options/Electives): 35

Courses

Required Core Courses   Cr. Hours
CIS 221 - Instructional Technology for Elementary Teachers 3
ENG 131 - Composition 3
ENG 132 - Composition II 3
ENG 246 - Introduction to Children’s Literature 3
ENG 121 - Assisting with Elementary Reading 3
HPE 142 - Advanced First Aid 3
MATH 121 - Mathematics for Elementary Teachers I 3
MATH 221 - Mathematics for Elementary Teachers II 3
PSY 131 - Introductory Psychology 3
PSY 256 - Educational Psychology 3
PSY 294 - Educational Psychology Practicum 1
4 credit hours Science (100 level or higher) 4

EDPAR.CMLT.2005
Electrical Technology


description

The Electrical Technology program at HFCC starts with the basic principles of electricity and proceeds to the concepts of solid state components such as diodes, transistors, integrated circuits, and microprocessor systems. More advanced courses show how these fundamental principles are applied to machine control, computers, power supplies, amplifiers, oscillators, industrial control, and instrumentation systems.

Laboratory instruction (about 50% of class time) teaches the use of test equipment, setting up circuits, trouble shooting, and calibrating systems. The Electrical Technology facilities are state-of-the-art offering the high-tech training necessary to prepare you for job success in today’s economy. Working conditions are simulated in five fully-equipped laboratories where students put electrical-electronics theory to practice. Along with hands-on lab experience, computer-simulated circuit analysis is used in most of the electronics courses.

Students must complete a minimum of 62 credit hours of study for the Associate in Applied Science degree consisting of required core, required support, and general education courses. To graduate, the student must fulfill the Computer Literacy requirement either by successfully completing one of the Computer Literacy courses (listed in the General Education course requirements) or by passing the Computer Literacy Test.

Career Opportunities

This program leads to an associate degree in Electrical/Electronics technology, which prepares individuals for positions in the following career opportunities:

- Computer Service
- Machine Controls
- Instrumentation Set-up
- Instrumentation Repair
- Machine Service
- Microprocessor Systems
- Quality Control
- Product Evaluation
- Research and Development
- Sales

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend. Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Ferris State University
- Lawrence Technological University
- Siena Heights University
- Wayne State University
- University of Michigan - Dearborn

Articulation Agreements

3+1 Articulation with Eastern Michigan University, Bachelor of Science in Electrical Engineering Technology.

3+1 Articulation with Ferris State, Bachelor in Applied Science in Industrial Technology & Management.

Minimum Number of Credits To Graduate

(Including Options/Electives): 62

Courses

Required Core Courses - Electrical Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 106</td>
<td>Basic Electronics</td>
</tr>
<tr>
<td>ELEC 115</td>
<td>Digital Circuits I</td>
</tr>
<tr>
<td>ELEC 145</td>
<td>AC/DC Rotating Machines</td>
</tr>
<tr>
<td>ELEC 155</td>
<td>Analog Electronics 1</td>
</tr>
<tr>
<td>ELEC 195</td>
<td>AC/DC Circuit Analysis</td>
</tr>
<tr>
<td>ELEC 205</td>
<td>Analog Electronics II</td>
</tr>
<tr>
<td>ELEC 215</td>
<td>Digital Circuits II</td>
</tr>
<tr>
<td>ELEC 245</td>
<td>Programmable Logic Controllers</td>
</tr>
<tr>
<td>ELEC 255</td>
<td>Instrumentation Systems</td>
</tr>
<tr>
<td>ELEC 260</td>
<td>Automation Controls and Robotics</td>
</tr>
<tr>
<td>ELEC 295</td>
<td>Microprocessor Systems</td>
</tr>
</tbody>
</table>

Required Support Courses - Electrical Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112</td>
<td>Trigonometry or higher numbered MATH course</td>
</tr>
<tr>
<td>PHYS 120</td>
<td>Technical Physics OR</td>
</tr>
<tr>
<td>PHYS 131</td>
<td>Liberal Arts Physics</td>
</tr>
<tr>
<td>AUT 170</td>
<td>DRAFT 110, DRAFT 120, ELEC 120, ELEC 185, ELEC 190, MPS 100, and/or MPS 140</td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Term 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103</td>
<td>ELEC 115</td>
<td>ELEC 200</td>
<td>ELEC 245</td>
<td>ELEC 260</td>
</tr>
<tr>
<td>ELEC 106</td>
<td>ELEC 145</td>
<td>ELEC 215</td>
<td>ELEC 255</td>
<td>ELEC 295</td>
</tr>
</tbody>
</table>
Energy Technology — Boiler License Review Basic

Certificate of Achievement - Skilled Trades & Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu ENTPHPBOIL.CSGL.2003 Technology Building 164D

**Description**

This is an entry-level program designed for students seeking to enter the boiler operation, power plant operation or facilities operation and maintenance fields. In this program students operate boilers, engines, turbines and heating and cooling equipment in the “hands-on” labs in the Energy Technology Department. Upon completing this 17 credit hour program, students receive a diploma which may be presented to local license agencies to assist in meeting the requirements to take a HP Boiler, LP Boiler or NIULPE 4th Class license exam.

Courses in the certificate may also be applied to the Energy Technology - Power/Building Engineer Advanced Certificate. All courses in the certificate program may be applied to an Associate in Applied Science degree in Energy Technology - Power/Building Engineer.

**Career Opportunities**

Successful passing of one of these exams will offer the opportunity to seek employment as a power engineer, building engineer or facilities engineer. Graduates of this program also find employment in: boiler, HVAC, refrigeration, air conditioning areas such as sales, service, installation, maintenance, and repair of buildings and their related mechanical and electrical systems.

**Required Core Courses**

<table>
<thead>
<tr>
<th>Course Code and Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 105 - Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 103 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENT 141 - Power Engineering I - Energy Conversion Fundamental (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 145 - Power Engineering II - Boilers and Auxiliaries (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 256 - Power Engineering III - Steam Plant Operation Lab (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 259 - Power Engineering IV - Plant/Building Operations &amp; Maintenance (PO)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 17

*Energy Technology — Heating and Cooling Advanced*

Certificate of Achievement - Skilled Trades & Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu HCOOL.CERT.1990 Technology Building 164D

**Description**

This 35 credit hour certificate program is intended for the student who would like to take the next step into the advanced residential and light commercial heating and cooling industry. Entry-level theory and hands-on experiences are provided as well as advanced courses in commercial heating and refrigeration, light commercial controls, heating and cooling mechanical codes, installation, energy management and energy system design. Students successfully completing this certificate may take ARI or ACCA air conditioning exams and the EPA Refrigerant Recovery exam and will be prepared to sit for the State of Michigan Mechanical Contractors Test.

All courses in the certificate program may be applied to an Associate of Applied Science degree in Energy Technology - HVAC. Courses in this program may also be applied to the Energy Technology - Heating and Cooling Basic Certificate.

**Career Opportunities**

Upon successful completion of the Associate in Applied Science degree in Energy Technology - HVAC, the student is qualified for an entry-level position as:

- energy conservation technician
- building engineer
- HVAC service and installation technician
- field service engineer
- plant/building energy manager
- licensed power engineer
- residential/commercial energy auditor
- field application engineer
- HVAC design/estimating or sales engineer
- facilities manager or facilities maintenance technician
- representative for power equipment or instrument and control equipment found in buildings of all sizes.

**Required Core Courses**

<table>
<thead>
<tr>
<th>Course Code and Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 100 - Basic Workplace Skills (PO)</td>
<td>1</td>
</tr>
<tr>
<td>ENT 101 - Introduction to Energy Technology</td>
<td>2</td>
</tr>
<tr>
<td>ENT 103 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENT 105 - Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 106 - Sheet Metal Fabrication for Systems</td>
<td>2</td>
</tr>
<tr>
<td>ENT 108 - Introduction to Heating and Cooling Codes</td>
<td>2</td>
</tr>
<tr>
<td>ENT 109 - HVAC Installation and Start-Up</td>
<td>2</td>
</tr>
</tbody>
</table>

**Residential Service Technician Courses**

<table>
<thead>
<tr>
<th>Course Code and Title</th>
<th>Cr.Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 104 - Heating Technology (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 113 - Refrigeration Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENT 119 - Air Conditioning Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Advanced Commercial/Industrial/Design Courses**

<table>
<thead>
<tr>
<th>Course Code and Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 9 credits from the Advanced Commercial/Industrial/Design courses from the following:</td>
<td>9</td>
</tr>
<tr>
<td>ENT 212 - Light Commercial Heating Systems (PO)</td>
<td>3</td>
</tr>
<tr>
<td>ENT 216 - Light Commercial Refrigeration Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENT 219 - RACH Light Commercial Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENT 230 - Michigan Mechanical Contractor Licensing Exam Preparation</td>
<td>4</td>
</tr>
<tr>
<td>ENT 260 - Energy Systems Management (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 285 - Energy Systems Design</td>
<td>5</td>
</tr>
</tbody>
</table>

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 35
Energy Technology — Heating and Cooling Basic

Certificate of Achievement - Skilled Trades & Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu

Description
This 19 credit hour Heating and Cooling program is a job entry preparation certificate in Heating and Cooling for residential service. The courses provide theory and hands-on exposure to the basics of electricity, air conditioning, heating, and refrigeration technology. Sheet metal fabrication and heating and cooling installation, troubleshooting and design are included. A student successfully completing this certificate should be ready to sit for air conditioning (ARI or ACCA) and EPA Refrigerant Recovery exams to be certified as an entry level residential service technician.

All courses in the certificate program may be applied to an Associate of Applied Science degree in Energy Technology - HVAC. All courses in this program may also be applied to the Energy Technology - Heating and Cooling Advanced Certificate.

Career Opportunities
Upon successful completion of the Associate in Applied Science degree in Energy Technology - HVAC, the student is qualified for an entry-level position as an:
• energy conservation technician
• HVAC service and installation technician
• facilities manager or facilities maintenance technician
• plant/building energy manager
• residential/commercial energy auditor
• field service engineer
• HVAC design/estimating or sales engineer
• field application engineer
• licensed power engineer or building engineer
• representative for power equipment or instrument and control equipment found in buildings of all sizes.

Minimum Number of Credits To Graduate (Including Options/Electives): 19

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 103 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENT 104 - Heating Technology (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 105 - Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 106 - Sheet Metal Fabrication for Systems</td>
<td>2</td>
</tr>
<tr>
<td>ENT 113 - Refrigeration Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENT 119 - Air Conditioning Technology</td>
<td>4</td>
</tr>
</tbody>
</table>
Energy Technology — HVAC

**Associate in Applied Science - Skilled Trades & Apprenticeship Division**
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu

**Programs of Study**

**Description**

This associate degree program presents an overall study of the principles of energy production and its uses. It provides the student with a rounded background in the principles of measurement, conservation and operation and repair of residential/commercial heating, air conditioning and refrigeration equipment.

During the student's progress in the degree program, the student will earn the Energy Technology - HVAC Basic Certificate and the Energy Technology - HVAC Advanced Certificate, enabling the student career opportunities while completing the associate degree.

**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Ferris State University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Wayne State University

**Minimum Number of Credits To Graduate (Including Options/Electives): 63**

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
<td>Cr. Hours</td>
</tr>
<tr>
<td><strong>Energy Technology — HVAC</strong></td>
<td></td>
</tr>
<tr>
<td>ENT 100 - Basic Workplace Skills (PO)</td>
<td>1</td>
</tr>
<tr>
<td>ENT 101 - Introduction to Energy Technology</td>
<td>2</td>
</tr>
<tr>
<td>ENT 103 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENT 104 - Heating Technology (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 105 - Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 106 - Sheet Metal Fabrication for Systems</td>
<td>2</td>
</tr>
<tr>
<td>ENT 108 - Introduction to Heating and Cooling Codes</td>
<td>2</td>
</tr>
<tr>
<td>ENT 109 - HVAC Installation and Start-Up</td>
<td>2</td>
</tr>
<tr>
<td>ENT 113 - Refrigeration Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENT 119 - Air Conditioning Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENT 141 - Power Engineering I- Energy Conversion Fundamental (PO)</td>
<td>2</td>
</tr>
<tr>
<td>EN 260 - Energy Systems Management (PO)</td>
<td>4</td>
</tr>
<tr>
<td>MFMT 103 - Industrial Computer Exploration (PO)</td>
<td>2</td>
</tr>
<tr>
<td>Complete 12 credit hours from the following courses:</td>
<td>12</td>
</tr>
<tr>
<td>ENT 201, ENT 212, ENT 216, ENT 219, ENT 230, ENT 231, ENT 240, and/or ENT 265.</td>
<td></td>
</tr>
</tbody>
</table>

**Required Support Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Energy Technology— HVAC</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Complete 4 credit hours of Math from the following courses:</td>
<td>4</td>
</tr>
<tr>
<td>MATH 100, MATH 103, MATH 175, and/or MATH 180.</td>
<td></td>
</tr>
<tr>
<td>Complete 4 credit hours of Science from the following courses:</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 131, PHYS 120, and/or PHYS 131.</td>
<td></td>
</tr>
<tr>
<td>Complete one of the following courses:</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science#</td>
<td></td>
</tr>
<tr>
<td>SSC 131 - A Survey of the Social Sciences#</td>
<td></td>
</tr>
</tbody>
</table>

**Associate in Applied Science Degree Requirements.**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Energy Technology — Power/Building Engineer

Associate in Applied Science - Skilled Trades & Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu

Description
This associate degree program is designed to provide the necessary background principles, concepts and practical laboratory experience to enter the field of power engineering or assume a position in the building or small plant operation and maintenance areas.

The program is designed for students who want to become operating engineers, boiler operators, building engineers, refrigeration and air conditioning engineers in generating plants, pumping stations, steam plants, heating plants, water treatment facilities, industrial refrigeration plants and commercial and industrial buildings.

During the student’s progress in the degree program, the student will earn the Energy Technology - Boiler License Review Basic Certificate and the Energy Technology - Power/Building Engineer Advanced Certificate, enabling the student career opportunities while completing the associate degree.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Davenport University
• Eastern Michigan University
• Ferris State University
• Lawrence Technological University
• Siena Heights University
• University of Michigan - Dearborn
• Wayne State University

Minimum Number of Credits To Graduate (Including Options/Electives): 62

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 100 - Basic Workplace Skills (PO)</td>
<td>1</td>
</tr>
<tr>
<td>ENT 101 - Introduction to Energy Technology</td>
<td>2</td>
</tr>
<tr>
<td>ENT 103 - DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENT 105 - Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 141 - Power Engineering I - Energy Conversion Fundamental (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 145 - Power Engineering II - Boilers and Auxiliaries (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 256 - Power Engineering III - Steam Plant Operation Lab (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 259 - Power Engineering IV - Plant/Building Operations &amp; Maintenance (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 260 - Energy Systems Management (PO)</td>
<td>4</td>
</tr>
<tr>
<td>MFMT 103 - Industrial Computer Exploration (PO)#</td>
<td>2</td>
</tr>
<tr>
<td>Complete 7 credit hours from the following courses:</td>
<td></td>
</tr>
<tr>
<td>ENT 201, ENT 231, ENT 235, ENT 240, MFMT 115, MFMT 116, MFMT 241, and/or MFMT 248.</td>
<td>7</td>
</tr>
<tr>
<td>Complete 12 credit hours from the following courses:</td>
<td></td>
</tr>
<tr>
<td>ENT 201, ENT 212, ENT 216, ENT 219, ENT 230, ENT 248, ENT 265, MFMT 241, and/or MFMT 248.</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 4 credit hours of Math from the following courses:</td>
<td></td>
</tr>
<tr>
<td>MATH 100, MATH 103, MATH 175, and/or MATH 180.</td>
<td>4</td>
</tr>
<tr>
<td>Complete 4 credit hours of Science from the following courses:</td>
<td></td>
</tr>
<tr>
<td>CHEM 131, PHYS 120, and/or PHYS 131.</td>
<td>4</td>
</tr>
<tr>
<td>Complete one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science#</td>
<td>3</td>
</tr>
<tr>
<td>SSC 131 - A Survey of the Social Sciences#</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.
Energy Technology — Power/Building Engineer Advanced Certificate

Certificate of Achievement - Skilled Trades & Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu
PWBLD.CERT.1990 Technology Building 164D

Description
The Power/Building Engineer Program is designed to prepare students to enter the power plant operation, the building and facilities operation and maintenance and the HVAC commercial-industrial operation and maintenance fields. All courses from the Phase I - HP Boiler License Prep Program apply toward this program. Students completing the 32 credits for the program receive a certificate which may be presented to local license agencies to assist in meeting the requirements to take a HP Boiler, NIULPE 4th Class and/or a 3rd Class Refrigeration Operator license exam. In this program students operate boilers, engines, turbines and heating and cooling equipment in the “hands-on” labs in the Energy Technology Department. Students completing this program and passing a steam and/or refrigeration license exam may find employment as building and facilities engineers, operating engineers, stationary engineers or power engineers, in steam-electric or cogeneration generating plants, pumping stations, heating plants, air conditioning plants, water treatment facilities, industrial or commercial refrigeration plants and commercial or industrial process plants and buildings.

All courses in the certificate program may be applied to an Associate in Applied Science degree in Energy Technology - Power/Builder Engineer. Courses in the certificate may also be applied to the Energy Technology - Boiler License Review Basic Certificate.

Career Opportunities
See Associate in Applied Science degree in Energy Technology - Power/Building Engineer.

Additional Program Requirements
Power plant, process plant, and heating plant visits are mandatory requirements for courses qualifying students to take license exams. Students must attend 4-6 plant visits as part of their class attendance to qualify for waivers of education for experience as required by license agencies.

Minimum Number of Credits To Graduate (Including Options/Electives): 32

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
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<tbody>
<tr>
<td>ENT 100 - Basic Workplace Skills (PO)</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Option II Elective Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 12 credit hours from the following Elective courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENT 212 - Light Commercial Heating Systems (PO)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MFMT 241 - Power Engineering/Refrigeration License Review (OL)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ENT 216 - Light Commercial Refrigeration Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENT 219 - RACH Light Commercial Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENT 248 - Power Engineering First Class License Review (PO)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MFMT 248 - Power Engineering-Steam License Review Course (OL)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Note:
Students must meet the prerequisites or have permission to enroll in some of the Advanced Elective Courses. No more than 4 credit hours of prerequisite courses (ENT 104, ENT 113, or ENT 119) may be applied towards the advanced requirements.
Description

The Associate in Science degree in Pre-Engineering program provides the first two years of a student’s engineering education. Articulation agreements guarantee admission to the final two years of engineering school at several universities to students who satisfactorily complete the AS in Pre-Engineering at HFCC. These articulation agreements also maximize the transferability of your HFCC coursework.

Although the core engineering curriculum is fairly standard among accredited engineering schools, students should consult with the engineering advisor to determine which courses they should take, depending on the engineering discipline and the engineering school to which they will transfer.

HFCC offers the courses common in the first two years of an ABET-accredited engineering program, and works closely with the faculty at local engineering schools to make sure your courses will transfer. The elective courses required for the various fields of engineering may vary slightly, and you should check with an engineering advisor to make sure that you are taking the correct series of courses for your intended field of engineering.

Career Opportunities

Engineering students can specialize in fields such as:

- Aerospace
- Biomedical
- Chemical
- Civil, including structural, transportation, environmental, geotechnical, urban planning, and water resources.
- Computer and electrical
- Industrial
- Mechanical

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center).

Admission Requirements/Eligibility

Engineering school is a rigorous academic program that requires strong math and science skills. Students in engineering programs at 4-year colleges and universities typically take 16-18 credit hours each semester. The majority of these courses are in natural sciences, mathematics, and engineering. Students planning to enter engineering should take a rigorous high school background including four years of college prep math and science.

Most courses that apply toward engineering degrees require calculus as a prerequisite. Engineering schools calculate that, in order to finish a degree in four years, students should start calculus in their first semester in college. If you do not place into calculus, it will take you longer to earn your degree.

Students who are interested in engineering fields, but who do not have a strong aptitude for math may want to investigate programs in engineering technology. Although we do not have a formal degree program, our courses do transfer into the Bachelor of Science programs in engineering technology at several universities.

Additional Program Requirements

Requirements for different fields of engineering and schools vary. Students must consult with an engineering advisor to plan an appropriate course of study for the area of engineering and the college or university to which they intend to transfer.

The minimum requirement for earning the Associate in Science degree in Pre-Engineering is 60 credit hours. However, engineering schools will accept as many as seven additional courses from HFCC transfer students toward Bachelor of Science degrees in Engineering. We encourage students to take advantage of this and to complete as many courses as they can transfer at HFCC.

Minimum Number of Credits To Graduate (Including Options/Electives): 60
# Programs of Study

## Required Core Courses - Pre-Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 180 - Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 183 - Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 280 - Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 289 - Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 141 - Principles of General and Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 231 - Engineering Physics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 232 - Engineering Physics (Continued)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:**

Students should consult an engineering advisor for suggested Recommended Course Sequences for their intended field of engineering.

Engineering students may use MATH 180 as the prerequisite for CIS 170.

## Required Support Courses - Pre-Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>BEC 133 - Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BEC 151 - Principles of Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>BEC 152 - Principles of Micro Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

## Associate in Science Degree Requirements

Students in the must also complete the specific degree requirements for the Associate in Science Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

## General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Science degree, may also be used to fulfill General Education when applicable.

## Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 131 - Introductory Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 150 - Biology: Organisms, Genes, and Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 152 - Biology: Cells and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 142 - Principles of General and Inorganic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 170 - “C” Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 130 - Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 201 - Science of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 232 - Statics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Environmental Studies

Associate in Science - Science Division
Judy Kelly 313-845-9728 jkelly@hfcc.edu
Dr. Charles Jacobs 313-845-9734 cjacobs@hfcc.edu

Description

The Associate in Science degree in Environmental Studies emphasizes the interdisciplinary nature of environmental problem-solving at the local, regional, and international levels. Students completing this program can transfer to a Bachelor’s program in four broad areas: land resources, nature studies, resource and policy management, and urban service.

Although the minimum requirement for completing the program is 61 credit hours, students may be able to take additional coursework at HFCC and transfer it to the 4-year institution.

Career Opportunities

Some occupations of Bachelors-level environmental studies majors are:
- Teacher
- National park naturalist
- Resource policy planner
- Air quality analyst
- Regional land use planner
- Public health officer
- Public interest group director

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center).

Minimum Number of Credits To Graduate (Including Options/Electives): 61

Courses

Required Core Courses - Environmental Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 138 - Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIO 139 - Environmental Science Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BIO 150 - Biology: Organisms, Genes, Ecology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 141 - Principles of General and Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 131 - Principles of Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 131 - Principles of Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATMS 131 - Weather and Climate</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 132 - World &amp; Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 231 - Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:
Consult the Environmental Studies advisor for suggested Recommended Course Sequences for your intended area of study.

Required Support Courses - Environmental Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 131 - Intro to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BEC 152 - Principles of Micro Economics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112 - Trigonometry or higher-level MATH course</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government &amp; Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 6 Credit Hours of Humanities 6

Associate in Science Degree Requirements

Students in the must also complete the specific degree requirements for the Associate in Science Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Science degree, may also be used to fulfill General Education when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Firefighter/Paramedic

Associate in Applied Science | Health Careers Division | FFPAR.AAS.2005
Shannon Bruley | 313-317-6582 | sbruley@hfcc.edu | Health Careers Education Center 132L
Ronald Bodurka | 313-845-9877 | rbodurka@hfcc.edu | Health Careers Education Center 132

Description
The Associate in Applied Science degree in Firefighter/Paramedic offers a career pathway for individuals seeking an entry-level position with a full-time municipal fire service. This program is a combination of academic education with necessary hands-on skills. Degree recipients will have an associate in applied science, an EMT-Basic license, paramedic certification, Firefighter I & II certification and field clinical experience.

EMT-Basic Certification and Paramedic Certification
The paramedic program at HFCC reflects the new national curriculum and all successful completers are eligible to take the National Registry certification exams. The college reserves the right to change policies and course requirements in effect at the time of catalog publication. The EMS portion of the program is constantly updated to meet the changing needs of the profession. This is reflected in the high success rate of our graduates both on the National Registry and in practice.

Computer Usage
This program, from EMS 100-level and up, requires students to utilize a computer and the internet. All students have computer and Internet access through our campus library.

Career Opportunities
Employment opportunities range from municipal fire services to field and hospital-based emergency care positions. Firefighting positions are highly competitive which is why we encourage all students to complete the A.A.S. as a Firefighter/Paramedic. This 90+/ credit hour associate level program is actually a 3-year degree program. Students who successfully complete the full program can transfer to Siena Heights University as a Senior, with only one year remaining in order to complete a bachelor degree (inverted major with B.A.S., Bachelor of Applied Science). This positions our graduates well above many entry-level applicants for the coveted Firefighter positions.


Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Siena Heights University

Occupational Exposure/Risk
In emergency medical services, both in school and on the job, exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Exposure to illness and infectious disease is an occupational risk for all health care workers. Persons who do not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection-control guidelines can reduce the risk to a minimum. Persons who have latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.

Admission Requirements/Eligibility
The first year of studies for the Emergency Medical Services degree is open enrollment. Students should place into ENG 131 in order to be most successful. All first year EMS courses must be taken concurrently and passed concurrently with a C or better. Students wishing to enter the second year of studies, which includes the paramedic core, must apply through the EMS office in Health Careers. This level of studies begins every FALL semester. Acceptance to the college is granted to most applicants and does not constitute nor guarantee admission to the paramedic core studies. Early advising for course sequencing is highly recommended. Students are accepted into the program based on a “first-qualified, first-accepted” basis. All potential placements must be registered on the wait list in the EMS office.

For EMS 200-level courses, students will need to satisfy the following prerequisites:
1. EMT-Basic MI License (with a current National Registry Certificate preferred), BIO 233, BIO 234, AH 100, AH 120 & AH 105 (or equivalent)*
2. ASSET Math Score of 39 on the Numerical Skill Unit or COMPASS Pre-Algebra score of 39 or successful completion of MATH 074.
3. ASSET Reading Score of 43 or COMPASS reading score of 84 or successful completion of ENG 081.

*A grade of C or better is required for successful completion of all courses (core and support) required in the EMS program. Students not receiving a C or better cannot continue in the program until they have successfully repeated the course(s) earning a C or better. Students who do not successfully complete all core-requisite courses in the EMS Program cannot continue with that same class of students. Therefore, students who fail must repeat all coursework (200+ and up) from the beginning up to the point that they failed, and then progress in sequence with the new class of paramedic students. Students who need to repeat paramedic must request to be put on the waiting list for the following year. Re-admittance is subject to seat capacity and prior performance.

In order to receive credits, you must complete (with a C or better) at least six credit hours of 100+ level course-work (at HFCC) for each year of HS PSP credit earned. Bring a student copy of your HFCC transcript along with a copy of your FINAL HS transcript to the EMS Program Manager. This is necessary to process a request for credits to be posted by the Office of the Registrar. Do not ask your Counselor, Health Career Advisor, or Instructor to post credits. This process must be initiated by the EMS Program Manager. Do not REPEAT courses in which you have earned credit through the PSP Program. If you are not sure if you earned credit, contact the EMS Program Manager before you schedule courses. The courses in the PSP Program are as follows:
Additional Program Requirements

Health Appraisal
Each student is required to complete a Health Appraisal Form, copies of which are available in the Health Careers Office. This appraisal includes a physical, blood titers (to validate immunity to childhood immunizations), TB test, Hepatitis B and boosters if necessary. Actual lab results from the titers need to be submitted with the appraisal to the program. The cost for this appraisal is in addition to the basic tuition and fee schedule. Students in the EMS program are expected to meet the same physical and mental requirements as emergency medical technicians. A representative job profile, also available in the Health Careers Office, lists the specific physical and mental requirements as well as the environmental conditions of the occupation.

Criminal Background Check and Drug Screen
Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen* is required for all students in EMS programs prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule.

*Students with felony convictions on their record should not enroll into the program as we have a zero-tolerance stance from our clinical affiliates. If such individual is granted an expungement, then he/she would be considered for eligibility. Students with a history of alcohol related driving offenses and or felony convictions will find it difficult if not impossible to gain employment in public safety careers.

Students who are not cleared for clinical through the Health Appraisal, Criminal Background Check and Drug Screen will not be able to complete the EMS education programs.

Uniforms
Uniform shirts are provided through the program at the Basic EMT level. Pants, shoes, work belt, stethoscope, and National Registry exam fees are in addition to the basic tuition and fee schedule.

Job Placement
Information about career placement and job success is available through either the Health Careers Office or the College’s Job Placement Office.

Program Duration Limits/Updates/Changes
Once a student is admitted/enrolled into the paramedic portion of the EMS degree, that student must complete with that same group of students. If for any reason a student must stop attending after successfully completing any portion thereof, and wishes to complete, the student must reapply through the EMS office for the desired year of return. Because of the rapid changes in healthcare, legislation, and resulting course content, successfully completed EMS classes must be repeated in order to assure competence. This applies to all second year students who start, stop, and then return for completion. Early advising through the EMS office is essential.

The College continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and program criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office at 313-845-9877 for any current program updates or visit www.hfcc.edu.

Registry/Certification/Licensure Exam Information
If an individual is a convicted felon, it could disqualify him/her from obtaining the necessary National Registry Certification. For the specific

Required Core Courses - Firefighter/Paramedic Cr. Hours
- EMS 100 - EMT - Basic Fundamentals 9
- EMS 106 - EMT - Basic Procedures 2.5
- EMS 109 - EMT - Basic Clinical Externship 2
- EMS 200 - Paramedic I 3
- EMS 205 - Paramedic Lab I 3
- EMS 210 - Paramedic II 3
- EMS 215 - Paramedic Lab II 4
- EMS 220 - Paramedic III 4
- EMS 225 - Paramedic Lab III 2
- EMS 230 - Paramedic IV 4
- EMS 240 - Paramedic V 3
- EMS 290 - Advanced Clinical I 4
- EMS 295 - Advanced Clinical II 4
- EMS 299 - Advanced Clinical III 4

Complete Firefighter I and Firefighter II certification (9 credit hours).*

Note:
Courses must be completed following the Recommended Course Sequence. Careful course sequencing is essential. Please take careful note of courses that have co-requisites.

This program requires a minimum of 60.5 Required Core Courses to graduate. The 60.5 credit hours include the 9 credit hours for the Firefighter I and Firefighter II certifications that are available at HFCC from the training academy. To receive this credit on your transcript see the EMS program manager after you have completed your first semester of Paramedic studies (200 or higher level EMS coursework).

A minimum of ‘C’ grade is required in all Required Core Courses.

Required Support Courses - Firefighter/Paramedic Cr. Hours
- AH 100 - Medical Terminology 4
- AH 105 - Basic Life Support for Healthcare Providers 0.5
- AH 120 - Pharmacology for Allied Health 3
- B10 233 - Anatomy and Physiology I 4
- B10 234 - Anatomy and Physiology II 4
- POLS 131 - Introduction to American Government and Political Science# 3

Complete one of the following courses:
- FS 201, CRJ 131, CRJ 132, MGT 237, MGT 238, and/or MGT 240.

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.
General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

- HPEA 155 - Relax Techniques for Stress Management 2
- HPEA 117 - Weight Train & Phys Conditioning 2

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Spring/Summer I</th>
<th>Fall I</th>
<th>Winter I</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 105</td>
<td>EMS 100</td>
<td>AH 120</td>
</tr>
<tr>
<td>AH 100</td>
<td>EMS 106</td>
<td>BIO 233</td>
</tr>
<tr>
<td>ENG 131</td>
<td>EMS 109</td>
<td>ENG 132</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring/Summer II</th>
<th>Fall II</th>
<th>Winter II</th>
<th>Spring/Summer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 234</td>
<td>EMS 200</td>
<td>EMS 215</td>
<td>EMS 225</td>
</tr>
<tr>
<td>POLS 131</td>
<td>EMS 210</td>
<td>EMS 220</td>
<td>EMS 240</td>
</tr>
<tr>
<td>CLT 100</td>
<td>EMS 205</td>
<td>EMS 230</td>
<td>EMS 299</td>
</tr>
<tr>
<td>EMS 290</td>
<td>EMS 295</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLINICAL

Basic:

We require two rotations in the field, usually 8 a.m. - 8 p.m., with Monday through Sunday scheduling options and two rotations in the hospital emergency room, with scheduling options available 24/7. Clinical for EMT Basics will be explained, thoroughly, at the EMS 109 orientation.

Paramedic:

EMS clinicals are made available at the discretion of our host EMS Departments and Hospitals. Students are encouraged to keep flexible schedules during school to accommodate the advanced clinical experience. At the paramedic level (EMS clinical 290, EMS 295 and EMS 299), many of the rotations outside of the ER, are daytimes and during the traditional work week. Examples of this are OR and Cardiac Cath labs. Clinical is explained, in depth, at the Paramedic orientation in August, before the FALL II start of paramedic courses.

Clinical courses, basic and advanced, show TBA in the Time/Day area of the schedule. We try very hard to individualize clinical rotations to each student’s needs.

The Second year:

Sequencing for EMS 200+ level course-work is not optional. Paramedic (EMS 200+) courses begin in Fall and end in Spring without exception. Prior to that, courses can be taken in any course/semester order as long as the EMS 100, EMS 106 and EMS 109 courses are taken as co-requisites.

Students are responsible for their own transportation to clinical sites and any expenses incurred.
Fitness Leadership

Associate in Applied Science - Fine Arts and Fitness Division
Carole Sloan 313-845-6318 csloan@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description

The Health and Physical Education curriculum includes two programs in Fitness Leadership. Interested students can enroll in the Certificate of Achievement program or the two-year Associate in Applied Science degree program.

The Fitness Leadership programs have been established in response to the increasing demand for highly-trained, certified exercise instructors and personal trainers in national fitness clubs, corporate fitness centers, area-wide recreation facilities, and hospitals. To become a successful fitness trainer, an individual needs to be knowledgeable in exercise science and aware of current and future trends in the profession.

Both programs offer a wide variety of courses including Exercise Physiology, Nutrition, Methods of Teaching Exercise, and First Aid. HFCC's Fitness Leadership instructors are fitness leaders and professionals who are highly qualified to share their training and knowledge to help develop strong and dynamic exercise leaders.

Many HFCC graduates attend Eastern Michigan University or Wayne State University, which have strong exercise science programs and excellent transfer agreements with HFCC.

Statistics provided by the American Council on Exercise, the American College of Sports Medicine, and other professional exercise organizations have strongly shown that students who have received training from a college perform well on certification exams.

Career Opportunities

According to the Bureau of Labor Statistics Employment Projections, fitness trainers were listed as one of the fastest growing occupations in 2002-2012. The 2002 average salary for a fitness trainer was $29,100 per year. Fitness Leadership serves as an excellent foundation for students entering other careers such as nursing, physical therapy, community health and business. Students may find that having two complementary areas of concentration and expertise makes them more marketable.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- Wayne State University

Admission Requirements/Eligibility

There are no special admission requirements to the program. Simply declare Fitness Leadership as your program of study when you apply to the college or register for classes. Early in the program you should contact the director of the program to understand the sequence of classes in the program.

Registry/Certification/Licensure Exam Information

Many students are interested in taking industry certification exams such as ACE or ACSM at the completion of the program. The certificate/associate degree from HFCC serves as a much higher level of certification than the various industry certification exams. Even though this is the case, many students take the industry certification exam and do very well. The classes that will specifically prepare students for the various industry certification exams are HPE 150-Exercise Physiology and HPE 151-Methods for Teaching Exercise.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Fitness Leadership</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPEA 127 - Aquacise</td>
<td>1</td>
</tr>
<tr>
<td>HPE 140 - Lifetime Wellness</td>
<td>2</td>
</tr>
<tr>
<td>HPE 142 - Advanced First Aid</td>
<td></td>
</tr>
<tr>
<td>HPE 150 - Physiology of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>HPE 151 - Methods of Teaching Aerobic Exercise</td>
<td>3</td>
</tr>
<tr>
<td>HPE 152 - Tests and Measurements</td>
<td>2</td>
</tr>
<tr>
<td>HPE 153 - Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HPE 154 - Facility and Equipment Management</td>
<td>2</td>
</tr>
<tr>
<td>HPE 192 - Internship in Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>HPEA 117 - Weight Train &amp; Phys Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>Complete one team sport from the following courses:</td>
<td></td>
</tr>
<tr>
<td>HPEA 104, HPEA 204, HPEA 110, and/or HPEA 210.</td>
<td></td>
</tr>
</tbody>
</table>

Complete one Dance course from the following:

- courses include Ballet, Jazz, Modern, Aerobic and/or Tap.

<table>
<thead>
<tr>
<th>Required Support Courses - Fitness Leadership</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110 - Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112 - Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115 - College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 175 - Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 133 - Principles of Physics</td>
<td>4</td>
</tr>
<tr>
<td>BIO 131 - Introductory Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 143 - Zoology</td>
<td>4</td>
</tr>
<tr>
<td>HPEA 155 - Relax Techniques for Stress Management</td>
<td>2</td>
</tr>
<tr>
<td>HPE 253 - Nutrition for the Professional</td>
<td>3</td>
</tr>
<tr>
<td>HPE 260 - Health, Nutrition, and PE</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Programs of Study

Fitness Leadership
Certificate of Achievement - Fine Arts and Fitness Division
Carole Sloan 313-845-6318 csloan@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description
The Health and Physical Education curriculum includes two programs in Fitness Leadership. Interested students can enroll in the Certificate of Achievement or the two-year Associate in Applied Science degree program.

The Fitness Leadership programs have been established in response to the increasing demand for highly trained, certified exercise instructors and personal trainers in national fitness clubs, corporate fitness centers, area-wide recreation facilities, and hospitals.

Fitness Leadership serves as an excellent foundation for students entering other careers such as nursing, physical therapy, community health and business. Students may find that having two complementary areas of concentration and expertise makes them more marketable. Both programs offer a wide variety of courses including Exercise Physiology, Nutrition, Methods of Teaching Exercise, and First Aid.

HFC's Fitness Leadership instructors are fitness leaders and professionals who are highly qualified to share their training and knowledge to help develop strong and dynamic exercise leaders. Many HFC graduates attend Eastern Michigan University or Wayne State University which have strong exercise science programs and excellent transfer agreements with HFC.

Statistics provided by the American Council on Exercise, the American College of Sports Medicine, and other professional exercise organizations have strongly shown that students who have received training from a college perform well on certification exams.

Career Opportunities
Those who will benefit from the Fitness Leadership programs include aerobic instructors, physical educators, personal trainers, athletes, health-care professionals, nutritionists, and exercise enthusiasts.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFC. Articulation agreements ensure that graduates from HFC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Eastern Michigan University
• Wayne State University

Admission Requirements/Eligibility
There are no special requirements to the program. You simply need to claim Fitness Leadership as your course of study when you apply to the college or register for classes. Early in the program you should contact the director of the program to understand the sequence of classes in the program.

Registry/Certification/Licensure Exam Information
Many students are interested in taking industry certification exams such as ACE or ACSM at the completion of the program. The certificate/associate degree from HFC serves as a much higher level of certification than the various industry certification exams. Even though this is the case, many students take the industry certification exams and do very well. The classes that will specifically prepare students for the various industry certification exams are HPE 150-Exercise Physiology and HPE 151-Methods for Teaching Exercise.

Minimum Number of Credits To Graduate (Including Options/Electives): 31

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE 142 - Advanced First Aid</td>
<td>3</td>
</tr>
<tr>
<td>HPE 150 - Physiology of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>HPE 151 - Methods of Teaching Aerobic Exercise</td>
<td>3</td>
</tr>
<tr>
<td>HPE 152 - Tests and Measurements</td>
<td>2</td>
</tr>
<tr>
<td>HPE 153 - Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HPEA 127 - Aquacise</td>
<td>1</td>
</tr>
<tr>
<td>HPE 154 - Facility and Equipment Management</td>
<td>2</td>
</tr>
<tr>
<td>HPE 192 - Internship in Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>HPE 140 - Lifetime Wellness</td>
<td>2</td>
</tr>
<tr>
<td>BID 233 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BID 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
# General Business - No Concentration

**Description**

Henry Ford Community College’s associate degree in General Business with no concentration is the most basic and flexible degree offered by the Business and Economics Division. This degree requires a minimum of 20 credit hours in business classes. The General Business – No Concentration degree is designed to enable students to customize their academic programs to meet specific goals and is often used by students who are interested in transferring to a four-year institution.

Students may combine this degree with certificate programs offered by the Business and Economics Division or with a degree in another area to improve their employability. The division offers the following certificates:

- Computer Software Applications
- Customer Service Professional
- Industrial Distribution – Business Concentration
- Office Administration
- Small Business Management and Entrepreneurship
- Supervision

**Minimum Number of Credits To Graduate (Including Options/Electives): 60**

## Courses

### Required Core Courses - Cr. Hours

**General Business - No Concentration**

Complete 20 credit hours from the following course prefixes: 20

- BAC, BBA, BCA, BCO, BEC, BFN, BLW, BMA, LGA, or MGT

**Note:**

BCA 140 is a recommended course and will also satisfy Computer Literacy General Education requirement.

### Required Support Courses - Cr. Hours

**General Business - No Concentration**

Complete one of the following MATH options.

- BMA 110 - Business Mathematics 3
- MATH 115 - College Algebra or higher numbered MATH course* 5

**Note:**

* The following courses may not be used to fulfill the requirement: MATH 121, MATH 221, and MATH 225.

### Associate in Business Degree Requirements

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Graphic Design

Associate in Arts - Fine Arts and Fitness Division
Kirk McLendon 313-845-6487 mclendon@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description
The College offers five certificate programs within the Graphic Design area: Animation, Illustration, Multimedia Design, Print Design, and Web Design, as well as an Associate in Arts degree in Graphic Design.

Students who complete the course requirements for one of the Certificate Programs and the Required Support Courses listed below and meet other College requirements listed below are eligible for an Associate in Arts degree in Graphic Design.

Students may take classes during fall, winter, spring, and summer semesters. Students should refer to the Schedule Planner at www.hfcc.edu/graphicdesign which shows the frequency and time of day Graphic Design classes are offered during the year. Students are also encouraged to meet a Graphic Design advisor to plan their schedule. Students may call 313-845-6487 or e-mail graphicdesign@hfcc.edu to schedule an advising appointment.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses
Required Core Courses - Graphic Design Cr. Hours
Complete a certificate in Animation, Illustration, Multimedia Design, Print Design, or Web Design to fulfill a minimum of 36 Core credit hours of the Associate in Arts degree.
Note:
Students who have completed ART 106, 166, 266, or 267 should refer to the substitution chart below to see how these discontinued classes fit into the new programs.
ART 106 may be substituted for ART 107.
ART 166 may be substituted for ART 109 or 110.
ART 266 may be substituted for ART 275.
ART 267 may be substituted for ART 275.

Associate in Arts Degree Requirements
Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Hospitality Professional Management

Certificate of Achievement - Technology Division
Dennis Konarski 313-845-6390 dennis@hfcc.edu
Jeff Click 313-845-9651 jclick@hfcc.edu

Description
Modern-day management practices have become not only beneficial, but necessary in today’s increasingly complex hospitality/travel industry. Key components of the Hospitality Professional Management Certificate include cost control, purchasing, marketing, and training at the front office level.

The courses completed in this certificate program may be applied towards an Associate in Applied Science in Hospitality Studies.

Career Opportunities
• Mid-Management Careers

Accreditation
Hospitality and Culinary programs at HFCC are fully accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation of the National Restaurant Association.

Minimum Number of Credits To Graduate (Including Options/Electives): 26

Courses
Required Core Courses Cr. Hours
HOSP 105 - Applied Foodservice Sanitation 2
HOSP 110 - Introduction to Hospitality Industry 3
HOSP 130 - Food and Nutrition 3
HOSP 150 - Dining Room Service and Operations 3
HOSP 160 - Hospitality Purchasing 3
HOSP 170 - Food and Beverage Controls 3
HOSP 210 - Hospitality Supervision and Leadership 3
HOSP 221 - Front Office Procedures and Guest Services 3
HOSP 250 - Hospitality and Travel Marketing 3

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP 105</td>
<td>HOSP 160</td>
<td>HOSP 221</td>
</tr>
<tr>
<td>HOSP 110</td>
<td>HOSP 170</td>
<td></td>
</tr>
<tr>
<td>HOSP 130</td>
<td>HOSP 210</td>
<td></td>
</tr>
<tr>
<td>HOSP 150</td>
<td>HOSP 250</td>
<td></td>
</tr>
<tr>
<td>HOSP 250</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Hospitality Service Career

**Certificate of Achievement - Technology Division**
- **Dennis Konarski**: 313-845-6390, dennis@hfcc.edu
- **Jeff Click**: 313-845-9651, jclick@hfcc.edu

**Description**
The Service Career field is endless with opportunities and challenging with so many types of dining operations positions available. Remarkable service from servers, managers and restaurant owners is a must for winning and keeping customers.

The courses completed in this certificate program may be applied towards an Associate in Applied Science degree in Culinary Arts or Hotel Restaurant & Institution Management.

**Minimum Number of Credits To Graduate (Including Options/Electives): 9**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP 101 - Wines of the World</td>
<td>1</td>
</tr>
<tr>
<td>HOSP 105 - Applied Foodservice Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 110 - Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 150 - Dining Room Service and Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

### Hotel Restaurant & Institution Management

**Associate in Applied Science - Technology Division**
- **Dennis Konarski**: 313-845-6390, dennis@hfcc.edu
- **Jeff Click**: 313-845-9651, jclick@hfcc.edu

**Description**
The Lodging Industry has advanced considerably from the simple “home away from home” philosophy. Over the years, technology has transformed the complex divisions in the hotel industry into an international enterprise of tourism. Computers, economics, personnel management and interpersonal communication are all skills which are required for success in the hotel and restaurant fields.

This degree program can also be used as a transfer vehicle to a four-year baccalaureate program, but transferability of specific courses should be checked with the HFCC University Transfer, Advising, and Career Counseling Office. Henry Ford Community College has developed articulation agreements with Madonna University and Eastern Michigan University to facilitate the educational mobility of students. Students following a specific designed transfer agreement are able to complete 3 years at Henry Ford Community College and 1 year at the above universities with a Bachelor of Science degree in Hospitality Management.

In working towards the degree, students can earn various Certificates of Achievements in Hospitality Studies. Students enrolled in the Hotel Restaurant & Institution Management program are eligible to apply for various scholarships.

**Career Opportunities**
- Global Foodservice and Lodging Industry
- Hotel Operations
- Hospitality Marketing / Sales
- Event Planning
- Hospitality Computer Specialist
- Mid Management Positions

**Transfer Options/Requirements**
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Davenport University
- Eastern Michigan University
- Ferris State University
- Madonna University
- Siena Heights University

**Accreditation**
Hospitality and Culinary programs at HFCC are fully accredited by the Accrediting Commission of the American Culinary Federation Educational Foundation of the National Restaurant Association.

**Minimum Number of Credits To Graduate (Including Options/Electives): 67**
### Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP 105 - Applied Foodservice Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 110 - Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 121 - Introduction to Quality Food Preparation - Lecture*</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 123 - Introduction to Professional Cooking - Lab*</td>
<td>6</td>
</tr>
<tr>
<td>HOSP 130 - Food and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 140 - Advanced Food Preparation</td>
<td>8</td>
</tr>
<tr>
<td>HOSP 150 - Dining Room Service and Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 160 - Hospitality Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 170 - Food and Beverage Controls</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 210 - Hospitality Supervision and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 221 - Front Office Procedures and Guest Services</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 250 - Hospitality and Travel Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 290 - Hospitality Studies Co-Op**</td>
<td>2</td>
</tr>
</tbody>
</table>

**Note:**
* HOSP 121 and HOSP 123 must be taken concurrently. HOSP 280 and HOSP 285 may be substituted for HOSP 121 and HOSP 123 for evening students.
** Students may take HOSP 190 (minimum of 150 working hours for 2 semesters) instead of HOSP 290 - (minimum of 300 hours in 1 semester)

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BMA 110 - Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Complete one of the following courses:**
- BAC 110 - Practical Accounting | 4 |
- BAC 131 - Principles of Accounting | 4 |

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

### Recommended Course Sequence

#### Option One
- **Fall I**
  - HOSP 105
  - HOSP 130
- **Winter I**
  - BAC 110
- **Spring/Summer I**
  - HOSP 160
- **Fall II**
  - HOSP 121
  - HOSP 123
  - BMA 110

#### Option Two
- **Winter I**
  - HOSP 105
  - HOSP 221
- **Spring I**
  - HOSP 110
- **Fall I**
  - HOSP 140
  - HOSP 221
- **Winter II**
  - HOSP 121
  - HOSP 123
  - BMA 110
  - BCA 140
- **Spring/Summer II**
  - HOSP 170
- **Fall II**
  - BBA 131
  - BBA 131
  - HOSP 250

### Illustration

**Certificate of Achievement - Fine Arts and Fitness Division**

| Kirk McLendon | 313-845-6487 | mclendon@hfcc.edu |
| James Nelson  | 313-845-6316 | jnelson@hfcc.edu |

**Description**

Illustration is one of the five certificate programs offered at HFCC. Earn an Illustration Certificate by completing the 36 credit hours of core courses. Students may complete an additional 24 credit hours of General Education and Elective Courses to earn an Associate in Arts degree. Classes are offered throughout the year during the day, evening and weekend.

As long as there have been newspapers, books, and magazines, there has been a need for hand-drawn art that tells a story or communicates an idea. Illustrators need to have excellent drawing skills, know the history of their craft, and be proficient with programs such as Photoshop and Illustrator.

**Minimum Number of Credits To Graduate**

(Including Options/Electives): 36
Industrial Distribution - Business Concentration

Certificate of Achievement - Business and Economics Division

Elaine Saneske 313-845-9704 esaneske@hfcc.edu
Skilled Trades and Apprenticeship 313-845-6415

INDUSTBUS.CMLT 2006
Reuther Liberal Arts Building 328
Technology Building 115

Description

The industrial distribution channel is the most efficient and cost-effective means of moving products from manufacturers to users. Henry Ford Community College's Industrial Distribution – Business Concentration certificate is designed to provide students with the skills necessary to work in a customer-service capacity in the industrial distribution industry. The program emphasizes the development of the oral and written communication skills and customer service skills required to succeed in a distribution system.

This certificate program was developed in consultation with the Industrial Career Pathways organization.

Minimum Number of Credits To Graduate (Including Options/Electives): 24

Courses

Required Core Courses Cr. Hours
BBA 110 - Business Language Skills 3
BBA 131 - Introduction to Business 4
BBA 133 - Business Behavior and Communication 3
BBA 155 - Customer Service & Salesmanship 3
BBA 157 - Call Center/Help Desk Practicum 1
BBA 161 - Introduction to Industrial Distribution 1
BBA 231 - Business Office Communications 3
BCA 140 - Software Applications 3
BMA 110 - Business Mathematics 3
BCA 101 - Computer Keyboarding (or documented proficiency in computer keyboarding) 3

Recommended Course Sequence

Term 1 Term 2
BBA 110 BCA 101 BBA 131 BBA 231
BBA 155 BCA 140 BBA 133 BMA 110
BBA 161 BBA 157

Industrial Distribution - Technical Concentration

Certificate of Achievement - Skilled Trades and Apprenticeship Division

Skilled Trades and Apprenticeship 313-845-6415

INDSTTEC.CMLT.2006
Technology Building 115

Description

Students can take their industrial distribution career to the next level as a technical representative. Combining product specification and application with customer service, this is a rewarding and challenging career for those with both technical aptitude and an interest in sales.

Currently more starting-level jobs in Industrial Distribution exist than the number of qualified people to fill these jobs. This trend is expected to continue. Individuals in Industrial Distribution:

• Support customers through phone or personal contact.
• Represent manufacturers’ new and existing products.
• Provide customer service.
• Manage inventory and warehouse functions.

Career Opportunities

• Business Managers
• Buyers
• Customer Service Representatives
• Inside/Outside Sales Representatives
• Inventory/Warehouse Managers
• Technical Product Line Specialists

While salaries will vary based on experience and education, compensation is competitive.*

Outside Sales: $40,000-$80,000
Branch Management: $40,000-$70,000
Inside Sales: $28,000-$65,000
Purchasing: $27,000-$60,000
Customer Service: $22,000-$40,000
Warehouse: $21,000-$38,000

* Sources: American Society of Employers; Power Transmission Distributors Association.

Minimum Number of Credits To Graduate (Including Options/Electives): 19

Students should select a minimum of 4 credit hours from the following:*

TADV 100 - Basic Print Reading OR TAGD 110 - Basic Shape and Size Interpretation 2
TAMD 100 - Industrial Applications of Basic Math Principles 2
TAMD 120 - Industrial Applications of Algebraic Principles 3
TADF 150 - Applied Technology 3
TAMN 100 - Shop Tools and Techniques 3

* Course prerequisites are to be observed.
Industrial Drafting & CAD Technology

**Associate in Applied Science - Technology Division**

Gerald Klein 313-845-6424 gklein@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

**DFCAD.AAS... Technology Building 180A**

**Technology Building 115A**

**Description**

Our drafting program is designed and equipped to offer you experience in the latest CAD programs and their applications. Manual drafting is taught in the intro class to give you a solid background in the basics of drafting standards and projection. Those basic skills are then applied in CAD design, detailing, and problem solving in the advanced courses. The curriculum gives you experience in a wide variety of drafting specialties including: layout and detailing in product design, machine element drafting, fixture design, and die design. Courses in advanced CAD techniques will help you achieve a high degree of proficiency in the use of the latest design software.

**Career Opportunities**

"Opportunities should be best for individuals with at least 2 years of postsecondary training in drafting and considerable skill and experience using computer-aided design and drafting (CADD) systems. The middle 50 percent (of mechanical drafters) earned between $32,100 and $51,950". (Bureau of Labor Statistics)

**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu. Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Central Michigan University
- Davenport University
- Eastern Michigan University
- Ferris State University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Wayne State University

Minimum Number of Credits To Graduate (Including Options/Electives): 60

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF 110 - Introduction to Industrial Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRAF 120 - Introduction to CAD</td>
<td>4</td>
</tr>
<tr>
<td>DRAF 130 - Technical Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>DRAF 142 - Industrial Detailing</td>
<td>4</td>
</tr>
<tr>
<td>DRAF 210 - Die Design</td>
<td>3</td>
</tr>
<tr>
<td>DRAF 220 - Machine Element Drafting</td>
<td>2</td>
</tr>
<tr>
<td>DRAF 230 - Jigs, Fixtures, Tools</td>
<td>3</td>
</tr>
<tr>
<td>DRAF 240 - Product Drawing</td>
<td>2</td>
</tr>
<tr>
<td>DRAF 255 - CAD Advanced Techniques</td>
<td>4</td>
</tr>
<tr>
<td>DRAF 260 - Advanced CAD Applications Solid Modeling</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPS 100 - Manufacturing Processes I</td>
<td>6</td>
</tr>
<tr>
<td>Complete one of the following MATH Options:</td>
<td></td>
</tr>
<tr>
<td>MATH 100 - Basic Technical Mathematics AND</td>
<td>4</td>
</tr>
<tr>
<td>MATH 103 - Technical Mathematics OR</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110 - Intermediate Algebra AND</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112 - Trigonometry OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 175 - Precalculus OR</td>
<td>5</td>
</tr>
<tr>
<td>MATH 180 - Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Complete one of the following Physics Options:</td>
<td></td>
</tr>
<tr>
<td>PHYS 120 - Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHYS 131 - Liberal Arts Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate in Applied Science Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

DRAF 123 - Introduction to CATIA V5 2
DRAF 125 - CATIA V5 Level III 2
DRAF 127 - CATIA V5 Level III 2
CIS 100 - Introduction to Information Technology# 3
ELEC 103 - Basic Electricity 4
ELEC 120 - Basic Hydraulics 3
ICO 191 - Industrial Co-op 2

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF 110</td>
<td>DRAF 130</td>
</tr>
<tr>
<td>DRAF 120</td>
<td>DRAF 142</td>
</tr>
</tbody>
</table>
Information Assurance

Associate in Applied Science - Technology Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Scanlon</td>
<td>313-845-6346</td>
<td><a href="mailto:sscanlon@hfcc.edu">sscanlon@hfcc.edu</a></td>
<td>Technology Building 162J</td>
</tr>
<tr>
<td>Gregory Osowski</td>
<td>313-845-9859</td>
<td><a href="mailto:gosowski@hfcc.edu">gosowski@hfcc.edu</a></td>
<td>Liberal Arts Building 109W</td>
</tr>
<tr>
<td>David Wiltshire</td>
<td>313-845-9637</td>
<td><a href="mailto:djwiltshire@hfcc.edu">djwiltshire@hfcc.edu</a></td>
<td>Technology Building 115A</td>
</tr>
</tbody>
</table>

Description

As the world becomes more dependent on information technology, the security of information becomes critical. Henry Ford Community College is a member of the International Cyber-Security Education Consortium, and offers an interdisciplinary program leading to an Associate in Applied Science degree that emphasizes technical security, ethical conduct, legal and regulatory compliance, law enforcement and development of strategic security plans. Students complete an interdisciplinary core of study and can tailor electives to their career or transfer interest.


Students completing coursework in Information Assurance can transfer their credits to universities or enter the job market. Elective courses allow for each student to tailor a program of study to meet their unique interests.

Career Opportunities

- Law Enforcement
- Secure Software Engineering
- Language Specialist
- Network Security Specialist

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- University of Detroit Mercy

Minimum Number of Credits To Graduate

(Including Options/Electives): 60

Courses

Required Core Courses - Information Assurance  Cr. Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 112</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 114</td>
<td>Introduction to Novell NetWare Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 220</td>
<td>System Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Information Assurance and Security</td>
<td>4</td>
</tr>
<tr>
<td>CIS 272</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CNT 260</td>
<td>Network Security: Security + Prep</td>
<td>4</td>
</tr>
<tr>
<td>CRJ 131</td>
<td>Introduction to Law Enforcement and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 132</td>
<td>Police Administration - Staff and Line Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 134</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 234</td>
<td>Criminalistics: Criminal Investigation Laboratory Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Support Courses - Information Assurance  Cr. Hours

Complete 18 credit hours from the following courses:* 18

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
</table>

Note:

Students should consult with an advisor before course selection. The 18 credit hour requirement is intended for concentration in foreign language, network security, software insurance or criminal justice.

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
**Interior Design**

**Associate in Arts - Fine Arts and Fitness Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Banduric</td>
<td>313-845-9814</td>
<td><a href="mailto:pbanduri@hfcc.edu">pbanduri@hfcc.edu</a></td>
<td>MacKenzie Fine Arts Center 148</td>
</tr>
<tr>
<td>James Nelson</td>
<td>313-845-6316</td>
<td><a href="mailto:jnelson@hfcc.edu">jnelson@hfcc.edu</a></td>
<td>MacKenzie Fine Arts Center 128</td>
</tr>
</tbody>
</table>

**Description**

Interior Design courses provide a solid basic foundation of study, emphasizing the development of theoretical and technical skills within a human environment and behavior context. Art foundation and specialized courses in Interior Design are integrated throughout the course of study.

This area of study is designed to build upon sequential courses with specialized course work in anthropometrics and ergonomics, environment and behavior, architectural and furniture history, textiles, interior construction and materials, environmental systems, graphic communications and rendering, and include six interior design studio classes. Computer applications are used across the core courses to help students to develop a broad range of computer skills as they can be applied to Interior Design.

Students who take the appropriate courses are equipped to seek entry-level positions in the field of Interior Design and the related disciplines or to transfer to a four-year program. The first 42 credit hours listed meet minimum curriculum guidelines for NCIDQ exam qualification. The Interior Design specific sequence, which starts with ART 180 and ART 181, begins once a year with the Fall semester. Prospective Interior Design majors should meet with Pamela Banduric to discuss their courses of study. This is essential as courses are offered in sequence. Call Pamela Banduric, Interior Design Program Director at 313-845-9814 or e-mail pbanduri@hfcc.edu to schedule an appointment or for further information.

**Minimum Number of Credits To Graduate (Including Options/Electives): 60**

**Courses**

**Required Core Courses - Interior Design**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105 - Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 180 - Design and User Needs</td>
<td>3</td>
</tr>
<tr>
<td>ART 181 - Interior Design - Studio I</td>
<td>3</td>
</tr>
<tr>
<td>ART 182 - Interior Design Materials and Construction Components</td>
<td>3</td>
</tr>
<tr>
<td>ART 183 - Interior Design Studio II</td>
<td>3</td>
</tr>
<tr>
<td>ART 184 - Textiles for Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ART 280 - History of Styles: Architecture, Interiors, and Furnishings</td>
<td>3</td>
</tr>
<tr>
<td>ART 281 - Interior Design Studio III</td>
<td>3</td>
</tr>
<tr>
<td>ART 282 - Interior Design Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ART 283 - Lighting for Interior Design - Studio IV</td>
<td>3</td>
</tr>
<tr>
<td>ART 285 - Professional Practice for Interior Design - Studio V</td>
<td>3</td>
</tr>
<tr>
<td>ART 287 - Interior Design Synthesis - Studio VI</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate in Arts Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 180</td>
<td>ART 182</td>
<td>ART 184</td>
</tr>
<tr>
<td>ART 181</td>
<td>ART 183</td>
<td>ART 105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall II</th>
<th>Winter II</th>
<th>Spring/Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 280</td>
<td>ART 282</td>
<td>ART 285</td>
</tr>
<tr>
<td>ART 281</td>
<td>ART 283</td>
<td>ART 287</td>
</tr>
</tbody>
</table>

**Note:**
ART 105 may be taken during any semester.
## Legal Assistant

### Associate in Business - Business and Economics Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Adams</td>
<td>313-845-9693</td>
<td><a href="mailto:kadams@hfcc.edu">kadams@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 332</td>
</tr>
<tr>
<td>Elaine Saneske</td>
<td>313-845-9645</td>
<td><a href="mailto:esaneske@hfcc.edu">esaneske@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 328</td>
</tr>
</tbody>
</table>

### Description

Henry Ford Community College's Legal Assistant program is designed to prepare students for a career in the legal profession. Legal Assistants/Paralegals perform important legal support work such as legal research, legal document preparation, client and witness interviewing, interfacing with courts and administrative agencies, and the application of technical information. Upon completion of the program, graduates may choose to enter the workforce as Legal Assistants/Paralegals or may choose to continue their education by transferring to a four-year baccalaureate-degree institution.

Legal Assistants/Paralegals must work under the supervision of an attorney. Legal Assistants/Paralegals are not lawyers and are not permitted to provide legal services directly to the public except as permitted by law.

### Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Davenport University
- Eastern Michigan University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Walsh College

### Accreditation

The Legal Assistant program is approved by the American Bar Association.

### Core Competencies by Course

LGA 120: Students will demonstrate knowledge of solutions to critical ethical challenges facing paralegals and an understanding of the various core competencies in the Legal Assistant program.

LGA 121: Students will use both print and electronic sources of law to locate treatises, law review articles, legal encyclopedias, and other secondary source materials that help explain the law and to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials. Students will read, evaluate, analyze, and properly cite print and electronic sources of law and apply them to issues requiring legal analysis. Students will “cite check” legal sources and create strategies for basic legal research. Students will prepare written research memoranda incorporating proper English grammar and proper legal citation formats.

LGA 122: Students will create strategies for advanced legal research. Students will identify, locate, and appropriately use print and electronic resources to update and verify the reliability of cited legal authority. Students will prepare written research reports in specific legal formats incorporating proper English grammar and proper legal citation formats. Students will analyze and categorize key facts in a writing style that conveys legal theory in a clear, concise manner.

LGA 130: Students will identify legal issues in prospective litigation case (mock case) scenarios and apply recognized legal authority to such specific factual situation. Students will be able to draft the complaint or answer in a civil suit.

LGA 133: Students will demonstrate the ability to create a Durable Power of Attorney and Advanced Health Care Directives. Students will identify the proper procedures for processing a model estate scenario. Students will demonstrate the ability to research the Michigan Estates and Protected Individuals Code and apply it to specific factual situations involving Trusts and Wills.

LGA 135: Students will demonstrate an understanding of law relating to marriage, annulment, alimony, child support, marital property, and the Probate Court system. Students will draft client correspondence and legal documents, using proper format and appropriate content; and create strategies for family law disputes.

LGA 136: Students will conduct client interviews and prepare the documents necessary to initiate a testate/intestate probate proceeding. Students will demonstrate the ability to research and describe the application of the Michigan Estate and Protected Individuals Code and apply it to situations involving a decedent’s estate. Students will locate and modify standardized probate forms found in formbooks and draft Motions for a particular situation.

LGA 137: Students will be able to demonstrate the ability to identify legal issues in mock real estate cases and create strategies for resolution of the issues involved. Students will apply principles of professional ethics to specific factual situations.

LGA 138: Students will identify legal issues in business creation (mock case) scenarios and create strategies for resolution. Students will draft business organization documents including Articles of Organization, Bylaws, Operating Agreements, or Buy-Sell agreements.

LGA 139: Students will identify the fundamental elements of a legally binding contract. Students will identify Issues in contract disputes case scenarios (mock case) and create strategies for resolving the issues. Students will be able to draft basic contracts for the sale of personal property.

LGA 141: Students will identify legal issues in personal injury case scenarios (mock case) and apply recognized legal authority to a specific factual situation involving Intentional Tort or Negligence. Students will analyze factual situations to determine when to apply exceptions to general legal rules.

### Minimum Number of Credits To Graduate

( Including Options/Electives): 60
### Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Legal Assistant</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLW 253 - Business Law and the Legal Environment</td>
<td>4</td>
</tr>
<tr>
<td>LGA 120 - Introduction to the Law and Paralegalism</td>
<td>2</td>
</tr>
<tr>
<td>LGA 121 - Legal Writing and Research I</td>
<td>2</td>
</tr>
<tr>
<td>LGA 122 - Legal Writing and Research II</td>
<td>3</td>
</tr>
<tr>
<td>LGA 130 - Trial Practice and Appeals Civil and Criminal</td>
<td>3</td>
</tr>
<tr>
<td>LGA 135 - Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LGA 136 - Probate Administration (Administration of Decedents Estates)</td>
<td>3</td>
</tr>
<tr>
<td>LGA 137 - Property Law</td>
<td>2</td>
</tr>
<tr>
<td>LGA 138 - Corporate and Tax Law</td>
<td>3</td>
</tr>
<tr>
<td>LGA 139 - Commercial Law and Collection</td>
<td>2</td>
</tr>
<tr>
<td>LGA 141 - Personal Injury and Torts</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note:* LGA course levels above LGA 122 may be taken concurrently with LGA 121.

<table>
<thead>
<tr>
<th>Required Support Courses - Legal Assistant</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 251 - Criminal Law</td>
<td>4</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

*Complete 6 credit hours from the following courses:*

Business and Economics: BEC 133
Social and Behavioral Sciences: POLS 132, 135, 152, 153, 154, 155; PSY 131, 161, 253; ANTH 131, 151, 152; SOC 132, 151, 152, 251; HIST 111, 112, 113, 130, 151, 152, 155, 157
English: ENG 231, 233, 234, 235
Foreign Language: ARA 131, 132; FRE 131, 132;
GER 131, 132; SPN 131, 132
Humanities: HUM 101
Mathematics: MATH 112, 115, 140
Sciences: BIO 130, 131, 139
Fine Arts: ART 121, 122; MUS 130, 132, 133; STH 131, 238
Criminal Justice: CRJ 131

### Associate in Business Degree Requirements

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

- LGA 292 - Legal Assistant Internship OR 2
- LGA 293 - Legal Assistant Internship OR 3
- LGA 294 - Legal Assistant Internship 4

*Note:* Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Management

Associate in Business - Business and Economics Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Building Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corinne Asher</td>
<td>313-845-9867</td>
<td><a href="mailto:casher@hfcc.edu">casher@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 319B</td>
</tr>
<tr>
<td>Elaine Saneske</td>
<td>313-845-9704</td>
<td><a href="mailto:esaneske@hfcc.edu">esaneske@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 328</td>
</tr>
</tbody>
</table>

MNGMT.AB...

Description

The goal of Henry Ford Community College’s associate degree in Management is to assist students in gaining the necessary knowledge and competencies to succeed in acquiring an entry-level or promoting to a higher-level management position. Students will learn the fundamentals of management, creative problem solving, and interpersonal skills for supervision and team building. The knowledge and skills obtained in this program are relevant to a variety of business organizations.

Students may earn a Certificate in Supervision as they fulfill the requirements of the Management degree program.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Required Core Courses - Management  Cr. Hours

Complete the following courses:

- MGT 230 - Principles of Management 3
- MGT 231 - Supervision and Teambuilding 3
- MGT 240 - Creative Problem Solving 3

Complete 6 credit hours from the following courses:

- MGT 232 - Human Resources Management 3
- MGT 237 - Psychology in the Workplace 3
- MGT 238 - Labor-Management Relations 3
- MGT 241 - Small Business Management & Entrepreneurship 3

Required Support Courses - Management  Cr. Hours

BBA 110 - Business Language Skills 3
BBA 131 - Introduction to Business 4
BBA 133 - Business Behavior and Communication 3
BBA 231 - Business Office Communications 3
BCA 140 - Software Applications 3
SPC 131 - Fundamentals of Speaking 3
BMA 110 - Business Mathematics 3

Complete one of the following courses:

- BAC 110 - Practical Accounting 4
- BAC 131 - Principles of Accounting 4

Required Support Courses - Management  Cr. Hours

Associate in Business Degree Requirements

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:

- BEC 133 - Basic Economics OR 3
- BEC 151 - Principles of Macro Economics OR 3
- BEC 152 - Principles of Micro Economics 3
- AND
- BLW 253 - Business Law and the Legal Environment 4
- AND
- BFN 253 - Principles of Finance OR 3
- BBA 252 - Principles of Marketing 3

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA 110</td>
<td>BEC 133</td>
<td>BAC 110</td>
<td>BBA 231</td>
</tr>
<tr>
<td>BBA 131</td>
<td>BMA 110</td>
<td>ENG 132</td>
<td>BBA 252</td>
</tr>
<tr>
<td>BBA 133</td>
<td>ENG 131</td>
<td>MGT 231</td>
<td>BLW 253</td>
</tr>
<tr>
<td>BCA 140</td>
<td>MGT 230</td>
<td>MGT 232</td>
<td>MGT 238</td>
</tr>
<tr>
<td>SPC 131</td>
<td>POLS 131</td>
<td>MGT 240</td>
<td></td>
</tr>
</tbody>
</table>
Manufacturing Productivity Systems

Associate in Applied Science - Technology Division

Ken Wright 313-845-6331 kwright@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Programs of Study

Description

These programs are designed for students interested in adapting ideas to working models or generally refining an engineer’s concepts.

Through hands-on experience, the student acquires skills that are essential in industrial processes, blueprint reading, layout and inspection. Most students work part-time in their fields of endeavor while completing their degree requirements.

All of these programs strongly emphasize the safe and skillful use of tool-room machines. Core courses are individualized to fit the student’s personal goals.

Career Opportunities

• Automation and Control Technician
• Engineering Technician
• Quality Controller
• CNC Programmer
• Laboratory Technician
• CNC Set-Up Technician
• Tool Analyst
• Pre-production Planner
• Plastic R & D Technician
• Machinist/Toolmaker
• Sales & Service Engineer
• Process Engineer
• Test Technician

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Development agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Davenport University
• Eastern Michigan University
• Ferris State University
• Lawrence Technological University
• Siena Heights University
• University of Michigan - Dearborn

Registry/Certification/Licensure Exam Information

Optional HAAS Technical Education Council Level 1 and 2 Certification.

Minimum Number of Credits To Graduate (Including Options/Electives): 65

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Productivity Systems</td>
<td></td>
</tr>
<tr>
<td>MPS 100 - Manufacturing Processes I</td>
<td>6</td>
</tr>
<tr>
<td>MPS 110 - Manufacturing Processes II</td>
<td>6</td>
</tr>
<tr>
<td>MPS 120 - Practical Problems In Machine Tools I</td>
<td>4</td>
</tr>
<tr>
<td>MPS 125 - Practical Problems in Machine Tools II</td>
<td>4</td>
</tr>
<tr>
<td>MPS 130 - Quality Control Gaging and Inspection</td>
<td>4</td>
</tr>
<tr>
<td>MPS 140 - Introduction to CNC</td>
<td>4</td>
</tr>
<tr>
<td>MPS 145 - CNC Operations</td>
<td>6</td>
</tr>
<tr>
<td>MPS 150 - SPC In Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MPS 210 - Non-Traditional Manufacturing Processes</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Productivity Systems</td>
<td></td>
</tr>
<tr>
<td>DRAF 110 - Introduction to Industrial Drafting</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 120 - Technical Physics</td>
<td>4</td>
</tr>
<tr>
<td>Complete 6 credit hours from the following courses:</td>
<td>6</td>
</tr>
<tr>
<td>AUT 170, DRAF 120, DRAF 130, ELEC 103, ELEC 106, ELEC 120 and/or MPS 160.</td>
<td></td>
</tr>
<tr>
<td>Complete one of the following MATH options:</td>
<td></td>
</tr>
<tr>
<td>MATH 100 - Basic Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 103 - Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 103 - Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112 - Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>OR complete one of the following MATH courses:</td>
<td></td>
</tr>
<tr>
<td>MATH 175, MATH 180, MATH 183, MATH 196, MATH 280, MATH 293, MATH 286, MATH 289, MATH 293, or MATH 296.</td>
<td></td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Manufacturing Trades

Description

The Associate in Applied Science degree in Manufacturing Trades program is designed for industrial apprentices or other skilled trades persons who have completed or are in the last semester of related instruction requirements for journeyperson certification or the equivalent. Students may apply the credits earned in their trade programs toward the 60 credit hours required for the degree.

Career Opportunities

• Group Leader
• Production Foreman
• Skilled Trade Foreman
• Tool Engineer
• Service Technician
• Product Design
• Quality Control Technician
• Tool Designer

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Eastern Michigan University
• Ferris State University
• Lawrence Technological University
• Siena Heights University
• University of Michigan - Dearborn
• Wayne State University

Courses

Required Core Courses - Manufacturing Trades   Cr. Hours
A minimum of 38 credit hours is required through the Apprenticeship Program.*   38

Note:
* Apprenticeship programs vary in the number of credit hours earned. The minimum number is 38 credit hours. All program requirements must be met in order for an apprentice to qualify for a certificate

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Minimum Number of Credits To Graduate (Including Options/Electives): 60
The Medical Assistant is a Level II (Complex Skills Certificate) Certificate of Achievement designed to prepare professional multi-skilled individuals for employment in physicians’ offices, clinics, and other ambulatory health care facilities. Both administrative and clinical duties are emphasized in the classroom and laboratory with directed practical experience in selected physicians’ offices, hospitals, and clinics.

The medical assistant may be responsible for patient scheduling, receptionist duties, medical record management, correspondence, insurance procedures, and accounts receivable. Clinical duties may include: interviewing and teaching patients; taking vital signs; preparing patients for assisting the physician during examination; performing routine laboratory testing, phlebotomy, and electrocardiography; sterilizing supplies; and administering medications.

The Medical Assistant requires 36 credit hours to earn a certificate. Students in the program will have the opportunity to practice their skills using a wide variety of equipment. Externships are arranged by program faculty utilizing many of the clinical agencies in this region.

Career Opportunities

According to recent reports from the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2010 as the health services industry expands because of technological advances in medicine, and a growing and aging population.

Employment growth will be driven by the increase in the number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical duties.

Information about career placement and job success is available through either the Health Careers Office or the College Placement Office.

Occupational Exposure/Risk

Since medical assistants deal with the public, they must have good communication skills and a courteous manner. They have to put patients at ease as well as explain physicians’ instructions. The clinical duties require a reasonable level of manual dexterity and visual acuity, and medical assistants must respect the confidential nature of medical and patient information.

In medical assisting, both in school and on the job, exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.

Admission Requirements/Eligibility

Formal admission to this program is required; however, students are permitted to take the first semester series of courses prior to being formally accepted and admitted into the program. AH 100, BIO 134, MOA 100, MOA 110, MOA 120 and PSY 131 may be taken prior to the formal acceptance into the program.

Beginning in the second semester with MOA 150, students must then satisfy the program's admission criteria and be formally admitted into the program by the Health Careers Division. Acceptance to the general College does not constitute nor guarantee admission to the Medical Assistant Program.

Admission to the program is based upon satisfying the admission requirements.

Admission Requirements

- A minimum high school grade-point average of C+ (2.5) or a minimum average score of 55 on the GED test, or a minimum college grade-point average of C (2.25) for both transfer students and Henry Ford Community College students.
- An ASSET/COMPASS score of 43/84 or successful completion of ENG 081.
- An ASSET/COMPASS score of 23/39 for numerical skills or completion of MATH 101 or MATH 074 with a grade of C or better.
- Typing proficiency of at least 30 words per minute as a prerequisite for MOA 170.

Developmental work may be assigned to qualify applicants for placement if minimum requirements have not been met.

Good physical and mental health as determined by a physician. Students in the Medical Assistant program are expected to meet the same physical and mental requirements as an employed medical assistant. A representative Medical Assistant Job Profile, available upon request from the Health Careers Office, lists the specific physical and mental requirements as well as the environmental conditions of the occupation. Each student must have a physical examination.

Criminal Background Check and Drug Screen:

Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen is required for all students in MOA program prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule. For questions regarding this policy, contact the Health Careers Office. Students must be cleared with their Health Appraisal Forms, Criminal Background Checks and Drug Screen to be eligible for their clinical rotations.

Additional Program Requirements

The Medical Assistant program may be completed in one year following a full-time schedule if the admission criteria are satisfied, or the program may be extended and completed on a part-time basis. In either case, careful scheduling is required and each student must satisfy the program’s admission criteria. Students are strongly encouraged to consult the Health Careers Advisor in planning their class schedules.

While MOA 110, AH 100, PSY 131 and BIO 134 follow both day and evening schedules, the remaining courses in the program follow primarily a day schedule. Students should contact the Health Careers Office for specific schedule information.

Program Duration Limits/Updates/Changes

All educational experiences are under the guidance of the MOA program. Student progress is evaluated in the classroom, laboratory and clinical setting throughout the program. Progress in the program is based upon the student meeting the following requirements:

1. Adherence to the program requirements outlined in the MOA Student Handbook.
2. Achievement of a minimum grade of C or better in all MOA and required courses including the last in the sequence (MOA 190).
3. Maintenance of an overall cumulative grade-point average of 2.0 or better.
4. All MOA courses taken at HFCC must be successfully completed within
three consecutive calendar years.

Registry/Certification/Licensure Exam Information
Upon completion of the accredited program, students will be eligible for AAMA Certified Medical Assistant (CMA) examination. This program is one of the few select medical assistant programs in this region to maintain accreditation through CAAHEP. Many employers prefer medical assistants that are either CMAs or at least CMA eligible. The CMA credential is a national certification recognized by employers across the country.

Accreditation
The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, 727-210-2350.

Accreditation standards require that students do not receive compensation/payment, monetary or otherwise, from any clinical site for any portion of their clinical externship (MOA 190-Medical Office Externship).

Minimum Number of Credits To Graduate (Including Options/Electives): 36

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA 100 - Medical Office Procedures I - Administrative</td>
<td>3</td>
</tr>
<tr>
<td>MOA 110 - Processing Health Insurance Claims</td>
<td>2</td>
</tr>
<tr>
<td>MOA 120 - Medical Office Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>MOA 150 - Medical Office Assistant Procedures II - Clinical</td>
<td>5</td>
</tr>
<tr>
<td>MOA 160 - Basic X-Ray Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MOA 170 - Medical Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MOA 190 - Medical Office Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Students must maintain a minimum C grade or better in all MOA required and support courses including the last in the sequence, MOA 190.

Accreditation standards require that students do not receive compensation/payment, monetary or otherwise, from any clinical site for any portion of their clinical externship (MOA 190-Medical Office Externship).

Please note that MOA 150 is only offered during the Winter semester.

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100 - Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HPE 142 - Advanced First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 134 - Essentials of Anatomy and Physiology OR</td>
<td>5</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I AND</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Students officially admitted to the program after January 1, 2006 will also be required to complete HPE 142-Advanced First Aid.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100</td>
<td>MOA 150</td>
<td>MOA 190</td>
</tr>
<tr>
<td>BIO 134</td>
<td>MOA 160</td>
<td></td>
</tr>
<tr>
<td>MOA 100</td>
<td>MOA 170</td>
<td></td>
</tr>
<tr>
<td>MOA 110</td>
<td>PSY 131</td>
<td></td>
</tr>
<tr>
<td>MOA 120</td>
<td>HPE 142</td>
<td></td>
</tr>
</tbody>
</table>

Note: Note prerequisites for MOA 150 and MOA 190.
A minimum grade of C is required in all courses.
Students are responsible for their own transportation to clinical sites and any expenses incurred.
Medical Insurance Specialist

Certificate of Achievement - Health Careers Division
Ronald Bodurka 313-845-9877 rbodurka@hfcc.edu
Health Careers Division Office 313-845-9877 jmiller@hfcc.edu
Health Careers Education Center 132

MEDINS.CMLT.2006

Description
The Medical Insurance Specialist is a Level II (Complex Skills Certificate) Certificate of Achievement designed to provide entry-level skills for medical billing specialists. These individuals process the information necessary for reimbursement of health care services. The medical insurance biller is responsible for collection of preadmission/pretreatment insurance information through submission of claims to insurance carrier or patient. Verification of insurance coverage and determination of whether any predetermination, pre-certification, or second-opinion requirements exist is another important aspect of the job.

Training is provided in verification of insurance coverage, assignment of diagnostic and procedural codes, as well as both manual and computerized claim preparation. Review and follow-up procedures for the major carriers are included in addition to posting and balancing of accounts. The student will be able to recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the billing procedure. Physician billing as well as facility billing procedures are developed.

The Medical Insurance Specialist Certificate of Achievement requires a minimum of 48 credit hours which may be completed in two years by attending full time, or it may be extended following a part-time schedule. In either case, careful scheduling is required. Students are encouraged to consult the Health Careers Advisor in planning their class schedules.

Medical insurance specialist is the second stage of the three step program option. The students may elect to stop out at the end of any one of the three stages depending upon their career and educational objectives.

Medical Receptionist, Level I Certificate, 16.5 credit hours
Medical Insurance Specialist, Level II Certificate, 48 credit hours
Medical Practice/Facility - Business Management Associate in Business Degree, 70 credit hours

Interested students must work closely with the Health Careers Advisor in order to develop their own individual educational plan. For additional information or an appointment, students should contact the Health Careers Office at 313-845-9877.

Career Opportunities
The employment outlook for medical insurance specialists is good, but very competitive especially for entry-level positions. Information about career placement is available through the College Placement Office which also assists students in finding employment.

Admission Requirements/Eligibility
The Medical Insurance Specialist program does not have program specific admission requirements. However, to be an effective medical biller you should have strong basic math skills, and solid keyboarding skills. Medical billers are expected to meet progressively demanding accuracy and productivity standards.

Additional Program Requirements
Progression in the program is based upon the student meeting the following requirements:
1. Adherence to the program requirements outlined in the MOA/MR/MIS Student Handbook.
2. Achievement of a minimum grade of C or better in all MOA and required courses.
3. Maintenance of an overall cumulative grade point average of 2.0 or better.
4. All MIS program courses must be successfully completed within three consecutive calendar years.

Program Duration Limits/Updates/Changes
HFCC continuously attempts to improve each program, and as a result courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration.

Minimum Number of Credits To Graduate
(Including Options/Electives): 48

Courses

Required Core Courses     Cr. Hours

Medical Insurance Specialist
AH 100 - Medical Terminology   4
BAC 110 - Practical Accounting OR 4
BAC 131 - Principles of Accounting 4
BBA 110 - Business Language Skills 3
BBA 155 - Customer Service & Salesmanship 3
BBA 231 - Business Office Communications 3
BCA 140 - Software Applications 3
BMA 110 - Business Mathematics 3
HIT 150 - Basic Coding: Theory and Practice 3
HIT 230 - Ambulatory Coding 3
MOA 100 - Medical Office Procedures I-Administrative 3
MOA 110 - Processing Health Insurance Claims 2
MOA 165 - Physician Billing Concepts 4
MOA 168 - Facility Billing Concepts 4
MOA 181 - Medical Collection & Legal Issues 3
MOA 205 - Insurance Coding and Reimbursement 3

Recommended Course Sequence

Fall I  Winter I  Fall II  Winter II
AH 100  HIT 150  HIT 230  MOA 181
MOA 100  BMA 110  MOA 165  MOA 205
BBA 155  MOA 110  MOA 168  BBA 231
BCA 140  BBA 110  BAC 110  

Note:
Students may elect BAC 110 or BAC 131.
Please note that BIO 134 or BIO 233 & 234 (Anatomy & Physiology) are highly recommended for those students especially interested in medical coding.

45
85 Programs of Study
**Medical Practice - Clinical Management**

**Associate in Applied Science - Health Careers Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Bodurka</td>
<td>313-845-9877</td>
<td><a href="mailto:rbodurka@hfcc.edu">rbodurka@hfcc.edu</a></td>
<td>Health Careers Education Center 132</td>
</tr>
<tr>
<td>Health Careers Division Office</td>
<td>313-845-9877</td>
<td><a href="mailto:jmiller@hfcc.edu">jmiller@hfcc.edu</a></td>
<td>Health Careers Education Center 132</td>
</tr>
</tbody>
</table>

**Description**

The Medical Practice - Clinical Management program is a 1 + 1 program that will lead to an Associate in Applied Science degree centered on the Medical Assistant. The first portion of this program focuses upon the preparation of the Medical Assistant, while the second portion of the program builds upon that foundation preparing the medical assistant to then perform routine administrative duties in physicians’ offices, clinics, and other ambulatory health care facilities. Students may elect to stop out at either one of the two stages depending upon their career or educational objectives.

Medical (Office) Assistant, Level II Certificate of Achievement, 36 credit hours Medical Practice - Clinical Management Associate in Applied Science degree, 66 credit hours. This program may be completed in two years by attending full time, or it may be extended following a part-time schedule. In either case, careful scheduling is essential. Students are encouraged to consult the Health Careers Advisor in order to develop an individual educational plan. For additional information or an appointment, students should contact the Health Careers Office at 313-845-9877.

**Career Opportunities**

According to recent reports from the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2010 as the health services industry expands because of technological advances in medicine, and a growing and aging population.

Information about career placement and job success is available through either the Health Careers Office or the College Placement Office.

**Occupational Exposure/Risk**

In medical assisting, both in school and on the job, exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career. During the course of the program students learn infection control guidelines and procedures and strict adherence to these guidelines will reduce the risk of exposure to infectious diseases.

**Admission Requirements/Eligibility**

Since medical assistants deal with the public, they must have good communication skills and a courteous manner. They have to put patients at ease as well as explain physicians’ instructions. The clinical duties require a reasonable level of manual dexterity and visual acuity, and Medical Assistants must respect the confidential nature of medical and patient information.

Formal admission to this program is required; however, students are permitted to take the first semester series of courses prior to being formally accepted and admitted into the program. AH 100, BIO 134, MOA100, MOA 110, MOA 120 and PSY 131 may be taken prior to the formal acceptance into the Medical Assistant portion of the program. Beginning in the second semester with MOA 150, students must then satisfy the program's admission criteria and be formally admitted into the program by the Health Careers Division. Acceptance to the general College does not constitute nor guarantee admission to the Medical Assistant program. Admission to the program is based upon satisfying the admission requirements.

**Admission Requirements**

A minimum high school grade-point average of C+ (2.5) or a minimum average score of 35 on the GED test, or a minimum college grade-point average of C (2.25) for both transfer students and Henry Ford Community College students.

- An ASSET/COMPASS score of 45/84 or successful completion of English 081.
- An ASSET/COMPASS score of 23/39 for numerical skills or completion of MATH 101 or MATH 074 with a grade of C or better.
- Typing proficiency of at least 30 words per minute as a prerequisite for MOA 170.

Developmental work may be assigned to qualify applicants for placement if minimum requirements have not been met.

Good physical and mental health as determined by a physician. Students in the Medical Assistant program are expected to meet the same physical and mental requirements as an employed medical assistant.

A representative Medical Assistant Job Profile, available upon request from the Health Careers Office, lists the specific physical and mental requirements as well as the environmental conditions of the occupation. Each student must have a physical examination.

**Criminal Background Check and Drug Screen**

Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen is required for all students in the MOA program prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule. For questions regarding this policy, contact the Health Careers Office.

Students must be cleared with their Health Appraisal Forms, Criminal Background Checks and Drug Screen to be eligible for their clinical rotations.

**Additional Program Requirements**

Accreditation standards require that students do not receive compensation/payment, monetary or otherwise, from any clinical site for any portion of their clinical externship (MOA 190-Medical Office Externship).

**Program Duration Limits/Updates/Changes**

All educational experiences are under the guidance of the MOA program. Student progress is evaluated in the classroom, laboratory and clinical setting throughout the program. Progression in the program is based upon the student meeting the following requirements:

1. Adherence to the program requirements outlined in the MOA Student Handbook.
2. Achievement of a minimum grade of C or better in all MOA and required courses including the last in the sequence (MOA 190).
3. Maintenance of an overall cumulative grade-point average of 2.0 or better.
4. All MOA courses taken at HFCC must be successfully completed within three consecutive calendar years.

**Registry/Certification/Licensure Exam Information**

Upon completion of the medical assistant portion of the program, students will then be eligible for AAMA Certified Medical Assistant (CMA) examination. This program is one of the few select medical assistant programs in this region to maintain accreditation through CAAHEP. Many employers prefer medical assistants that are either CMAs or at least CMA eligible. The CMA credential is a national certification recognized by employers across the country.
Accreditation
The medical assistant portion of the program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, 727-210-2350.

Minimum Number of Credits To Graduate
(Including Options/Electives): 66

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
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</tr>
<tr>
<td><strong>Medical Practice-Clinical Management</strong></td>
<td></td>
</tr>
<tr>
<td>AH 100 - Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>BBA 110 - Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BBA 133 - Business Behavior and Communication</td>
<td>3</td>
</tr>
<tr>
<td>BBA 155 - Customer Service &amp; Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 231 - Supervision and Teambuilding</td>
<td>3</td>
</tr>
<tr>
<td>MGT 232 - Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 240 - Creative Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>MOA 100 - Medical Office Procedures I-Administrative</td>
<td>3</td>
</tr>
<tr>
<td>MOA 110 - Processing Health Insurance Claims</td>
<td>2</td>
</tr>
<tr>
<td>MOA 120 - Medical Office Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>MOA 150 - Medical Office Assistant Procedures II-Clinical</td>
<td>5</td>
</tr>
<tr>
<td>MOA 160 - Basic X-Ray Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MOA 170 - Medical Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MOA 190 - Medical Office Externship</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Practice-Clinical Management</strong></td>
<td></td>
</tr>
<tr>
<td>HPE 142 - Advanced First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Complete one of the following Biology options:</td>
<td></td>
</tr>
<tr>
<td>BIO 134 - Essentials of Anatomy and Physiology OR</td>
<td>5</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I AND</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100</td>
<td>MOA 150</td>
<td>MOA 190</td>
<td>ENG 131</td>
<td>MGT 231</td>
</tr>
<tr>
<td>BIO 134</td>
<td>MOA 160</td>
<td></td>
<td>BBA 110</td>
<td>MGT 232</td>
</tr>
<tr>
<td>MOA 100</td>
<td>MOA 170</td>
<td></td>
<td>BBA 133</td>
<td>MGT 240</td>
</tr>
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<td>MOA 110</td>
<td>PSY 131</td>
<td></td>
<td>BBA 155</td>
<td>SOC 131</td>
</tr>
<tr>
<td>MOA 120</td>
<td>HPE 142</td>
<td></td>
<td>MGT 230</td>
<td>ENG 132</td>
</tr>
</tbody>
</table>

Note:
Students may elect either ENG 132 or 135.
Students may elect POLS 131, SOC 131 or SSC 131.
The goal of Henry Ford Community College’s associate degree in Medical Practice/Facility Business Management is to assist students in gaining the necessary knowledge and competencies to manage the specialized business functions of a medical practice or medical facility. Students will learn concepts of medical billing, coding, and insurance claim forms as well as accounting, customer service, management, medical terminology, and effective oral and written communications. The knowledge and skills obtained in this program are used in managing the “front office” or business section of a medical practice of several physicians, a hospital unit, or a medical equipment supplier.

The Medical Practice/Facility Business Management program builds on the Medical Insurance Specialist certificate. Students may take the additional required credit hours after completing the certificate to earn this Associate in Business degree.

Minimum Number of Credits To Graduate (Including Options/Electives): 70

Required Core Courses - Medical Practice/Facility Business Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr.Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100 - Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>BBA 110 - Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BBA 133 - Business Behavior and Communication</td>
<td>3</td>
</tr>
<tr>
<td>BBA 155 - Customer Service &amp; Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BBA 231 - Business Office Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BMA 110 - Business Mathematics</td>
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</tr>
<tr>
<td>HIT 150 - Basic Coding; Theory and Practice</td>
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<tr>
<td>HIT 230 - Ambulatory Coding</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230 - Principles of Management</td>
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<td>MGT 231 - Supervision and Teambuilding</td>
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<tr>
<td>MOA 100 - Medical Office Procedures I - Administrative</td>
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<td>MOA 110 - Processing Health Insurance Claims</td>
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<td>MOA 165 - Physician Billing Concepts</td>
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<tr>
<td>MOA 168 - Facility Billing Concepts</td>
<td>4</td>
</tr>
<tr>
<td>MOA 181 - Medical Collection &amp; Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>MOA 205 - Insurance Coding and Reimbursement</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following courses:

- BAC 110 - Practical Accounting (4)
- BAC 131 - Principles of Accounting (4)

Associate in Business Degree Requirements

Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100</td>
<td>BBA 110</td>
<td>ENG 132</td>
<td>BAC 110</td>
</tr>
<tr>
<td>BBA 133</td>
<td>BBA 131</td>
<td>HIT 230</td>
<td>BBA 231</td>
</tr>
<tr>
<td>BBA 155</td>
<td>BMA 110</td>
<td>MGT 230</td>
<td>MGT 231</td>
</tr>
<tr>
<td>BCA 140</td>
<td>ENG 131</td>
<td>MOA 165</td>
<td>MOA 181</td>
</tr>
<tr>
<td>MOA 100</td>
<td>HIT 150</td>
<td>MOA 168</td>
<td>MOA 205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MOA 110</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students may elect either ENG 132 or ENG 135. Students may elect either BAC 110 or BAC 131.
Medical Receptionist

Certificate of Achievement - Health Careers Division
Ronald Bodurka 313-845-9877 rbodurka@hfcc.edu
Health Careers Division Office 313-845-9877 jmiller@hfcc.edu

Program Duration Limits/Updates/Changes
HFCC continuously attempts to improve each program, and as a result courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration.

Minimum Number of Credits To Graduate
(Including Options/Electives): 16.5

<table>
<thead>
<tr>
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<th>Cr. Hours</th>
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<tbody>
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<td>4</td>
</tr>
<tr>
<td>AH 105 - Basic Life Support for Healthcare Providers</td>
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</tr>
<tr>
<td>BBA 155 - Customer Service &amp; Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>HCS 103 - Employment Skills for Health Careers</td>
<td>1</td>
</tr>
<tr>
<td>MOA 100 - Medical Office Procedures I-Administrative</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Course Sequence

Term 1
AH 100
MOA 100
MOA 110
BCA 140
BBA 155
AH 105

Note:
Students must maintain a minimum grade of C or better in all MOA and required courses.
HCS 103, Employment Skills for Health Careers, will also need to be taken during the program.

Description
Medical Receptionist is a 16.5 credit hour Level I Basic Skills Certificate of Achievement. The Medical Receptionist certificate has been designed to prepare individuals to function with supervision in a health care office providing customer service as well as patient intake and discharge services. The curriculum includes medical office procedures such as scheduling appointments, managing the telephone, filing, mail duties, preparing and maintaining patient records, basic insurance claims, word processing, basic spreadsheet and database skills, as well as medical office policies such as privacy requirements.

This program may be completed in one semester or it may be used a stepping stone for the Medical Insurance Specialist certificate and then the Associate in Business degree in Medical Practice/Facility Business Management. The students may elect to stop out at the end of any one of the three stages depending upon their career and educational objectives.

Career Opportunities
The employment outlook for the Medical Receptionist is good, but competitive especially for entry-level positions. Information about career placement is available through the College Placement Office which also assists students in finding employment.

Admission Requirements/Eligibility
Since medical receptionists deal with the public, they must have good communication skills and a courteous manner. Receptionists have to put patients at ease as well as explain basic scheduling or insurance instructions. The duties require a reasonable level of manual dexterity and visual acuity, and medical receptionists must respect the confidential nature of medical and patient information.

The Medical Receptionist Program does not have program specific admission requirements. However, to be an effective medical receptionist, you should have good basic math skills, excellent communication skills, as well as solid keyboarding skills. Interested students must work closely with an HFCC academic advisor in order to develop their own individual education plan.

Progression in the program is based upon the student meeting the following requirements:
1. Adherence to the program requirements outlined in the MOA/MR/MIS Student Handbook.
2. Achievement of a minimum grade of C or better in all MOA and required courses.
3. Maintenance of an overall cumulative grade point average of 2.0 or better.
4. All MOA courses taken at HFCC must be successfully completed within two consecutive calendar years.

Additional Program Requirements
The Medical Receptionist program may be completed in one semester following a full-time schedule, or the program may be extended and completed on a part-time basis. In either case, careful scheduling is required. Students are strongly encouraged to consult the Health Careers Advisor in planning their class schedules.
Multi-Skilled Facility Maintenance Technician

Associate in Applied Science - Technology Division
Greg Laskowsky 313-317-1550 glakowsky@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu
Technology Building 164D  Technology Building 115A

Description
This program will prepare students for a career in building/plant facility maintenance. Students can complete a minimum of 51 credit hours for a certificate. With an additional minimum of 19 credit hours a student may earn an associate degree.

Students will be exposed to various skills that are necessary for this skilled-trades classification. Primary focuses are job safety, basic electricity, heating and cooling, sheet metal fabrication, EPA refrigeration certification, power engineering (exposure to boilers and hydronic systems), building controls, hydraulics, plumbing and pipefitting, millwright basics (applied tech), and welding.

The student will be exposed to and gain the required knowledge for establishing employment in this fast growing economy. Many large and small companies are combining trades and as a result, are seeking individuals for employment in this fast-growing job category.

Class credits earned at HFCC can be used for transferring. See 3 for 1 articulation agreements with 4 year universities. Additional information is available in the University Transfer, Advising, and Career Counseling Center or from your academic advisor.

Career Opportunities
• HVAC (Heating and Cooling)
• Power Engineering
• Building Controls
• Plumbing
• Electrical
• Welding
• Hydraulics
• Millwright
• Renewable Energy

Minimum Number of Credits To Graduate
(Including Options/Electives): 70

Required Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 104</td>
<td>Heating Technology (PO)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 105</td>
<td>Introduction to RACH (PO)</td>
<td>2</td>
</tr>
<tr>
<td>ENT 108</td>
<td>Introduction to Heating and Cooling Codes</td>
<td>2</td>
</tr>
<tr>
<td>ENT 113</td>
<td>Refrigeration Technology (Electrical, EPA Certification)</td>
<td>4</td>
</tr>
<tr>
<td>ENT 119</td>
<td>Air Conditioning Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENT 141</td>
<td>Power Engineering I- Energy Conversion</td>
<td>2</td>
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<tr>
<td>ENT 219</td>
<td>RACH Light Commercial Systems</td>
<td>3</td>
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<tr>
<td>ENT 269</td>
<td>Project Management</td>
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<tr>
<td>TAFD 112</td>
<td>Construction Blue Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 150</td>
<td>Fluid Power Systems</td>
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<tr>
<td>TAMJ 110</td>
<td>Materials Joining and Fabrication Fundamentals</td>
<td>3</td>
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<tr>
<td>TAMN 100</td>
<td>Shop Tools and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>TAPP 100</td>
<td>Fundamentals of Plumbing and Pipefitting</td>
<td>3</td>
</tr>
<tr>
<td>TAPP 110</td>
<td>Drains, Waste and Vents</td>
<td>2</td>
</tr>
<tr>
<td>TAPP 120</td>
<td>Heating Systems</td>
<td>2</td>
</tr>
<tr>
<td>TAPP 250</td>
<td>Plumbing Code</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 115</td>
<td>Industrial Computer Exploration (PO)</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 110</td>
<td>Computer Applications for Skilled Trades</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 112</td>
<td>Computer Applications for Skilled Trades</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following courses:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 103</td>
<td>DC and AC Electricity</td>
<td>3</td>
</tr>
<tr>
<td>TAEI 102</td>
<td>DC and AC Electricity</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Additional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 132</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 131</td>
<td>Principles of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 131</td>
<td>Liberal Arts Physics</td>
<td>4</td>
</tr>
<tr>
<td>POLS 131</td>
<td>Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SSC 131</td>
<td>A Survey of the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Numbered 100 or above</td>
<td>4</td>
</tr>
</tbody>
</table>

Complete 4 credit hours of MATH numbered 100 or above.

Required Additional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFMT 103</td>
<td>Industrial Computer Exploration (PO)</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 115</td>
<td>Computer Applications for Skilled Trades</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 110</td>
<td>Computer Applications for Skilled Trades</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Number of Credits To Graduate
(Including Options/Electives): 70

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Multimedia Design

Certificate of Achievement - Fine Arts and Fitness Division
Kirk McLendon 313-845-6487 mclendon@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description
Multimedia Design is one of five Certificate Programs offered at HFCC. Earn a Multimedia Design Certificate by completing the 36-38 credit hours of core courses. Students may complete an additional 22-24 credit hours of General Education and Elective courses to earn an Associate in Arts degree. Classes are offered throughout the year during the day, evening and weekend.

Computers did not simplify the lives of graphic designers, but made them more interesting. Designers working in multimedia must be able to blend animation, audio, video, and graphic design into a cohesive arrangement. Design skills and computer savvy are important for multimedia design.

Minimum Number of Credits To Graduate (Including Options/Electives): 38

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 - Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 - Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 - Photoshop/ImageReady</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 - Flash</td>
<td>3</td>
</tr>
<tr>
<td>ART 130 - History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 165 - Graphic Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 245 - Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 - Animation Basics</td>
<td>3</td>
</tr>
<tr>
<td>ART 275 - Advanced Projects</td>
<td>3</td>
</tr>
<tr>
<td>CIS 234 - Advanced Flash</td>
<td>3</td>
</tr>
<tr>
<td>TCM 151 - Digital Audio Editing</td>
<td>1</td>
</tr>
<tr>
<td>TCM 251 - Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>TCM 157 - Digital Video Editing</td>
<td>1</td>
</tr>
<tr>
<td>TCM 257 - Video Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Music

Associate in Arts - Fine Arts and Fitness Division
Kevin Dewey 313-845-6474 kdewey@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description
HFCC music courses are designed for music majors, liberal arts and technical students, and members of the community. Any music course can be applied toward fulfillment of the Humanities requirement. HFCC’s many bands, choirs, jazz bands, and vocal ensembles are open to all by audition.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Music</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 4 credit hours from the following list:</td>
<td>4</td>
</tr>
<tr>
<td>MUS 107, MUS 108, MUS 207, MUS 208</td>
<td></td>
</tr>
<tr>
<td>MUS 109, MUS 110, MUS 209, MUS 210</td>
<td></td>
</tr>
<tr>
<td>MUS 111, MUS 112, MUS 211, MUS 212</td>
<td></td>
</tr>
<tr>
<td>MUS 143, MUS 144, MUS 243, and/or MUS 244</td>
<td></td>
</tr>
<tr>
<td>Complete 4 credit hours from the following list:</td>
<td>4</td>
</tr>
<tr>
<td>MUS 113, MUS 115, MUS 213, MUS 215</td>
<td></td>
</tr>
<tr>
<td>MUS 114, MUS 116, MUS 214, and/or MUS 216</td>
<td></td>
</tr>
<tr>
<td>MUS 118 - Class Piano II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 132 - Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUS 138 - Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 139 - Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 141 - Sight Singing/Ear Training I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 142 - Sight Singing/Ear Training II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 152 - Music Notation with Finale I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 222 - Music History I OR</td>
<td>3</td>
</tr>
<tr>
<td>MUS 233 - Music History II</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts Degree Requirements
Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:
PSCI 135 - Sound & Light in Fine-Arts 4

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
PSCI 135 is a suggested course that will also satisfy the Math and/or Science requirement.
Programs of Study

Network Administration

Associate in Applied Science - Technology Division
David Maier 313-845-9880 dmmaier@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Description

This program, the Associate in Applied Science degree in Network Administration, teaches computer repair, network concepts and terminology, and Unix, Novell NetWare, and Microsoft Windows Server Administration as well as Cisco training on a variety of Cisco Systems equipment.

Laboratory classrooms provide the student with opportunities to build, configure, and troubleshoot personal computers in the lab. Students will also install, configure and troubleshoot operating systems, connect personal computers to Local Area Networks and troubleshoot common network problems; perform Unix, Novell and Microsoft Windows Server Administration tasks on classroom servers, and install, configure and troubleshoot Cisco Systems switches and routers.

To earn an associate degree, the student must complete a minimum of 68 credit hours of course work. There are Core Courses in CNT, Compute Network Technology, and CIS, Computer Information Systems; Required Support Courses in Math; and General Education courses as part of the program course requirements. For more information visit our Web site on the Internet at www.hfcc.edu.

Career Opportunities

• PC Software Installation
• PC Hardware Installation
• Network Administration
• Computer Network Support Specialist
• Network Control and Systems Technician
• LAN/WAN Technician
• Cabling Installation Technician

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institution students enrolled in this program frequently transfer to include:
• Davenport University
• Ferris State University
• Lawrence Technological University

Registry/Certification/Licensure Exam Information

The AAS degree in Network Administration prepares students to successfully complete a number of Industry Certification Exams, including Comp-TIA A+, Comp-TIA Network+, Comp-TIA Server+, Comp-TIA Security+, Novell NetWare Certified Network Administrator (CNA), Microsoft Windows Server Administration (MCP), and Cisco Systems Certified Network Associate (CCNA). These certification tests are administered at HFCC’s M-TEC Center, 3601 Schafer Rd., Dearborn, MI 48126, 313-317-6600. Payment and scheduling of these exams are through the Pearson-Vue Web site (http://www.pearsonvue.com).

Courses

Required Core Courses - Network Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100 - Introduction to Information Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 125 - Principles of Programming Logic</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CISP 114 - Introduction to Novell NetWare Administration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 124 - Introduction to Windows Server Administration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 129 - Introduction to UNIX with Shell Scripting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS 229 - UNIX System Administration</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS 295 - Network Design and Implementation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNT 110 - Networking Basics: CCNA 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNT 120 - Routers and Routing Basics: CCNA 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNT 210 - Switching Basics and Intermediate Routing: CCNA</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNT 220 - WAN Technologies: CCNA 4</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Note:
The following courses do not meet the requirements for this program: MATH 121, MATH 127, MATH 221, and MATH 225.

Required Support Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 - CIS 112, CIS 113, CIS 157, CIS 158, CIS 212, CNT 115, CNT 240, CNT 260, CNT 291, CNT 292, CNT 293, CNT 294, and/or ICD 191.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum Number of Credits To Graduate

( Including Options/Electives): 68

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Programs of Study

Network Infrastructure Essentials

Certificate of Achievement - Technology Division

Kathryn Fitzner 313-317-1570 kfitzer@hfcc.edu
David Wiltshire 313-845-9637 djwiltshire@hfcc.edu

Description

The Network Infrastructure Essentials Certificate of Achievement is offered through HFCC’s Computer Networking Academy program. Students may apply for this certificate upon successful completion of the Network Infrastructure Essentials course. This is a basic course designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission.

Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments.

Upon completion of CNT 115 - Network Infrastructure Essentials, the student will, upon application, receive a Certificate of Achievement in Network Infrastructure Essentials.

Career Opportunities

- Cable Installer/Technician
- Network Technician
- Network Administrator

Minimum Number of Credits To Graduate

(Including Options/Electives): 4
Nursing

Associate in Applied Science - Nursing Division
Dr. Katherine M. Bradley 313-845-9661 kbradley@hfcc.edu
Anna Brown 313-845-9635 abrown@hfcc.edu

Description

Henry Ford Community College is the first Michigan associate degree nursing program and one of the first seven such programs in the nation. The program has received many awards and grants for curricula design, innovative teaching strategies, creative curriculum scheduling, and collaborative partnerships, which lead to such things as defining competencies of associate degree nursing and increasing nursing graduates.

The program of study combines 65 credits of General Education and nursing courses, using classrooms, laboratories, and clinical placements to provide learning in structured health care settings. With credit for courses taken in their prior education, Licensed Practical Nurses (LPNs) who choose to obtain the associate degree in nursing, enter the program at the second semester level. LPN students should make an appointment to review their status with the LPN Coordinator or nursing office, and to see the options available for them, General education courses must be taken before or concurrently with nursing courses, as stipulated in the curriculum. Nursing courses must be taken in consecutive semesters. All students wishing to pursue nursing must achieve a minimum grade of “C” (no minus) in every required pre-requisite, general education or nursing course. Courses may be repeated ONLY ONCE in order to obtain a grade of “C” or better.

Applicants to the nursing program must understand that they will be involved in the direct care of clients and must not judge nor expect to choose which clients they will serve. Refusal to serve assigned patients will be grounds for dismissal. In order to be considered for admission to or retention in the program, applicants must possess:

1. Sufficient visual acuity necessary for accurate assessment and safe nursing care to clients, such as physical assessment, preparation and administration of all medications and direct observation of clients.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess client health status with such devices as cardiac monitors, stethoscopes, I.V. infusion pumps, dopplers, fire alarms, call lights and cries for help.
3. Sufficient gross/fine motor coordination to respond promptly and implement skills required in meeting health care needs of clients, including manipulation of equipment and supplies.
4. Sufficient physical abilities to move around client’s rooms, work in treatment areas, and administer cardiopulmonary procedures.
5. Sufficient strength to perform physical activities frequently requiring the ability to lift, push, pull objects more than fifty pounds and transfer objects and persons of more than one hundred pounds.
6. Sufficient communication skills (speech, reading, writing) to interact with clients and communicate their health status and needs promptly and effectively.
7. Sufficient intellectual and emotional capability to plan and implement care for clients.
8. Sufficient psychological stability essential to perform at the required levels in the clinical portions of the nursing program.
9. Ability to sustain long periods of concentration to make decisions such as selecting correct techniques, equipment, and safety measures to assure maximum care and safety of clients. A person under the influence of alcohol or consciousness-altering drugs could not meet the above criterion.
10. Sufficient physical stamina to remain standing for long periods of time.

Career Opportunities

All graduates can acquire full-time employment upon passing the licensing examination for registered nurse. Opportunities for employment in nursing exist in hospital, clinic, and home care environments. Nurses work in factories, military services, schools, public health, teaching, and many other areas, as education and experience increase. The average starting salary for HFCC graduates exceeds the national average.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- University of Detroit Mercy
- Madonna University
- University of Michigan-Ann Arbor
- Michigan State University
- Wayne State University
- Oakland University

Occupational Exposure/Risk

Applicants to the nursing program may be exposed to infectious diseases during their nursing program or future employment in health care facilities. Persons should not become health care workers without realizing and accepting this risk. Proper education and strict adherence to well established infection-control guidelines, however, can reduce this risk to a minimum. Thorough education in infection control procedures is an important part of the nursing program of study.

Latex Allergies

Gloves, tubing, and other products used in client care are frequently made of latex. Contact urticaria, angioedema, allergic rhinitis, asthma or anaphylaxis can result through exposure and immediate hypersensitive responses to natural rubber latex (NRL). Early recognition of sensitization to NRL is crucial to prevent the occurrence of life-threatening reactions in sensitized healthcare workers. In nursing education and on the job, exposure to latex consistently occurs. If a student becomes sensitized to latex, it is suggested that another career choice be considered. The Nursing Division strongly advises that students sensitized or allergic to latex consult a physician for guidance on the merits of continuing in a health care career. NRL sensitized students who choose to continue in the nursing program, do so at their own risk. Neither the college nor the Nursing Division can be responsible for the problems resulting from such a decision.

Admission Requirements/Eligibility

Certain procedures must be followed and academic requirements fulfilled, prior to admission to the nursing program. Applicants must first be admitted to the college and designate nursing as their curriculum. Applicants must have a high school GPA of 2.7 or better. A college GPA of 2.7 or higher must be established if the candidate has been out of high school.
school over ten years. The program has a limited enrollment and admits the bulk of its students in the fall semester, with a smaller group admitted in the winter semester. Admission is on a first-qualified first-served basis. The three stages for admission to the nursing program for generic students and licensed practical nurses seeking the A.D.N. are:

1. Obtain copies of the specific Admission Requirements for Nursing from the Admissions Office or the Nursing Office.
2. Complete the requirements to get onto the Wait List for the program.

No pre-requisite, non-nursing support or nursing course can be repeated more than one time to receive a “C” (no minus) or better grade. High school grades are only valid within 10 years of attendance.

GPA- 2.7 or better maintained
- High School cumulative GPA of 2.7 or better, or
- Minimum G.E.D. test score of 550 or higher, or
- Completion of 12 credit hours at HFCC at 2.7 or higher, or
- Transfer credit of 2.7 or higher or an additional 12 credit hours at HFCC to establish required G.P.A.

High school GPA of “A” or “B” (3.0) throughout a one year laboratory course, or BIO 131 Introduction to Biology, or its transfer equivalent or better, with a minimum grade of “C” (no C-)

Chemistry
High school GPA of “A” or “B” (3.0) throughout a one-year laboratory course, or CHEM 131 Principles of Chemistry, or its equivalent or better, with a minimum grade of “C” (no C-)

Math
High school GPA of “A” or “B” (3.0) throughout a one-year math course, or MATH 074 Pre-Algebra, or its transfer equivalent, with a minimum grade of “C” (no C-)

Placement Tests
Placement tests, required developmental course work, and all admission requirements must be completed before students are considered for admission to the program. The required Nurse Entrance Test (NET) is offered by the nursing division. A second failure of the test requires taking courses in areas of weakness. Free assistance is available through the Learning Lab. A third failure of the NET test prevents entry into the nursing program. NET tests must be taken at HFCC. The NET requirements are:

1. Math Proficiency on the NET test- A minimum of 65 is required. The test may be retaken only once before remediation is required (MATH 074)
2. Reading Proficiency on the NET test- A minimum of 65 is required.
3. NET composite must be a minimum of 65%
4. The NET test must be retaken every two years, for those who have not entered the program or for those who readmit to the program.

Any new criteria established by the nursing division must be met.

Basic Life Support for Healthcare Professionals (CPR)
All students are required to complete and maintain a course in Basic Cardiac Life Support for Healthcare Professionals. It is strongly suggested that CPR be taken between May and July, just prior to entering the nursing program. It must be kept current throughout the program.

Completion of ENG 131, ENG 132 and PSY 131, with a minimum grade of “C” (no minus), is required. These courses are required for placement on the Wait List.

Successful completion of a drug screening and criminal background check is required.

Applicants are invited to and must attend informational and orientation meetings scheduled by the Associate Dean of Nursing. Final acceptance is contingent upon fulfilling and maintaining minimum program requirements and proof of the following by specified deadline dates:
- Health Insurance
- Physical examination
- Required titers from previous immunizations and needed immunizations from titer results, if necessary.
Programs of Study

NET - Nursing Entrance Test information is available at http://adm.hfcc.edu/~jmorford/NET/

Note:
(NLNAC), 61 Broadway, New York, NY 10016. Phone: 212-363-5555. accredited by the National League for Nursing accrediting Commission

The program is approved by the Michigan State Board of Nursing and Accreditation may have to step out of the nursing program. Students who are unwilling or unable to make arrangements to switch/ change their assigned clinical placements to accommodate their lives early a.m. days or two p.m. evenings. They may also occur on weekends. Placement of students in clinical agencies is increasingly difficult to arrange.

Clinical Placements

Applicants should be aware that the Michigan Board of Nursing might deny a license to an applicant who has been convicted of a criminal offense or is addicted to drugs or alcoholic beverages.

Accreditation

The program is approved by the Michigan State Board of Nursing and accredited by the National League for Nursing accrediting Commission (NLNAC), 61 Broadway, New York, NY 10016. Phone: 212-363-5555.

Minimum Number of Credits To Graduate
(Including Options/Electives): 65

Note:
NET - Nursing Entrance Test information is available at http://adm.hfcc.edu/~jmorford/NET/

Before they are considered for readmission. Their GPA must be 2.5 or better to readmit to the program.

Program Duration Limits

All courses for the nursing program must be completed within a total of three consecutive calendar years. BIO 233/234, or transfer course equivalents, must be successfully completed in no more than two attempts and must not be older than five years as students enter the nursing program. If more than two attempts were necessary, students cannot enter the program. Anatomy and Physiology of less than 8 semester credits or taken over five years ago, must be repeated.

Nursing Program Changes

The College and the Nursing Division reserve the right to change policies in effect at the time of catalog publication. The nursing program continuously updates its program of study to meet changing health needs. Requirement changes, updates, and all information regarding the nursing program can be obtained through the nursing office (H-122) or the Admissions Assistants for nursing (located in the University Transfer, Advising, and Career Counseling Center area of the college).

Registry/Certification/License Examination Information

The nursing program prepares graduates for entry-level positions in the nursing profession. Successful completion of the program of study qualifies graduates to receive an Associate in Applied Science degree and apply to take the National Council Licensure Examination (NCLEX-RN) leading to state license as a registered nurse.

Applicants should be aware that the Michigan Board of Nursing might deny a license to an applicant who has been convicted of a criminal offense or is addicted to drugs or alcoholic beverages.

Clinical Placements

Placement of students in clinical agencies is increasingly difficult to arrange. Clinicals occur in many different ways. They may be on one, long day, two early a.m. days or two p.m. evenings. They may also occur on weekends. Students who are unwilling or unable to make arrangements to switch/change their assigned clinical placements to accommodate their lives may have to step out of the nursing program.

Accreditation

The program is approved by the Michigan State Board of Nursing and accredited by the National League for Nursing accrediting Commission (NLNAC), 61 Broadway, New York, NY 10016. Phone: 212-363-5555.

Minimum Number of Credits To Graduate
(Including Options/Electives): 65

Note:
NET - Nursing Entrance Test information is available at http://adm.hfcc.edu/~jmorford/NET/

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 120 - Nursing and Health Care Systems I</td>
<td>2</td>
</tr>
<tr>
<td>NSG 126 - Nursing and Self-Care I</td>
<td>2</td>
</tr>
<tr>
<td>NSG 150 - Nursing and Self-Care II</td>
<td>5</td>
</tr>
<tr>
<td>NSG 155 - Nursing and Self-Care III</td>
<td>5</td>
</tr>
<tr>
<td>NSG 221 - Nursing and Self-Care IV - Part I</td>
<td>5</td>
</tr>
<tr>
<td>NSG 222 - Nursing and Self-Care IV - Part II</td>
<td>5</td>
</tr>
<tr>
<td>NSG 250 - Nursing and Self-Care V</td>
<td>7</td>
</tr>
<tr>
<td>NSG 255 - Nursing and Health Care Systems II</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:
Each NSG course may be repeated only once. If any nursing course is failed after two attempts, the student will no longer qualify for the Nursing program. If a student fails both NSG 120 and NSG 126, they may restart the program one time. Other than that, Students who fail any two nursing courses in the first year are ineligible to return to the program. A minimum grade of ‘C’ is required in ALL coursework.

<table>
<thead>
<tr>
<th>Required Support Courses - Nursing</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 120 - Pharmacology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 253 - Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 131 - Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 131 - Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Literacy Test (CLT 100) or Equivalent Course

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring/Summer I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 120</td>
<td>NSG 190</td>
<td>SOC 131</td>
<td>NSG 221</td>
<td>NSG 250</td>
</tr>
<tr>
<td>NSG 126</td>
<td>NSG 155</td>
<td>NSG 255</td>
<td>NSG 222</td>
<td>NSG 255</td>
</tr>
<tr>
<td>BIO 233</td>
<td>BIO 234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH 120</td>
<td>PSY 253</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
ENG 131, 132 and PSY 131 must be completed prior to entering the Nursing Program. It is recommended to complete all other required General Education courses prior to starting the nursing program or during Spring/Summer semesters. All General Education courses should be completed as early as possible to allow more time to study nursing courses.
Infection Control

Well-established infection-control guidelines can reduce the risk of disease. This is an occupational risk for all health care workers. It is expected to grow faster than the average for all occupations (US Bureau of Labor and Statistics).

Nursing – Advancement of LPNs to RNs

Associate in Applied Science - Nursing Division

Katherine Howe
313-845-6366
khowe@hfcc.edu

Katherine Bradley
313-845-9635
bradley@hfcc.edu

Programs of Study

Health Careers Education Center 120J

Description

LPNs (Licensed Practical Nurses) pursuing their ADN (Associate Degree in Nursing) who have attended an accredited LPN program and who have an active Michigan PN license to practice are welcome to apply to the nursing program at HFCC as advanced placement students.

LHSC students may earn credit toward their Associate Degree in Nursing by written examination and demonstration of clinical competence, submission of a portfolio, or by taking an accelerated track in selected courses. Each applicant must meet the minimum requirements for acceptance into the nursing program. Reasonable modifications of the requirements may be made by the Facilitator of the LPN Advanced Placement program or the Associate Dean of Nursing.

Interested students should contact the LPN-ADN Facilitator to inquire about program details and how they can make a smooth transition into the associate degree nursing program. Contact: khowe@hfcc.edu or 313-845-6366.

Career Opportunities

The health care industry in the region is and will continue to be one of the largest employers of graduates in Southeastern Michigan. Opportunities for nursing exist in hospitals, clinics and home health care. The average starting salary for HFCC graduates exceeds the national average. According to the Bureau of Labor Statistics, the employment of registered nurses is expected to grow faster than the average for all occupations through 2012. In fact, more new jobs are expected to be created for RNs than any other occupation (US Bureau of Labor and Statistics).

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu). Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- Madonna University
- Michigan State University
- Oakland University
- University of Detroit Mercy
- University of Michigan - Ann Arbor
- Wayne State University

Occupational Exposure/Risk

Applicants who consider a career in nursing should be aware that during the course of their nursing education and subsequent employment they are likely to be working in situations where exposure to infectious diseases is possible. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection-control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an important part of the nursing program of study.

Latex Allergies

Since 1989, health care providers and their patients have experienced a rise in allergic responses to latex. Gloves, tubing, and other products used in the care of clients are frequently made from latex. Immediate hypersensitivity responses to natural rubber latex (NRL) occur to one or more NRL proteins. The result can be contact urticaria, angioedema, allergic rhinitis, asthma, or anaphylaxis. Early recognition of sensitization to NRL is crucial to prevent the occurrence of life-threatening reactions in sensitized healthcare workers.

In nursing, both in school and on the job, exposure to latex consistently occurs. If a student is or becomes sensitized to latex, it is suggested that another career choice be considered. Non-latex gloves or those without powder (reduces airborne particles of NRL) can be purchased, but it is impossible at this time to get totally away from the problem. The Nursing Division strongly advises those students sensitized or allergic to latex to consult a physician for guidance on the merits of continuing in a health care career. NRL-sensitized students who choose to continue in the nursing program do so at their own risk. Neither the college nor the Nursing Division can be responsible for the problems resulting from such a decision.

Admission Requirements: Eligibility

In order to be admitted into the nursing program certain procedures must be followed and academic requirements fulfilled. Applicants must first be admitted to the College and designate Nursing for LPNs as their curriculum.

Applicants must have a high school GPA of 2.7 or higher. If any college courses have been taken, a cumulative GPA of 2.7 or higher is required. The program has a limited enrollment and admits the bulk of its students in the fall semester. A small group of students is admitted for the winter semester. Admission is on a first-qualified, first-served basis. Students are encouraged to complete the admission requirements as early as possible.

The three stages for admission to the Nursing program are:

1. Applicants obtain copies of the specific admission requirements from the Admissions Office or the Nursing Office.
2. Applicants must meet the admission requirements.
3. Applicants are invited to and must attend pre-enrollment and orientation meetings scheduled by the Associate Dean of Nursing. Final acceptance is contingent upon fulfilling and maintaining minimum program requirements and submitting proof of the following by the deadline dates:
   A. Health insurance
   B. Physical examination
   C. Required immunizations
   D. BLS certification for health care providers

Admission Requirements: Education

A. GPA (Most current course of study is considered)
   1. High School academic GPA (2.7 or higher), OR
   2. Minimum G.E.D. test score of 550 or higher, OR
   3. Completion of 12 credit hours at HFCC (2.7 or higher), OR
   4. Transfer credit GPA of 2.7 or higher. (If not achieved, a GPA of 2.7 or higher must be established with 12 credit hours taken at HFCC).
B. Biology
   High school GPA of B (3.0) in a one-year laboratory course, or BIO 131-
   Introduction to Biology, or its transfer equivalent with a minimum grade of C-
   (not accepted).
C. Chemistry
   High school GPA of B (3.0) in a one-year laboratory course, or CHEM 131-
Principles of Chemistry, or its transfer equivalent with a minimum grade of C (C- not accepted).
D. Math
High school GPA of B (3.0) in a one-year math course, or MATH 074, or its equivalent with a minimum grade of C (C- not accepted).
E. Placement Tests
Placement testing, required developmental course work, and all admission requirements must be completed before students are considered for admission to the program. This requirement is satisfied by passing the Nursing Entrance Test (NET) offered by the Nursing Division. NET testing requires a minimum composite percentage of 65. A second failure requires courses in areas of weakness. A third failure results in inability to enter the nursing program. Free assistance is available through the learning lab if you do not pass immediately.
1. Math Proficiency
A minimum of 65 is required. The test may be retaken only once before required remediation (MATH 074). Retesting is allowed.
1. Reading Level Ability
The NET reading requirement may be satisfied by passing the test with an instructional level of 55, or greater. All applicants who score below the acceptable level after one retest are required to take developmental course work.
F. Basic Life Support for Healthcare Professionals
All students are required to complete a course in Basic Cardiac Life Support for Healthcare Professionals. This course should be taken between May and July, just prior to entering the nursing program.
G. Completion of ENG 131, 132 and PSY 131, 253 with a minimum grade of C (C- not accepted).
H. Successful completion of a criminal background check and drug screening, according to HFCC policy.

Additional Program Requirements
All LPN-ADN students must have BIO 233, 234; PSY 131, 253; and ENG 131, 132 completed successfully prior to entry to the nursing program. In addition LPNs must submit to the Nursing Program Office:
1. The LPN Advanced Placement application.
2. An official transcript from the applicant’s practical nursing school.
4. Documentation of current nursing experiences.
Specific procedures for the Advanced Placement track may be obtained from the Nursing Program located in the Health Careers Placement Center (H-122).
All nursing students must pass a drug test and a criminal background check. If you have lived in Michigan for the past three years, the background check is free. If you have not resided in Michigan for the past three years, you must pay for a background check through your local police station and the Federal Bureau of Investigation. You must also pay for drug testing. The paperwork and process will be explained to you when you meet with the L.P.N. Advanced Placement Facilitator, Ms. Katherine Howe. If you do not pass your Physical screening, Criminal Background Check, and Drug Test, you cannot take nursing courses, as you are ineligible to enter the clinical area. Clinical experience is required to successfully complete the nursing program.

Program Duration Limits/Updates/Changes

Progression and Graduation
The nursing program is designed to keep pace with the times. It is subject to change without notice to comply with requirements of accrediting agencies, clinical facilities, or the College, to meet the changing health care needs of society, and to prepare students for nursing now and for the future. For current information, students should contact the Nursing Office.
All educational experiences are under the direction and guidance of the nursing faculty. Student progress is evaluated in the clinical setting, classroom, and nursing laboratories. Progression in nursing courses is based on a student’s:
1. Adherence to program requirements as outlined in the Nursing Student Handbook.
2. Achievement of the minimum grade of C for nursing and other required support courses.
3. Competency in math dosage calculation.
4. Competency in pharmacology.
5. Satisfactory clinical performance.

Withdrawal and Readmission
Students who are not successful in a nursing course do not progress to the next nursing course (with the exception of NSG 150, NSG 155 both offered the same semester). Unsuccessful students withdraw from the program. Students, who receive less than a C grade in theory, fail to maintain competency in math dosage calculation, or receive an unsatisfactory grade in clinical practice for any nursing course are unsuccessful.
Students not successful in passing a nursing course may be considered for readmission to the nursing program one time only.
All readmission applicants are considered only after first-time applicants are accepted into the course or program. Acceptance for readmission also depends on the following:
1. Applicant’s overall performance.
2. Steps taken for remediation.
3. Availability of space.
4. Program duration limits.
Students who are not successful in first-semester nursing courses may reapply to restart the program through the Admissions Office. Readmission into the second, third, or fourth semester is done by petitioning the Associate Dean and nursing faculty after completing an exit interview. After the first semester, students may restart the program one time only.
Students not successful in nursing courses must have an exit interview with the Associate Dean and must indicate in writing their interest in being reenrolled in a course. Students must also meet the same requirements as outlined above. Students who readmit to a nursing course more than one time must re-enter through recommendation of the Admissions/Readmission Committee and positive faculty recommendation.

Program Duration Limits
All nursing courses taken at Henry Ford Community College or other colleges must be successfully completed within a total of three consecutive calendar years. BIO 233 and 234-Anatomy and Physiology I and II, or transfer equivalent courses that were taken five or more years prior to enrollment in beginning nursing courses must be repeated. BIO 233, 234 may be repeated one-time to achieve a passing grade.

Nursing Program Changes
The College reserves the right to change policies in effect at the time of catalog publication. The Nursing Program continuously updates its program of study to meet changing health needs. It is highly suggested that BIO 233 and 234-Anatomy and Physiology I and II, and PSY 131-Introductory Psychology be completed before admission to the Nursing Program to assist a student’s success. Further up-to-date information concerning curriculum and requirements for admission, progression, and graduation is available to applicants and other students upon request from the Nursing Office in the Health Careers Educational Center Building (H-122) or the Admissions Assistant for Health Careers/Nursing in the Learning Resource Center.

Registry/Certification/Licensure Exam Information
The nursing program prepares graduates for entry-level positions in the nursing profession. Successful completion of the program of study qualifies graduates to receive an Associate in Applied Science degree and apply to take the National Council Licensure Examination leading to state licensure as a registered nurse.
Applicants should be aware that the Michigan Board of Nursing might
The program is approved by the Michigan State Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 60 Broadway, New York, New York, 10016.

Student complaints regarding the Nursing Program may be reported directly to the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, New York 10016. The telephone number is 212-363-5555.

<table>
<thead>
<tr>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Core Courses</strong></td>
</tr>
<tr>
<td>Nursing – Advancement of LPNs to RNs</td>
</tr>
<tr>
<td>NSG 091 - Nursing Systems II; LPN Transition</td>
</tr>
<tr>
<td>If passed, exempt from NSG 120 and NSG 126 (9 cr hrs).</td>
</tr>
<tr>
<td>NSG 150 - Nursing and Self-Care II (pending exemption, based on LPN transcript)</td>
</tr>
<tr>
<td>NSG 155 - Nursing and Self-Care III</td>
</tr>
<tr>
<td>NSG 221 - Nursing and Self-Care IV - Part I</td>
</tr>
<tr>
<td>NSG 222 - Nursing and Self-Care IV - Part II</td>
</tr>
<tr>
<td>NSG 250 - Nursing and Self-Care V</td>
</tr>
<tr>
<td>NSG 255 - Nursing and Health Care Systems II</td>
</tr>
</tbody>
</table>

Note: All LPN-ADN students must meet with the LPN Coordinator. LPN transcripts will be reviewed for previous mental health NSG courses. Upon transcript evaluation, a decision will be made about which course(s) a student must take in the second semester of the program. NSG 150 may be required based upon review. If two different nursing courses are failed, the student will be seen by the Admissions/Readmissions Committee to determine the outcome. Ordinarily, the student will no longer qualify for the HFCC Advancement of LPNs to RNs program.

NSG 120 and NSG 126 classes will be awarded once NSG 091 is passed.

<table>
<thead>
<tr>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Required Support Courses</strong></td>
</tr>
<tr>
<td>Nursing – Advancement of LPNs to RNs</td>
</tr>
<tr>
<td>AH 120 - Pharmacology for Allied Health</td>
</tr>
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<td>PSY 131 - Introductory Psychology</td>
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<td>ENG 131 - Composition</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
</tr>
<tr>
<td>PSY 253 - Life Span Development</td>
</tr>
<tr>
<td>SOC 131 - Introduction to Sociology</td>
</tr>
</tbody>
</table>

**Associate in Applied Science Degree Requirements:**

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education:**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses:**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:** Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Recommended Course Sequence:**

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 091</td>
<td>NSG 155</td>
<td>SOC 131</td>
<td>NSG 221</td>
<td>NSG 250</td>
</tr>
<tr>
<td>AH 120</td>
<td>NSG 222</td>
<td></td>
<td>NSG 255</td>
<td></td>
</tr>
</tbody>
</table>

Note: ENG 131/132, PSY 131/253 and BIO 233/234 must be completed prior to entering the Nursing Program. It is recommended to complete all other required General Education courses prior to starting the nursing program or during the Spring/Summer semesters. All support courses must be completed successfully in the required semester or before.

Minimum Number of Credits To Graduate (Including Options/Electives): 65
Nursing Care Skills

Certificate of Achievement - Nursing Division
Katherine Bradley 313-845-9661 kbradley@hfcc.edu
Patrice Irving 313-845-6534 pirving@hfcc.edu

NURSE.CSGL.2002
Health Careers Education Center 122
Health Careers Education Center 103I

Description

This 11-week program prepares you to work as a Nurse Aide. The program also makes a great foundation for the associate degree program in nursing. Complete the 16 credits in the Nursing Assistant Program successfully for an immediate job placement. If you begin work as a Nurse Aide, many employers will help you pay for your associate degree!

Nurse Aides assist nurses in rendering care to clients with varying degrees of wellness and illness. They work in acute and chronic settings, as well as the home. The basic nursing skills necessary to perform the duties of a nurse aide are acquired. The course incorporates 90 hours of theory, 128 hours of laboratory practice, and 52 hours in a clinical agency. The course requires attendance from 8:30 a.m. - 4:30 p.m., 4 days a week. Mastery of learning principles prevails. Students repeat theory and clinical testing to meet 80% theory and 100% skills competency, within the time parameters of the course. Successful mastery allows testing at the state level to receive the CENA designation.

Applicants to the nurse aide course should be aware that health care personnel work in direct care with clients. In order to be considered for admission or to be retained in this course, all applicants should possess:

1. Sufficient visual acuity necessary for accurate assessment and nursing care, such as required in the direct care and observation of clients, noting irregularities in client appearance, taking accurate temperatures, blood pressures, etc.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess the health status of people through the use of monitoring devices i.e. stethoscopes and the ability to hear fire alarms, as well as cries for help.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting health care needs of clients, including the manipulation of equipment.
4. Sufficient physical abilities to move around in client rooms and work and treatment areas and administer client care procedures.
5. Sufficient strength to perform physical activities frequently requiring the ability to push and pull objects more than fifty pounds and to transfer objects and persons of more than one-hundred pounds.
6. Sufficient communication skills (speech, reading, writing) to interact with clients and to communicate their health status and needs promptly and effectively.
7. Sufficient intellectual and emotional capability to plan and implement care for clients.
8. Sufficient psychological stability essential to perform at the required levels in the clinical portions of the nursing program.
9. Capability to sustain long periods of concentration to make decisions such as selecting correct techniques, equipment, and safety measures to assure maximum care and safety of clients. A person under the influence of alcohol or consciousness-altering drugs could not meet the above criterion.
10. Sufficient physical stamina to remain standing for long periods of time.

Career Opportunities

Students who complete the Nursing Care Skills 100 course work in hospitals, nursing homes and in home health care. They often return to school at a later date to become nurses or other health care workers.

Occupational Exposure/Risk

Applicants who consider a career in health care should be aware that during their education and subsequent employment they are likely to be working in situations where exposure to infectious diseases is possible. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection-control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an important part of the program of study.

Latex Allergies

Since 1989, health care providers and their patients have experienced a rise in allergic responses to latex. Gloves, tubing, and other products used in the care of clients are frequently made from latex. Immediate hypersensitivity responses to natural rubber latex (NRL) occur to one or more NRL proteins. The result can be contact urticaria, angioedema, allergic rhinitis, asthma, or anaphylaxis. Early recognition of sensitization to NRL is crucial to prevent the occurrence of life-threatening reactions in sensitized healthcare workers. Both in school and on the job, exposure to latex consistently occurs. If a student is or becomes sensitized to latex, it is suggested that another career choice be considered. Non-latex gloves or those without powder (reduces airborne particles of NRL) can be purchased, but it is impossible at this time to get totally away from the problem. The Nursing Division strongly advises those students sensitized or allergic to latex to consult a physician for guidance on the merits of continuing in a health care career. NRL sensitized students who choose to continue do so at their own risk. Neither the college nor the Nursing Division can be responsible for the problems resulting from such a decision.

Admission Requirements/Eligibility

Students with a history of alcohol-related driving offenses and or felony convictions will find it difficult if not impossible to gain employment in health care. A drug screening and criminal background check are required to enter the program. The criminal background check is free for those who have resided in Michigan for the past three years. Those who have not resided in Michigan for three years or more must pay for a background check through their local police station and the Federal Bureau of Investigation. The process will be explained in Information Sessions in the Nursing Skills Program. Drug screening must also be paid for and passed by the student. This also is explained during the new student Information Session. Students who are not cleared for clinical placement through the Physical Examination, the Criminal Background Check and the Drug Screen will not be able to complete the NCS 100 course.

Minimum Number of Credits To Graduate
(Including Options/Electives): 16
Office Administration

Certificate of Achievement - Business and Economics Division
Elaine Saneske 313-845-9704 esaneske@hfcc.edu

Programs of Study

Henry Ford Community College’s certificate in Office Administration provides students with the knowledge and skills to assume an administrative role in today’s modern office environment. Students will learn the most commonly used computer software applications and critical communication and management skills. The program finishes with a capstone course where all aspects of the program are integrated to give students a comprehensive understanding of the operations of contemporary offices. Individuals who are already employed may find that the Office Administration certificate increases the opportunity for promotion.

While working towards this certificate, students may apply course credits towards a Certificate in Computer Software Applications. The Office Administration certificate may also be used as a building block towards the achievement of an Associate in Business degree in Administrative and Information Management.

Description

Required Core Courses | Cr. Hours
---|---
BCA 106 - Introduction to Windows | 2
BCA 140 - Software Applications | 3
BCA 143 - Word Processing | 3
BCA 145 - Spreadsheet Applications | 3
BBA 110 - Business Language Skills | 3
BBA 133 - Business Behavior and Communication | 3
BBA 231 - Business Office Communications | 3
BBA 235 - Office Administration Practicum | 4
MGT 230 - Principles of Management | 3
MGT 231 - Supervision and Teambuilding | 3

Courses

Minimum Number of Credits To Graduate (Including Options/Electives): 30

Recommended Course Sequence

Recommended Course Sequence Option One

Fall I | Winter I
---|---
BBA 110 | BBA 231
BBA 133 | BBA 235
BCA 106 | BCA 143
BCA 140 | BCA 145
MGT 230 | MGT 231

Recommended Course Sequence Option Two

Fall I | Winter I | Fall II | Winter II
---|---|---|---
BBA 110 | BCA 143 | BBA 133 | BBA 235
BCA 106 | BCA 145 | BBA 231 | MGT 231
BCA 140 | MGT 230 |

Note:
Recommended Course Sequence Option One is comprised of the first semester of 14 credit hours and the second semester of 16 credit hours.
Recommended Course Sequence Option Two is comprised of the first semester of 8 credit hours, second semester of 6 credit hours, third semester of 9 credit hours, and fourth semester of 7 credit hours.
### Paramedic

**Associate in Applied Science - Health Careers Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
<th>Health Careers Education Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Bruley</td>
<td>313-317-6582</td>
<td><a href="mailto:sbruley@hfcc.edu">sbruley@hfcc.edu</a></td>
<td>133L</td>
</tr>
<tr>
<td>Ronald Bodurka</td>
<td>313-845-9877</td>
<td><a href="mailto:rbodurka@hfcc.edu">rbodurka@hfcc.edu</a></td>
<td>132</td>
</tr>
<tr>
<td>PAMED.AAS.2005</td>
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<tr>
<td>Health Careers Office</td>
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</tbody>
</table>

**Description**

Emergency Medical Technology offers an exciting and challenging health-care career for individuals interested in providing emergency care in the pre-hospital or hospital emergency department setting.

Due to health-care reform issues and the growing recognition of the Emergency Medical Technician, also known as an EMT, a professional member of the health-care team, career opportunities for EMTs of all levels of licensure are developing and expanding.

Basic Emergency Medical Technicians are trained in basic life support procedures and the principles of care and transportation of the sick and injured. Basic EMT licensure qualifies the student for an entry-level position as an emergency care provider with municipal and private ambulance services as well as some hospital emergency departments. The basic EMT license is often a prerequisite for employment as a firefighter. (Progressive fire departments in our service area require a paramedic license. An EMT Basic license is the first step in meeting this criterion.)

Paramedics are highly trained members of the health-care community often responsible for bringing life-saving diagnostic and treatment skills to the patient at the scene of an emergency. Paramedics receive intense training in EKG interpretation, emergency pharmacology, and advanced life-support procedures. The scope of practice of the paramedic is rapidly expanding, creating a number of new employment opportunities.

The EMS Program at HFCC offers the options of certificates of achievement in Basic EMT and Paramedic, or the option of an Associate in Applied Science degree. The program is designed to meet the needs of students interested in entry-level training as well as those seeking career advancement.

The HFCC Paramedic Program has been awarded the highest level of approval through the Bureau of Emergency Medical Services & Trauma Systems, Michigan Department of Community Health.

**Computer Usage**

This program, from EMS 100 level and up, requires students to utilize a computer and the internet. All students have computer & internet access through our campus library.

**Career Opportunities**


**Transfer Options/Requirements**

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Siena Heights University
- University of Michigan - Dearborn

**Occupational Exposure/Risk**

In emergency medical services, both in school and on the job, exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Exposure to illness and infectious disease is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection-control guidelines can reduce the risk to a minimum. Persons who have latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.

**Admission Requirements/Eligibility**

The first year of studies for the Emergency Medical Services degree is open enrollment. Students should place into ENG 131 in order to be most successful. Students wishing to enter the second year of studies, which includes the paramedic core, must apply through the EMS office in Health Careers.

Required Core Course sequencing begins in the Fall semester. Early advising for course sequencing is highly recommended. Acceptance to the college is granted to most applicants and neither constitutes nor guarantees admission to the Paramedic program. Students are accepted into the program based on a “first-qualified, first-accepted” basis. All potential placements must be registered on the wait list in the EMS office.

For EMS 200-level courses, students will need to satisfy the following prerequisites:

1. EMT-Basic MI License (with a current National Registry Certificate preferred), BIO 233, BIO 234, AH 100, AH 120 & AH 105 (or equivalent)*
2. ASSET Math Score of 39 on the Numerical Skill Unit or COMPASS Pre-Algebra score of 39 or successful completion of MATH 074.
3. ASSET Reading Score of 43 or COMPASS reading score of 84 or successful completion of ENG 081.

A grade of C or better is required for successful completion of all courses (core and support) required in the EMS program. Students not receiving a C or better cannot continue in the program until they have successfully repeated the course(s) earning a C or better. Students who do not successfully complete all co-requisite courses in the EMS Program cannot continue with that same class of students. Therefore, students who fail must repeat all coursework (200+ and up) from the beginning up to the point that they failed, and then progress in sequence with the new class of paramedic students. Students who need to repeat paramedic must request to be put on the waiting list for the following year. Re-admittance is subject to seat capacity and prior performance.

**Additional Program Requirements - Health Appraisal**

Each student is required to complete a Health Appraisal Form, copies of which are available in the Health Careers Office. This appraisal includes a physical, blood titers (to validate immunity to childhood immunizations), TB test, Hepatitis B and boosters if necessary. The cost for this appraisal is in addition to the basic tuition and fee schedule.

Students in the EMS program are expected to meet the same physical and mental requirements as emergency medical technicians. A representative job profile, also available in the Health Careers Office, lists the specific physical and mental requirements as well as the environmental conditions of the occupation.

**Criminal Background Check and Drug Screen**

Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen* is required for all students in EMS programs prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule.

Students with felony convictions on their record should not enroll into the program as we have a zero-tolerance stance from our clinical affiliates. If an individual is granted an expungement, then he/she would be
considered for eligibility. Students with a history of alcohol related driving offenses and/or felony convictions will find it difficult if not impossible to gain employment in public safety careers. Students who are not cleared for clinical through the Health Appraisal, Criminal Background Check and Drug Screen will not be able to complete the EMS education programs.

**Uniforms**
Uniform shirts are provided through the program at the Basic EMT level. Pants, shoes, work belt, stethoscope, and National Registry exam fees are in addition to the basic tuition and fee schedule.

**Job Placement**
Information about career placement and job success is available through either the Health Careers Office or the College's Job Placement Office.

**Program Duration Limits/Updates/Changes**
Once a student is admitted/enrolled into the paramedic portion of the EMS degree, that student must complete with that same group of students. If for any reason a student must stop attending after successfully completing any portion thereof, and wish to complete, the student must reapply through the EMS office for the desired year of return. Because of the rapid changes in healthcare, legislation, and resulting course content, successfully completed EMS classes must be repeated in order to assure competence. This applies to all second year students who start, stop, and then return for completion. Early advising through the EMS office is essential. The College continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office at (313) 845-9877 for any current program updates or visit www.hfcc.edu.

**Registry/Certification/Licensure Exam Information**
If an individual is a convicted felon, it could disqualify him/her from obtaining the necessary National Registry Certification. For the specific National Registry EMS Policy, go to http://www.nremt.org/aboutpolicyfelony.asp. After obtaining a National Registry Certificate, individuals can apply for a Michigan Licensure, which is necessary to practice EMS as a profession. If an individual is a convicted felon, questions regarding potential licensure should be directed to the Michigan Department of Community Health, Bureau of Health Professions, or go to the following web site: http://www.michigan.gov/mdch.

**Accreditation**
Henry Ford Community College is an approved EMS Program Sponsor through the Michigan Department of Community Health, Bureau of EMS & Trauma Systems. Through this approval, all graduates/completers of the EMS program(s) are eligible to sit for the national registry exams for the designation of Nationally Registered Emergency Medical Technician-Basic or Nationally Registered Emergency Medical Technician-Advanced.

**Minimum Number of Credits To Graduate**
(Including Options/Electives): 76

**Courses**

<table>
<thead>
<tr>
<th>Required Core Courses - Paramedic</th>
<th>Cr. Hours</th>
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<tbody>
<tr>
<td>EMS 100 - EMT - Basic Fundamentals</td>
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<tr>
<td>EMS 106 - EMT - Basic Procedures</td>
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<td>EMS 109 - EMT - Basic Clinical Externship</td>
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<tr>
<td>EMS 200 - Paramedic I</td>
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<tr>
<td>EMS 205 - Paramedic Lab I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 210 - Paramedic II</td>
<td>3</td>
</tr>
<tr>
<td>EMS 215 - Paramedic Lab II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 220 - Paramedic III</td>
<td>4</td>
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<tr>
<td>EMS 225 - Paramedic Lab III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 230 - Paramedic IV</td>
<td>4</td>
</tr>
<tr>
<td>EMS 240 - Paramedic V</td>
<td>3</td>
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</table>

**Required Support Courses - Paramedic** | Cr. Hours |
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>AH 100 - Medical Terminology*</td>
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<tr>
<td>AH 105 - Basic Life Support for Healthcare Providers*</td>
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<tr>
<td>AH 120 - Pharmacology for Allied Health</td>
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<tr>
<td>BIO 233 - Anatomy and Physiology I</td>
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<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
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</tbody>
</table>

*Note:* Students should take AH 100 and AH 105 before taking any course with an EMS prefix.

**Associate in Applied Science Degree Requirements**
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

**Elective Courses**
Complete as many electives as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

These courses are suggestions for electives:
- HPEA 117 - Weight Train & Phys Conditioning 2
- HPEA 155 - Relax Techniques for Stress Management 2

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 105</td>
<td>EMS 100</td>
<td>AH 120</td>
<td>BIO 234</td>
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<tr>
<td>AH 100</td>
<td>EMS 106</td>
<td>BIO 233</td>
<td>POLS 131</td>
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<tr>
<td>ENG 131</td>
<td>EMS 109</td>
<td>ENG 132</td>
<td>CLT 100</td>
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</tbody>
</table>

**CLINICAL**

**Basic:** We require two rotations in the field, usually 8 a.m.-8 p.m., with Monday through Sunday scheduling options and two rotations in the hospital emergency room, with scheduling options available 24/7. Clinical for EMT Basics will be explained thoroughly at the EMS 109 orientation.

**Paramedic:** EMS clinicals are made available at the discretion of our host EMS Departments and Hospitals. Students are encouraged to keep flexible schedules during school to accommodate the advanced clinical experience. At the paramedic level (EMS clinical 290, EMS 295 and EMS 299), many of the rotations outside of the ER are days and nights and during the traditional work week. Examples of this are OR and Cardiac Cath labs. Clinical is explained, in depth, at the Paramedic orientation in August, before the FALL II start of paramedic courses.

Clinical courses, basic and advanced, show TBA in the Time/Day area of the schedule. We try very hard to individualize clinical rotations to each student's needs.

**The Second year:** Sequencing for EMS 200+ level course-work is not optional. Paramedic (EMS 200+) courses begin in Fall and end in Spring without exception. Prior to that, courses can be taken in any course/semester order as long as the EMS 100, EMS 106 and EMS 109 courses are taken as co-requisites.

Students are responsible for their own transportation to clinical sites and any expenses incurred.
### Pharmacy Technician

<table>
<thead>
<tr>
<th>Certificate of Achievement - Health Careers Division</th>
<th>PHARM.CMLT.2005</th>
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</thead>
<tbody>
<tr>
<td>Theresa Mozug</td>
<td>313-317-6548</td>
</tr>
<tr>
<td>Ronald Bodurka</td>
<td>313-845-9877</td>
</tr>
<tr>
<td><a href="mailto:tmozug@hfcc.edu">tmozug@hfcc.edu</a></td>
<td>r <a href="mailto:bodurka@hfcc.edu">bodurka@hfcc.edu</a></td>
</tr>
<tr>
<td>Health Careers Education Center 132J</td>
<td>Health Careers Education Center 132J</td>
</tr>
</tbody>
</table>

#### Description

The Pharmacy Technician is a Level II (Complex Skills Certificate) Certificate of Achievement program. This one-year certificate program is designed to prepare professional multi-skilled individuals for employment as an entry-level pharmacy technician in hospital, retail, community or other institutional pharmacies. Clinical duties are emphasized in the classroom and laboratory with directed practical experience in selected hospital, out patient, home infusion, long-term care and compounding pharmacies. Pharmacy Technicians are skilled health specialists who, under the direction and supervision of a pharmacist, assist in the varied activities of a pharmacy department. The Pharmacy Technician may be responsible for:

- Preparing and dispensing medications in accordance with standard procedures and laws under the supervision of a registered pharmacist.
- Transcribing and processing physician orders.
- Preparing intravenous admixtures, including chemotherapy medications.
- Maintaining patient profiles and medication records electronically.
- Preparing bulk formulations and compounding.
- Communicating effectively with patients and members of the health care team.
- Performing all other duties as assigned.

The Pharmacy Technician Program requires 36 credit hours to earn a certificate. Students in the program will have the opportunity to practice their skills using pharmacy-specific equipment and supplies. The program begins only once per year in the fall semester. The externship rotations are arranged and supervised by the program’s technical coordinator. The program is affiliated with sixteen hospital pharmacies, thirty or more out-patient (retail and community) pharmacies, and several home infusion and long-term care pharmacies.

#### Pharmacy Technician vs. Pre-Pharmacy Programs

HFCC offers its students two distinct pharmacy options. One option is a one-year Pharmacy Technician program. The technician curriculum is designed to prepare the students for employment assisting pharmacists after completion of the program. The courses in the Pharmacy Technician program are designed to prepare the students for employment immediately and not designed for transfer or intended for those students primarily interested in applying to pharmacy schools.

If a student’s primary intent is on becoming a pharmacist, then the second pharmacy option at HFCC is the Associate in Science Pre-Pharmacy Program curriculum that should be followed. The Pre-Pharmacy Academic Transfer Program is designed for the transfer of course work for those students primarily interested in applying to pharmacy schools.

#### Career Opportunities

According to recent reports from the U.S. Bureau of Labor Statistics, employment opportunities for pharmacy technicians in this region are expected to remain strong through this decade. The shortage of pharmacists and pharmacy technicians is expected to continue as the health services industry expands because of technological advances in medicine and an aging population. In addition, employment growth will be driven by the increase in the number of out patient pharmacies, home infusion pharmacies, compounding pharmacies and other pharmacy related facilities that need skilled support personnel, particularly pharmacy technicians.

General information about career placement and job success is available through either the Health Careers Office or the College’s Placement Office. In addition, salary expectations are discussed during the PHT program pre-acceptance interview.

#### Occupational Exposure/Risk

Exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career. During the course of the program students learn infection control guidelines and procedures and strict adherence to these guidelines will reduce the risk of exposure to infectious diseases.

#### Admission Requirements/Eligibility

The Pharmacy Technician program begins each year with the fall semester. Early application is essential for counseling and admission into the program. In addition to the general college application, a separate specific application for the Pharmacy Technician program is required and processed through the Admissions Office. Acceptance into the College is generally granted to most applicants, but this does not constitute nor guarantee admission to the program. Final approval to enroll in the program comes from the Health Careers division. An interview with the program’s Technical Coordinator is required.

The Admission Requirements for the Pharmacy Technician Program are:

1. A minimum high school academic grade point average of C+ (2.25). This requirement may also be satisfied by completion of at least 12 college credit hours with an academic grade point average of 2.25 (non-skill courses) for both transfer students and Henry Ford Community College students.
2. An ASSET/COMPASS Reading Score of 43/84 or successful completion of ENG 081.
3. An ASSET/COMPASS test score sufficient to qualify for MATH 080 or higher.
4. Typing proficiency of at least 25 words per minute. This requirement may be satisfied with successful completion (C or better) of a keyboarding course.

#### Health Appraisal

Students in the Pharmacy Technician program are expected to meet the same physical and mental requirements as an employed pharmacy technician. A representative Pharmacy Technician Job Profile is available upon request from the Health Careers Office or during the interview with the program’s Technical Coordinator. The job profile lists the specific physical and mental requirements as well as the environmental conditions of the occupation. Each student must have a physical examination and vaccination record on file before admission to externship rotations. The Health Appraisal Form addresses the issue of normal color perception, eye-hand coordination, and any history of substance abuse.

#### Criminal Background Check and Drug Screen

Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen is required for all students in PHT program prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule. For questions regarding this policy, contact the Health Careers Office. Students who are not cleared for clinical through the Health Appraisal, Criminal Background Check and Drug Screen will not be able to complete the program.

#### Additional Program Requirements

Note: Required core courses may be taken only after formal admission to the PHT program through the Health Careers Division.

All educational experiences are under the guidance of the PHT program. Student progress is evaluated in the classroom, laboratory and clinical setting throughout the program. Progression in the program is based upon the student meeting the following requirements:

1. Adherence to the program requirements outlined in the PHT Student Handbook.
2. Achievement of a minimum grade of C or better in all PHT and required courses.
3. Maintenance of an overall cumulative grade-point average of 2.0 or better.
The Program Application Process

STEP 1 - Select your career program
- It is recommended that each applicant meet with a Health Careers Advisor 313-845-9877 to discuss program options and then to create an academic plan to qualify for the selected program. It is suggested that you first select and apply to your program of choice before you begin any of the prerequisite course work.

STEP 2 - Apply to the program
- First time applicants to HFCC will indicate the program selection on the application to the college. This process automatically applies you to your program of choice.
- Current HFCC students selecting to change their program of study to a health career program must complete a specific program application. Program applications are available in the Health Career/Nursing Admissions Office. The Admissions office is located in the University Transfer, Advising, and Career Counseling Center, room LRC 117B and the Health Careers Office is located in the Health Careers Education Center.

STEP 1 - Deliver information and track application
- It is the student's responsibility to make certain that all transcripts, grades and/or necessary records are submitted to the Health Careers/Nursing Admissions office, room LRC 117B.
- Program applicants transferring college credit from another institution must have an official transcript mailed to: Henry Ford Community College, Admissions, Registration and Records, 5101 Evergreen Road, Dearborn, MI 48128.
- Applicants must also submit a student copy of all of their transcripts to the Health Careers/Nursing Admissions office.
- It is strongly recommended that you personally track your specific program application through the Health Careers/Nursing Admissions office, room LRC 117B, 313-317-6525.
- Students are strongly encouraged to monitor their program admission status via the WebAdvisor Program Evaluation link.
- It is imperative that all student contact information such as phone numbers and addresses is kept current through the Registration office. If we are unable to contact you, we then will move to the next qualified applicant.

STEP 4 - Qualifying and Admission
- Students are qualified when all of the program's admission criteria have been satisfied.
- Applicants are then admitted on a first-qualified, first-accepted basis for available positions. A student's application date to the program either by indication on the HFCC application or the separate program application may be used to determine placement on the qualified list if necessary. The earlier you apply the better.

Program Duration Limits/Updates/Changes
Transfer of Pharmacy Technician courses from other institutions will be accepted only from programs accredited by the American Society of Health-System Pharmacists and will be evaluated on an individual basis.

The Pharmacy Technician Program may be completed in one year (full-time) or two years (part-time). In either case, careful course sequencing is required and each student must satisfy the program's admission criteria.

There are specific admission criteria which must be satisfied in order to be admitted into this program; however, students are permitted to take the required support courses prior to being formally accepted and admitted into the program. AH 100, MATH 101, HCS 131, and BBA 110 or MOA 170 may be taken prior to formal acceptance into the program.

HFCC continuously attempts to improve each program, and as a result courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration.

Registry/Certification/Licensure Exam Information
Upon completion of the accredited program, students will be eligible for the Pharmacy Technician Certification Board examination (PTCB) to earn the Certified Pharmacy Technician (CPhT) credential. This program is one of three college-based programs in Michigan to maintain accreditation through ASHP. Some local area hospital pharmacy employers require pharmacy technicians to be certified (CPhT). In addition, out-patient pharmacy employers prefer pharmacy technicians who are CPhTs or at least CPhT eligible. In the near future both in-patient and out-patient pharmacy technicians will need certification. The CPhT credential is a national certification recognized by employers across the country.

Any questions regarding the national certification exam, including qualifications and/or eligibility, should be directed to the Pharmacy Technician Certification Board (PTCB) at 202-429-7576.

Accreditation
The Pharmacy Technician Program is accredited through the American Society of Health-System Pharmacists (ASHSP).
Accreditation Agency:
American Society of Health-Systems Pharmacists
7272 Wisconsin Avenue, Bethesda, Maryland 20814
301-657-3000

Minimum Number of Credits To Graduate (Including Optiona and Electives: 38

<table>
<thead>
<tr>
<th>Courses</th>
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<tr>
<td>Required Core Courses</td>
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<tr>
<td>PHT 100 - Introduction to Pharmacy Technology</td>
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<tr>
<td>PHT 124 - Pharmacology I for Pharmacy Technicians</td>
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<tr>
<td>PHT 125 - Pharmacology II for Pharmacy Technicians</td>
<td>3</td>
</tr>
<tr>
<td>PHT 132 - Basic Pharmacy Software Applications</td>
<td>2</td>
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<tr>
<td>PHT 150 - Pharmaceutical Calculations</td>
<td>3</td>
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<tr>
<td>PHT 165 - Issues in Pharmacy</td>
<td>2</td>
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<td>PHT 175 - Applied Pharmacy Systems</td>
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<td>PHT 119 - Out Patient Pharmacy Externship</td>
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<td>PHT 193 - Pharmacy Externship</td>
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<thead>
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<td>BBA 110 - Business Language Skills OR</td>
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<tr>
<td>MOA 170 - Medical Correspondence</td>
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<td>HCS 131 - Computers in Health Care</td>
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<td>MATH 101 - Mathematics for Health Careers</td>
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<td>AH 100 - Medical Terminology</td>
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Recommended Course Sequence

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<tr>
<th>Fall</th>
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<tbody>
<tr>
<td>AH 100</td>
<td>PHT 119</td>
<td>PHT 193</td>
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<tr>
<td>MATH 101</td>
<td>BBA 110</td>
<td>BBA 110</td>
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Note:
The required core courses must be taken in the sequence listed. The required support courses must be taken in the sequence or taken earlier in order to lighten the student's course load.

Students may complete this program in two years on a part-time basis; however, careful scheduling is required.

All educational experiences are under the guidance of the PHT program. Student progress is evaluated in the classroom, laboratory and clinical setting throughout the program. Progression in the program is based upon the student meeting the following requirements:
1. Adherence to the program requirements outlined in the PHT Student Handbook.
2. Achievement of a minimum grade of C or better in all PHT and required courses.
3. Maintenance of an overall cumulative grade-point average of 2.0 or better.

Students are responsible for their own transportation to clinical sites and any expenses incurred.
The Profession

Physical therapist assistants (PTAs) are skilled health care providers who assist in providing planned patient care programs under the direction and supervision of a physical therapist. As members of the rehabilitation team, PTAs perform treatments designed to relieve pain, promote healing and improve functional ability. Once a treatment plan is designed by a physical therapist, the PTA may be responsible for carrying out this treatment plan.

The Program

The Physical Therapist Assistant (PTA) Program is designed to prepare individuals for employment as entry-level physical therapist assistants. It takes two years, including one spring of full-time study to complete the program. Students who meet all admission requirements are considered qualified and are admitted to the program once per year in the fall semester on a first qualified-first admitted basis. Students who are interested in this program should submit the separate PTA Program application as soon as possible. The application can be obtained from the Health Careers Division Office by calling 313-845-9877.

Core courses in the program are only offered during the day and only in the semester as indicated in the Required Course Sequence. Support courses are usually offered in a variety of semesters and times. Students in this program will have learning experiences in the classroom, laboratory and in local physical therapy facilities. The final semester is spent in full-time (40 hrs/week) clinical externships.

The student must complete a total of 80 credit hours of course work, (8 pre-admission, 6 General Education, 7 Required Support Courses and 49 required PTA courses). Due to the number of credit hours required for program completion and the intensity of the program, students are encouraged to complete as many of the support/General Education classes as possible prior to entering the program.

The first courses that a student should complete are those required for program admission followed by the other Required Support/General Education courses.

Career Opportunities

Opportunities for PTAs are excellent at this time and are projected to increase through at least the year 2012. PTAs may choose to practice in a variety of settings, including hospitals, rehab centers, sports medicine clinics, public and private schools, outpatient physical therapy clinics, nursing homes, and home health settings. Information about career placement and job success is available through either the Health Careers Office or the College Placement Office.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. See Appendix for a complete list of articulation agreements. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Siena Heights University
- University of Michigan - Dearborn

Occupational Exposure/Risk

In physical therapy, both in school and on the job, exposure to infectious diseases and latex may be minimal to moderate depending on the setting in which you are working. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career. During the course of the program students learn infection control guidelines and procedures and strict adherence to these guidelines will reduce the risk of exposure to infectious diseases.

Admission Requirements/Eligibility

1. Minimum GPA of 2.8 - may be satisfied by one of the following:
   - High school GPA of 2.8 OR
   - College GPA of 2.8 (if student has completed at least 12 credits excluding less than 100-level courses)

2. ASSET Reading score of 43 or better OR COMPASS Reading score of 84 or better.*

3. Assessment test scores sufficient to allow for placement into ENG 131*. This requirement may also be satisfied by successful completion of the required developmental courses.

4. Minimum math requirement is Algebra* - may be satisfied by one of the following
   - COMPASS Algebra score of 46 or better, OR
   - Successful completion of MATH 080-Beginning Algebra, or equivalent, with a C or better.

5. Successful completion of BIO 233-Anatomy & Physiology I, or equivalent, with a C or better, within five years of admission.*

6. Successful completion of AH 100-Medical Terminology, or equivalent, with a C or better.

7. Twenty hours or more of observation in a physical therapy setting observing a PTA at work with a letter of confirmation from the supervisory PT or PTA.

*There may be other pre-admission coursework the student needs to complete based on results of placement tests and/or high school coursework.

The Program Application Process

Step 1 - Select your career program

- It is recommended that each applicant meet with a Health Careers Advisor 313-845-9877 to discuss program options and then to create an academic plan to qualify for the selected program. It is suggested that you first select and apply to your program of choice before you begin any of the prerequisite course work.

Step 2 - Apply to the program

- First time applicants to HFCC will indicate the program selection on the application to the college. This process automatically applies you to your program of choice.

- Current HFCC students selecting to change their program of study to a health career program must complete a specific program application. Program applications are available in the Health Career/Nursing Admissions Office.

The Admissions office is located in the University Transfer, Advising, and Career Counseling Center, room LRC 117B and the Health Careers Office is located in the Health Careers Education Center.

Step 3 - Deliver information and track application

- It is the student’s responsibility to make certain that all transcripts, grades and/or necessary records are submitted to the Health Careers/Nursing Admissions office, room LRC 117B.

- Program applicants transferring college credit from another institution must have an official transcript mailed to: Henry Ford Community College, Transfer Evaluation, 5101 Evergreen Road, Dearborn, MI 48128.

Physical Therapist Assistant

Associate in Applied Science - Health Careers Division

Cynthia Scheuer, PT, MS 313-317-6575 cscheuer@hfcc.edu
Stephen Pedley 313-317-6576 sepedley@hfcc.edu

PTAST.AAS.2005

Health Careers Education Center 133I

Health Careers Education Center 133D
• Applicants must also submit a student copy of all of their transcripts to the Health Careers/Nursing Admissions office.
• It is strongly recommended that you personally track your specific program application through the Health Careers/Nursing Admissions office, room LRC 117B, 313-317-6525.
• Students are strongly encouraged to monitor their program admission status via the WebAdvisor Program Evaluation link.
• It is imperative that all student contact information such as phone numbers and addresses is kept current through the Registration office. If we are unable to contact you, we then will move to the next qualified applicant.

Step 4 - Qualifying and admission
• Students are qualified when all of the program’s admission criteria have been satisfied.
• Applicants are then admitted on a first-qualifed, first-accepted basis for available positions. A student’s application date to the program either by indication on the HFCC application or the separate program application may be used to determine placement on the qualified list if necessary - the earlier the better.

Additional Program Requirements

Health Appraisal
Potential students must have an interest in working with the ill and disabled. Good physical strength, observation skills and communication skills are just some of the abilities required for this job. A more detailed sample job profile is available through the Health Careers Office 313-845-9877. Each student must pass a basic physical examination prior to entering the program and a more detailed examination (including checking blood titers for immunity) prior to the start of clinical externships. Any students requesting special accommodations for program admission and progression should contact the Assisted Learning Office at 313-845-9617.

Students who are not cleared for clinical through the Health Appraisal, Criminal Background Check and Drug Screen will not be able to complete the PTA program.

Program Deposit
At the time of formal admission to the program, each applicant is required to pay a $100 fee to secure a position. One month after classes start in the fall, the $100 fee is refunded to the student if the student is still active in the program.

Program Duration Limits/Updates/Changes
All PTA courses taken at HFCC must be successfully completed within three consecutive calendar years. HFCC continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration.

Registry/Certification/Licensure Exam Information
Successful passage of the PTA Licensure Exam is currently not required to practice in the State of Michigan; however, it is highly recommended. Students who are graduates of this program do qualify to sit for the National Physical Therapist Assistant Examination.

Accreditation
Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314, 703-838-8910.

Minimum Number of Credits To Graduate (Including Options/Electives): 72

Programs of Study

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 102 - Introduction to Physical Therapy Practice</td>
<td>2</td>
</tr>
<tr>
<td>PTA 108 - Therapeutic Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>PTA 118 - Exercise Techniques I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 119 - Exercise Techniques II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 128 - Therapeutic Techniques II</td>
<td>2</td>
</tr>
<tr>
<td>PTA 132 - Kinesiology for PTAs</td>
<td>3</td>
</tr>
<tr>
<td>PTA 142 - Therapeutic Modalities</td>
<td>3</td>
</tr>
<tr>
<td>PTA 165 - Life Span Development for PTAs</td>
<td>2</td>
</tr>
<tr>
<td>PTA 220 - Pathologic Conditions</td>
<td>3</td>
</tr>
<tr>
<td>PTA 250 - Extremity Orthopedics</td>
<td>4</td>
</tr>
<tr>
<td>PTA 254 - Spinal Orthopedics</td>
<td>3</td>
</tr>
<tr>
<td>PTA 262 - Rehabilitation of Neurological Conditions I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 264 - Rehabilitation of Neurological Conditions II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 270 - Physical Therapist Assistant Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PTA 291 - Clinical Externship I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 295 - Clinical Externship II</td>
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</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 224 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HPE 142 - Advanced First Aid</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 133 - Principles of Physics</td>
<td>4</td>
</tr>
<tr>
<td>SPC 131 - Fundamentals of Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete one of the following courses:
- POLS 131 - Intro to Amer Govt and Political Science | 3 |
- SSC 131 - A Survey of the Social Sciences | 3 |

Note: Anatomy and Physiology courses that were taken five or more years prior to enrollment in the PTA program must be repeated.

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Required Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring/Summer I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 234</td>
<td>PTA 108</td>
<td>ENG 132</td>
<td>PTA 250</td>
<td>PTA 270</td>
</tr>
<tr>
<td>ENG 131</td>
<td>PTA 118</td>
<td>HPE 142</td>
<td>PTA 254</td>
<td>PTA 295</td>
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<td>PHYS 133</td>
<td>PTA 119</td>
<td>PTA 128</td>
<td>PTA 262</td>
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<tr>
<td>PTA 102</td>
<td>PTA 142</td>
<td>SPC 131</td>
<td>PTA 264</td>
<td></td>
</tr>
<tr>
<td>PTA 132</td>
<td>PTA 220</td>
<td></td>
<td>PTA 291</td>
<td></td>
</tr>
<tr>
<td>PTA 165</td>
<td>SSC 131</td>
<td></td>
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</tr>
</tbody>
</table>

Note: Required support courses not taken prior to program admission must be taken as listed in the Recommended Course Sequence. All PTA courses taken at HFCC must be successfully completed within three consecutive years.

Students are responsible for their own transportation to the clinical sites. Students are encouraged to take the CLT 100-Computer Literacy Test. However, if there is a failure to pass the test, the student will be required to successfully pass an approved course to satisfy the Computer Literacy requirement.
Plant Maintenance Trades

Associate in Applied Science - Skilled Trades and Apprenticeship Division
Gregory Laskowsky 313-317-1550 glaskowsky@hfcc.edu
Technology Building 164D

Description
The Associate in Applied Science for Plant Maintenance Trades is designed for industrial apprentices or other skilled trades persons who have completed or are in the last semester of related instruction requirements for journeyperson certification or the equivalent. Students may apply the credits earned in their trade programs toward the 60 credit hours required for the degree. Please see Admission Requirements/Eligibility for some of the trades eligible for this degree.

Career Opportunities
- Group Leader
- Production Foreman
- Skilled Trade Foreman
- Tool Engineer
- Service Technician
- Product Design
- Quality Control Technician
- Tool Designer

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Eastern Michigan University
- Ferris State University
- Lawrence Technological University
- Siena Heights University
- University of Michigan - Dearborn
- Wayne State University

Admission Requirements/Eligibility
Some of the trades eligible for this degree are: Automotive/Truck Mechanic, Commercial and Residential Electrician, Industrial Electrician, Industrial Hydraulics, Industrial Truck Repair, Instrumentation, Machine Repair, Maintenance, Millwright, Plumber, Pipefitter, Power House Mechanic, Refrigeration and Air Conditioning, Sheet Metal Worker, Stationary Steam Engineer, and Welder.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Plant Maintenance Trades</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 38 credit hours is required through the Apprenticeship Program.</td>
<td>38</td>
</tr>
</tbody>
</table>

Note:
* Apprenticeship programs vary in the number of credit hours required. The minimum number is 38. All program requirements must be met in order for an apprentice to qualify for a certificate. The credits acquired apply towards the Associate in Applied Science degree.

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
## Pre-Elementary Education

### Associate in Arts - Other Academic Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Zopf</td>
<td>313-845-6430</td>
<td><a href="mailto:dzopf@hfcc.edu">dzopf@hfcc.edu</a></td>
<td>Learning Technology Center 227A</td>
</tr>
<tr>
<td>Diane Green</td>
<td>313-845-9748</td>
<td><a href="mailto:diane@hfcc.edu">diane@hfcc.edu</a></td>
<td>Learning Resources Center 117</td>
</tr>
</tbody>
</table>

### Description

In 2005, Phi Theta Kappa selected HFCC’s Pre-Education program as one of ten community college teacher education programs in America by Recruiting New Teachers, Inc., an affiliate of the Carnegie Foundation of New York. The Associate in Arts degree in Pre-Elementary Education requires 60 credit hours of coursework, all of which can be transferred to most four-year teacher preparation programs without loss of credit. The elective component of this program allows students to select courses that apply toward the bachelor’s degree at their intended transfer institution. Students are encouraged to consult the University Transfer, Advising, and Career Counseling Center located in the University Transfer, Advising, and Career Counseling Center.

### Career Opportunities

Pre-Elementary Education program graduates may seek employment in child development centers. For those wishing to teach in K-8 schools, completion of a four-year teacher preparation program with teacher certification is necessary.

### Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferring of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend. Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu). Some of the institutions students enrolled in this program frequently transfer to include:

- Eastern Michigan University
- Marygrove College
- University of Michigan - Dearborn
- Wayne State University

Students interested in transferring should note: HPE 260 transfers to the University of Michigan-Dearborn and is a recommended course for students transferring to UM-D. HPE 140 transfers to Eastern Michigan University and is a recommended course for students transferring to EMU. HPE 142 transfers to Wayne State University and is a recommended course for students transferring to WSU. Consult the transfer guide for the university to which you wish to transfer to determine the HPE course that will apply to your bachelor’s degree.

### Minimum Number of Credits To Graduate

(Including Options/Electives): 60

### Courses

#### Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 221 - Instructional Technology for Elementary Teachers</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121 - Mathematics for Elementary Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 221 - Mathematics for Elementary Teachers II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 256 - Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 294 - Educational Psychology Practicum</td>
<td>1</td>
</tr>
<tr>
<td>Complete 4 credit hours of Science classes (100-level or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Required Support Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS 131 - Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENS 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Associate in Arts Degree Requirements

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill the specific degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

### Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Admission to pharmacy schools is highly competitive and very selective. Admission Requirements/Eligibility

• Wayne State University
• Ferris State University

9612, counseling@hfcc.edu

University Transfer, Advising, and Career Counseling Center (Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center. Students who intend to transfer to another institution consult the Pharmacy Coordinator before they select their courses in order to be certain that these courses are covered by the transfer agreements.

Students with a strong academic background who are able to start with the advanced courses required in this program may complete it in two years. Those students needing additional support or prerequisite courses may require more than two years to complete the program.

Career Opportunities

In addition to dispensing medications prescribed by physicians, pharmacists provide information to patients regarding their prescriptions and their use. A license is required to practice pharmacy. To obtain a license, a pharmacist must serve an internship, graduate from an accredited college of pharmacy, and pass a state exam.

Nearly all the pharmacy schools now grant the degree of Doctor of Pharmacy (Pharm. D.) which requires at least six years or more of post-secondary study. The HFCC Pre-Pharmacy Program is designed to cover the first steps in that process. The very nature of the profession requires a strong math and science foundation. Also, the admissions test that a number of programs use in their selection process requires a solid reading comprehension ability.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

• Ferris State University
• University of Michigan - Ann Arbor
• Wayne State University

Admission Requirements/Eligibility

Admission to pharmacy schools is highly competitive and very selective. Typically, pharmacy programs will use some variation of grades and admission test scores in their selection process. The specific admission criteria for schools of pharmacy vary between each individual program. For a list of the three programs in Michigan as well as the 17 pharmacy programs in the general Midwest region, please contact the Health Careers Office. Because admission to pharmacy schools is so competitive, students interested in becoming a pharmacist should explore all of their options and need to review current admission requirements for not just one but several pharmacy schools.

HFCC maintains close contact with a number of pharmacy programs in an effort to keep the Program of Study and course transfer agreements up-to-date. Annually, admission representatives from a number of pharmacy programs on campus to visit with and discuss their programs with HFCC students.

Additional Program Requirements

Courses in the formal Program of Study were selected based upon HFCC's formal transfer agreements. Because prerequisite courses not included in the formal Program of Study may vary widely between students, those courses may or may not be covered by the transfer agreements. To identify those select transfer courses that meet your educational goals, it is essential for you to maintain close contact with our pharmacy coordinator. Students also need to maintain close contact with the coordinator since pharmacy schools frequently change their specific admission criteria as well as upgrade the transfer agreements. For further information, contact the Health Careers Office at 313-845-9877.

Under HFCC's Transfer Credit Guarantee, HFCC will refund tuition for any approved transfer course passed at HFCC with at least a C grade if that course work does not transfer to a college or university. Such classes must be listed as transferable on the transfer institution's official guide sheets on file in the HFCC Counseling Division. To identify those select transfer courses, it is essential for students to maintain close contact with the pharmacy coordinator.

Program Duration Limits/Updates/Changes

HFCC offers its students two distinct program options. The first option is the Pre-Pharmacy Academic Transfer Program which is designed for the transfer of course work for those students primarily interested in applying to pharmacy schools. The second program option at HFCC is a one-year Pharmacy Technician Program. The technician curriculum is designed to prepare the students for employment assisting pharmacists after completion of the program.

Pre-Pharmacy vs. Pharmacy Technician Programs

Unlike the Pre-Pharmacy Program, the courses in the Pharmacy Technician Program are designed to prepare the students for employment immediately and not designed for transfer nor intended for those students primarily interested in applying to pharmacy schools. (See the Pharmacy Technician section in the catalog for more information). If a student's primary intent is on becoming a pharmacist, then the Associate in Science Pre-Pharmacy Program is the curriculum which should be followed.

The College continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and program criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office at (313) 845-9877 for any current program updates or visit www.hfcc.edu.

Minimum Number of Credits To Graduate

(Including Options/Electives): 61
Programs of Study

Courses

Required Core Courses - Pre-Pharmacy  Cr. Hours

PHT 144 - Pharmacy College Admission Testing (PCAT) and Current Issues in Pre-Pharmacy  2
BIO 152 - Biology: Cells and Molecular Biology  4
BIO 251 - Microbiology  5
CHEM 141 - Principles of General and Inorganic Chemistry I  5
CHEM 142 - Principles of General and Inorganic Chemistry II  5
CHEM 241 - Organic Chemistry I  4
CHEM 242 - Organic Chemistry II  4
CHEM 243 - Organic Chemistry Laboratory I  2
MATH 180 - Calculus I  5
PHYS 131 - Liberal Arts Physics  4

Required Support Courses - Pre-Pharmacy  Cr. Hours

PHIL 131 - Introduction to Logic  3
SPC 131 - Fundamentals of Speaking  3
Complete one of the following courses:
BCA 140 - Software Applications  3
CIS 100 - Introduction to Information Technology  3
Complete one of the following courses:
BEC 133 - Basic Economics  3
BEC 151 - Principles of Macro Economics  3
BEC 152 - Principles of Micro Economics  3

Associate in Science Degree Requirements

Students in the must also complete the specific degree requirements for the Associate in Science Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses for the may also be used to fulfill Associate in Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Science degree, may also be used to fulfill General Education when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring/Summer I</th>
<th>Fall II</th>
<th>Winter II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 152</td>
<td>PHT 144</td>
<td>CHEM 241</td>
<td>CHEM 242</td>
<td>BEC 133</td>
</tr>
<tr>
<td>CHEM 141</td>
<td>CHEM 142</td>
<td>PHIL 131</td>
<td>PHIL 131</td>
<td>CHEM 243</td>
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<tr>
<td>CIS 100</td>
<td>SPC 131</td>
<td>MATH 180</td>
<td>MATH 180</td>
<td>BLC 251</td>
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<tr>
<td>ENG 132</td>
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</table>

Note:
Pre-Pharmacy students are strongly encouraged to work closely with the Pharmacy Coordinator before they select their courses in order to be certain that these courses are covered by the transfer agreements.

BCA 140 may be taken as an alternative to CIS 100.
BEC 151 or BEC 152 may be taken as an alternative to BEC 133.
Pre-Secondary Education

Associate in Arts - Other Academic Division
Deborah Zopf 313-845-6430 dzopf@hfcc.edu
Diane Green 313-845-9748 diane@hfcc.edu

Description
In 2005, Phi Theta Kappa selected HFCC as one of ten community colleges nationally that best meet the needs of students who will become teachers of math and science (Pre-K-12). In addition, the Pre-Education program was chosen in 2001 as one of the six exemplary community college teacher education programs in America by Recruiting New Teachers, Inc., an affiliate of the Carnegie Foundation of New York.

The Associate in Arts degree in Pre-Secondary Education requires 60 credit hours of course work, enabling students to complete General Education requirements and begin coursework in their teaching majors and minors. Because the university teacher preparation programs vary, students are advised to consult the transfer guides for the school to which they intend to transfer when selecting courses.

Career Opportunities
Pre-Secondary Education program graduates who complete a bachelor degree with teacher certification may teach in middle, junior or high schools.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Eastern Michigan University
- Marygrove College
- University of Michigan - Dearborn
- Wayne State University

Students interested in transferring should note:
HPE 140 transfers to Eastern Michigan University and is a recommended course for students transferring to EMU. HPE 142 transfers to Wayne State University and is a recommended course for students transferring to WSU. Consult the transfer guide for the university to which you wish to transfer to determine the HPE course that will apply to your bachelor’s degree.

Minimum Number of Credits To Graduate
(Including Options/Electives): 60

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 223 - Instructional Technology for Secondary Teachers</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Support Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131 - Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 3 credit hours of History requirements from courses with the following prefix:

HIST

Associate in Arts Degree Requirements

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Pre-Special Education

Description

The Pre-Education program was chosen in 2001 as one of the six best community college teacher education programs in America by Recruiting New Teachers, Inc., an affiliate of the Carnegie Foundation of New York.

The Associate in Arts degree in Pre-Special Education requires 60 credit hours of coursework, all of which can be transferred to most teacher training institutions without loss of credit.

Career Opportunities

Pre-Special Education program graduates who complete a bachelor’s degree with teacher certification may teach special education classes in many disability areas such as mental impairments, visual impairments, learning disabilities, emotional impairments, physical impairments, hearing impairments, speech impairments, and autism.

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend. Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:

- Wayne State University

Students interested in transferring should note: HPE 260 transfers to the University of Michigan-Dearborn and is a recommended course for students transferring to UM-D. HPE 140 transfers to Eastern Michigan University and is a recommended course for students transferring to EMU. HPE 142 transfers to Wayne State University and is a recommended course for students transferring to WSU. Consult the transfer guide for the university to which you wish to transfer to determine the HPE course that will apply to your bachelor’s degree.

Minimum Number of Credits To Graduate (Including Options/Electives): 60

Courses

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 246 - Introduction to Children’s Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131 - Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 - Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 131 - Introduction to American Government and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 - Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts Degree Requirements

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Print Design

Certificate of Achievement - Fine Arts and Fitness Division
Kirk McLendon 313-845-6487 mclendon@hfcc.edu
James Nelson 313-845-6316 jnelson@hfcc.edu

Description
Print Design is one of five Certificate Programs offered at HFCC. Earn a Print Design Certificate by completing the 36 credit hours of core courses. Students may complete an additional 24 credit hours of General Education courses to earn an Associate in Arts degree. Classes are offered throughout the year during the day, evening and weekend.

The demise of the printed page at the hands of the Internet has been greatly exaggerated. The majority of graphic designers design for print. A good eye for type, strong layout skills, and a technical understanding of the printing process are important in this field. Proficiency with Photoshop, Illustrator and either QuarkXPress or InDesign is required. An additional 24 credit hours of General Education courses may be taken with any of the five Graphic Design certificates to obtain an Associate in Arts degree.

Minimum Number of Credits To Graduate
(Including Options/Electives): 36

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Print Design</th>
<th>Cr. Hours</th>
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</thead>
<tbody>
<tr>
<td>ART 101 - Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 - Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 - Photoshop/ImageReady</td>
<td>3</td>
</tr>
<tr>
<td>ART 109 - QuarkXpress OR</td>
<td>3</td>
</tr>
<tr>
<td>ART 110 - InDesign</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 - Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART 113 - Life Drawing I OR</td>
<td>3</td>
</tr>
<tr>
<td>ART 115 - Intermediate Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ART 130 - History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 165 - Graphic Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 172 - Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 - Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:
Students may take either ART 109 or ART 110.
Students may take either ART 113 or ART 115.
## Mission and Goals of the Radiographer Program

### Mission
The Mission of the HFCC Radiographer Program is to graduate competent, entry-level radiologic technologists.

### Goals
1. Graduates will be clinically competent.
2. Graduates will adopt the personal and professional behaviors of an entry-level radiologic technologist.
3. Graduates will be employable and certified in sufficient number to meet the needs of the community.

### The Profession
Radiologic Technology is that segment of medicine devoted to patient diagnosis through the use of ionizing radiation. Specifically, radiation is used to create images of tissues, organs, bones, and vessels that comprise the human body. When requested by a physician, it is the radiographer who is responsible for creating these images in a safe and precise manner. The radiologist, a physician who is specifically trained in the interpretation of these images, performs diagnosis of the final image. A major responsibility of the radiographer lies in the proper use of radiation. When not properly utilized, ionizing radiation has the potential to be damaging to both patient and user. Therefore, the radiographer is trained to understand radiation and be aware of its potential hazards. This knowledge serves to protect the patient and the radiographer, creating a safe work environment.

### Career Opportunities
Demand for radiographers should remain strong due to the rising population of older persons, the segment of the population with the greater frequency of health care needs. Information regarding employment trends for radiographers in Michigan is available through the HFCC Placement Office 313-845-9618.

A representative job profile for radiographer can be obtained through the Health Careers Office. Students requiring accommodation should directly contact the HFCC Assisted Learning Services at 313-845-9617.

### Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Siena Heights University
- University of Michigan - Dearborn
- University of Michigan - Dearborn

### Occupational Exposure/Risk
In Radiologic Technology, both in school and on the job, frequent exposure to radiation, sharps, patient secretions, bodily wastes, infectious patients, electricity, equipment noise and latex is possible. Exposure to latex may be moderate depending on the setting in which you are working. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.

### Admission Requirements/Eligibility
- GPA of 2.5: High school GPA of 2.5 (on a 4.0 scale) or a college GPA of at least 2.5 for the last 12 academic credits. (Note: Once a college GPA has been established, high school GPA is no longer considered.)
- ASSET Reading score of 43 or better OR COMPASS Reading score of 84 or better.
- ASSET or COMPASS Writing Test score sufficient for placement in ENG 131. This requirement may also be fulfilled by successful completion of required developmental English courses.
- Math: ASSET or COMPASS Algebra score 46 or better OR MATH 080 or MATH 100 with a C grade or better.
- Successful completion of BIO 233-Anatomy and Physiology I, with a C grade or better.
- Successful completion of AH 100-Medical Terminology, with a C grade or better.
- Basic occupational experience: May be fulfilled with one of the following:
  1. Completion of MOA 160 with a C grade or better. It is highly recommended that students take this course.
  2. Twenty hours of observation in a radiography department at a hospital or clinic with a letter of support from a supervisor.
  3. Successful completion of a high school health careers course.
- Summer prior to starting the program: CPR certification American Heart Association, Basic Life Support, Health Care Provider. Fulfilled by taking AH 105-Basic Life Support. AND Students must attend a program orientation prior to acceptance into the RAD program.

### The Program Application Process
**Step 1** - Select your career program
- It is recommended that each applicant meet with a Health Careers Advisor 313-845-9877 to discuss program options and then to create an academic plan to qualify for the selected program. Apply up front and start taking prerequisites.

**Step 2** - Apply to the program
- First time applicants to HFCC will indicate the program selection on the application to the college. This process automatically applies you to your program of choice.
- Current HFCC students selecting to change their program of study to a health career program must complete a specific program application. Program applications are available in the Health Career/Nursing Admissions Office located in the Counseling Office, room LRC 117B and in the Health Careers Office in the Health Careers Education Center.

**Step 3** - Deliver information and track application
- It is the student’s responsibility to make certain that all transcripts, grades and/or necessary records are submitted to the Health Careers/Nursing Admissions office, room LRC 117B.
- Program applicants transferring college credit from another institution must have an official transcript mailed to: Henry Ford Community College, Transfer Evaluation, 5101 Evergreen Road, Dearborn, MI 48128.
- Applicants must also submit a student copy of all of their transcripts to
the Health Careers/Nursing Admissions Office.
• It is strongly recommended that you personally track your specific program application through the Health Careers/Nursing Admissions Office, room LRC 117B, 313-317-6525.
• Students are strongly encouraged to monitor their program application status via the WebAdvisor Program Evaluation link.
• It is imperative that all student contact information such as phone numbers and addresses is kept current through the Registration office. If we are unable to contact you, we then will move to the next qualified applicant.

Step 4 - Qualifying and admission
• Students are qualified when all of the program’s admission criteria have been satisfied.
• Applicants are then admitted on a first qualified, first accepted basis for available positions. A student’s application date to the program either by indication on the HFCC application or the separate program application may be used to determine placement on the qualified list if necessary, the earlier the better.

Additional Program Requirements

Health Appraisal Form
Each Radiographer student will be required to submit an acceptable Health Appraisal Form. Copies of the form are available through the Health Careers Office.

Criminal Background Check and Drug Screen
Consistent with Section 20173 of the Michigan Public Health Code the requirements of clinical rotation partners a Criminal Background Check and Drug Screen clearances will be required to participating in any clinical rotations.

Program Deposit
At the time of formal admission to the program, each applicant is required to pay a $100 fee to secure a position. One month after classes start in the fall, the $100 fee is refunded to the student if the student is still active in the program.

Program Duration Limits/Updates/Changes
HFCC continuously attempts to improve each program, and as a result courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration.

Graduation
Graduates of the Radiographer Program will be awarded an Associate in Applied Science degree, as well as a certificate in Radiography. Graduates who intend to take the American Registry of Radiologic Technologists (AART) certification examination are required to meet all general and ethical qualifications of the AART. A list of qualifications is included in the student handbook. Conviction of a crime may prevent a student from taking this examination. This material is also available upon request by calling the AART at 651-687-0048 or online at www.arrt.org.

Minimum Number of Credits To Graduate
(Including Options/Electives): 77.5

Registry/Certification/Licensure Exam Information
Students who intend to take the American Registry of Radiologic Technology Certification Examination are required to meet all general and ethical qualifications of the ARRT. A list of qualifications is included in the student handbook. Conviction of a crime may prevent a student from taking this examination. This material is also available upon request by calling the ARRT at 651-687-0048 or online at www.arrt.org.

Accreditation
### Courses

#### Required Core Courses - Radiographer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
<td>1</td>
</tr>
<tr>
<td>RAD 108</td>
<td>Patient Care Techniques</td>
<td>3</td>
</tr>
<tr>
<td>RAD 109</td>
<td>Clinical Education I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 111</td>
<td>Principles of Radiation Protection</td>
<td>2</td>
</tr>
<tr>
<td>RAD 118</td>
<td>Radiographic Positioning I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 158</td>
<td>Radiographic Positioning II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 161</td>
<td>Imaging Equipment</td>
<td></td>
</tr>
<tr>
<td>RAD 166</td>
<td>Radiographic Film Processing</td>
<td>2</td>
</tr>
<tr>
<td>RAD 171</td>
<td>Principles of Exposure and Film Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>RAD 188</td>
<td>Radiographic Positioning III</td>
<td>2.5</td>
</tr>
<tr>
<td>RAD 190</td>
<td>Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 194</td>
<td>Clinical Education III</td>
<td>1</td>
</tr>
<tr>
<td>RAD 197</td>
<td>Clinical Education IV</td>
<td>3</td>
</tr>
<tr>
<td>RAD 206</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 209</td>
<td>Clinical Education V</td>
<td>3</td>
</tr>
<tr>
<td>RAD 212</td>
<td>Introduction to Quality Assurance in Radiology</td>
<td>1</td>
</tr>
<tr>
<td>RAD 227</td>
<td>Radiographic Positioning IV</td>
<td>3</td>
</tr>
<tr>
<td>RAD 257</td>
<td>Radiographic Positioning V</td>
<td>2</td>
</tr>
<tr>
<td>RAD 267</td>
<td>Radiation Physics</td>
<td>3</td>
</tr>
<tr>
<td>RAD 274</td>
<td>Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 286</td>
<td>Registry Review</td>
<td>2</td>
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<tr>
<td>RAD 290</td>
<td>Clinical Education VI</td>
<td>3</td>
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<tr>
<td>RAD 294</td>
<td>Clinical Education VII</td>
<td>3</td>
</tr>
<tr>
<td>RAD 298</td>
<td>Clinical Education VIII</td>
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</table>

#### Required Support Courses - Radiographer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 234</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HCS 106</td>
<td>Introduction to Phlebotomy (Identical to MOA 106)</td>
<td>1</td>
</tr>
<tr>
<td>HCS 131</td>
<td>Computers in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 133</td>
<td>Principles of Physics</td>
<td>4</td>
</tr>
<tr>
<td>POLS 131</td>
<td>Introduction to American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

### Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

### General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

### Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

### Recommended Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
<th>Summer I</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 101</td>
<td>BIO 234</td>
<td>HCS 131</td>
<td>RAD 197</td>
</tr>
<tr>
<td>RAD 108</td>
<td>RAD 158</td>
<td>RAD 188</td>
<td></td>
</tr>
<tr>
<td>RAD 109</td>
<td>RAD 161</td>
<td>RAD 194</td>
<td></td>
</tr>
<tr>
<td>RAD 111</td>
<td>RAD 171</td>
<td></td>
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<tr>
<td>RAD 118</td>
<td>RAD 190</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>RAD 257</td>
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</tbody>
</table>

**Fall II**

<table>
<thead>
<tr>
<th></th>
<th>Winter II</th>
<th>Spring II</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PHYS 133</td>
<td>ENG 131</td>
<td>RAD 294</td>
</tr>
<tr>
<td></td>
<td>RAD 206</td>
<td>POLS 131</td>
<td>ENG 132</td>
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<td></td>
<td>RAD 209</td>
<td>RAD 166</td>
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<td>RAD 212</td>
<td>RAD 267</td>
<td>HCS 106</td>
</tr>
<tr>
<td></td>
<td>RAD 227</td>
<td>RAD 274</td>
<td>RAD 290</td>
</tr>
</tbody>
</table>

**Note:**

The required core courses must be taken in sequence. The required support courses can be taken in sequence or taken earlier in order to lighten the student’s course load. Support courses for the RAD program may be taken earlier than indicated in the program of study, but not later.

Students must receive at least a C in all RAD courses, including the last course, RAD 286 Registry Review, to graduate from the program.

It is highly recommended that students take support courses prior to formal admission to the RAD program to lighten the class load while in the program.

Students must attend classes year round.

Because students may be in clinical 40 hours per week, those needing outside employment should plan accordingly.

Students are responsible for their own transportation to clinical sites and any expenses incurred.

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Registered Radiologic Technologist

Associate in Applied Science - Health Careers Division
Sharon W. Wu, BA, R.T.(R) 313-317-6595 swu@hfcc.edu
Amanda Boye 313-317-9813 aboye@hfcc.edu

Description
This program was specifically designed for individuals who have already completed a hospital-based radiographer program so that they will now be able to prepare themselves for career advancement.

This specific program is not designed for those students just entering the profession of radiography. Those entry-level students will need to start with the program of study outlined in the Radiography program.

These are two separate programs with each having separate missions.

Career Opportunities
The career ladder for staff radiographers include such areas as management, sales, information technology, and education.

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements.

Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Siena Heights University
- University of Michigan - Dearborn

Admission Requirements/Eligibility
Applicants must have already graduated from an accredited hospital-based radiography program, and must be radiography certified (in good standing) with the American Registry of Radiologic Technologists (ARRT). Upon verification of credentialing through the ARRT, the applicant will be awarded 32 credit hours toward an Associate in Applied Science degree at HFCC.

Applicants should contact the Admissions, Registration and Records Office or the Radiographer program director to initiate verification of certification.

Program Requirements
Upon verification of credentialing through the AART, the applicant will be awarded 32 credit hours toward an Associate of Applied Science degree at HFCC.

Transfer credits may be used to meet graduation requirements. A minimum of 20 hours of credit must be earned at HFCC.

Possible Awarded Credits
- General Education: 32 Hours
- Directed Elective Courses*: 20 Hours
- Minimum Credit hours for the degree: 61 Hours

* Requires pre-approval through the Health Careers Division

Degree-seeking students must complete the General Education requirements.

The educational requirements allow the student to choose from a wide variety of options based on his/her individual career goals. It is recommended that the student meet with a Health Careers Advisor or an HFCC Counselor to plan a specific program. For advising appointments, contact the Health Careers Division at 313-845-9877.

The College continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office for any current program updates or visit www.hfcc.edu.

Minimum Number of Credits To Graduate (Including Options/Electives): 61

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Registered Radiologic Technologist</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A possible 32 credit hours may be awarded to the student with credentialing through AART.</td>
<td>32</td>
</tr>
<tr>
<td>Note: A possible 32 credit hours may be awarded to the student upon verification of certification (in good standing) with the AART. Applicants should contact the Admissions, Registration and Records Office of the Radiographer program director to initiate verification of certification.</td>
<td></td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree Requirements

Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note: Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Renewable Energy

Certificate of Achievement - Trade & Apprentice Division
Dan Lindholm 313-845-6336 dlinholm@hfcc.edu Technology Building 164G
Skilled Trades and Apprenticeship 313-845-6415 Technology Building 115

Description
The courses listed below have been developed to form a ten credit hour Renewable Energy Certificate. The content of the courses will be structured to inform the student of both present and upcoming concepts in renewable energy. This certificate should interest students who are looking for an alternative to the current reliance on fossil fuels.

Minimum Number of Credits To Graduate (Including Options/Electives): 10

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Courses - Renewable Energy</td>
<td></td>
</tr>
<tr>
<td>REEN 101 - Fundamentals of Renewable Energy</td>
<td>2</td>
</tr>
<tr>
<td>REEN 110 - Geothermal Systems and Water Furnace Technology</td>
<td>2</td>
</tr>
<tr>
<td>REEN 120 - Wind, Solar, and Fuel Cell Technology</td>
<td>2</td>
</tr>
<tr>
<td>REEN 130 - Smart Home Control Technology</td>
<td>2</td>
</tr>
<tr>
<td>REEN 140 - Co-Generation and Back Up Power</td>
<td>2</td>
</tr>
</tbody>
</table>

Minimum Core Credit Hours: 10
Respiratory Therapist

Associate in Applied Science - Health Careers Division
Debra Szymanski 313-317-6580 dszyman@hfcc.edu
Michelle England 313-317-6591 mdengland@hfcc.edu

Program of Study

The Program

The respiratory therapist program provides a blend of classroom and clinical experiences. Program faculty work closely with clinical sites and employers to prepare graduates for today’s rapidly changing health care environment. The first year of the program involves completion of technical and support courses. Beginning with the spring semester and throughout the second year of the program, students are required to complete advanced technical courses and a wide variety of clinical rotations. The technical and clinical courses will be conducted during the day. Support courses such as ENG 131 generally are available during both days and evenings.

Graduates of the program are awarded an Associate in Applied Science degree and are eligible to apply for the National Board of Respiratory Care (NBRC) examination(s) leading to the national credential designation of Registered Respiratory Therapists (RRT) and state licensure as a Respiratory Therapist. Information on the exam process is available through the NBRC at www.nbrc.org

Transfer Options/Requirements

The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor’s degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
- Siena Heights University
- University of Michigan - Dearborn

Occupational Exposure/Risk

Applicants considering a career in Respiratory Therapy should be aware that during their course of study and in subsequent employment in the field they are likely to work in situations where exposure to infectious disease is possible. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection-control guidelines can reduce the risk to a minimum. Thorough education in infection control procedures is an important part of the respiratory therapist program of study.

Admission Requirements

1. Minimum GPA of 2.50 - may be satisfied by one of the following:
   - College GPA of 2.50 (if student has completed at least 12 credit hours excluding lower than 100-level courses)
   - High school grade-point average of 2.50 (4.0 scale), if no college GPA has been established.
2. ASSET Reading Score of 43 or better OR COMPASS Reading Score of 84 or better
3. Assessment Test score sufficient to allow placement in ENG 131. This requirement may also be satisfied by successful completion of required developmental courses or completion of ENG 131, with a C or better.
4. MATH proficiency as demonstrated by successful completion of MATH 074 or higher MATH course with a C or higher grade OR sufficient score on ASSET or COMPASS assessment test for placement into MATH 080 or MATH 100.
5. Successful completion of BIO 233-Anatomy and Physiology I, with a C grade or better.
6. Successful completion of AH 100-Medical Terminology, with a C grade or better.

Individuals new to the field of Respiratory Therapy may find it helpful to shadow a Respiratory Therapist. This will give new students the ability to see first hand the wide variety of responsibilities that are part of the profession. Contact your local Respiratory Care department to arrange for this opportunity.

Health Appraisal

Students in the RTH program are expected to meet the same physical and
mental health requirements as a respiratory therapist. A representative RTH Job Profile, which lists the specific physical and mental health requirements as well as the environmental conditions of this occupation, is available through the Health Careers Office. All students enrolled in the RTH program must be in good physical and mental health as determined by a physician and validated on the Health Careers Health Appraisal Form. Each student must have a physical examination before admission to clinical rotations. Additionally, students must demonstrate evidence of current immunizations and provide titers to show immunity to illnesses specified on the Health Appraisal form. It is the student’s responsibility to have health care coverage (insurance) in place during the entire program.

Criminal Background Check and Drug Screen
Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen is required for all students in the RTH program prior to beginning clinical assignments.

Program Duration Limits/Updates/Changes
The College continuously attempts to improve each program, and as a result, courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office, 313-845-9877 or visit www.hfcc.edu for any current updates.

All RTH courses taken at HFCC must be successfully completed within three consecutive calendar years.

Each Respiratory Therapist course may be repeated only once. The Computer Literacy General Education Requirement is to be completed no later than Fall I. See the Required Support Course Sequence.

The Program Application Process
Step 1 - Select your career program
- It is recommended that each applicant meet with a Health Careers Advisor 313-845-9877 to discuss program options and then to create an academic plan to qualify for the selected program. It is suggested that you first select and apply to your program of choice before you begin any of the prerequisite course work.

Step 2 - Apply to the program
- First-time applicants to HFCC will indicate the program selection on the application to the college. This process automatically applies you to your program of choice.
- Current HFCC students electing to change their program of study to a health career program must complete a specific program application. Program applications are available in the Health Careers/Nursing Admissions office located in the Counseling Office, room LRC 117B and in the Health Careers Office in the Health Careers Education Center.

Step 3 - Deliver information and track application
- It is the student’s responsibility to make certain that all transcripts, grades and/or necessary records are submitted to the Health Careers/Nursing Admissions office, room LRC 117B.
- Program applicants transferring college credit from another institution must have an official transcript mailed to: Henry Ford Community College, Transfer Evaluation, 5101 Evergreen Road, Dearborn, MI 48128.
- Applicants must also submit a student copy of all of their transcripts to the Health Careers/Nursing Admissions office.
- It is strongly recommended that you personally track your specific program application through the Health Careers/Nursing Admissions office, room LRC 117B, 313-317-6525.
- Students are strongly encouraged to monitor their program admission status via the WebAdvisor Program Evaluation link.
- It is imperative that all student contact information such as phone numbers and addresses is kept current through the Registration office. If we are unable to contact you, we then will move to the next qualified applicant.

Step 4 - Qualifying and admission
- Students are qualified when all of the program’s admission criteria have been satisfied.
- Applicants are then admitted on a first-qualified, first-accepted basis for available positions. A student’s application date to the program either by indication on the HFCC application or the separate program application may be used to determine placement on the qualified list if necessary, the earlier the better.

Program Deposit
At the time of formal admission to the program, each applicant is required to pay a $100 fee to secure a position. One month after classes start in the fall, the $100 fee is refunded to the student if the student is still active in the program.

Registry/Certification/Licensure Exam Information
Successful completion of the program of study qualifies graduates to receive an Associate of Applied Science Degree and to apply to take both the Entry-Level Certification Exam and the Advanced Practitioner Examinations offered by the National Board for Respiratory Care (NBRC). The successful graduate of the program is eligible to take the national exam and to apply for state licensure as a respiratory therapist.

Graduates of the program are eligible to sit for the national accreditation exams for the designation of Registered Respiratory Therapist (RRT).

Accreditation
The Respiratory Therapist program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation for Respiratory Care (CoARC). Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208, 312-553-9355, www.caahep.org
Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, 817-283-2835, www.coarc.com

Minimum Number of Credits To Graduate (Including Options/Electives): 62

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses - Respiratory Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTH 100 - Principles of Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RTH 119 - Introduction to Clinical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RTH 160 - Respiratory Therapy Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RTH 175 - Respiratory Care Procedures II</td>
<td>5</td>
</tr>
<tr>
<td>RTH 180 - RT Clinical Sciences</td>
<td>3</td>
</tr>
<tr>
<td>RTH 194 - Clinical Therapeutics</td>
<td>2</td>
</tr>
<tr>
<td>RTH 210 - Ventilator Management I</td>
<td>4</td>
</tr>
<tr>
<td>RTH 216 - Cardiopulmonary Testing</td>
<td>2</td>
</tr>
<tr>
<td>RTH 235 - Neonatal and Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RTH 245 - Applied Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RTH 275 - Therapeutic Management</td>
<td>1</td>
</tr>
<tr>
<td>RTH 285 - Advanced Respiratory Concepts</td>
<td>3</td>
</tr>
<tr>
<td>RTH 291 - Advanced Clinical Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>RTH 292 - Clinical Practicum</td>
<td>5</td>
</tr>
<tr>
<td>RTH 294 - Advanced Clinical Practicum</td>
<td>8</td>
</tr>
</tbody>
</table>

Note:
Each respiratory therapist course may be repeated only once. If any respiratory therapist course is failed after two attempts, the student will no longer qualify for the HFCC Respiratory Therapy program.

Continued on the next page.
Programs of Study

Required Support Courses - Respiratory Therapist  Cr. Hours
BIO 234 - Anatomy and Physiology II  4
Complete one of the following courses:
BCA 140 - Software Applications  3
CLT 100 - Computer Literacy Test  0
HCS 131 - Computers in Health Care  3
Complete one of the following courses:
POLS 131 - Introduction to American Government and  3
Political Science
SSC 131 - A Survey of the Social Sciences  3

Associate in Business Degree Requirements
Students must also complete the specific degree requirements for the Associate in Business Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Business Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Business, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.

Recommended Course Sequence

Required Course Sequence

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Spring I</th>
<th>Summer I</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTH 100</td>
<td>RTH 160</td>
<td>RTH 210</td>
<td>ENG 132</td>
</tr>
<tr>
<td>RTH 119</td>
<td>RTH 175</td>
<td>RTH 291</td>
<td></td>
</tr>
<tr>
<td>POLS 131</td>
<td>RTH 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 131</td>
<td>RTH 194</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLT 100</td>
<td>BIO 234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTH 216</td>
<td>RTH 275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTH 235</td>
<td>RTH 285</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTH 245</td>
<td>RTH 294</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTH 292</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
BIO 233 Anatomy and Physiology I must be completed prior to beginning the Respiratory Therapist Program. It is a program admission requirement. It is strongly recommended students complete all other required Support and General Education courses prior to starting the Respiratory Therapist program if at all possible. This will allow more time for study in the Respiratory Therapist courses.

All RTH courses taken at HFCC must be successfully completed within three consecutive calendar years.

Each Respiratory Therapist course may be repeated only once. The Computer Literacy General Education Requirement is to be completed no later than Fall I. See the Required Support Course Sequence.

The Spring Term I semester includes the first major clinical rotation. RTH 291 is a 10 week clinical rotation extending beyond the spring term schedule. Students must make arrangements to be free during the day, Monday through Friday, for these ten weeks due to clinical hours.

Students are responsible for their own transportation to the clinical sites.
Small Business Management & Entrepreneurship

Certificate of Achievement | Business and Economics Division | SMBUSMGMT.CMULT.2004
Corinne Asher | 313-845-9867 | Reuther Liberal Arts Building 319B
Elaine Saneske | 313-845-9704 | Reuther Liberal Arts Building 328

Description

Henry Ford Community College’s certificate in Small Business Management & Entrepreneurship assists in preparing students who are contemplating starting their own business or who currently own and operate their own business. This certificate focuses on accounting and finance, customer service and sales, marketing, and management. Students will prepare a business plan for a business of their choice.

The Small Business Management & Entrepreneurship certificate may be used as a building block towards earning an Associate in Business degree in Management.

Minimum Number of Credits To Graduate (Including Options/Electives): 28

Courses

Required Core Courses - Small Business Management & Entrepreneurship

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 110 - Practical Accounting OR</td>
<td>4</td>
</tr>
<tr>
<td>BAC 131 - Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BAC 141 - Computerized Accounting Applications-QuickBooks OR</td>
<td>2</td>
</tr>
<tr>
<td>BAC 146 - Computerized Accounting Applications-Peachtree</td>
<td>3</td>
</tr>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BBA 155 - Customer Service &amp; Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 - Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BFN 141 - Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 231 - Supervision and Teambuilding</td>
<td>3</td>
</tr>
<tr>
<td>MGT 241 - Small Business Management &amp; Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:

Students may take either BAC 141-Computerized Accounting Applications-QuickBooks or BAC 146-Computerized Accounting Applications-Peachtree.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 110</td>
<td>BBA 155</td>
</tr>
<tr>
<td>BBA 131</td>
<td>BFN 141</td>
</tr>
<tr>
<td>BCA 140</td>
<td>BFN 141</td>
</tr>
<tr>
<td>MGT 230</td>
<td>BFN 141</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC 131</td>
<td>BBA 155</td>
</tr>
<tr>
<td>BBA 131</td>
<td>BFN 141</td>
</tr>
<tr>
<td>BCA 140</td>
<td>MGT 231</td>
</tr>
<tr>
<td>MGT 230</td>
<td>MGT 231</td>
</tr>
</tbody>
</table>

Supervision

Certificate of Achievement - Business and Economics Division | BADMSUPERV.CMULT.2003
Corinne Asher | 313-845-9867 | Reuther Liberal Arts Building 319B
Elaine Saneske | 313-845-9704 | Reuther Liberal Arts Building 328

Description

Henry Ford Community College’s certificate in Supervision assists students in developing or improving managerial/supervisory skills. An understanding of basic supervisory principles is helpful in guiding and directing employees in every type of organization.

The Supervision certificate may be used as a building block towards earning an Associate in Business degree in Management.

Minimum Number of Credits To Graduate (Including Options/Electives): 16

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 230 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 231 - Supervision and Teambuilding</td>
<td>3</td>
</tr>
<tr>
<td>MGT 240 - Creative Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>BBA 131 - Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BBA 133 - Business Behavior and Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
Surgical Technologist

Description

The Surgical Technologist is an Associate in Applied Science degree program designed to prepare individuals for employment as entry-level surgical technologists.

In the first year of the program, students complete the basic technical and academic support courses. The second year focuses on advanced technical courses and the clinical component of the program. There are two major clinical courses in the second year of the program. Students will spend approximately 600 hours in a variety of diverse, quality clinical settings. This program meets Standard Program Guidelines for Clinical Case Requirements. Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Career Opportunities

Surgical technologists work in operating and delivery rooms, emergency room facilities, and the ambulatory care areas of hospitals and other medical institutions. They may also work in clinics and physicians' offices. Many surgical technologists are employed directly by surgeons and specialize in fields such as orthopedics, etc.

Demand for surgical technologists should remain strong due to the rising population of older persons, the segment of the population with the greater frequency of health care needs.

Information regarding career placement and job success is available through either the Health Careers Office or the HFCC Placement Office.

A representative job profile for a surgical technologist can be obtained through the Health Careers Office. Students requiring accommodation should directly contact the HFCC Assisted Learning Services.

Helpful qualities for surgical technologists include:
- a strong sense of responsibility
- an ability to work well with others
- emotional stability
- an ability to respond quickly
- an ability to be orderly and work quickly
- an ability to work well under stress

Occupational Exposure/Risk

Applicants considering a career in surgical technology should be aware that during their course of study and in subsequent employment in the field, they are likely to work in situations where exposure to infectious disease is possible. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection-control guidelines can reduce the risk to a minimum. Thorough education in infection control procedures is an important part of the surgical technology program of study.

Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.

Admission Requirements/Eligibility

The Surgical Technology (SRG) core program begins in the fall semester. In addition to the HFCC college application, a separate SRG application is required and processed through the Admissions Office. Early application is advised for counseling and admission to the program. Students are accepted into the program on a “first-qualified, first-accepted” basis. Acceptance into the college does not constitute nor guarantee admission to the program. Final approval to enroll in the program comes from the Health Careers Division.

SRG Program Admission Criteria

1. Minimum high school grade-point average of 2.5 (4.0 scale), or if student has taken college courses, a minimum of 12 academic credits, excluding less than 100 level courses, HPE activity, studio and performance classes (if applicable).
2. ASSET Reading Score 43 or better OR COMPASS Reading Score 84 or better
3. BIO 131 or college equivalent with C or higher
4. Asset or COMPASS Writing Test score sufficient for placement in ENG 131. This requirement may also be fulfilled by successful completion of required developmental English courses.

Students in the SRG program are expected to meet the same physical and mental requirements as a surgical technologist. A representative SRG Job Profile lists the specific physical and mental requirements as well as the environmental conditions of this occupation.

All students enrolled in the SRG program must be in good physical and mental health as determined by a physician and validated on the Health Careers Health Appraisal form. Each student must have a physical examination before admission to clinical classes.

Additionally, students must demonstrate evidence of current immunizations and provide titers to show immunity to illnesses specified on the Health Careers Health Appraisal form. Students are required to have basic health insurance coverage during their clinical courses.

Criminal Background Check and Drug Screen:

Consistent with Section 20173 of the Michigan Public Health Code and the requirements of our clinical affiliates, a Criminal Background Check and Drug Screen is required for all students in SRG program prior to beginning clinical assignments. The cost for this test is in addition to the basic tuition and fee schedule. For questions regarding this policy, contact the Health Careers Office. Students who are not cleared for clinical through the Health Appraisal, Criminal Background Check and Drug Screen will not be able to complete the program.

Additional Program Requirements

Required core courses can be taken only after acceptance into the SRG Program through the Health Careers Division.

Required support courses may be taken prior to admission to the program. A minimum grade of C is required in all courses.

The Program Application Process

Step 1 - Select your career program

- It is recommended that each applicant meet with a Health Careers Advisor, 313-845-9877, to discuss program options and then to create an academic plan to qualify for the selected program. It is suggested that you first select and apply to your program of choice before you begin any of the prerequisite course work.
Step 2 - Apply to the program
• First time applicants to HFCC will indicate the program selection on the application to the college. This process automatically applies you to your program of choice.
• Current HFCC students selecting to change their program of study to a health career program must complete a specific program application. Program applications are available in the Health Career/Nursing Admissions office located in the Counseling Office, room LRC 117B, and in the Health Careers Office in the Health Careers Education Center.

Step 3 - Deliver information and track application:
• It is the student’s responsibility to make certain that all transcripts, grades and/or necessary records are submitted to the Health Careers/Nursing Admissions office, room LRC 117B.
• Program applicants transferring college credit from another institution must have an official transcript mailed to: Henry Ford Community College, Transfer Evaluation, 5101 Evergreen Road, Dearborn, MI 48128.
• Applicants must also submit a student copy of all of their transcripts to the Health Careers/Nursing Admissions office.
• It is strongly recommended that you personally track your specific program application through the Health Careers/Nursing Admissions office, room LRC 117B, 313-317-6525.
• Students are strongly encouraged to monitor their program admission status via the WebAdvisor Program Evaluation link.
• It is imperative that all student contact information such as phone numbers and addresses is kept current through the Registration office. If we are unable to contact you, we then will move to the next qualified applicant.

Step 4 - Qualifying and admission:
• Students are qualified when all of the program’s admission criteria have been satisfied.
• Applicants are then admitted on a first-qualified, first-accepted basis for available positions. A student’s application date to the program either by indication on the HFCC application or the separate program application may be used to determine placement on the qualified list if necessary. The earlier you apply the better.

Program Duration Limits/Updates/Changes
Program is twenty-one months in length. Students must complete all SRG courses within three years of beginning the formal program.
Students are responsible for their own transportation to clinical sites and any expenses incurred.
The College continuously attempts to improve each program and as a result, courses and/or requirements may be modified. Curriculum, course content, and admission criteria are subject to change by action of the College faculty and administration. Contact the Health Careers Office at 313-845-9877 for any current program updates or visit www.hfcc.edu.

Registry/Certification/Licensure Exam Information
Graduates of the program are eligible to sit for the national certification exam offered by the National Board of Surgical Technology and Surgical Assisting for the designation of Certified Surgical Technologist (CST).

Accreditation
The Surgical Technology Program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Committee on Education in Surgical Technology (727) 210-2350. CAAHEP can be reached at www.caahep.org.

Minimum Number of Credits To Graduate (Including Options/Electives): 62.5

Programs of Study

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Surgical Technologist</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRG 101 - Introduction to Surgical Technology</td>
<td>4</td>
</tr>
<tr>
<td>SRG 120 - Surgical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>SRG 160 - Surgical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>SRG 209 - Clinical Externship I</td>
<td>5</td>
</tr>
<tr>
<td>SRG 220 - Surgical Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>SRG 240 - Issues in Surgical Technology</td>
<td>4</td>
</tr>
<tr>
<td>SRG 290 - Clinical Externship II</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses - Surgical Technologist</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 100 - Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>AH 105 - Basic Life Support for Healthcare Providers</td>
<td>0.5</td>
</tr>
<tr>
<td>BIO 135 - Microbiology for Allied Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BIO 233 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 234 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HCS 103 - Employment Skills for Health Careers</td>
<td>1</td>
</tr>
<tr>
<td>HCS 124 - Basic Health Assessment</td>
<td>1</td>
</tr>
<tr>
<td>HCS 131 - Computers in Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Note:
Students must follow Course Sequencing.
HCS 131 is a Surgical Technologist program requirement and also meets the HFCC General Education requirement for Computer Literacy.

Associate in Applied Science Degree Requirements
Students must also complete the specific degree requirements for the Associate in Applied Science Degree which are listed on page 18. It should be noted that courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Applied Science Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate Degree in Applied Science, may also be used to fulfill General Education requirements when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Required Course Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I</td>
</tr>
<tr>
<td>AH 100</td>
</tr>
<tr>
<td>BIO 135</td>
</tr>
<tr>
<td>BIO 233</td>
</tr>
<tr>
<td>SRG 101</td>
</tr>
</tbody>
</table>

Note: Please note that in the above course sequencing students may take either ENG 132 or ENG 135 and students may take either SOC 131 or POLS 131.
AH 100 should be taken between May and August just prior to beginning the second year of the program.
If the student has not already completed the required courses listed upon entering the program, they MUST follow the sequence listed. A minimum grade of C is required in all courses.

Minimum Number of Credits To Graduate (Including Options/Electives): 62.5
Description
The Associate in Arts degree in Telecommunication is designed for the student interested in the career areas of advertising, public relations, journalism, and program production for radio, television, film, and multimedia. Both classroom academic knowledge and creative skills are combined with real-world assignments and experience so as to provide a solid foundation for the completion of a four-year mass communication degree at a transfer institution.

Career Opportunities
• Management: Producer, Director, or Promotions Coordinator
• Production: Writer, Director, Camera Operator, or Video Editor
• Talent: Announcer, Broadcast Journalist, or Performer

Transfer Options/Requirements
The College has articulation agreements and/or transfer guides to help students who want to transfer to other institutions once they have completed their studies at HFCC. Articulation agreements ensure that graduates from HFCC can transfer to another institution and work towards a bachelor's degree without a loss of coursework completed at HFCC. See Appendix for a complete list of articulation agreements. Transfer guides denote the transferability of HFCC coursework toward specific degree programs at other institutions. It is important that students who intend to transfer to another institution consult the appropriate articulation agreements and/or transfer guides to ensure the transferability of the courses they take to the institution they plan to attend.

Articulation agreements and transfer guides are available in the University Transfer, Advising, and Career Counseling Center (313-845-9612, counseling@hfcc.edu, Learning Resource Center). Some of the institutions students enrolled in this program frequently transfer to include:
• Davenport University
• Lawrence Technological University
• Siena Heights University
• University of Michigan – Dearborn

Minimum Number of Credits To Graduate
(Including Options/Electives): 60

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Telecommunication</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCM 131 - Introduction to Telecommunication</td>
<td>3</td>
</tr>
<tr>
<td>TCM 132 - Film History and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>TCM 151 - Digital Audio Editing</td>
<td>1</td>
</tr>
<tr>
<td>TCM 157 - Digital Video Editing</td>
<td>1</td>
</tr>
<tr>
<td>TCM 241 - Media Writing</td>
<td>3</td>
</tr>
<tr>
<td>TCM 243 - Media Performance</td>
<td>3</td>
</tr>
<tr>
<td>TCM 251 - Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>TCM 257 - Video Production</td>
<td>3</td>
</tr>
<tr>
<td>TCM 261 - Broadcast Journalism</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Support Courses - Telecommunication</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 131 - Fundamentals of Speaking OR</td>
<td>3</td>
</tr>
<tr>
<td>SPC 145 - Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts Degree Requirements
Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

General Education
Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

Elective Courses
Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100). These courses are suggestions for electives:

Note:
Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
The Theatre Associate in Arts degree is available to those students who wish to specialize in the Theatrical Arts. This degree program provides a sound basis for understanding the theory and practice of the theatrical arts and offers opportunities for experience through a curriculum of pre-professional training in theory, performance, and production.

**Required Core Courses - Theatre**

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STH 131 - Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>STH 132 - Acting I</td>
<td>3</td>
</tr>
<tr>
<td>STH 142 - Theatrical Production</td>
<td>3</td>
</tr>
<tr>
<td>STH 150 - Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>STH 238 - Theatre History</td>
<td>3</td>
</tr>
<tr>
<td>STH 256 - Directing</td>
<td>3</td>
</tr>
<tr>
<td>STH 281 - Theatre Capstone</td>
<td>1</td>
</tr>
</tbody>
</table>

Complete 1 course from the list below:

- STH 133 - Technical Theatre OR
- STH 140 - One Act Play Production OR
- STH 149 - Children’s Theatre Production OR
- STH 242 - Advanced Theatrical Production OR
- STH 259 - Experimental Theatre Production

**Minimum Number of Credits To Graduate (Including Options/Electives): 60**

**Associate in Arts Degree Requirements**

Students must also complete the specific degree requirements for the Associate in Arts Degree which are listed on page 18. Courses listed in the Required Core Courses and/or Required Support Courses may also be used to fulfill Associate in Arts Degree Requirements when applicable. Developmental courses (developmental courses are those numbered below 100) cannot be used to fulfill these requirements.

**General Education**

Students must also complete the General Education requirements of the College which are listed on page 17. Courses listed in the Required Core Courses and/or Required Support Courses for this degree, as well as courses used to fulfill requirements of the Associate in Arts degree, may also be used to fulfill General Education when applicable.

**Elective Courses**

Complete as many elective credits as necessary to meet the minimum number of credit hours to receive your associate degree. No more than six (6) credit hours may come from developmental courses (courses numbered below 100).

**Note:**

Students considering transferring to a four-year institution are advised to consult current transfer and articulation guides to ensure that appropriate courses are selected.
Programs of Study

Web Design

Certificate of Achievement - Fine Arts and Fitness Division
Kirk McLendon 313-845-6487  mclendon@hfcc.edu
James Nelson 313-845-6316  jnelson@hfcc.edu

Description
Web Design is one of five new Certificates of Achievement offered at HFCC. Earn a Web Design Certificate by completing the 37 credit hours of core courses. Students may complete an additional 23 credit hours of General Education and Elective courses to earn an Associate in Arts degree. Classes are offered throughout the year during the day, evening, and weekend.

Interactive web design presents new challenges. Designers must understand how users interact with sites in order to create new and effective ways to present and communicate ideas in a non-linear format. Photoshop, Flash, ImageReady, and Dreamweaver are among the programs web designers need to know.

Minimum Number of Credits To Graduate
(Including Options/Electives): 37

Courses

Required Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 - Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 - Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 - Photoshop/ImageReady</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 - Flash</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 - Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 165 - Graphic Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 130 - History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 126 - XHTML/HTML/CSS Web Programming</td>
<td>4</td>
</tr>
<tr>
<td>ART 245 - Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 172 - Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 255 - Animation Basics</td>
<td>3</td>
</tr>
<tr>
<td>ART 275 - Advanced Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

Web Development Certificate

Certificate of Achievement - Technology Division
David Maier 313-845-9890  dmaier@hfcc.edu
David Wiltshire 313-845-9637  djwiltshire@hfcc.edu

Description
The Web Development Certificate is designed to prepare graduates for an entry-level position as a Web Developer, Webmaster, Web Administrator, Web Programmer or Multimedia Developer.

The U.S. Department of Labor, Bureau of Labor Statistics lists computer occupations as 5 of the top 20 fastest growing occupations in the economy for 2004-2014. The Michigan Department of Labor and Economic Growth projects the highest number of new career opportunities between 2002 and 2012 (25.8%) to be in the computer and mathematics industries with an average starting salary of $62,000. Money Magazine and Salary.com 2006 Best Jobs in America report lists computer-related occupations as 2 of the top 7 career opportunities on the basis of salary, opportunities, advancement, creativity, flexibility, and stress.

The Henry Ford Community College Web Development Certificate distinguishes itself with extensive hands-on laboratory experience using the latest technology and software. Industry-experienced, full-time faculty provide the highest quality instruction on the latest web authoring integrated development environments, graphics and design techniques, client and server-side coding and scripting, back-end technologies, multimedia and animation tools, and project management principles.

All courses can also be applies towards and Associate in Applied Science degree in Computer Information Systems.

Career Opportunities
• Web Administrator
• Web Developer
• Web Programmer
• Webmaster
• Multimedia Developer

Registry/Certification/Licensure Exam Information
CIW Foundations (http://www.ciwcertified.com/)

ComTIA i-Net+ (http://www.comptia.org/)
Adobe Certified Professional (http://www.adobe.com/support/certification/)

Minimum Number of Credits To Graduate
(Including Options/Electives): 24

Courses

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 122</td>
<td>CIS 227</td>
</tr>
<tr>
<td>CIS 126</td>
<td>ART 108</td>
</tr>
<tr>
<td>ART 107</td>
<td>CIS 172</td>
</tr>
<tr>
<td></td>
<td>CIS 222</td>
</tr>
</tbody>
</table>
Welding Technology Advanced for Certification

Certificate of Achievement - Skilled Trades and Apprenticeship Division
Kevin Ridge 313-317-4136 karidge@hfcc.edu
Skilled Trades and Apprenticeship 313-845-6415
TAEDMJFBLD.CMLT.2003
Technology Building 165C
Technology Building 115

Description
The courses in this certificate will aid in developing the necessary skills for people interested in becoming welders qualified in a specific welding area. Such welders are known as Certified Welders. The two primary agencies used by welders for certification are the American Society of Mechanical Engineers (ASME) and the American Welding Society (AWS). Students will perform the qualifying procedures in the college welding lab, and when completed, test pieces will be processed at a local private testing lab.

This certificate adds three new courses - TAMJ 125, TAMJ 230, and TAMJ 235 - to the Tool and Die Welding certificate.

Minimum Number of Credits To Graduate (Including Options/Electives): 26

Courses
Required Core Courses Cr. Hours
TADV 100 - Basic Print Reading 2
TAMJ 110 - Materials Joining and Fabrication 3
Fundamentals
TAMJ 115 - Advanced Materials Joining and Fabrication 2
TAMJ 145 - MJ & F: Advanced Gas Torch Techniques 2
TAMJ 120 - Materials Joining and Fabrication: GTAW/GMAW Techniques 2
TAFD 150 - Applied Technology 3
TAMJ 240 - MJ & F: Tool and Die Welding 3
TAIM 100 - Industrial Materials 3
TAMJ 125 - MJ & F: ASME Pipe and Pressure Vessel Welding 2
TAMJ 230 - MJ & F: ASME Pipe and Pressure Vessel Certification 2
TAMJ 235 - MJ & F: GTAW and GMAW Certification 2

Welding Technology Basic

Certificate of Achievement - Skilled Trades and Apprenticeship Division
Kevin Ridge 313-317-4136 karidge@hfcc.edu
Skilled Trades and Apprenticeship 313-845-6415
TAEDMJFABL.CSGL.2003
Technology Building 165C
Technology Building 115

Description
The manufacturing and service industries use welding as a means to build and repair products. The courses included in this certificate focus on the skills needed in Electric Arc Welding, MIG Welding, and Oxygen Fuel Gas Cutting. Students will learn to weld in all four positions (flat, horizontal, vertical, and overhead) using the latest technology and equipment. Upon successful completion of this certificate, the student will have the skills necessary for an entry job position.

With the successful completion of two additional courses, TAMJ 120 and TAFD 150, added onto this Welding Technology Basic Certificate the student will earn the Welding Technology GTAW/GMAW Certificate of Achievement.

Minimum Number of Credits To Graduate (Including Options/Electives): 9

Courses
Required Core Courses Cr. Hours
TADV 100 - Basic Print Reading 2
TAMJ 110 - Materials Joining and Fabrication 3
Fundamentals
TAMJ 115 - Advanced Materials Joining and Fabrication 2
TAMJ 145 - MJ & F: Advanced Gas Torch Techniques 2
TAMJ 120 - Materials Joining and Fabrication: GTAW/GMAW Techniques 2
## Welding Technology GTAW/GMAW

**Certificate of Achievement - Skilled Trades and Apprenticeship Division**  
Kevin Ridge  313-317-4136  karidge@hfcc.edu  
Skilled Trades and Apprenticeship  313-845-6415

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMJ 110 - Materials Joining and Fabrication Fundamentals</td>
<td>TAMJ 115 - Advanced Materials Joining and Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 150 - Applied Technology</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Number of Credits To Graduate (Including Options/Electives): 14**

## Welding Technology Tool and Die

**Certificate of Achievement - Skilled Trades and Apprenticeship Division**  
Kevin Ridge  313-317-4136  karidge@hfcc.edu  
Skilled Trades and Apprenticeship  313-845-6415

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Core Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMJ 110 - Materials Joining and Fabrication Fundamentals</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TAIM 100 - Industrial Materials</td>
<td>TAFD 150 - Applied Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Number of Credits To Graduate (Including Options/Electives): 20**
**Anthropology**

**Area of Study - Social Science Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nabeel Abraham</td>
<td>313-845-6460</td>
<td><a href="mailto:nabraham@hfcc.edu">nabraham@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 103E</td>
</tr>
<tr>
<td>Kim Schopmeyer</td>
<td>313-845-6443</td>
<td><a href="mailto:kschop@hfcc.edu">kschop@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 108</td>
</tr>
</tbody>
</table>

**Description**

Anthropology is the study of humankind - its origins, evolution, and diverse cultures. Introduction to ANTH 131-Anthropology serves as the basic introduction to the world of anthropology. Although it is recommended that students take this course before those at a higher level, it is not required. Many students, especially science majors, take ANTH 152-Peoples and Cultures of the Middle East, fulfilling a foreign culture requirement at many four-year institutions. All anthropology courses are transferable.

Anthropology courses at the 100-level or above fulfill the graduation requirement for Associate in Arts degrees, Social Sciences.

Take a look at our new course, ANTH 153-Introduction to Archaeology, in the course descriptions section.

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**Astronomy**

**Area of Study - Science Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael LoPresto</td>
<td>313-845-9722</td>
<td><a href="mailto:lopresto@hfcc.edu">lopresto@hfcc.edu</a></td>
<td>Science Building 16</td>
</tr>
<tr>
<td>Dr. Charles Jacobs</td>
<td>313-845-9734</td>
<td><a href="mailto:cjacobs@hfcc.edu">cjacobs@hfcc.edu</a></td>
<td>Science Building 107</td>
</tr>
</tbody>
</table>

**Description**

HFCC offers three courses in astronomy. ASTR 131-Descriptive Astronomy and ASTR 133-Introductory Astronomy Laboratory are ideal for the student with little or no prior scientific or mathematical experience who wishes to explore astronomy or science in general, as well as for students preparing to be secondary school science teachers. They also provide a good introductory survey for students planning advanced study of astronomy.

ASTR 231-General Astronomy serves as a more in-depth introduction to astronomy. It can used as a general education alternative to ASTR 131. ASTR 133 can be taken as the lab-component for either ASTR 131 or ASTR 231.

Students interested in majoring in astronomy at a four-year school should take ASTR 231 and ASTR 133, plus PHYS 231 and PSYS 232.

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**Dance**

**Area of Study - Fine Arts and Fitness Division**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Mancinelli</td>
<td>313-845-6314</td>
<td><a href="mailto:dmancin@hfcc.edu">dmancin@hfcc.edu</a></td>
<td>Athletic Memorial Building 9</td>
</tr>
<tr>
<td>Rick Goward</td>
<td>313-845-6470</td>
<td><a href="mailto:rgoward@hfcc.edu">rgoward@hfcc.edu</a></td>
<td>Athletic Memorial Building 128</td>
</tr>
</tbody>
</table>

**Description**

HFCC has a vibrant and lively Dance program. Areas of teaching include Tap, Modern Dance, and Jazz. Students benefit from high-quality courses and participation in the Full Circle Dance Company. High-quality courses are taught by HFCC instructors. Many guest dance artists and choreographers have worked at HFCC in a variety of genres including Flamenco, Jazz, Ballet, Modern, Classical Indian, Ballroom and Folk. The artists teach master classes and compose dances for the Full Circle Dance Company.

The Full Circle Dance Company is open to HFCC students and provides intensive training and performance opportunities. Among these is the American College Dance Festival, which for the past 10 years HFCC students have attended at different host colleges. At the Festival, students have dances adjudicated, take master classes, attend dance concerts, and perform.
Economics, Finance & Investing

Area of Study - Business and Economics Division
Jared Boyd 313-845-9697 jpboyd@hfcc.edu Reuther Liberal Arts Building 304
Elaine Saneske 313-845-9704 esaneske@hfcc.edu Reuther Liberal Arts Building 328

Description
Economics is the study of how human beings produce, distribute, trade, and consume the products and services that are desired. Economics is also the study of how societies use scarce resources to satisfy unlimited wants. Many problems that confront society today have important economic aspects. An understanding of economics has a practical value for individuals, as citizens and as business people, in the quality of their decision making.

Many students majoring in business, engineering, science, or liberal arts may be required to take an economics. For specific economic course descriptions, see BEC 133 - Basic Economics, BEC 151 - Macro Economics, and BEC 152 - Micro Economics.

Finance is the study of the methods that individuals, businesses, and organizations use to raise, allocate, and manage monetary resources over time considering the risk and return involved in those decisions.

Investing is the study of maximizing returns on wealth while minimizing risk. Investing includes the study of the markets; types of securities; and consideration of age, income, and risk tolerance of the individual investor.

BFN 130 - Beginning Investment and BFN 141 - Personal Finance are intended for individuals desiring knowledge of personal investing while BFN 253 - Principles of Finance is designed for individuals interested in learning how businesses make financial decisions.

English

Area of Study - English Division
Chris Briggs 313-845-6458 cbriggs@hfcc.edu Reuther Liberal Arts Building 208

Description
The English Division offers a wide selection of courses for students with varying interests, from improving basic reading, writing, and study skills to appreciating and understanding great works of American and world literature.

The literature classes offer students both introductory surveys and more advanced and specialized studies of the literature of specific genres and historical periods. Students who are seeking an initial acquaintance can take ENG 231-Introduction to Literature: Poetry and Drama and ENG 233-Introduction to the Novel. Those interested in more specialized courses are offered two American literature surveys, Shakespeare, Children's literature, and African American literature among others. ENG 139-Creative Writing is offered in the fall and winter semesters.

ENG 135-Business and Technical Writing trains students to write effectively in the workplace, and it is also available to people already working in local business and industry who desire to improve their professional writing skills. Sections of this course are among those taught in computer-equipped classrooms and online, thus emphasizing computer technology as a critical tool in workplace communication. Students should contact the University Transfer, Advising, and Career Counseling Center for ENG 135 transferability to other institutions.

ENG 088 and ENG 093 are developmental writing courses and ENG 079 and ENG 081 are developmental reading courses. They are offered every semester to provide students the opportunity to improve their basic skills and ensure their success at Henry Ford Community College. These courses are among those closely tied to the Learning Laboratory, where students can get instruction on an individual basis.

If, based on their placement scores, students do not need to take any of the developmental courses, they should enroll in ENG 131-Composition, a freshman-level course which stresses critical reading, critical thinking, and critical writing. Either ENG 132-Composition II, or ENG 135-Business and Technical Writing follows successful completion of ENG 131.

Some students for whom English has not been the primary language need specialized courses to prepare them for academic success. The English Division offers two developmental writing courses for such students (ENG 091 and ENG 092), and one developmental reading course (ENG 078). Enrollment is restricted in the writing courses in order to ensure that these students receive individual attention.
Geography

Area of Study - Social Science Division
Tarek Joseph 313-845-6402 tjoseph@hfcc.edu Learning Technology Center 221
Kim Schopmeyer 313-845-6443 Kschop@hfcc.edu Reuther Liberal Arts Building 108

Description
Geography emphasizes spatial relationships, locations, and distributions. Geographers address the questions of “where” and “why” by examining the location of people and activities across the earth’s surface, and the reasons for their distribution.

Geography courses address topics such as population patterns, the spatial distribution of culture, resource use, pollution, urbanization, perception of place, the environment, and human alteration of the physical landscape. Discussion of current events from a geographic perspective enhances students’ understanding of complex local, national, and global issues.

Geography courses at the 100-level or above fulfill the graduation requirement for Associate in Arts degrees, Social Sciences. Geography courses may be taken in any order, fulfill Social Science credits, and are fully transferable to four-year institutions.

Geology

Area of Study - Science Division
Dr. Brian Kirchner 313-317-1527 bkirchner@hfcc.edu Science Building 8
Dr. Charles Jacobs 313-845-9734 cjacobs@hfcc.edu Science Building 107

Description
HFCC offers one course in Geology (GEOL 131-Physical Geology). It is ideal for the student with little or no prior scientific or mathematical experience who wishes to explore geology or science in general, as well as for students preparing to be secondary school science teachers.

It also provides a good introductory survey for students planning advanced study of geology.

Students interested in majoring in geology at a four-year school should consult the catalog of the school to which they wish to transfer for assistance in planning a course of study.

History

Area of Study - Social Science Division
Pamela Sayre 313-845-6396 psayre@hfcc.edu Reuther Liberal Arts Building 103
Kim Schopmeyer 313-845-6443 kschop@hfcc.edu Reuther Liberal Arts Building 108

Description
History is what happened, what historical writings and people represent to have happened, and the application of this knowledge to us and to our time. In addition to adding zest to life, history courses meet graduation requirements. HIST 151 and HIST 152 fulfill the American Society General Education Outcome. History offerings cover the fields of world civilization; American history; and specialized topics such as African-American, Middle Eastern, and military history. In addition, the History Department has recently added several online courses, including the American Revolution, the American Civil War, the Cold war, and the Vietnam War.
Liberal Arts

Description
Completion of the Liberal Arts program signifies that the student is broadly educated in the major divisions of higher learning: humanities, natural sciences, mathematics, social sciences, fine arts. The student has acquired methods of study and habits of thought which are demonstrated by an ability to analyze problems, make appropriate value judgments, and express conclusions in cogent style. The student devotes a major portion of study to in-depth concentration of one subject.

Students completing the Liberal Arts program must satisfy the General Education Requirements for the specific degree requirements for the Associate in Arts degree that are listed earlier in the catalog. Electives should be selected to reflect both the student's interests and the requirements of the intended transfer institution. Students are encouraged to consult the transfer guide sheets located in the University Transfer, Advising, and Career Counseling Center.

Courses

<table>
<thead>
<tr>
<th>Required Core Courses - Liberal Arts</th>
<th>Cr. Hours</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
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<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<tr>
<td>English Composition 131</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>4</td>
</tr>
<tr>
<td>Social Science**</td>
<td>3 or 4</td>
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<tr>
<td>Elective*****</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>English Composition 132 or English 135</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
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<tr>
<td>Social Science**</td>
<td>3 or 4</td>
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<tr>
<td>Elective*****</td>
<td>3 or 4</td>
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<tr>
<td>Physical Education</td>
<td>1</td>
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<tr>
<td><strong>Second Year</strong></td>
<td></td>
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<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Foreign Language*** OR Elective</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Elective****</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Humanities**** OR Social Science</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Major and/or Electives</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Foreign Language*** OR Elective****</td>
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<tr>
<td>Humanities**** OR Social Science</td>
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</tr>
<tr>
<td>Major and/or Electives</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Additional electives may be needed to reach the minimum 60-62 hours required for graduation.
* Select from Astronomy, Botany, Chemistry, Geology, Introductory Biology, Physical Science, Physics and/or Zoology. ** Select from Anthropology, Geography, History, Political Science, Psychology and/or Sociology. *** Four semesters of French, German, or Spanish may be elected; two semesters of Arabic or Italian are offered. **** Humanities classes usually include Art, Music, Literature, Philosophy, Drama, World Religion, and World Civilization. ***** Electives include the above courses plus Math and Business.

Students are encouraged to consult transfer guide sheets located in the University Transfer, Advising, and Career Counseling Center.
Mathematics

Area of Study - Mathematics Division
Larry Smyrski 313-845-6388 Lmyrski@hfcc.edu Reuther Liberal Arts Building 244
Jodi Slayton 313-845-9631 jslayton@hfcc.edu Reuther Liberal Arts Building 246

Description
The Mathematics Division offers a wide range of courses from developmental to advanced that enable students to fulfill program requirements at Henry Ford Community College, to transfer with advanced standing into four-year degree programs, or to complete admission requirements for graduate degrees where the student’s undergraduate mathematical background is deficient.

For students who come to Henry Ford without the adequate preparation and skills in high school mathematics, the Mathematics Division has a series of developmental offerings that prepare them for success in more advanced courses. In addition, the Learning Laboratory provides individualized remediation for students who are lacking in specific skills.

If a student’s career objective is a technical degree or certificate, there is a structured two course sequence in Technical Mathematics (MATH 100 and 103) that is designed to meet the mathematical needs of these specific programs. Related problem-solving activities are integrated throughout this sequence. For students who plan eventually to transfer to a four-year program that has a strong mathematics component, the entire range of the traditional first two years of undergraduate mathematics courses is offered. Included is a three-course calculus sequence (MATH 180, MATH 183, MATH 280), in addition to specialty courses such as MATH 289-Differential Equations and MATH 283-Linear Algebra.

Future elementary education majors can satisfy their three-course mathematics requirement at most institutions by completing MATH 121, MATH 221, and MATH 225. Students should consult the transfer guides to the four-year institutions of their choice for the appropriate courses.

Students preparing for an undergraduate degree in business or for entry into an MBA program can elect MATH 150-Finite Mathematics, MATH 153-Calculus for Business, Life and Social Sciences, and MATH 140-Introduction to Statistics.

The Mathematics Division emphasizes problem-solving techniques and the appropriate use of technology, both computer and graphing calculator-based, throughout its wide range of course offerings. Whether in science, engineering, statistics, business, health careers, education, or any other field that requires quantitative literacy, the mathematics offerings are designed to prepare students to become creative problem solvers.

Philosophy

Area of Study - Fine Arts and Fitness Division
Thomas Wallenmaier 313-845-6439 twallen@hfcc.edu MacKenzie Fine Arts Center 142
James Nelson 313-845-6316 jnelson@hfcc.edu MacKenzie Fine Arts Center 128

Description
Every HFCC student has the opportunity to reach beyond training to achieve a comprehensive quality education. Philosophy is the love of wisdom. Wisdom is based on knowledge and insight, not on preferences or subjective beliefs. HFCC’s sequence of courses in philosophy is academically designed to develop critical and creative thinking skills, and to encourage intellectual integrity in the pursuit of objective methods of confirmation or disconfirmation of beliefs. HFCC’s philosophy courses challenge serious students to engage in focused inquiry, to expose fallacious reasoning, and to develop sensitive approaches to understanding, evaluating, deciding, or acting in any area of significant human concern. There are no prerequisites for any philosophy course. The intellectual life begins and ends with philosophy.

Courses

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Cr. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 131 - Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 133 - History of Philosophy to the 18th Century</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 135 - History of Modern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 137 - Topics in Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 139 - Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>
Physics

Area of Study - Science Division

Michael LoPresto  313-845-9722  lopresto@hfcc.edu  Science Building 16
Dr. Charles Jacobs  313-845-9734  cjacobs@hfcc.edu  Science Building 107

Description

The Physics Department offers a variety of laboratory-based courses for students interested in studying physics, engineering, and other sciences, as well as support courses for students studying health careers, teaching, and other topics.

Students planning to pursue a professional career in physics, chemistry, or engineering will start with PHYS 231-Engineering Physics and PHYS 232-Engineering Physics (Continued). Both of these require calculus as a prerequisite.

Students in other scientific disciplines will typically take the algebra-based courses PHYS 131-Liberal Arts Physics and PHYS 132-Liberal Arts Physics (Continued). Students taking PHYS 120-Technical Physics and PHYS 121-Techincal Physics (Continued) will apply the laws of physics to solve everyday technical problems in the workplace.

PHYS 133-Principles of Physics introduces various branches of physics to students who have limited mathematical skills. It is appropriate for students needing to fill a one-semester laboratory science requirement and for those in certain programs in Health Careers and teaching.

Additional Program Requirements

Potential physics majors: Physics is a rigorous academic program that requires strong math and science skills. Students in physics programs at 4-year colleges and universities typically take 16-18 credit hours each semester. The majority of these courses are in physics and mathematics. Students planning to major in physics should take a rigorous high school background including four years of college prep math and science.

Political Science

Area of Study - Social Science Division

Henry Bowers  313-845-9706  hbowers@hfcc.edu  Reuther Liberal Arts Building 307
Kim Schopmeyer  313-845-6443  kschop@hfcc.edu  Reuther Liberal Arts Building 108

Description

Politics is the study of who gets what, when, and how through government or other instruments of power. Power can be exercised by individuals, interest groups, parties, nation-states, or international organizations.

Political Science examines the theory and practice of politics by focusing on political behavior and values. Subfields include American government, public policy and administration, judicial politics, comparative politics, international relations, and political theory.

POLS 131-Introduction to American Government and Political Science fulfills Henry Ford Community College's General Education Outcome on American Society, Events, Institutions and Cultures.

Political Science courses at the 100-level or above fulfill the graduation requirement for Associate in Arts degrees, in Group III - Social Sciences.

Pre-Professional

Area of Study - Other Academic Division

University Transfer Center  313-845-9612  counseling@hfcc.edu  Learning Resources Center 117

Description

Students who wish to enter the professional schools of universities may be required to spend some time in a liberal arts college.

Students interested in medicine, dentistry, law, forestry, journalism, agriculture, architecture, home economics, public health, library science, veterinary medicine, and other fields will find it possible to take the first one or two years of their college work in the community college without loss of time or credit hours when they transfer, provided a high standard of work is maintained.

The community college schedule of classes is constructed with the needs of the professional school in mind, and, in most cases, a full two years of work is possible.
Psychology

Area of Study - Social Science Division
Margaret Thornburg 313-845-9711 mthorn@hfcc.edu Reuther Liberal Arts Building 306
Kim Schopmeyer 313-845-6443 kschop@hfcc.edu Reuther Liberal Arts Building 108

Description
Psychology approaches the study of human behavior systematically by using the techniques of science. PSY 152-Child Psychology, and PSY161-Human Sexuality are available for students with interest in the field.

PSY 256-Educational Psychology with PSY 294-Practicum are available for those planning to enter the teaching profession.

Religion

Area of Study - Social Science Division
William Secrest 313-845-6441 wsecrest@hfcc.edu Reuther Liberal Arts Building 104
Kim Schopmeyer 313-845-6443 kschop@hfcc.edu Reuther Liberal Arts Building 108

Description
World Religious Studies explores the spiritual side of human nature as it has been expressed through cultural traditions and social situations. To further our understanding of religion, these courses present the views and experiences of people of diverse faiths. Religious Studies courses may be taken in any order and are fully-transferable. They generally fulfill humanities requirements at four-year institutions.

Religious Studies courses at the 100-level or above fulfill the graduation requirement for Associate in Arts degrees, Humanities.

Take a look at our new courses, WR 233-Eastern Religions and WR 240-Myths and Symbols, in the course description section.

Science

Area of Study - Science Division
Dean of Science 313-845-9632 science@hfcc.edu Science Building 107

Description
Courses in this area are interdisciplinary. SCI 131-Revolutions in Science is a non-lab science course that takes you behind the scenes of great scientific discoveries. SCI 210 and SCI 213 are inquiry-based courses intended for students planning to major in education.
### Sociology

**Area of Study - Social Science Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Smith</td>
<td>313-845-9830</td>
<td><a href="mailto:bsmith@hfcc.edu">bsmith@hfcc.edu</a></td>
<td>Learning Technology Center 219</td>
</tr>
<tr>
<td>Kim Schopmeyer</td>
<td>313-845-6443</td>
<td><a href="mailto:kschop@hfcc.edu">kschop@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 108</td>
</tr>
</tbody>
</table>

**Description**

Sociology examines human societies, behavior, and culture. The field focuses on major areas of social life and places an emphasis on the influence of economic class, race/ethnicity, and gender in understanding how people see the world and have different levels of power within a society.

SOC 131-Introduction to Sociology provides an overview of the field. For students wishing more in-depth exploration of sociology, the College offers SOC 132-Marriage and the Family, SOC 151-Contemporary Social Problems, SOC 152-Women, Men, and Society, SOC 251- Ethnic and Racial Diversity and SOC 254/PSY 254-Social Psychology.

Sociology courses fulfill the graduation requirements for Associate in Arts and Associate in Science degrees, in Group III - Social Sciences. SOC 131-Introduction to Sociology also fulfills the General Education Outcome on American Society, Events, Institutions and Cultures.

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### World Languages

**Area of Study - English Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tom Claerr</td>
<td>313-845-6418</td>
<td><a href="mailto:tclaerr@hfcc.edu">tclaerr@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 303</td>
</tr>
<tr>
<td>Reg Gerlica</td>
<td>313-845-9673</td>
<td><a href="mailto:rgerlica@hfcc.edu">rgerlica@hfcc.edu</a></td>
<td>Reuther Liberal Arts Building 208</td>
</tr>
</tbody>
</table>

**Description**

The College offers four-semester sequences in French, German, and Spanish, as well as two-semester sequences in Modern Standard Arabic, Mandarin Chinese and Italian. Beginning classes are designed for students with no previous experience. All courses develop not only the students’ abilities with oral and written language but also their understanding of a foreign culture. Textbook-based written assignments and exercises are supplemented by in-class oral practice.

Students planning to transfer to a four-year institution that requires a foreign language for graduation can fulfill that requirement at HFCC before transferring. Employees of companies that do business abroad also take these courses to enhance their professional credentials by improving their knowledge of language and culture.

Single-semester enrichment courses FRE 141-Elementary Conversation and GER 141-Elementary Conversation emphasize improved oral facility, increased vocabulary and introduction to the culture.

Students who have taken courses in high school or at another college should interview with an instructor in order to determine proper placement. For further information students should call Tom Claerr at 313-845-6418.
### ACT 104 Wood Deck/Patio Construction 4 Credit Hours
A course in which the student studies the design and construction of residential wood decks and related structures. Along with functional, aesthetic, climatic, and cost considerations, the influence and structural characteristics of various materials are evaluated. Each student also experiences the actual construction of a typical wood deck/patio at a predetermined residential site.

<table>
<thead>
<tr>
<th>Fall</th>
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### ACT 110 Basic Architectural Drafting 3 Credit Hours
A basic course focusing on architectural drafting techniques. Emphasis is on line quality, dimensioning, lettering, material symbols and sheet organization. Students are introduced to floor plans, foundation plans, sections, exterior elevations and the relationship of these views to each other. Concurrent enrollment in ACT 116 is recommended, but not required.

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</table>

### ACT 112 Computers in Architecture 1 Credit Hour
An introductory course designed to acquaint ACT students with an understanding of the basic components of a CAD workstation. Students are exposed to the use of network access, the Windows operating system, drive and directory structures, output, file management techniques in Windows and AutoCAD, internet access, e-mail, flatbed scanners and digital cameras. All information relates to the CAD workstation utilizing AutoCAD. This course has been approved to meet the computer literacy requirement. This course meets on Saturdays during the first four weeks of the semester.

**Note:** This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

### ACT 116 Basic Architectural CAD 4 Credit Hours
A basic course in computer-aided drafting with an emphasis on architectural applications. Topics include drawing setup, draw and edit commands, hatching, dimensioning, creating and editing blocks, model pace, paper space and plotting. The efficient use of CAD in the architectural industry is also covered as it relates to each assignment.

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<th>Fall</th>
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</table>

### ACT 121 Residential Construction Materials 3 Credit Hours
A basic course in which the student studies residential construction materials with reference to geographical location, cost and material selection. Concrete, masonry, wood, wood windows, doors, insulation, gypsum board and roofing materials are discussed and evaluated. This course focuses on the methods of material selection in relation to acceptable industry standards.

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### ACT 130 Architectural Graphics 3 Credit Hours
A basic course in architectural drawing in which the student studies architectural freehand sketching, elevation rendering techniques, shade and shadow and perspective drawing methods used in architectural renderings. The student also becomes acquainted with the use of various drawing media and color.

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<tr>
<th>Fall</th>
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</table>

### ACT 136 Intermediate Architectural CAD 4 Credit Hours
An intermediate level course continuing the study of computer-aided drafting with an emphasis on architectural applications. Topics covered include using external reference drawings, creating, editing and extracting block attributes, model and paper space layout, three-dimensional coordinate systems, three-dimensional viewing, creating and editing 3D solid and surface models.

**Prerequisite:** ACT 116

### ACT 141 Residential Construction 3 Credit Hours
Introduces residential construction methods and procedures. The focus is on reading and working from blueprints and working with traditional hand and power tools. Students learn building layout procedures using the level and transit, as well as floor, wall, ceiling and roof framing systems. Lab work includes the rough frame construction of a wood frame house in a controlled environment.

**Prerequisite:** Completion of or concurrent enrollment in ACT 121.

### ACT 150 Residential Detailing 3 Credit Hours
An intermediate-level course continuing the study and drawing of residential details. Emphasis is on accepted architectural practice and building codes as they relate to site plans, stairway details, interior elevations, kitchen and bath layout, door and window details, building sections and other typical residential details.

**Prerequisites:** ACT 110 and ACT 116

### ACT 190 Architecture/Construction Technology Co-op
An advanced-level course offering practical work experience within the Architecture/Construction Technology field through participation in a supervised cooperative education program. This course integrates work experience with classroom instruction.

**Prerequisites:** ACT 150 and permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings or weekends depending on employer needs.
ACT 205  Advanced Architectural CAD  4 Credit Hours
An advanced-level course utilizing specific architectural programming including third-party software. Emphasis is on using CAD efficiently to complete and present architectural concepts. Topics include creating and editing wall styles, manipulating door and window styles, drawing three-dimensional roof systems, extracting schedule data, generating elevation and section views and three-dimensional presentation techniques.
Prerequisite: ACT 136

ACT 211  Commercial Construction Systems  3 Credit Hours
An intermediate-level course designed to acquaint students with small and large commercial building construction systems, techniques, materials and methods, including soils, foundations, structural systems, wall/cladding assemblies, roofs and interior building systems. The investigation of building uses and the consideration of materials, equipment and services are integral parts of this course.
Prerequisite: ACT 121

ACT 220  Residential Design  3 Credit Hours
An advanced course in which the student develops a residential design for an assigned site and client. Included are site planning, building design and a partial set of construction documents. A presentation drawing of the proposed design is also required.
Prerequisites: ACT 130 and ACT 150

ACT 233  Commercial Detailing  3 Credit Hours
An advanced course in which the student becomes acquainted with methods used in developing and drawing details for a commercial building. Details include site, foundation, structural, wall and roof conditions. Also studied are window and door details, commercial stairs and other typical commercial details.
Prerequisite: ACT 150
Suggested Prerequisite: Completion of or concurrent enrollment in ACT 211 is recommended.

ACT 241  Advanced Residential Construction  4 Credit Hours
An advanced-level course continuing the study of residential construction. It focuses on residential carpentry construction techniques in the areas of roofing, siding, brick veneer, window and door installation, insulation, interior wall and ceiling finishing, finish flooring and wood trim. Lab work includes completion of a wood frame house in a controlled environment.
Prerequisites: ACT 141 or permission of instructor

ACT 246  Construction Estimating  4 Credit Hours
An advanced course in which the student studies the estimation of residential construction costs using the quantity survey method. Construction documents are used to take off building material and labor costs for accurate construction cost estimating. The preparation of cost estimating forms for material, labor and other costs is also a part of assigned estimating problems.
Prerequisite: ACT 110
Suggested Prerequisites: Construction experience or ACT 141 and MATH 100 are recommended.

ACT 256  Advanced Architectural Graphics  4 Credit Hours
An advanced course in which the student becomes acquainted with the techniques in computerized architectural rendering and animation. Topics include familiarity with VIZ Render, basic modeling concepts, basic scene creation, integration of AutoCAD and VIZ Render object manipulation, applying materials, lighting, rendering, backgrounds and animation.
Prerequisite: ACT 130

ACT 258  Computerized Architectural Rendering  4 Credit Hours
An advanced course in which the student becomes acquainted with methods used in developing and drawing details for a commercial building. Details include site, foundation, structural, wall and roof conditions. Also studied are window and door details, commercial stairs and other typical commercial details.
Prerequisite: ACT 150
Suggested Prerequisite: Completion of or concurrent enrollment in ACT 211 is recommended.

ACT 260  Commercial Design Development  3 Credit Hours
An advanced course in which the student develops a commercial building for an assigned building site and use. Included are site planning, design development and a partial set of construction documents with plans, elevations, sections and details. Emphasis is placed on the transition from design to construction documents.
Prerequisites: ACT 136, ACT 220, and ACT 233

ACT 290  Architecture/Construction Technology Co-op
An advanced-level course offering practical work experience within the Architecture/Construction Technology field through participation in a supervised cooperative education program. This course integrates work experience with classroom instruction.
ACT 150 and permission of the Cooperative Education Specialist. Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings or weekends depending on employer needs.
AH 100  Medical Terminology  4 Credit Hours
In-depth presentation of medical language, which then will serve as a solid foundation for students interested in health care, medicine, nursing, pharmacy, physical therapy, or related careers. Medical terminology for both health and disease is presented in relation to human structure and function. Builds a framework by introducing the key elements in the formation as well as the modification of medical terms, which then is applied to the specific body systems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AH 105</td>
<td>Basic Life Support for Healthcare Providers</td>
<td>0.5 Credit Hours</td>
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<td></td>
<td>This lecture/lab course is structured to teach the theory and skills of CPR for victims of all ages so that individuals can recognize and respond to basic life threatening emergencies due to cardiac or respiratory arrest. Course features ventilation with a barrier device, a bag-mask device, supplemental oxygen, use of automated external defibrillator (AED), and relief of foreign-body airway obstruction. This course is designed for either individuals working in healthcare or for health career and nursing students preparing for their clinical assignments. Upon successful completion of the course including both written and skills testing, the student will receive a Healthcare Provider Card valid for two years through the American Heart Association. This is a pass/fail course with demonstrated competency in all key skill areas required. Note: Students must attend the entire course in order to receive credit and the certification. Due to the short duration of this class, attendance is mandatory.</td>
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<tr>
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<tbody>
<tr>
<td>AH 116</td>
<td>Interpreting Medical Lab Reports  3 Credit Hours</td>
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<td>This is a general survey course designed to teach the theory and skills of CPR for victims of all ages so that individuals can recognize and respond to basic life threatening emergencies due to cardiac or respiratory arrest. Course features ventilation with a barrier device, a bag-mask device, supplemental oxygen, use of automated external defibrillator (AED), and relief of foreign-body airway obstruction. This course is designed for either individuals working in healthcare or for health career and nursing students preparing for their clinical assignments. Upon successful completion of the course including both written and skills testing, the student will receive a Healthcare Provider Card valid for two years through the American Heart Association. This is a pass/fail course with demonstrated competency in all key skill areas required. Note: Students must attend the entire course in order to receive credit and the certification. Due to the short duration of this class, attendance is mandatory.</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>AH 120</td>
<td>Pharmacology for Allied Health  3 Credit Hours</td>
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<td>Designed for students in the health care and nursing programs needing to establish a foundation in the basic principles of pharmacology. This survey course presents a rationale for understanding current drug therapy involving the common disorders of the major body systems. Administration and dosage calculations are not components of this course. Suggested Prerequisites: Although not required Prerequisites AH 100, BIO 134 or BIO 233/BIO 234 would be helpful for this course.</td>
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<th>Course Code</th>
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<tr>
<td>AH 145</td>
<td>Culture-Sensitive Healthcare  3 Credit Hours</td>
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<td>This lecture course assists healthcare providers to understand the needs, expectations, behaviors, and barriers to effective patient care of multi-cultural patient populations. The course will focus upon health care practices directly related to African-American, American Indian, Asian, Hispanic, Middle Eastern, and Eastern European patients. Note: AH will be offered on an &quot;as needed&quot; basis.</td>
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<tr>
<td>AH 150</td>
<td>Pathophysiology  4 Credit Hours</td>
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<td>Designed for allied health personnel who have an understanding of human anatomy and physiology and the language of medicine. This course surveys, in depth, several diseases and relates them to causes, signs, symptoms, physiological imbalances, laboratory findings, treatments, and prognoses. Prerequisites: BIO 134, or BIO 233 and BIO 234 Suggested Pre-Requisite: AH 100 Note: AH 150 will be offered on an “as needed” basis.</td>
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<tr>
<td>AH 250</td>
<td>Advanced Cardiac Life Support (ACLS)  2 Credit Hours</td>
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<td>This lecture/lab course presents a systematic approach to the management of patients experiencing a severe cardiopulmonary emergency or sudden death. Course follows the American Heart Association format providing the knowledge and skills necessary to manage the first minutes of an adult arrest. Providers will manage ten different core ACLS situations. Upon successful completion of this course, the student will receive an ACLS Provider Card through the American Heart Association. Prerequisites: Course restricted to emergency medical providers such as physicians, nurses, respiratory therapists, paramedics and other health care professionals who respond to cardiovascular emergencies. Nursing, paramedic and respiratory therapy students in their final semester of training are eligible to take this course. This course is an advanced-level course and is not intended for those individuals with no or minimal health care experience. Note: The credit version of AH 250 is only offered as needed or as requested through the Health Careers Division. The CEU version of this ACLS course is offered through HFCC’s Center for Lifelong Learning.</td>
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<tr>
<td>ANTH 131</td>
<td>Introduction to Anthropology  3 Credit Hours</td>
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<td>An introduction to physical and cultural anthropology, archeology, and linguistics. Human origins and evolution are discussed in detail. Issues like cannibalism, hunger, race, and human intelligence are also explored. Various customs, myths, and beliefs, especially pertaining to women, are examined cross-culturally.</td>
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<tr>
<td>ANTH 151</td>
<td>Cultures of North America  3 Credit Hours</td>
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<td>Traces present-day American culture from the arrival of Christopher Columbus in the New World and the devastating impact that event had on the native peoples of the hemisphere. Several cultures from various regions of North America will be studied in-depth using ethnographies, biographies, fiction, and film.</td>
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<td>ANTH 152</td>
<td>Middle Eastern Peoples and Cultures  3 Credit Hours</td>
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<td>An introduction to the richness and variety of Middle Eastern cultures, with an emphasis on Arab culture and the role of Islam in shaping the history and culture of the region. Arabs in the United States and in Dearborn are also examined, as well as American cultural perceptions of the Arabs, Islam, and the Middle East.</td>
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141
### ANTH 153 Introduction to Archaeology 3 Credit Hours
This course provides an introductory look at the field of archaeology answering the question: what do archaeologists do? Students will explore the methods of excavation, dating sites, artifact analysis, and cultural interpretation. Students will also explore some of the major archaeological sites from around the world.

### ARA 131 Elementary Modern Standard Arabic I 4 Credit Hours
Introduces the sounds, pronunciation, and writing system of modern literary Arabic, as well as the basic vocabularies and fundamental grammatical structures necessary in reading, writing, listening, and speaking in the formal oral style. Includes regular classroom practice of Arabic through drills, text, audio and video recordings, and other supplementary material and activities. Also presents topics on Arab culture.

**Prerequisite:** ARA 131

### ART 101 Two-Dimensional Design 3 Credit Hours
A studio course that explores the fundamentals of design and the principles of composition utilizing a variety of media and applications. Computers may be utilized in designated sections that are listed in the class schedule.

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### ART 102 Drawing I 3 Credit Hours
This is an introductory course in drawing. The focus is on the fundamental concepts and skills involved in drawing a range of subject matter from direct observation. Line, value, and linear perspective studies in a variety of drawing media are explored. This is a foundation course which is a prerequisite for other art courses.

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### ART 105 Three-Dimensional Design 3 Credit Hours
This class explores design fundamentals and the principles of organization as they apply to three-dimensional forms. Assigned projects introduce the student to materials and techniques used in three-dimensional art.

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### ART 107 Photoshop/ImageReady 3 Credit Hours
**PHOTOSHOP:** Students learn to work with bitmap images, various file formats, selection and painting tools, image adjustments such as Levels and Curves, Layers, Channels, color.  
**IMAGEREADY:** Basic setup of a web site, working with slices, rollovers, assigning url’s, optimizing and saving graphics and html.

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### ART 108 Flash 3 Credit Hours
Students learn how to setup the timeline and layers for animation and interactive sites; how to work with the drawing tools, symbols, sounds, library and actions. In addition, students learn how to save and use flash projects for the web.

**Suggested Prerequisite:** ART 107

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### ART 109 QuarkXpress 3 Credit Hours
Students learn to create print documents using QuarkXpress. Tools, typesetting features, Master Pages and Style sheets are covered. Design considerations specific to print are covered.

**Suggested Prerequisites:** ART 101 and ART 107

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### ART 110 InDesign 3 Credit Hours
Students learn to create print documents using InDesign. Tools, typesetting features, Master Pages and Style Sheets are covered. Design considerations specific to print are covered.

**Suggested Prerequisites:** ART 101 and ART 107

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### ART 111 Drawing II 3 Credit Hours
A continuation of ART 102 (Drawing I). Drawing fundamentals are stressed through working with a variety of subject matter observed first hand. A variety of drawing media are covered.

**Suggested Prerequisite:** ART 102 with a C grade or better

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### ART 112 Life Drawing I 3 Credit Hours
An introductory course in drawing the human figure. Studies develop a basic understanding of proportion and anatomy through direct observation. A variety of media is explored.

**Suggested Prerequisite:** ART 102 with a C grade or better or permission of the instructor

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### ART 113 Intermediate Perspective 3 Credit Hours
Emphasizes the application of the theories of linear perspective touched upon in the prerequisite course, Drawing I. Expands the student’s understanding of the theories used to create three dimensional illusion through the use of the system of linear perspective.

**Prerequisite:** ART 102 with a C grade or better

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### ART 116 Painting I 3 Credit Hours
An introduction to painting. A broad range of traditional and contemporary approaches to painting are explored.

**Prerequisites:** ART 101 and ART 102 with a C grade or better or permission of the instructor

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<tr>
<td>ART 119</td>
<td>Art Education for the Elementary Teacher</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>A course for classroom teachers. Emphasis is placed on the integration of art into the general classroom procedures to enhance learning. This course develops understanding of the child's mental and creative growth through art and an awareness of art in its various contemporary and cultural contexts.</td>
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<td>ART 121</td>
<td>Art History Survey I</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D/E/W</td>
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<td>ART 122</td>
<td>Art History Survey II</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D/E/W</td>
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<td>ART 123</td>
<td>History of Modern Art</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D</td>
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<tr>
<td>ART 130</td>
<td>History of Graphic Design</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D</td>
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<td>ART 135</td>
<td>Art Appreciation</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D</td>
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<td>ART 138</td>
<td>Jewelry I</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D</td>
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<tr>
<td>ART 141</td>
<td>Ceramics I</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D/E</td>
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<td>ART 142</td>
<td>Ceramics II</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>This course emphasizes functional pots and the wheel as the primary technique of construction. The student is given an introduction to the history of functional ceramics as an idea source for his or her functional designs. Instruction in kiln stacking and firing is included.</td>
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<td>ART 151</td>
<td>Introduction to Printmaking</td>
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<td>Fall, Winter, Spring, Summer, D/E</td>
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<td>ART 161</td>
<td>Photography</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D/E</td>
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<td>ART 163</td>
<td>Color Photography</td>
<td>3</td>
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<td>ART 165</td>
<td>Graphic Design 1</td>
<td>3</td>
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<td>ART 172</td>
<td>Color Theory</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D/E</td>
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<tr>
<td>ART 180</td>
<td>Design and User Needs</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer, D</td>
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Suggested Prerequisites:
- ENG 131 for ART 119
- ART 101 and ART 102 for ART 151
- ART 101, ART 102 and ART 107 for ART 165
- ART 101 and ART 107 for ART 172
- ART 101 and ART 107 for ART 180

D=Day  E=Evening  W=Weekend  O=Online
psychological needs of users. Emphasis on the human factors of ergonomics, anthropometric, and special populations related to design standards, functionality, and accessible design. An overview of social-psychological factors also included.

**ART 181 Interior Design - Studio**  
3 Credit Hours
Introduction to the basic concepts of interior design and the development of the fundamental components needed in the practice of interior design. Emphasis is on functional space planning as it relates to human factors in residential settings, analysis of user needs, and interior standards and codes. Basic two and three-dimensional graphic communication and presentation skills for interior design will be introduced and developed.

*Prerequisite:* Completion of or concurrent enrollment in ART 180 or permission of the program director

**ART 182 Interior Design Materials and Construction Components**  
3 Credit Hours
An investigation of traditional and contemporary materials, components, and construction methods as specified by the interior designer. Emphasis is on performance and uses of materials and finishes, workroom practices, and source resource development.

*Prerequisite:* ART 181 or permission of the program director

**ART 183 Interior Design Studio II**  
3 Credit Hours
Introduction to interior design process, design philosophy, and exploration of design problem solving. Expansion of graphic communication skills, rendering, and presentation skills. Emphasis on programming, design concept, analysis and development creativity, space planning, and communication skills for residential and non-residential projects.

*Prerequisites:* ART 181 and completion of or concurrent enrollment of ART 182, or permission of the program director

**ART 184 Textiles for Interiors**  
3 Credit Hours
A study of the properties of fibers and their fabrications with an emphasis on textile performance and applications for interior environments. An overview of the history of textiles, study of aesthetic qualities of textiles, and hands-on design exploration will also be included. Field trips included.

*Prerequisite:* ART 183 or permission of the program director

**ART 208 Lightwave**  
3 Credit Hours
Students learn the basics of 3D modeling and animation with Lightwave. Modeling, surfacing and animation are covered. Lightwave and Maya will be offered in alternate semesters.

*Suggested Prerequisite:* ART 102 and ART 107

**ART 209 Maya**  
3 Credit Hours
An in-depth study of 3D graphics using Maya. Modeling, surfacing, dynamics, animation and rendering will be covered.

*Prerequisites:* ART 106 or ART 107

**ART 211 Director**  
3 Credit Hours
Students learn to work with drawing tools, timeline and layers. Students also learn how to work with sound, video clips and animation. Scripting with Lingo is covered.

*Prerequisites:* ART 107 and TCM 151

**ART 213 Life Drawing II**  
3 Credit Hours
A continuation of ART 113 Life Drawing 1 in drawing the human figure. Studies develop a basic understanding of proportion and anatomy through direct observation. A variety of media is explored.

*Prerequisites:* ART 102 and ART 113

**ART 216 Painting 2**  
3 Credit Hours
A continuation of Art 116 Painting 1 in painting. A broad range of traditional and contemporary approaches to painting is explored.

*Prerequisite:* ART 116

**ART 224 Art of Islam**  
3 Credit Hours
A comprehensive study of the history and development of Islamic Art from its birth in the seventh century to the present time. The course is designed to explain basic characteristics of Islamic Art through major architectural monuments, painting, calligraphy and other forms of art. Emphasis will be placed on the relationship between the theology of Islam as a faith and its arts.

*Prerequisites:* ART 107 and TCM 151

**ART 233 Topics in Art**  
3 Credit Hours
This course provides special study in the area of art, organized by discipline or other criteria. The course may be taken twice for credit, six hours maximum. Specific topics and any Prerequisites are listed in the current semester’s class schedule or may be obtained through the departmental office.

*Prerequisite:* Permission of instructor

**ART 238 Jewelry 2**  
3 Credit Hours
Designed to allow the student to become more deeply involved in refinement of basic skills, and development of the final finished product. Most studio tools and some materials will be provided.

*Prerequisites:* ART 138
Course Descriptions

ART 242 Ceramics III 3 Credit Hours
This course is an advanced-level course stressing refinement of ceramic construction techniques and design. Individual projects in the study of ceramic glaze and surface possibilities are explored by each student, according to their own stylistic interests. Instruction in kiln stacking and firing is continued.

Prerequisites: ART 142 or permission of the instructor

D/E				D/E				D/E				D/E
Fall	 Winter	 Spring	 Summer

ART 245 Interactive Design 3 Credit Hours
Students learn to design and construct interactive web sites using Dreamweaver, Flash, Photoshop and ImageReady. Dreamweaver is taught in this class. Students are expected to know the other programs before enrolling in this class. Design considerations important to interactive design are covered.

Prerequisites: ART 107, 108 and ART 165

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Fall	 Winter	 Spring	 Summer

ART 255 Animation Basics 3 Credit Hours
Students learn drawing techniques for 2D animation. Students learn to plan animations by drawing storyboards. Students work with After Effects or Final Cut Pro or Flash to compile animations.

Prerequisites: ART 102, ART 107 and ART 108

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 261 Black and White Photography 2 3 Credit Hours
Designed as an extension of the student’s basic foundation from ART 161. Emphasis is placed on refining darkroom technique and expanding the student’s knowledge of aesthetics of the creative photographic experience.

Prerequisite: ART 161

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 265 Illustration 3 Credit Hours
Students learn to create illustrations for photographic references and from imagination using traditional and digital media. Adobe Illustrator is covered in this class.

Suggested Prerequisites: ART 107 and ART 112

D		 E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 267 Advanced Projects 3 Credit Hours
Students are assigned advanced projects related to their concentration. Emphasis is placed on developing projects for the student’s portfolio.

Prerequisite: Permission from the instructor. Students must complete specific courses and a minimum of 27 credit hours of core courses.

Note: Request permission by sending an email to graphicdesign@hfcc.edu and provide your student ID number. This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 280 History of Styles: Architecture, Interiors, and Furnishings 3 Credit Hours
Surveys the history of architecture, furniture, and interiors from the Egyptian period to the present. Emphasis is on styles and trends in the North America as they are related to past and present cultures and societies. The course presents overview of styles with an interior design perspective.

Prerequisite: ART 183 or permission of the program director

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 281 Interior Design Studio III 3 Credit Hours
Explores how interior design theories affect design planning and problem solving. This course continues the development of design problem solving, space planning, conceptual skills, and graphic communication and rendering skills. Emphasis is on ADA, behavioral design theory, and integrating functionality and creativity into design solutions for multiple use and special population environments.

Prerequisites: ART 183, permission of the program director

Suggested Prerequisite: ART 280

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 282 Interior Design Environmental Systems 3 Credit Hours
Introduction to lighting fundamentals and lighting design for interior environments. Emphasis is on developing basic understanding of the principles of these systems, to include acoustics and noise control, understanding the environmental impact of these systems, and exploring current and future alternatives to traditional systems particularly as they affect environmental and economic issues.

Prerequisite: ART 281 or permission of the program director

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 283 Lighting for Interior Design – Studio IV 3 Credit Hours
Introduction to lighting fundamentals and lighting design for interior environments. Emphasis is on developing basic understanding of the principles of these systems, to include acoustics and noise control, understanding the environmental impact of these systems, and exploring current and future alternatives to traditional systems particularly as they affect environmental and economic issues.

Prerequisite: ART 281 or permission of the program director

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer

ART 285 Professional Practice for Interior Design - Studio V 3 Credit Hours
Introduction to the professional issues related to the practice of interior design in contemporary times. Course will focus on the business, workroom, and legal concerns of the practice. Emphasis is on developing skills and knowledge which designers need in order to offer design services, operate design studios, and/or provide design related activities.

Prerequisite: ART 283 or permission of the program director

D/E		 D/E		 D/E		 D/E		 D/E		 D/E
Fall	 Winter	 Spring	 Summer
ART 287  Interior Design Synthesis –  3 Credit Hours
Studio VI
A synthesis studio course with a focus on the use of the design process to solve design problems in residential and non-residential settings. Solutions that are both creative and functional and meet the physical, social, and psychological interior environmental needs of user will be explored. Emphasis is on design problem solving, synthesis, design development, creativity, and presentation. Field trips, portfolio review, student show participation, and comprehensive program exam required.
Prerequisite: ART 283 or permission of the program director
Suggested Prerequisite: ART 285
Fall Winter Spring Summer
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ART 289  Graphic Design Internship  3 Credit Hours
Work Experience in the field of Graphic Design.
Prerequisites: ART 267, completion of 27 credit hours within one of the five areas of concentration AND permission of the instructor.
Note: Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs. Call the Co-op Office at 313-845-6359.
Fall Winter Spring Summer
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ART 2901 Directed Study – Art History  1 Credit Hour
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 2902 Directed Study – Art History  2 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 2903 Directed Study – Art History  3 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 291 Directed Study – Art History  1 Credit Hour
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 292 Directed Study – Ceramics  2 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 293 Directed Study – Ceramics  3 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
D D D D

ART 294 Directed Study - Ceramics  2 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
Fall Winter Spring Summer
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ART 295 Directed Study – Ceramics  1 Credit Hour
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
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ART 296 Directed Study - Ceramics  2 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
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ART 297 Directed Study – Ceramics  3 Credit Hours
A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.
Prerequisites: All courses in the required sequence for the area chosen, and permission of the instructor.
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**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2971 Directed Study – B & W Photography 1 Credit Hour**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2972 Directed Study – B & W Photography 2 Credit Hours**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2973 Directed Study – B & W Photography 3 Credit Hours**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2991 Directed Study - Interior Design 3 Credit Hours Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2993 Directed Study - Interior Design 3 Credit Hours Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2995 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2997 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2999 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2971 Directed Study – B & W Photography 1 Credit Hour**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2972 Directed Study – B & W Photography 2 Credit Hours**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2973 Directed Study – B & W Photography 3 Credit Hours**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2991 Directed Study - Interior Design 3 Credit Hours Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2993 Directed Study - Interior Design 3 Credit Hours Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2995 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2997 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

**Prerequisites:** All courses in the required sequence for the area chosen, and permission of the instructor.

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**ART 2999 Directed Study – Special Projects**

A course allowing additional advanced study under direction in any of the media offered by the department. It is assumed that the student requesting directed study will have completed the sequence of courses offered in a given medium before requesting additional directed study in that medium.

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Henry Ford Community College

Course Descriptions

AUTO 170 Related Technical Automotive 4 Credit Hours
A survey course for all students designed to provide basic knowledge of the major automotive systems that are covered in detail in the automotive technology classes. Course provides degree credit and is the ONLY course allowed for TECH PREP transfer credit (4 hours) from approved high school programs.

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AUTO 180 Technical Automotive Welding 4 Credit Hours
A basic welding course that provides instruction and practice with gas and electric welding processes. Gas cutting, MIG welding, TIG welding techniques are taught with required welding projects that are tested and graded.

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AUTO 100 Internal Combustion Engines 3 Credit Hours
A beginning automotive course designed to acquaint the student with four-stroke engines. Principles of operation, compression ratio, piston displacement, operating tolerances, valve timing, horsepower and torque development along with adjustments, inspection, and troubleshooting procedures will be studied. A substantial portion of the class is devoted to laboratory exercises on laboratory engines.

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AUTO 108 Basic Electrical 3 Credit Hours
A study of basic automotive electricity theory and principles. Voltage, amperage and Ohm's law will be covered as well as series and parallel circuits. An introduction to the various meters that are used in the service of automobiles will also be discussed. Circuit diagnosis and troubleshooting will be an integral part of this course. Accessories and lighting will also be covered.

Note: AUTO 108 will only be offered Fall 2008.

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AUTO 110 Automotive Electricity 3 Credit Hours
A basic automotive electricity and electronics course, including the study of the fundamentals of and operation and service required for batteries, cranking motors, alternators, regulators, and certain accessories used on current-production automobiles. A combination of classroom and laboratory experiences provides the student with competence leading to A.S.E. certification as well as a State of Michigan license in automotive electrical systems.

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AUTO 120 Fuel Management Systems 2 Credit Hours
A course designed to acquaint the student with the types of fuels and air/fuel ratios used in automotive engines, along with the construction and operation of fuel delivery systems are included as well as electronic fuel injection systems. Use of scan tools and ASE performance tests are utilized to enhance understanding of on board diagnostics.

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AUTO 131 Automotive Ignition Systems 2 Credit Hours
An intermediate-level course covering the operating principles, construction, trouble shooting, and maintenance of units of the automotive ignition system, including distributors, coils, electronic controls, and advance mechanisms. Ignition timing, wiring, and ignition malfunctions are studied, as well as electronic ignition systems and ignition-related emission controls.

Note: AUTO 131 will only be offered Winter 2009.

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AUTO 132 Computerized Ignition Systems 2 Credit Hours
An intermediate-level course for the automotive student designed to provide information and laboratory experiences on computer-controlled ignition systems. Systems in use as well as newer systems becoming available are studied.

Prerequisites: AUTO 131

Note: AUTO 132 will only be offered Summer 2009.

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AUTO 140 Automotive Transmissions 3 Credit Hours
Designed to acquaint the student with both automatic and manually shifted transmissions and transaxles. Emphasis is on the operating principles, construction, adjustments, trouble shooting, and maintenance of both types of transmissions. A study of clutches, drive lines, rear axles, and differential units is also included.

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AUTO 142 Electronically Controlled – Transmissions/Transaxles 2 Credit Hours
This course is designed to expand on the skills developed by the student in AUTO 140 (Automotive Transmissions) with additional experiences in the service and repair operations related to the current electronically controlled transaxle units. The emphasis of this course will be on the electronic control systems.

Prerequisites: AUTO 140

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AUTO 145 Manual Transmissions and Transaxles 4 Credit Hours
This course includes the theory of operation, construction diagnosis maintenance and service of automobile manual transmissions, transaxles, and clutches. Various transmissions will be disassembled, inspected, and measured. Knowledge gained from this experience will help the technician become familiar with operation constructions, diagnosis, and service of auto manual transmissions and transaxles.

Note: AUTO 145 will only be offered Winter 2008.

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AUTO 150 Diagnosing and Engine Evaluation 2 Credit Hours
An advanced course in which the student studies the application of the principles of diagnosing, locating, and correcting trouble encountered in automotive service, using various types of testing equipment. Problems that occur in the servicing of the modern automobile are presented.

Prerequisites: AUT 130

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<tr>
<td>AUTO 160</td>
<td>Automotive Chassis Units</td>
<td>2</td>
<td>A study of the construction, operation, and maintenance of the various chassis units. Steering, suspension systems, and alignment are included as well as disc and drum braking systems.</td>
<td>Fall: E</td>
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<tr>
<td>AUTO 162</td>
<td>ABS Brakes</td>
<td>3</td>
<td>Covers the theory and operation of ABS brake and traction control systems. The design construction and types of ABS braking systems will be included. Diagnostic Techniques, troubleshooting, and repair of ABS systems, along with service techniques and hands-on experiences will be an integral component of this class.</td>
<td>Winter: E</td>
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<td>AUTO 165</td>
<td>Electronic Steering and Suspension</td>
<td>4</td>
<td>This course covers the theory and operation of electronic steering and electronic or active suspension systems. Theory and operation of steering and suspension multiplexing will also be included in this course. Diagnosis and repair procedures along with alignment concepts and hands-on experiences will be an integral component of this course.</td>
<td>Fall: E</td>
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<td>AUTO 167</td>
<td>Brake Clinic</td>
<td>2</td>
<td>Provides a review of braking systems, including an introduction to anti-lock braking systems, as well as diagnosis and trouble-shooting experiences.</td>
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<td>AUTO 187</td>
<td>Automotive Engine Tune-Up</td>
<td>2</td>
<td>Provides instruction needed for performing engine tune-up and maintenance. Ignition system operation is explained along with an introduction to basic computer engine control. Time in the laboratory is devoted to actual on-car procedures using appropriate test equipment.</td>
<td>Summer: E</td>
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<tr>
<td>AUTO 210</td>
<td>Automotive Engine Dynamometer</td>
<td>2</td>
<td>An advanced course designed to acquaint the automotive student with the purpose, construction, and operation of the engine dynamometer. Tests are made in the engine dynamometer lab. Prerequisites: AUTO 100, AUTO 120, and AUT 130</td>
<td>Fall: E</td>
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<tr>
<td>AUTO 217</td>
<td>Automobile Alignment Clinic</td>
<td>2</td>
<td>Designed to cover the types of front and rear suspension systems used on today’s vehicles. In addition, there is in-depth coverage of alignment factors. The majority of the class is devoted to inspection, repair, and alignment of a variety of suspension systems.</td>
<td>Winter: E</td>
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<tr>
<td>AUTO 219</td>
<td>Automotive Air Conditioning</td>
<td>2</td>
<td>A beginning course covering basic refrigeration and automotive heating, ventilation, and air conditioning systems.</td>
<td>Fall: E</td>
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<tr>
<td>AUTO 224</td>
<td>Automotive Air Conditioning</td>
<td>2</td>
<td>This course is a study of automotive air conditioning systems using a laboratory and practical presentation technique. Note: AUTO 224 will only be offered Summer 2007</td>
<td>Winter: E</td>
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<tr>
<td>AUTO 227</td>
<td>Automotive Air Conditioning</td>
<td>2</td>
<td>A study of automotive air conditioning systems using a laboratory and practical presentation technique. Covers more controls and AUTO TEMP than AUTO 220.</td>
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<tr>
<td>AUTO 231</td>
<td>Diesel Engine Performance and Diagnosis</td>
<td>4</td>
<td>A comprehensive overview of the operating principles of the diesel engine, including the construction, service and diagnosis of the various engine systems and sub-systems. The latest technological advancements in electronic fuel delivery systems, their diagnosis and service will be covered along with the most recent advances in diesel fuel and Bio-diesel technology. Extensive laboratory experiences are provided to enhance classroom activities.</td>
<td>Fall: E</td>
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<tr>
<td>AUTO 237</td>
<td>Computerized Engine/Vehicle Emission Control</td>
<td>2</td>
<td>Explains the operating principles, diagnosis, and laboratory testing of computer controlled fuel management systems. Topics include sensor, actuator, and computer functions in maintaining catalyst stoichiometry. Diagnosis and testing with hand-held scanners and on-board digital fault systems are emphasized. State test procedures and four-gas analysis as related to computer control are covered in the laboratory sessions.</td>
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<tr>
<td>AUTO 247</td>
<td>Automotive Emission Control</td>
<td>2</td>
<td>Explains the operating principles, diagnosis, and laboratory testing of traditional emission control systems. Topics include positive crankcase ventilation, timing control systems, exhaust gas recirculation, air injection, and two- and three-way catalysts. Tune-up, four-gas analysis, and oscilloscope diagnosis are covered on appropriate vehicle systems.</td>
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<tr>
<td>AUTO 267</td>
<td>Small Engines</td>
<td>1</td>
<td>Provides a basic understanding of the four-stroke and two-stroke cycle engine. In addition, necessary maintenance, diagnosing, testing, and repair of a small engine’s ignition, fuel, governor, and mechanical systems are covered.</td>
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Note: Only offered once every two years
AUTO 287 Advanced Automotive Tune-Up 1 Credit Hour
Covers operating principles of electronic ignition systems. Topics include high energy systems, control modules, waste spark ignition, and all related ignition components. Diagnosis and testing utilize oscilloscope patterns and hand-held scanners. Performance tuning, special problems, and low-emission tune-ups are covered in the laboratory sessions.

BAC 110 Practical Accounting 4 Credit Hours
This course offers practical knowledge of bookkeeping principles for students who plan to take BAC 131 or who desire to familiarize themselves with small-business accounting. Students are introduced to the accounting cycle, the specialized journals employed by a merchandising firm, and payroll accounting.
Prerequisites: BAC 131

BAC 112 Bookkeeping 4 Credit Hours
This course provides training in basic accounting and financial record keeping with an emphasis on small businesses. Topics covered include adjusting entries, correcting entries, payroll, depreciation, and inventory. An emphasis of the course will be to prepare students for the Certified Bookkeeper exams offered by the American Institute of Professional Bookkeepers (AIPB). Materials developed by the AIPB will be used in the course. To receive certification from the AIPB, candidates must complete five preparatory learning modules and pass three examinations during the semester. The examinations are prepared by the AIPB and are currently administered by Prometric Test Centers.
Prerequisite: BAC 110 or BAC 131

BAC 131 Principles of Accounting 4 Credit Hours
This course introduces basic financial accounting principles, including the accounting cycle, merchandise accounting, income, and asset and liability measurement.

BAC 132 Principles of Accounting 4 Credit Hours
This course is a continuation of BAC 131 covering corporate and manufacturing accounting. This course emphasizes the liability and equity sections of corporations. The student is introduced to cash flow and financial statement analyses.
Prerequisite: BAC 131

BAC 141 Computerized Accounting - Quick Books 2 Credit Hours
This course introduces students to the QuickBooks computerized-accounting software package. Students will learn to design a company’s accounting system for financial recordkeeping and to enter data for the general journal, special journals, accounts receivables, accounts payable, payroll, and inventory. Students will also prepare financial statements using QuickBooks software.
Prerequisites: BAC 110 or BAC 131

BAC 146 Computerized Accounting - Peachtree 3 Credit Hours
This course introduces students to the Peachtree computerized-accounting software package. Students will learn to design a company’s accounting system for financial recordkeeping and to enter data for the general journal, special journals, accounts receivables, accounts payable, payroll, and inventory. Students will also prepare financial statements using Peachtree software.
Prerequisites: BAC 131

BAC 231 Asset Accounting 4 Credit Hours
This course is a detailed study of specialized phases of accounting such as the treatment of cash and temporary investments, receivables, inventories, investments, plant and equipment, intangibles, deferred charges, liabilities, and financial statements. The emphasis is on theory.
Prerequisite: BAC 132

BAC 234 Equity Accounting 4 Credit Hours
Equity Accounting is the second intermediate accounting course in a two-course sequence focusing on financial accounting and reporting in accordance with generally accepted accounting principles. This course is a detailed study of specialized phases of equity accounting such as the treatment, disclosure, and analysis of debts, income-tax deferrals, treasury stock, revenues, pensions, earnings, dividends, leases, investments, and changes in financial position. Emphasis is on theory.
Prerequisite: BAC 231

BAC 235 Tax Accounting 3 Credit Hours
This course acquaints the student with the basic application and rationale of the federal income tax. This course provides training through specific problem assignments in a variety of situations. Emphasis is on individual taxpayers.
### BAC 262  Cost Accounting  3 Credit Hours
This course introduces cost accounting principles followed by manufacturing firms and the planning, decision making, and cost procedures of managerial accounting.

**Prerequisite:** BAC 132

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### BBA 110  Business Language Skills  3 Credit Hours
This course trains students in the knowledge of language arts and business grammar, proofreading and word processing skills, and the ability to make decisions and to use proper judgment in preparing documents. This course is designed to strengthen students' knowledge of communication skills, to reinforce students' proofreading skills, and to compel students to make decisions while preparing realistic business documents.

**Prerequisite:** Basic keyboarding skills and basic knowledge of word processing

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### BBA 131  Introduction to Business  4 Credit Hours
This survey course presents an overall integrated picture of American business and its operations. Included are such topics as forms of business ownership, management, internal organization, production, marketing, short-term and long-term finance, insurance, accounting principles, business law, and the relationship of government to business.

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### BBA 133  Business Behavior and Communication  3 Credit Hours
Introduces students to the basics of appropriate behavior and communication in a business environment. Personal, interpersonal, and group behaviors are discussed, including etiquette, culture and gender issues, and problem solving. Interacting with superiors, peers, subordinates, and clients in person, on the phone, and in presentations is examined. Students will engage in role-playing to learn to deal with situations that can arise on the job.

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### BBA 155  Customer Service & Salesmanship  3 Credit Hours
Trains students in the functions of a customer service and/or sales representative. The role of customer service and sales in marketing products and services is examined. Special areas of emphasis include communication skills, problem solving, development of customer service and selling strategies, dealing with challenging customers and clients, customer retention, preparing a merchandising manual, making a sales presentation, methods of measuring customer satisfaction levels, and motivational techniques.

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### BBA 157  Call Center/Help Desk Practicum  1 Credit Hour
This course trains students to work as a Customer Service Representative (CSR) in a call center or help desk environment. Proper telephone procedures such as greeting customers, effective listening, appropriate responses to inquiries and issues, handling difficult customers, and closing calls while using a personal computer are discussed and practiced. Simulated calls will be used as a learning tool. An on-site tour of a call center will be part of the course so that students may understand the environment of the call center.

**Prerequisites:** BCA 101, BCA 106, and BBA 155

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### BBA 161  Introduction to Industrial Distribution  1 Credit Hour
A survey course introducing students to the Industrial Distribution industry. The course will explore the role of distribution as one of the functions of marketing. Topics will include the channels of distribution, supply chain management, role of wholesalers and distributors in the supply chain, logistics, inventory control and management, and the importance of proper pricing and markup. Various models of distribution will be discussed.

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### BBA 231  Business Office Communications  3 Credit Hours
Introduces the basic principles and practices underlying business communication. This course is designed to improve business writing skills by helping students prepare effective business documents that are clear, concise, coherent, complete, courteous, and correct. Some of the documents are created in the classroom using personal computers.

**Prerequisite:** BBA 110

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### BBA 235  Office Administration Practicum  4 Credit Hours
Designed to provide practical, hands-on study and training for the administrative business office professional. Emphasis is based on developing expertise in the responsibilities required for the management and control of information processing functions.

**Prerequisites:** BCA 143, BCA 145, and BCA 147

**Co-requisite:** BBA 231

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### BBA 250  Introduction to International Business  3 Credit Hours
This course focuses on the dimensions of conducting business in the international arena and examines the political, economic, and legal systems of diverse countries. Trade patterns; foreign investment methods; economic growth rates; ethics; international trade theories; government intervention; exporting, importing, and countertrading; human resources management; and marketing and competition in the global marketplace are examined.

**Prerequisite:** BBA 131
### Course Descriptions

**BBA 252  Principles of Marketing  3 Credit Hours**
A basic survey focusing on marketing functions and institutions, the policies of marketing agencies, and fundamental reasons for current marketing channels. This course also covers the retailing and wholesaling of consumer goods and raw materials. Attention is given to pricing policies and practices, unfair methods of competition, and recent governmental activities affecting marketing.

**Prerequisite:** BBA 131

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**BCA 101  Computer Keyboarding  3 Credit Hours**
Designed to teach students keyboarding skills on the personal computer. Terminology, basic formatting, the alpha keyboard, symbols, and the ten-key numeric pad are introduced. As the semester progresses, accuracy and speed building are emphasized.

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**BCA 106  Introduction to Windows  2 Credit Hours**
An eight-week course that introduces students to the Windows operating system on a personal computer. Topics include the Windows environment, file management, customizing the system, Windows accessory programs, and the sharing and exchanging of data between programs.

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**BCA 125  Introduction to the Internet & Web Pages  3 Credit Hours**
This course introduces students to the Internet and the creation and design of web pages. A variety of browsers and search engines are utilized to find information on the World Wide Web. Popular Internet tools such as e-mail, file downloads, file compression, streaming audio and video, and image scans are utilized. Web page software is used to design and create web pages. The maintenance of web pages is examined.

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**BCA 140  Software Applications  3 Credit Hours**
Covers the fundamentals of computer literacy with an emphasis on software usage literacy. Hands-on training in software application programs includes word processing, spreadsheets, data base, and graphics. Assignments include problem solving and critical thinking development components. A version of MS Office will be utilized. This course fulfills the HFCC Computer Literacy Requirement.

**Prerequisite:** Ability to keyboard 25 words per minute

**Note:** This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

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**BCA 143  Word Processing  3 Credit Hours**
Instructs students in the use of word processing software. Students learn to input, file, format, print, retrieve, and revise documents. As the semester progresses, more advanced functions are taught.

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**BCA 145  Spreadsheet  3 Credit Hours**
Presents both spreadsheet design concepts and hands-on experience in the use of spreadsheet software. Includes use of a worksheet with graphics and a database management program. Students are required to integrate user-interface concepts, commands, worksheet mechanics, and applications in a problem-solving environment. MS Excel will be utilized.

**Prerequisite:** BCA 140

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**BCA 147  Data Base Applications  3 Credit Hours**
Explains a data base management system and data base design strategies. Students use hands-on case studies to learn data base principles and then apply those principles to create data base tables, forms, queries, and reports. Each student designs and develops a customized data base. A version of Microsoft Access will be utilized.

**Prerequisite:** BCA 140

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**BCA 152  Presentation Software  2 Credit Hours**
This course introduces a presentation graphics software that enables students to create effective presentations. Students create overhead transparencies, color slide shows, and print materials. Presentations include clipart, scanned photographs, data from CD's, presentation sounds, video clips, and documents from other software applications. MS PowerPoint will be utilized.

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**BCA 153  Desktop Publishing  3 Credit Hours**
Students will create page layouts while emphasizing publication design, the basics of type (fonts, size, style), and placement of text, photographs, clip art using scanners, CDs, and laser printers. Projects include brochures, newsletters, and publications.

**BCO 190  Business Cooperative Education  1 Credit Hour**
Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.
### BCO 191 Business Cooperative Education 1 Credit Hour

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

### BCO 192 Business Cooperative Education 1 Credit Hour

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

### BCO 193 Business Cooperative Education 1 Credit Hour

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

### BCO 194 Business Cooperative Education 1 Credit Hour

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

### BCO 290 Business Cooperative Education 2 Credit Hours

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

### BCO 292 Business Cooperative Education 2 Credit Hours

Designed to provide practical, on-the-job work experience related to a particular area of business study. From one to four credit hours may be applied toward a degree program in the Division. Students interested in co-op must have the approval of the appropriate Cooperative Education Specialist prior to registration.

**Prerequisites:** Permission of the Cooperative Education Specialist.

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters. (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.
Henry Ford Community College

BFN 253  Principles of Finance  3 Credit Hours
This course introduces students to the financing of the modern business enterprise. Topics include financial statement analysis, working capital management, capital accumulation and budgeting, the valuation of securities, and global financial principles.

Prerequisites: BAC 131 and BBA 131

BIO 130  Evolution and Behavior  4 Credit Hours
Introduces principles of evolution and animal behavior (including human). Considers genetic, physiological, and evolutionary explanations of behaviors. Topics include evolution and natural selection, genetic inheritance, DNA structure and function, basic cell function and structure, innate behaviors, learning, motivation, communication, aggression, sexual behavior, territoriality, play, vestigial behaviors, selfishness, and altruism. This course is for students in all fields of study who wish to learn about the evolutionary contributions of behavioral and evolutionary biology. Four hours of lecture per week; no laboratory.

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BIO 131  Introductory Biology  4 Credit Hours
A study of living organisms including: cell biology, genetics, plant structure and function (emphasizing flowering plants), ecology, and animal structure and function (emphasizing human digestion, respiration, circulation, excretion, and reproduction). Lectures and laboratory work are coordinated. Three hours of lecture and three hours of lab per week.

Suggested Prerequisite: A score of 43 or above on ASSET Reading Test or 84 or above on COMPASS Test or satisfactory completion of ENG 081.

Fall  Winter  Spring  Summer
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BIO 134  Essentials of Anatomy and Physiology  5 Credit Hours
BIO 134 is a comprehensive study of all body systems in the time-frame of a one-semester course. Emphasis is on how chemistry, cell biology, and specific anatomy permit the specific functioning of organs and systems. While this course is designed to meet the requirements of several Allied Health curricula, it does not substitute for the BIO 233/234 required by the Nursing, Respiratory Therapist, Surgical Technologist, Radiographer and Physical Therapist programs at HFCC. Four hours of lecture and two hours of lab per week.

Fall  Winter  Spring  Summer
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BIO 135  Microbiology for Allied Health Sciences  4 Credit Hours
A general microbiology course specifically designed to meet the needs of health service personnel who don’t need the extensive laboratory experience involved in BIO 251 (including Surgical Technology and Nursing students). Emphasis is on the biology of microbes, epidemiology and disease transmission, sterile techniques, basics of immunity, the microbiology of wounds, and current regulations regarding blood-borne pathogens and biohazardous wastes. Three hours of lecture and two hours of lab per week.

Prerequisite: Admission to the Surgical Technologist Program, or a B in high school biology, or permission of the instructor.

BIO 138  Environmental Science  3 Credit Hours
Environmental Science is an interdisciplinary study, combining ideas and information from the natural sciences (such as biology, chemistry, and geology) and the social sciences (such as economics, politics, and ethics) to present a general idea of how nature works and how everything in nature is interconnected. Current environmental concerns are discussed. Human modification of natural systems and strategies for promoting environmental health are emphasized. Three hours of lecture per week.

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BIO 139  Environmental Science Laboratory  2 Credit Hours
Current environmental concerns are investigated. Included are field trips to local sites during the lab period. Particular focus will be given to the Rouge River watershed. This course meets for three hours of lab work per week.

Suggested Co-requisite: BIO 138

Fall  Winter  Spring  Summer
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BIO 141  Botany  4 Credit Hours
Introduces all fields of plant biology and the diversity of plant life inhabiting the biosphere. Included are field trips to local natural areas to study plant ecology and laboratory experiments in plant genetics and plant physiology. Topics of current environmental concern relating to botany are covered. Three hours of lecture and four hours of lab per week.

Prerequisite: BIO 131 or BIO 150 or BIO 152 or equivalent (with a grade of C or better)

Note: Offered occasionally depending on student demand.

BIO 143  Zoology  4 Credit Hours
Examines the structure and function of various animals. Emphasis is on the taxonomic relationships, evolution, embryology, and natural history of the major animal groups, from the single-cell protozoa to the higher animals. Lecture and laboratory work are coordinated. Three hours of lecture and four hours of lab per week.

Prerequisite: BIO 131 or BIO 150 or BIO 152 or equivalent (with a grade of C or better)

Note: Offered occasionally depending on student demand.

BIO 150  Biology: Organisms, Genes, and Ecology  4 Credit Hours
An introductory biology course designed to meet the needs of students interested in transferring to a four-year institution with a major in biological science and for other students with a background and an interest in biology including pre-pharmacy, pre-medical, and pre-dental programs. Lectures focus on diversity and unity of patterns found in living organisms from the perspectives of physiology, inheritance, ecology, and evolution. Laboratory experiments and investigations enhance student learning of cognitive
and laboratory skills. Three hours of lecture and three hours of lab per week.

**Prerequisite**: College preparatory-level high school biology with a B or better or BIO 131 or BIO 152 with a C or better or permission of the instructor.

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<th>Course Code</th>
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<tr>
<td>BIO 152</td>
<td><strong>Biology: Cells and Molecular Biology</strong></td>
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<td>One semester of a two-semester sequence in introductory biology, designed to meet the needs of students interested in transferring to a four-year institution with a major or minor in biology, including pre-pharmacy, pre-medical, and pre-dental programs. Lectures focus on the diversity and unity of patterns of living organisms from the perspectives of molecular and cell biology. Laboratory experiments and investigations enhance student learning of cognitive and laboratory skills. Three hours of lecture and three hours of lab per week. <strong>Prerequisite</strong>: College preparatory biology with a grade of B or better, or BIO 131 or BIO 150 with a C or better, or permission of the instructor. <strong>Suggested Prerequisite</strong>: Completion of or concurrent enrollment in CHEM 131 (CHEM 141 recommended for biology majors).</td>
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<tr>
<td>BIO 233</td>
<td><strong>Anatomy and Physiology I</strong></td>
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<td>Lectures cover the principles and underlying concepts of chemistry, cell biology, histology, articulations, bones, muscles, and the nervous system. Labs reinforce these lecture units. BIO 233 and BIO 234 are a two-semester sequence designed for the student who plans to pursue a career in a health field. Three hours of lecture and two hours of lab per week. <strong>Prerequisite</strong>: BIO 131, BIO 150 or BIO 152 or the equivalent (with a C grade or better)</td>
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<tr>
<td>BIO 234</td>
<td><strong>Anatomy and Physiology II</strong></td>
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<td>Covers special senses, endocrine, circulatory, lymphatic, immunity, respiratory, digestive, urinary and reproductive systems. Labs are sequenced with and reinforce lecture content. Three hours of lecture and two hours of lab per week. <strong>Prerequisite</strong>: BIO 233 at HFCC with a grade of C or better, or permission of the instructor</td>
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<td>BIO 251</td>
<td><strong>Microbiology</strong></td>
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<td>Introduction to microbes and their activities. Covers a wide range of material in lecture and laboratory exercises, including structure and function of diverse microbes, nutrition, growth, metabolism, microbial genetics, and the role of microbes in disease, immunity, and other selected applied areas. Emphasis is on studying the biology of microbes and their interaction with humans and the environment, and in learning the techniques used to safely work with bacteria, viruses, and fungi. Recommended for students anticipating further study in biological or biomedical sciences. Three hours of lecture and five hours of lab per week. <strong>Prerequisite</strong>: BIO 131, or BIO 150 and 152, or the equivalent with a grade of C or better; CHEM 131 (CHEM 141 is recommended).</td>
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<td>BLW 253</td>
<td><strong>Business Law and the Legal Environment</strong></td>
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<td>This course introduces the business student to common law and statutory and agency processes. This course surveys the following business law topics: contracts, product liability, corporations, partnerships, agency and federal regulation of consumer product safety, securities, unfair trade practices, and legal research. <strong>Co-requirement</strong>: ENG 131</td>
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<td>BMA 110</td>
<td><strong>Business Mathematics</strong></td>
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<td>This course presents basic math problems from a business person's point of view. Included is a short review of addition, subtraction, multiplication, and division. Decimals, percentages, and fractions and the relationships among them are also discussed. Emphasis is on story problems. Other topics that may be included are payroll, interest, bank notes, insurance, annuities, weights, measures, commissions, inventory, and taxes. <strong>Prerequisite</strong>: A grade of C or better in MATH 074 or a satisfactory grade on the math placement test</td>
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<td>CHD 201</td>
<td><strong>Introduction to Creative Child Care</strong></td>
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<td>Topics include children's developmental stages, planning developmentally appropriate activities for young children, developing curriculum for young children, behavior management, and introduction to CDA credentialing process. The CDA is a national performance-based credential awarded to caregivers who work with children from birth to age five. This is an introductory course in a series designed to enable the candidate to acquire skills and knowledge needed for the CDA assessment process. <strong>Prerequisites</strong>: PSY 131 and PSY 152</td>
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<td>CHD 202</td>
<td><strong>Portfolio and Assessment Preparation</strong></td>
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<td>Topics include CDA credentialing process, knowledge and skills in working with parents, families, and communities, knowledge of the 6 Competency Goals of the 13 functional areas of the CDA process, and preparation of necessary material for CDA credential. This is the final course in a series designed to enable the candidate to acquire the skills, knowledge, and documentation for the CDA assessment. <strong>Prerequisite</strong>: CHD 201</td>
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<td>CHD 205</td>
<td><strong>Infant/Toddler Care and Development</strong></td>
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<td>This course explores the physical, social, cognitive and emotional environments necessary for quality care of infants and toddlers. CDA functional areas taught in this course are as follows: Safe, Healthy, Learning Environment; Infant Development; and Observing children's behavior as they pertain to infants and toddlers. This</td>
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course addresses the intellectual development of children when their basic needs are met and when they are educated and cared for in settings that support their emotional well being.

CHD 221  Child Development / School-Age 3 Credit Hours Competencies
This course is the first course in a series of three preparatory courses to enable the candidate to acquire the skills, knowledge, and documentation needed to be ready for the assessment process for the Michigan School-Age Credential.

CHD 222  Child Development / School-Age 3 Credit Hours Portfolio Preparation
This course is the second course in a series of three preparatory courses to enable the candidate to acquire the skills, knowledge, and documentation needed to be ready for the assessment process for the Michigan School-Age Credential.

Prerequisite: CHD 221

CHD 241  Developmentally-Appropriate 3 Credit Hours Practices in Child Care Center Administration
This course examines the role of the child care administrator in directing successful early childhood centers, following developmentally-appropriate practices. Topics include: policy development, accreditation standards, personnel management, ethical decision-making, safety, childcare licensing regulations, communications skills, professionalism, health, safety, and appropriate business practices. CDA functional areas taught in this course are as follows: Safe, Healthy, Learning Environment, Professionalism, and Program Management.

CHEM 131  Principles of Chemistry 4 Credit Hours
This course is an introduction to general inorganic chemistry. Major topics include measurements, atomic structure, stoichiometry, gas laws, solution chemistry, oxidation/reduction, acid/base chemistry and equilibrium. The course is designed to meet requirements in Nursing and Health Careers Programs and is a prerequisite for admission to the HFCC Nursing Program. The class is also popular among the Liberal Arts students who wish to take a science laboratory class. Three hours of lecture and two hours of laboratory per week.

Prerequisite: 1 year of high school algebra or equivalent

Note: Students with no previous chemistry background should take CHEM 091.

CHEM 141  Principles of General and Inorganic Chemistry I 5 Credit Hours
Includes the study of atomic structure, stoichiometry, molarity, enthalpy, chemical periodicity, bonding and structure, reactions and equations, and properties of gases. This course is for students majoring in science, engineering, mathematics, pharmacy, or other pre-professional programs. Three hours of lecture and four hours of laboratory per week.

Prerequisites: One year of high school algebra or the college equivalent. Also required as a prerequisite is a passing grade on the chemistry pretest or CHEM 095 with C or better; or CHEM 131 with a grade of C or better.

CHEM 142  Principles of General and Inorganic Chemistry II 5 Credit Hours
A continuation of CHEM 141 with special emphasis on properties of liquids and solutions, reaction rates, chemical equilibria, thermodynamics, electrochemistry, acid/base chemistry, nuclear chemistry, and descriptive chemistry of the more common elements (as time allows). Three hours of lecture and four hours of laboratory per week.

Prerequisite: CHEM 141 with a grade of C or better

Suggested Prerequisite: MATH 175

CHEM 132  Principles of Organic and Biological Chemistry 4 Credit Hours
This is the second course in a two-semester sequence. Course work is divided into two parts. The first part is an introduction to organic chemistry, with special emphasis on nomenclature and functional group reactivity. The second part addresses the topics of biochemistry and metabolism at an introductory level. There are three hours of lecture and three hours of laboratory each week.

Prerequisite: CHEM 131 or CHEM 141 or the equivalent

CHEM 241  Organic Chemistry I 4 Credit Hours
An introduction emphasizing structural theory, stereochemistry, physical properties, reaction mechanisms, and functional group chemistry. This course covers the first semester of a full year course. CHEM 241 is a lecture course designed to meet the requirements for science majors, pre-professional biology, pre-professional chemistry, as well as premedical, pre-dental, pre-pharmacy, pre-veterinary, and chemical engineering students. Students should check requirements for organic chemistry at their intended transfer institution.

CHEM 091  Preparatory Chemistry 2 Credit Hours
A basic introduction to chemistry that includes the study of chemical terminology, the periodic table, chemical nomenclature, equation writing, the pH scale, and chemical problem solving. This course is designed for students with no high school chemistry.

Prerequisite: MATH 070 or the equivalent

CHEM 095  Chemical Skills 3 Credit Hours
Includes the study of atomic structure; stoichiometry; molarity, enthalpy, chemical periodicity; bonding and structure; reactions and equations; and properties of gases. This course is for students majoring in science, engineering, mathematics, pharmacy, or other pre-professional programs. Three hours of lecture demonstration per week.

Prerequisite: 1 year of high school algebra or equivalent

CHEM 131  Principles of Chemistry 4 Credit Hours
This course is an introduction to general inorganic chemistry. Major topics include measurements, atomic structure, bonding, chemical periodicity, stoichiometry, gas laws, solution chemistry, oxidation/reduction, acid/base
hours of lecture per week without lab.

**Prerequisite:** At least one semester of college chemistry with a grade of C or better

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**CHEM 242 Organic Chemistry II** 4 Credit Hours

A continuation of Chemistry 241 with emphasis on acid-base chemistry, spectroscopy, and retrosynthetic analysis. Reaction mechanisms and physical properties of the following functional groups will be explored: carbonyl chemistry (aldehydes, ketones, and carboxylic acid derivatives); carboxylic acids; amines; carbohydrates; lipids; amino acids, proteins; and nucleotides. This course is designed to meet the requirements for science majors, pre-professional biology, pre-professional chemistry, as well as premedical, pre-dental, pre-pharmacy, veterinary, and chemical engineering students. Four hours of lecture per week without lab.

**Prerequisite:** CHEM 241 with a grade of C or better

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**CHEM 243 Organic Chemistry Laboratory I** 2 Credit Hours

Microscale glassware and analytical techniques are used to study fundamental organic reactions and the synthesis of organic compounds. Techniques include distillation (simple, fractional, and steam), crystallization, and extraction. Analysis of compounds includes melting points, boiling points, refractive indices, infrared spectroscopy, and chromatography (gas, thin layer, column). Approximately one hour of lecture and three hours of laboratory per week. This meets the Organic Laboratory requirement necessary to enter into Pharmacy, Medical, Dental, and Veterinary schools. Science major transfers will also need to take CHEM 244. Approximately one hour of lecture and three hours of lab per week.

**Prerequisite:** CHEM 141 or the equivalent and CHEM 241 (CHEM 241 can be a co-requisite with instructor’s permission).

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**CHEM 244 Organic Chemistry Laboratory II** 2 Credit Hours

Microscale glassware and analytical techniques are used in this follow-up course to CHEM 243. The primary focus of this course is multi-step organic syntheses and proper research techniques. Practical techniques from the previous course will be applied towards the synthesis of a novel polyaromatic exaphenylbenzene, an antibacterial drug sufanilamide, the flavoring agent cinnamic acid, and the fragrance 2’-bromostyrene. Products will be analyzed (melting point/boiling point, infrared analysis, chromatographic properties (TLC, GC), solubility, refractive index) and compared to literature values to verify their veracity. Research will involve a critical analysis of competitive synthetic methods.

The sequence CHEM 241, 242 (Lecture I and II) and CHEM 243, 244 (Laboratory I and II) will transfer to all Michigan universities to meet their Organic Chemistry requirements for Science Majors. Approximately one hour of lecture and three hours of lab per week.

**Prerequisite:** CHEM 243 and CHEM 242 (CHEM 242 can be a co-requisite with instructor’s permission).

**Note:** Offered occasionally based on student demand.

**CHN 131 Elementary Mandarin Chinese I** 4 Credit Hours

This is a beginning level course in Mandarin Chinese, emphasizing the basic knowledge of language (such as the Mandarin sound system, standard sentence patterns and formal grammar), and the basic communication skills (such as correct pronunciation, the ability to carry on simple conversations, and the ability to write Chinese characters in simplified form). Students will develop the basic skills of listening, speaking, reading and writing in Chinese.

**CIS 100 Introduction to Information Technology** 3 Credit Hours

This course will survey the field of computer technology and information management. Topics emphasized in this course include: computer hardware, networking and telecommunications, the use of the Internet for communication, e-commerce, information retrieval, the social impact of technology, computer security, and industry-related careers and programming techniques. Computer laboratory sessions will briefly introduce students to a variety of software packages that will include the Windows operating system, Internet browsers, e-mail, word processing, spreadsheets, presentation graphics, and database management systems.

**Note:** This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

**CIS 105 Desktop Operating System Concepts** 4 Credit Hours

The purpose of this course is to familiarize the students with installing, using, and maintaining a Desktop Operating System. It is a class intended for application programmers and/or network administrators that plan to work and/or program in a Desktop Operating System environment.

**Prerequisite:** CIS 100

**CIS 107 PC Hardware/Software Installation** 2 Credit Hours

An intermediate course that will teach the student advanced techniques in PC operations (including hardware/software installation and system upgrading/maintenance), system management and PC performance optimization. Actual hardware and software will be installed by the students.

**Prerequisite:** CIS 100

**CIS 111 SQL for Database Development** 3 Credit Hours

An intermediate course familiarizing the student with the SQL language to retrieve and modify tables within a SQL Server database management system. The queries will include outer joins, summary queries and subqueries. Students will use normalization techniques to design and create a database structure. Views and stored procedures will also be discussed. Front-end forms will be created to interface with the back-end table structures.

**Prerequisite:** One semester of any programming language

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**CIS 112 Introduction to Networking** 3 Credit Hours

An introductory course covering the basics of Local and Wide Area Networking. Topics will include discussion of the OSI model, network...
protocols, media architecture and hardware. It will also cover
WANs, remote connectivity, TCP/IP, and the Internet as well as the
troubleshooting of common network problems.
**Prerequisite:** CIS 100

**CIS 113 Wireless LANs** 2 Credit Hours
An intermediate course covering Wireless Networking. Topics will
include the coverage of the IEEE 802.11b standards and relationship
to the OSI model. The class will also cover the planning, installation,
configuration and troubleshooting of Wireless Networking products.
**Prerequisite:** CIS 112

**CIS 114 Introduction to Novell NetWare Administration**
An introduction covering the basics of Novell NetWare Administration.
Topics will include file system setup, user administration, security
configuration, connecting client workstations, Novell Directory Services
management, system monitoring and maintenance as well as the
configuration of network printing.
**Prerequisite:** CIS 112

**CIS 116 Advanced Novell NetWare Administration**
An advanced course that builds on Novell NetWare Administration
skills learned in CIS 114 or elsewhere. The student learns how to
install Novell, NetWare, configure various client workstations and
connect them to an existing LAN. The students will also set up
file systems and install application software, while implementing
network security features. The installation and configuration of ZEN
Works is covered. Server console administration and troubleshooting
network problems will also be discussed.
**Prerequisite:** CIS 114 or equivalent networking experience

**CIS 121 Introduction to the Internet** 2 Credit Hours
The Internet is used by millions of people throughout the world to
share information and ideas and to search for information on all
kinds of topics electronically. This course introduces the student to
the Internet, how it was developed, and how it works. The student
will become familiar with the services and tools available, such as E-Mail,
Telnet, FTP, Gopher and the World Wide Web. The student will access
information through popular online services and will learn about
some of the major sources of information.

**CIS 122 Web/Internet Technologies** 3 Credit Hours
A beginning course familiarizing the student with website usability,
web page authoring, the Internet, networking, and security
fundamentals. Skills obtained will include introduction to web
programming and development in HTML, ASP and Fireworks.

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**CIS 123 Web Pages** 2 Credit Hours
A class designed to demonstrate the various methods of developing,
creating and editing home pages on the Internet. Topics to be
discussed will include: HTML, JAVA, HTML Wizards and HTML
Editors. The students will develop several home pages. The students
will be given instruction on how to post an Internet site on the Web.
**Prerequisite:** CIS 121 or departmental approval

**CIS 124 Introduction to Windows Server Administration**
An introductory course covering the basics of Microsoft Windows
Server Administration. Topics will include installation and
configuration of the server operating system, connecting client
workstations, domain and server management, system monitoring
and maintenance as well as the configuration of network printing.
**Prerequisite:** CIS 112

**CIS 125 Principles of Programming Logic** 4 Credit Hours
A beginning course thoroughly acquainting the student with
programming logic techniques. Structured methods of business
programming are stressed. Topics include business reports, control
breaks, arrays, file maintenance, data validation, character fields,
functions, modules, and numbering systems. The student uses the
microcomputer lab for compilation and testing.
**Prerequisite:** Completion of or concurrent enrollment in CIS 100

**CIS 126 XHTML/HTML/CSS Web Programming**
This course will provide students with a comprehensive mastery of
HyperText Markup Language (HTML) coding practices. Additional
topics include an understanding and use of XHTML, Cascading Style
Sheets (CSS), and Validation according to the guidelines of the World
Wide Web Consortium (W3C). Students will create an entire website
using HTML and CSS.
**Prerequisite:** CIS 125 or ART 107

**CIS 129 Introduction to UNIX with Shell Scripting**
An intermediate-level course that will teach students the fundamentals
of the UNIX Operation System. This will include the file system, e-mail,
editor and standard UNIX utilities. Advanced forms of utilities, regular
expressions, and shell scripts will be covered. There will be emphasis
on understanding how the UNIX shell operates.
**Prerequisite:** CIS 125

**CIS 130 Visual Basic: Net Programming** 3 Credit Hours
An intermediate programming course using Visual Basic.Net
for Windows application development. Coding and debugging
techniques are covered for an object oriented environment. Also
covered is the common Windows form controls used in a graphical
user interface application.
**Prerequisite:** CIS 125

**CIS 132 Active Server Pages: Net Programming** 3 Credit Hours
An intermediate course that will teach the students advanced
technologies of a scripting language used for Web programming.
Topics include state management, the proper use of code-behind files,
ADO.NET skills for handling database data, web services, web server
validation, user and custom server controls.

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Course Descriptions

CIS 157  A+: Hardware  4 Credit Hours
This course is intended to cover the hardware section of the A+ Certification Exam. All types of hardware components will be studied in detail. Installation, configuration, troubleshooting as well as learning how each of these components works. The student will experience hands-on interactive labs with actual hardware components.

Prerequisite: CIS 100 or approval of the department

CIS 158  A+: Operating Systems  4 Credit Hours
This course is intended to cover the software section of the A+ Certification Exam. Various operating systems will be covered from a PC repair technician perspective: how the operating system interacts with the PC’s hardware, the boot process, troubleshooting and interaction with application software. The student will experience hands-on interactive labs with various actual operating systems and application installations.

Prerequisite: CIS 157

CIS 160  COBOL Programming  3 Credit Hours
An intermediate-level course in which the student becomes familiar with COBOL syntax and structured logic techniques. These aspects are reinforced by coding laboratory assignments. The student develops logic, codes, and tests and debugs COBOL programs for data validation, control breaks, and table handling.

Prerequisite: CIS 157

CIS 162  PERL Programming  4 Credit Hours
An intermediate-level course that will teach the students a universal scripting language. PERL combines the flexibility of general-purpose programming languages with many of the popular features of UNIX tools. Students will learn these in performing complex searching and manipulation of text, or of data stored in text format.

Prerequisite: CIS 129 or CIS 170

CIS 170  "C" Programming  3 Credit Hours
An intermediate course familiarizing the student with an interactive text editor and the "C" programming language. These features are taught through detailed lectures and coding laboratory assignments. Students design, code, test, and debug programs using the "C" language.

Prerequisite: CIS 125 or MATH 180

CIS 171  Java Programming  3 Credit Hours
An intermediate-level course familiarizing the student with the Java programming language and its various components using detailed lectures and coding laboratory assignments. Students design, code, test, and debug programs using the Java language.

Prerequisite: CIS 170

CIS 172  JavaScript Programming  3 Credit Hours
An intermediate-level course in which the student becomes familiar with the JavaScript programming language and its various components. These features are taught through detailed lectures and coding laboratory assignments. Students design, code, test, and debug programs using the JavaScript language, a computer language developed by Netscape for advanced Internet development.

Prerequisite: CIS 170

CIS 186  Game Programming  4 Credit Hours
An intermediate course that will familiarize students with the process, concepts, and techniques of game programming. Topics will include game engines, game scripting and programming languages, game authoring systems, game physics, rendering, level, model and terrain editors, interactivity, special effects and networking.

Prerequisite: CIS 125

CIS 210 Web Server Administration  2 Credit Hours
The course introduces students to the installation, configuration, and management of web server software. Students gain hands-on experience installing and administering the two dominant web server software platforms: Apache web server and Microsoft Internet Information Server (IIS). Topics include web server security, performance monitoring and tuning, virtual hosting, proxy servers, and supporting database and dynamic content. This is an excellent course for anyone interested in pursuing or working in the network, server, or web administration; web development; or computer information systems fields.

Prerequisite: CIS 100

CIS 212 Networking II  3 Credit Hours
The course is a continuation of CIS 112. It is intended to cover additional Local and Wide Area Networking topics that will aid the student in preparing for the Comp-Tia Network + Certification test. Topics will include Network Operating System basics (Netware, UNIX, and Windows 2000 Server), maintaining and upgrading networks, ensuring integrity and availability, network security, network design and implementation, advanced trouble shooting techniques, review and practice of all topics for the Certification Exam.

Prerequisite: CIS 112

CIS 215 Advanced Visual BASIC: Net Database Programming  3 Credit Hours
This course is an advanced programming course that focuses on writing Windows application forms that interface with a database management system using the VB.Net language. The topics covered are typed and untyped datasets, bound and unbound controls, data views, and parameterized queries. Many other ADO.Net objects are included in this course.

Prerequisite: CIS 130

CIS 220 System Analysis and Design  3 Credit Hours
An advanced course involving the study of techniques used by the systems analyst to design and implement computerized business information systems. Each student participates in a systems project designed to reinforce course material. Written and oral communication skills necessary for the information technology professional are emphasized.

Prerequisites: CIS 111 and either CIS 160 or CIS 170
CIS 221 Instructional Technology for Elementary Teachers
This computer course introduces elementary education majors to the implementation, application and issues of microcomputers in education. Topics include computer literacy, classroom use of hardware and software for student learning and computer resources to stay current with multi-media technology.
Prerequisite: Enrollment in Pre-Education program
Note: This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

CIS 222 Web Database Development 4 Credit Hours
With PHP
Students will develop a database-backed e-commerce site that includes a product catalog, search functionality, login capabilities, order processing, and site administration. PHP will be used extensively to interact with the database. Additional topics include database design, MySQL, security, alternative scripting and platform options, in-house and hosted storefront options, and e-commerce business and marketing concepts.
Prerequisite: CIS 122

CIS 223 Instructional Technology for Secondary Teachers
This computer course introduces secondary education majors to the implementation, application and issue of microcomputers in education. Topics include computer literacy, classroom use of hardware and software for student learning, and computer resources to stay current with multi-media technology.
Prerequisite: Enrollment in Pre-Education program
Note: This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

CIS 224 FLASH Web Multimedia 4 Credit Hours
An intermediate Internet programming and web design course that familiarizes students with animation for the Web. Basic animation concepts, including plug-ins, frames, tweening, compression and bandwidth will be covered. Students will gain an understanding of the website design process by systematically designing, creating and publishing a web site incorporating web animation techniques that they have learned.
Prerequisites: CIS 126

CIS 227 DREAMWEAVER Web Authoring 4 Credit Hours
A web authoring course focused on the theory and design of Web construction. Topics will include: information architecture concepts, Web project management, scenario development and performance evaluations. This course will also introduce and evaluate the most widely used web authoring tools in industry, such as Macromedia Dreamweaver, Microsoft FrontPage, and Allaire Homesite.
Prerequisites: CIS 126 and ART 107

CIS 229 UNIX System Administration 4 Credit Hours
Covers the effective administration of a UNIX system. Discussion is provided on the internals of the UNIX operation system. Laboratory exercises include system start-up and shutdown, file system management, adding and configuring backups and restorations, device management, system security, and system accounting. Each student is required to complete successfully a series of comprehensive exercises to demonstrate proficiency in system administration.
Prerequisite: CIS 129

CIS 230 C++ Programming 3 Credit Hours
An advanced course for students who have a basic understanding of arrays, pointers, structures, and file I/O. It includes theory and application in developing expanded skills in areas such as data and structures and migrating from “C” to “C++”.
Prerequisite: CIS 170

CIS 232 C+ Programming 4 Credit Hours
An advanced course for students who have a basic understanding of arrays, pointers, structures and object oriented programming. The goal of this course is to provide students with the knowledge and skills they need to develop C+ applications for the Microsoft .NET Platform. The course focuses on C+ program structure, language syntax, and implementation details.
Prerequisite: CIS 170, CIS 171 or CIS 230

CIS 234 Advanced Flash 4 Credit Hours
This course provides instruction and hands-on laboratory experience on advanced Flash development necessary for careers in web multimedia design and development. Topics include complex animations; ActionScript programming; interactivity; ActionScript controlled motion; preloads; forms processing; XML integration; external content; and movie, video, and audio clip management.
Prerequisite: CIS 126

CIS 237 Project Management 4 Credit Hours
An advanced course involving the study of project management techniques used by the information technology profession, including Microsoft Project software, project context, integration, scope, time, cost, quality, human resources, communications, risk, and procurement management. The course provides a foundation for the CompTIA IT Project+ certification.
Prerequisite: CIS 220 or permission of instructor

CIS 280 Information Assurance and Security 4 Credit Hours
This course will provide a comprehensive understanding of Information Assurance and Security as defined in the “National Training Standard for Information Systems Security Professionals.” It will build on material learned in other courses, and introduce information assurance skills that must be demonstrated at a high level of performance to address government and industry security needs.
Prerequisite: CIS 112
Course Descriptions

CIS 295  Network Design and Implementation  3 Credit Hours
This is the final course in the Network Administration degree program. This capstone course provides learning experiences in the design, implementation and support of a Local Area Network. This course covers basic LAN design methods and tools, NetWork Operating Systems, LAN implementation considerations, LAN hardware, and network troubleshooting techniques. Students will design and implement an actual LAN in the lab complete with file servers, workstations, hubs, switches, and routers.  
Prerequisites: Approval of the departmental - contact Brent Fulton 313-845-6426.

CLT 100  Computer Literacy Test  0 Credit Hours

CNT 110  Networking Basics: CCNA 1  4 Credit Hours
This course is the first in a series of four courses leading to a CCNA (Cisco Certified Network Associate) certificate. Topics include the OSI model and industry standards, network topologies, Internet Protocol addressing, media access control addressing, data encapsulation, classes of IP addresses and subnetting, subnet masking, and networking components.  
Note: CNT 110 is offered the first 8 weeks of both the Fall and Winter semesters.

CNT 115  Network Infrastructure Essentials  4 Credit Hours
A basic course designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments.  
Prerequisite: CNT 110 or CIS 112 or permission of the instructor

CNT 120  Routers and Routing Basics: CCNA 2  4 Credit Hours
This course is the second in a series of four courses leading to a CCNA (Cisco Certified Network Associate) certificate. Topics include router elements, router configurations, managing router configuration files, routed and routing protocols, access lists, and RIP and IGRP routing protocols.  
Prerequisite: CNT 110 or CNT 119  
Note: CNT 120 is offered the second 8 weeks of both the Fall and Winter semesters.

CNT 210  Switching Basics and Intermediate  4 Credit Hours
Routing: CCNA 3
This course is the third in a series of four courses leading to a CCNA (Cisco Certified Network Associate) certificate. Topics include VLSM, LAN switching, VLANS, LAN design, single-area OSPF, EIGRP, spanning tree protocol and VLAN trunking.  
Prerequisite: CNT 120  
Note: CNT 210 is offered the first 8 weeks of both the Fall and Winter semesters, and in the Spring.

CNT 220  WAN Technologies: CCNA 4  4 Credit Hours
This course is the final course in the CCNA program sequence leading to a CCNA (Cisco Certified Network Associate) certificate. Topics include WAN and WAN design, NAT and PAT, PPP, ISDN, Frame Relay, network administration, network management, and CCNA certification exam review.  
Prerequisite: CNT 210  
Note: CNT 220 is offered the second 8 weeks of both the Fall and Winter semesters, and during the Summer.

CNT 260  Network Security: Security + Prep  4 Credit Hours
This course is an introduction to network security concepts, communication security, infrastructure security, organizational security, and basic cryptography. The course helps prepare students for the CompTIA Security + certification exam.  
Prerequisite: CNT 120 or permission of the instructor

CNT 281  CCSP-1 Securing Networks with Cisco Routers and Switches (SNRS)
This course will provide network specialists with the knowledge and skills needed to secure Cisco IOS router and switch networks. Successful graduates will be able to secure the network environment using existing Cisco IOS and Catalyst Operating System (CatOS) security features, configure the three primary components of the Cisco IOS Firewall Feature set (context-based access control (CBAC), intrusion prevention, and authentication proxy), implement secure tunnels with virtual private network (VPNs) using IP security (IPSec) technology, and implement basic access switch security.  
Prerequisites: CNT 220 CCNA 4: WAN Technologies or Cisco CCNA Certification Certificate and experience in configuring Cisco Internetwork Operating System (IOS) software basic knowledge of the Windows operating system - familiarity with the networking and security terms and concepts

CNT 282  CCSP2 – Securing Hosts Using Cisco Security Agent (HIPS)
Securing Hosts Using Cisco Security Agent (HIPS) is a course on using the Cisco Security Agent 5.0 product to protect host systems from intrusions and security threats. The Cisco Security Agent functions to protect from intrusions, as compared to simply detecting attempted intrusions. The course takes a task-oriented approach to teaching the skills to deploy and configure and administer the Cisco
Security Agent to protect server and workstation hosts.

**Prerequisites:** CNT 220 CCNA 4: WAN Technologies or Cisco CCNA Certification Certificate and experience in configuring Cisco Internetwork Operating System (IOS) software basic knowledge of the Windows operating system - familiarity with the networking and security terms and concepts

**CNT 291 Advanced Routing: CCNP 1** 4 Credit Hours

An advanced course designed for students preparing for the Cisco Certified Networking Professional (CCNP) certification. This course teaches advanced skills required to implement and support enterprise-class IP routing networks. Topics include scalable network design, EIGRP routing, multi-area OSPF routing, Integrated IS-IS routing, route optimization, BGP, IP multicasting, and IPv6 addressing.

**Prerequisites:** CNT 220: WAN Technologies or Cisco CCNA Certification

**Fall**

**D/E/W**

**Winter**

**D/E/W**

**Spring**

**D/E/W**

**Summer**

**CNT 292 Remote Access: CCNP 2** 4 Credit Hours

An advanced course designed for students preparing for the Cisco Certified Networking Professional (CCNP) certification. The course focuses on remote access technologies including asynchronous connections, point-to-point links, ISDN, frame relay, and security.

**Prerequisites:** CNT 220 or CCNA certification

**Fall**

**E**

**Winter**

**E**

**Spring**

**E**

**Summer**

**CNT 293 Multilayer Switching: CCNP 3** 4 Credit Hours

An advanced course designed for students preparing for the Cisco Certified Networking Professional (CCNP) certification. This course teaches advanced skills required for building enterprise-class switched networks with integrated voice and wireless applications. Topics include campus networks, VLAN implementation, spanning Tree Protocol, inter-VLAN routing, network redundancy, wireless LANs, VoIP, and switch security issues.

**Prerequisites:** CNT 220 CCNA 4: WAN Technologies or Cisco CCNA Certification

**Fall**

**E**

**Winter**

**E**

**Spring**

**E**

**Summer**

**CNT 294 Network Troubleshooting: CCNP 4** 4 Credit Hours

An advanced course designed for students preparing for the Cisco Certified Networking Professional (CCNP) certification. This fourth and final course focuses on troubleshooting network problems. The course focuses on documenting and base-lining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting.

**Prerequisites:** CNT 291, CNT 292, and CNT 293

**COLL 101 College Success** 3 Credit Hours

This course is designed to help students achieve academic success. Students will become aware of techniques in note-taking for reading and listening, test taking, time management, and stress management. The course will also promote the development of a basic vocabulary for a beginning student, the ability to understand oneself and others, and the ability to appreciate the importance of diversity and the college environment.

**Fall**

**D/E**

**Winter**

**D/E**

**Spring**

**Summer**

**COUN 110 Human Potential Seminar** 2 Credit Hours

Uses the group process, which enables each individual to discover and use strengths, talents, and abilities more efficiently. Through goal setting and value clarification, one learns to think positively about oneself and become a more self-directing person.

**Fall**

**D/W**

**Winter**

**D/W**

**Spring**

**D/W**

**Summer**

**COUN 111 Advanced Human Potential Seminar** 2 Credit Hours

Uses the group process and the tools developed in COUN 110 to develop life skills that enable each individual to discover his or her potential and to deal more effectively and efficiently with conflicts, blocks, failures, and life-style problems.

**Prerequisite:** COUN 110 or permission of the instructor

**Fall**

**D/W**

**Winter**

**D/W**

**Spring**

**D/W**

**Summer**

**COUN 114 Stress Management – A Personal Approach** 2 Credit Hours

Provides a supportive group setting for students to examine their own personal sources of stress, how these stress factors are affecting them, and what they can do to develop more effective coping strategies.

**Fall**

**D**

**Winter**

**D**

**Spring**

**D**

**Summer**

**COUN 115 Assertiveness Training** 1 Credit Hour

An experiential course designed to improve communication and behavior. Students learn to differentiate between assertiveness, non-assertiveness, and aggressiveness. Through lectures, discussion, and role-playing, a person begins to become more assertive.

**COUN 116 Assertiveness in Daily Living** 1 Credit Hour

An advanced course in assertiveness focusing on communication problems with parents, siblings, friends, relatives, and strangers, including specific assertive strategies for successful communication with difficult people. Emphasis is on role-playing situations such as refusing a request, asking a favor, responding to criticism, and anger management.

**COUN 118 Assertiveness at Work** 1 Credit Hour

An advanced course in assertiveness that discusses how to get the most out of one’s work environment. One learns how to apply for a job, assertively prepare a boss for a raise, and negotiate salary. In addition, assertive strategy is offered for successfully handling both criticism from peers and a performance review from the boss.

**COUN 119 Issues in Personal Growth** 2 Credit Hours

Designed to give participants the opportunity to learn about and discuss the specific blocks to personal growth they feel in their lives. Students will become aware of how they hinder their ability to do academic work and to find friendship, love, and happiness. Small group interaction is utilized.

**COUN 120 Career Exploration** 1 Credit Hour

Designed to assist students in exploring and assessing their interests, needs, and values in relation to possible occupations and careers. Both readings and small group discussion are utilized.

**Fall**

**D/E/W**

**Winter**

**D/E/W**

**Spring**

**Summer**

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**Henry Ford Community College**
COUN 125 Life Work Planning  
3 Credit Hours
Discussion, testing, and computer research enable participants to examine their own resources, strengths, and constraints to determine what is realistic for future change. Decision-making tools are taught so that effective planning results in harmony between one’s life and work. Potential trouble areas are examined through problem-solving techniques.

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<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Fall</th>
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<tr>
<td>COUN 125</td>
<td>3</td>
<td>E/O</td>
<td>D/E/O</td>
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</table>

COUN 127 Job Interview Counseling  
1 Credit Hour
Offers successful strategies to fight the anxiety that comes with a job interview. Students learn creative methods to secure an interview, what to wear at the interview, how to field questions, what to ask the interviewer, and post-interview follow-up. Each student must have a resume in order to benefit from this class.

<table>
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<tr>
<td>COUN 127</td>
<td>1</td>
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COUN 128 Active Parenting  
2 Credit Hours
Provides classroom discussions, video examples, and a supportive group setting for students to learn the basic principles of active parenting of both children and teens. Students are encouraged to apply these principles to their own situations.

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<td>COUN 128</td>
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COUN 129 Personality Type and Success  
2 Credit Hours
Through the use of the Myers-Briggs Type Indicator, participants will develop a greater understanding and appreciation of self and others. Understanding type differences will promote better interpersonal relationships in the home, work, and other areas of one’s life. Differences in problem-solving and decision-making techniques will also be explored.

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CRJ 131 Introduction to Law Enforcement and Criminal Justice  
3 Credit Hours
An overview of the criminal justice system in the U.S. Topics surveyed are the history of law enforcement; the political, sociological, and philosophic background of police functions; and the criminal courts. Constitutional problems as they relate to the police function are surveyed, and the use of recent technology in criminal justice is discussed.

**Note:** This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

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<th>Course</th>
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CRJ 132 Police Administration Staff and Line Operations  
3 Credit Hours
Focuses on uniformed police operations, both patrol and traffic, as well as principles of organization, management, planning, and crime prevention.

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CRJ 134 Criminal Investigation  
3 Credit Hours
An introduction to criminal investigation and the techniques of forensic science. Topics include information accumulation, specific crimes, and preparation for purposes of prosecution.

**Prerequisite:** CRJ 131

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CRJ 135 Juvenile Justice  
3 Credit Hours
Studies the legal and philosophical basis of the juvenile justice process along with a review of the juvenile court procedures in Michigan. Problems related to delinquency and its control are discussed.

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CRJ 136 Corrections I Introduction to Corrections  
3 Credit Hours
A study of the history and philosophy of corrections. An investigation is made of probation and parole and the impact of prisoner rights law on the system as a whole.

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CRJ 138 Probation and Parole  
3 Credit Hours
Covers treatment of convicted law violators by correctional field services before and after prison, analysis of the role of probation and parole officers, and evaluation of community resources applied to the correctional task.

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CRJ 140 Identity Theft: Prevention & Awareness  
3 Credit Hours
This course will provide students with an overview of the identity theft problem in America. It will include current statistics from around the nation, profiles of specific cases, various prevention techniques and steps to take if you become a victim.

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<td>CRJ 140</td>
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CRJ 141 Corrections Clients - Human Growth and Development  
3 Credit Hours
Investigates human development and its relationship to criminal patterns, stressing the role of environment and family as influences on behavior. Specific problems such as substance abuse and mental pathologies are reviewed, and intervention strategies and treatment alternatives are discussed.

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CRJ 234 Criminalistics: Criminal Investigation Laboratory Techniques  
3 Credit Hours
Offers laboratory experience in the fundamentals of investigation, including fingerprinting techniques and the examination of hair, fiber, glass, and firearms and tool marks.

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CRJ 251 Criminal Law  
4 Credit Hours
A study of the basic elements of criminal law with particular emphasis on definitions of Michigan crimes.

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<td>CRJ 251</td>
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<td>D/E</td>
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</table>

D=Day  E=Evening  W=Weekend  O=Online
CRJ 252  Criminal Procedure  4 Credit Hours
A continuation of CRJ 251, emphasizing criminal procedure, including the laws of arrest and search and seizure, the rights of the accused, and the roles of the prosecutor, judge, jury, and defense counsel in the judicial process. Both Michigan and federal constitutional issues are discussed.

**Prerequisite:** CRJ 251

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<td>CRJ 252</td>
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CRJ 253  Legal Issues in Corrections/Probation and Parole  4 Credit Hours
An introduction to constitutional issues relating to corrections. Study is made of court processes, with particular emphasis on major cases affecting corrections, including probation and parole.

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<tr>
<td>CRJ 253</td>
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</table>

CRJ 285  Topics in Criminal Justice/Law Enforcement  3 Credit Hours
An exit course covering a series of critical issues facing law enforcement personnel. The primary goals are to help the student understand the diverse roles of the public police and prepare for entry into the job market.

**Prerequisites:** ENG 131 and CRJ 131 (plus 3 additional credit hours of Criminal Justice courses)

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<tr>
<td>CRJ 285</td>
<td>3</td>
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</table>

CRJ 286  Topics in Corrections/Probation and Parole  3 Credit Hours
An exit course covering a series of critical issues facing corrections, probation, and parole personnel. The primary goals are to help the student understand the diverse roles of corrections, probation, and parole personnel and prepare for the job environment.

**Prerequisites:** ENG 131 and CRJ 136 (plus 3 additional credit hours of Criminal Justice courses)

<table>
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<tbody>
<tr>
<td>CRJ 286</td>
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</tbody>
</table>

CRJ 291  Criminal Justice Internship  3 Credit Hours
An internship program that provides the student field experience with municipal, county, state, and federal criminal justice agencies and related agencies in the private sector.

**Prerequisites:** A grade point average of at least 2.8, completion of 12 credit hours of criminal justice courses, and written consent of the Criminal Justice Director before registration.

<table>
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<tbody>
<tr>
<td>CRJ 291</td>
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</table>

CRJ 292  Criminal Justice Internship II  3 Credit Hours
A continuation of CRJ 291, designed to enhance the opportunity of selected students to prepare for specific employment.

**Prerequisites:** Successful completion of CRJ 291. A grade point average of at least 2.8, completion of 12 hours of criminal justice, and written consent of the Criminal Justice Director before registration.

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>CRJ 292</td>
<td>3</td>
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</table>

DNC 121  Beginning Tap  2 Credit Hours
A dance form derived from a combination of syncopated African rhythms, Irish clogging, and folk dance. Basic rhythms and steps are explored at a level appropriate for the class. Shoes are discussed during the first class meeting.

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<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>DNC 121</td>
<td>2</td>
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</table>

DNC 141  Beginning Ballet  2 Credit Hours
A dance form originating in the court of Louis XIV. The movement vocabulary, therefore, is in French. This course connects movement with the French term, permitting the student to properly execute the movement and build on a basic movement vocabulary at the barre, at centre, and through the dance space. A universal movement system, classical dance can be understood throughout the world.

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<th>Credit Hours</th>
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<tr>
<td>DNC 141</td>
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</table>

DNC 151  Beginning Modern Dance  2 Credit Hours
Beginning Modern Dance is a beginning level course that provides an exploratory look at dance as a limitless way to express oneself in human movement. Primary emphasis is on developing a basic Modern Dance vocabulary from which to build fresh movement material as well as improving health and fitness of the body, the instrument of dance.

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<tr>
<td>DNC 151</td>
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</table>

DNC 152  Intermediate Modern Dance  2 Credit Hours
Intermediate Modern Dance looks at this genre as an art form that has a limitless way to express oneself in human movement. Primary emphasis is on building from basic Modern Dance vocabulary, developing ways to find original movement material, and on improving health and fitness of the body, the instrument of dance.

**Prerequisite:** DNC 151 or permission of the instructor

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DNC 161  Beginning Jazz Dance  2 Credit Hours
Beginning Jazz Dance is a course in which students learn this big, bold percussive movement with many styles. Primary emphasis is on developing knowledge of and experience in basic Jazz vocabulary accompanied by jazz rhythms and syncopation.

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DNC 162  Intermediate Jazz Dance  2 Credit Hours
A continuation of DNC 161, exploring further the characteristic jazz movements with the use of more intricate footwork and movement phrases or combinations.

**Prerequisites:** DNC 161 or permission of the instructor

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DNC 163  Advanced Jazz Dance  2 Credit Hours
Advanced Jazz Dance emphasizes greater rhythmic complexity and movement phrases along with more specific styles within this genre. It incorporates the study of significant choreographers with their
unique contributions to this dance form.

**Prerequisite:** DNC 162 or permission of the instructor

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**DNC 230**  **Beginning Choreography**  **3 Credit Hours**
The course provides opportunities to use individual creativity through the composition of dance phrases and studies. With the emphasis on “learning by doing,” a student can discover how to manipulate the dance elements of time, space and energy and create thematic material from which to build an entire dance. Movement will mainly be composed for solo rather than group works.

**Prerequisites:** Any level Ballet, Modern, or Jazz class, or concurrent enrollment in such a class, or permission of the instructor

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**DNCA 221 College Dance Company I**  **3 Credit Hours**
Provides advanced dance students the experience of performing in a variety of genres and settings.

**Prerequisite:** Admission by audition each term

**Co-requisite:** Any level Ballet, Modern or Jazz

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**DNCA 222 College Dance Company II**  **3 Credit Hours**
Provides advanced dance students the experience of performing in a variety of genres and settings.

**Prerequisite:** Admission by audition each term

**Co-requisite:** Any level Ballet, Modern or Jazz

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**DNCA 223 College Dance Company III**  **3 Credit Hours**
Provides advanced dance students the experience of performing in a variety of genres and settings.

**Prerequisites:** Admission by audition each term.

**Co-requisite:** Any level Ballet, Modern or Jazz

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**DNCA 224 College Dance Company IV**  **3 Credit Hours**
Provides advanced dance students the experience of performing in a variety of genres and settings.

**Prerequisites:** Admission by audition each term.

**Co-requisite:** Any level Ballet, Modern or Jazz

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**DRAF 110**  **Introduction to Industrial Drafting**  **3 Credit Hours**
A drafting course for the student who plans to pursue the program in Industrial Drafting and CAD Technology or needs instruction in the basics of drafting. Units of instruction include the use of drafting instruments, lettering techniques, geometric construction, orthographic projection, pictorial drawing, basic dimensioning, section and auxiliary views, introduction to assembly drawings, and interpretation of drawings.

**Suggested Prerequisite:** Recommended concurrent with DRAF 120

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**DRAF 120**  **Introduction to CAD**  **4 Credit Hours**
A basic computer-aided drafting class for the student planning to pursue the program in Industrial Drafting and CAD Technology. Topics considered are general computer operations, geometric construction, construction of orthographic drawings, auxiliaries, sectioning, and dimensioning.

**Suggested Prerequisite:** Recommended concurrent with DRAF 110

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**DRAF 123**  **Introduction to CATIA V5**  **2 Credit Hours**
An introductory course in which the student will learn the basics of CATIA V5 and its functionality. The student will use Part Design, Sketcher, Drafting, and Assembly Design Workbenches to make models that are properly constructed and constrained. CATIA’s tools and tool bars will be demonstrated and used in these Work Benches.

**Prerequisite:** The student must have completed one of the following: DRAF 120, equivalent CAD class, CAD work experience, or permission of instructor.

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**DRAF 125**  **CATIA V5 Level II**  **2 Credit Hours**
This course will extend the skills and knowledge of CATIA V5 that were learned in the previous class (DRAF 123). Some Workbenches will be expanded upon from the previous class, and others will be introduced. Topics will include advanced part design, advanced assemblies, kinematics simulations, the use of the specification tree, creating design tables, and using component catalogs.

**Prerequisite:** DRAF 123

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**DRAF 127**  **CATIA V5 Level III**  **2 Credit Hours**
This operations course is in the use of the Drafting and Generative Shape Design (GSD surfacing) Work Benches. The application of dimensions, tolerances, and the creation of advanced views will be learned in the Drafting environment. Instruction in surfacing will include extruding and the creation of simple and complex surfaces in the Generative Shape Design Work Bench.

**Prerequisites:** DRAF 123. Completion of or concurrent enrollment in DRAF 125.

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**DRAF 130**  **Technical Descriptive Geometry**  **3 Credit Hours**
An intermediate-level drafting course in advanced projection techniques. Auxiliary views are used to manipulate geometry to define the relationship between points, lines, planes, and solids. The course also includes topics on revolution, intersections, and developments.

**Prerequisite:** DRAF 110

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**DRAF 142**  **Industrial Detailing**  **4 Credit Hours**
An intermediate-level class in the making of working drawings using proper dimensioning techniques. Showing necessary views, placement of dimensions, use of different dimensioning styles, and...
calculation of tolerances are the basis of instruction. The function and relationship of mating parts in an assembly are considered when dimensioning to ensure proper fit and function. Threads, fasteners, and common manufacturing operations are applied and dimensioned. Standard and commercial parts are selected from catalogs. Set up and application of CAD dimensioning styles and tolerances are utilized.

**Prerequisites:** DRAF 110 and DRAF 120

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>DRAF 210  Die Design</strong></td>
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<tr>
<td><strong>DRAF 220  Machine Element Drafting</strong></td>
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<td><strong>DRAF 230  Jigs, Fixtures, Tools</strong></td>
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<td><strong>DRAF 240  Product Drawing</strong></td>
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<td><strong>DRAF 255  CAD Advanced Techniques</strong></td>
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<td><strong>ELEC 103  Basic Electricity</strong></td>
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<td><strong>ELEC 106  Basic Electronics</strong></td>
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<td><strong>ELEC 115  Digital Circuits I</strong></td>
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<td><strong>ELEC 120  Basic Hydraulics</strong></td>
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</table>

A CAD course to develop skill in the advanced operations of making three-dimensional drawings. Solids analysis and the manipulation of geometry using auxiliary views are practiced. Concepts of descriptive geometry and detailing are reviewed and expanded as they relate to CAD model geometry.

**Prerequisites:** Completion of or concurrent enrollment in DRAF 130 and DRAF 142.

A CAD course to develop skill in the advanced operations of making three-dimensional drawings. Solids analysis and the manipulation of geometry using auxiliary views are practiced. Concepts of descriptive geometry and detailing are reviewed and expanded as they relate to CAD model geometry.

**Prerequisites:** Completion of or concurrent enrollment in DRAF 130 and DRAF 142.

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**DRAF 130 and DRAF 142**

MATH 100 or above is recommended.
design, building, testing, troubleshooting, and repair of industrial hydraulic systems. This course includes lectures, demonstrations, and laboratory activities.

ELEC 103 AC/DC Rotating Machines 3 Credit Hours
An intermediate-level course concentrating on the theory and application of DC motors and generators, AC alternators, and single-phase and three-phase induction motors. Single-phase and three-phase transformers are also covered. This course includes both lectures and laboratory activities with verification of several circuit configurations.

Prerequisites: ELEC 103

ELEC 115 Analog Electronics 1 3 Credit Hours
An intermediate-level course covering fundamental circuits and their characteristics, designed to provide a sound understanding of rectifier circuits and amplifier systems. Laboratory work consists of experiments in rectification, filtering, amplification, and coupling.

Prerequisites: ELEC 106

ELEC 185 Pneumatics 3 Credit Hours
Explores the principles of fluid power pneumatics as they apply to industrial systems. Various pneumatic components are studied with respect to their functions within pneumatic power and control systems. This course includes both lecture and laboratory work.

ELEC 190 Electronics Technology Co-op 1 Credit Hour
An advanced course offering practical work experience in the Electronics Robotics Technology field through participation in a supervised cooperative education program. This course integrates work and classroom experience.

Prerequisites: 16 ELEC credit hours and permission of the instructor

Note: Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

ELEC 195 AC/DC Circuit Analysis 3 Credit Hours
A laboratory-oriented intermediate-level course for electronics majors including the study of DC single- and multi-source circuitry with the application of Loop, Node, and Thevenin's theorems. Also included are AC reactive circuits using both phasors and complex numbers for determining reactance, impedance, and power factor. Also included is the study of three-phase power using Delta and Wye configurations.

Prerequisites: ELEC 103
ELEC 260  Automation Controls and Robotics  3 Credit Hours
A course intended for advanced students with a basic understanding of the programmable controller. Control specifications written by the student for laboratory automation machines and industrial robots are used to implement controls for non-synchronous and synchronous operation of the machine. Specific topics include techniques, terminology, and documentation currently used in automated manufacturing.

Prerequisites: ELEC 245 with a grade of C or better

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ELEC 295  Microprocessor Systems  3 Credit Hours
An advanced-level hands-on course based on the study of the Motorola MC68HC11 microcontroller. Specific topics covered are accumulator instructions, arithmetic and logic instructions, loops and timing instructions, indexed addressing, use of a cross assembler, interfacing with external devices, interrupts, analog-to-digital conversion, timer systems, input capture, EPROM Programming, and serial data interface. A final interface project is required.

Prerequisites: ELEC 215

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ELI 001  Beginning ESL I  6 Credit Hours
Using a vocabulary of about 1,000 words, students will be able to communicate in English in speech, reading, and writing according to the situation, purpose, and roles of participants in circumstances centered on the following themes and using the following grammatical forms. This course is designed to prepare students for ELI 002.

Prerequisites: Students must have writing skills scores of 10-35 and reading skills scores of 10-37 on the ESL COMPASS Test.

ELI 002  Beginning ESL II  6 Credit Hours
This course is designed for non-native speakers of English who need to improve speaking, writing or listening skills. The focus of this course will be on vocabulary, sentence structure and conversational English. There is special emphasis on the use of computer software and the web. Students will role-play and use microphones to improve their pronunciation via video software, and true-to-life activities. This course is designed to prepare students for ELI 003.

Prerequisites: Students must have writing skills scores of 36-41 and reading skills scores of 38-45 on the ESL COMPASS Test.

ELI 003  Intermediate ESL I  6 Credit Hours
This course is designed to introduce students to the parts of speech, sentence variety, paragraph reading, communication in social situations, and cross-cultural differences. Students will have the opportunity to share their views and discussions that revolve around transference and language acquisition. There is special emphasis on the use of computer software and the web. Students will role-play and use microphones to improve their pronunciation via video software, and true-to-life activities. This course is designed to prepare students for ELI 004.

Prerequisites: Students must have writing skills scores of 42-47 and reading skills scores of 46-56 on the ESL COMPASS Test.

ELI 004  Intermediate ESL II  6 Credit Hours
Using a vocabulary of about 3,600 words, students will be able to communicate in English in speech, reading, and writing according to the situation, purpose, and roles of participants in circumstances centered on the following themes and using the following grammatical forms. This course is designed to prepare students for ELI 005.

Prerequisites: Students must have writing skills scores of 48-54 and reading skills scores of 57-69 on the ESL COMPASS Test.

ELI 005  Advanced ESL College  6 Credit Hours
Preparatory Reading and Writing I
This course emphasizes ESL intermediate-level college preparatory reading and writing skills. Students practice study systems, memory strategies, test preparation skills, and organizational skills while improving vocabulary, dictionary skills, understanding of idioms, and spelling. Students practice comprehension skills such as distinguishing general and specific terms, recognizing main ideas, and drawing conclusions. With frequent writing assignments, this course stresses grammatical accuracy, oral and written sentence patterns, and the basic principles and types of paragraph writing. There is special emphasis on the use of computer software and the web and the use of near-native speech. This course is designed to prepare students for ELI 006, English 092, and English 081. It substitutes for English 078 and English 091.

Prerequisites: Students must have writing skills scores of 55-70 and reading skills scores of 70-81 on the ESL COMPASS Test.

ELI 006  Advanced ESL College  6 Credit Hours
Preparatory Reading and Writing II
This course is designed to provide college preparatory reading and writing instruction at an advanced level. Students learn note taking and test preparation skills and practice specialized reading in social science, literature, and mathematics. Reading also focuses on making inferences, retaining concepts, organizing facts, and making judgments. A major objective of the course is to prepare students to write college-level expository essays free from major sentence structure errors, faulty agreement problems, and inappropriate diction. Students continue their study of troublesome structures such as noun clauses, infinitive phrases, and conditional expressions. Students speak and understand at a near-fluency level.

Prerequisites: Students must have writing skills scores of 71-85 and reading skills scores of 82-87 on the ESL COMPASS Test or have passed ELI 005.

ELI 009  Pronunciation and Conversation  3 Credit Hours
for the Non-native Speaker
A developmental course to improve pronunciation and conversational skills of non-native speakers who already have at least intermediate level fluency in English. This course is especially designed for professionals and those students who have learned English primarily from textbooks and who have had little opportunity for oral practice.

Prerequisites: Students must have at least an intermediate-level of fluency in English.

ELI 014  Advanced Reading and Vocabulary  3 Credit Hours
This course is designed to provide ESL college preparatory reading and grammatical review geared to meet the needs of the high-intermediate and advanced students prior to taking ENG 131. The
course will enable students to review and reinforce their vocabulary skills, and understanding of idioms and expressions. The course will encourage students to read and appreciate essays, short stories, and novels written by a variety of American authors.

**Prerequisites:** Students must have writing skills scores of 71 or higher and reading skills scores of 82 or higher on the ESL COMPASS Test. Any English as a second language learner who is currently enrolled in the college and who has successfully completed ENG 678 and ENG 691 is eligible.

**ELI 015 Advanced Grammar and Spelling** 3 Credit Hours
This course is designed to provide ESL college preparatory grammar and spelling instruction at an advanced level. Students learn basic and complex rules of spelling English words. Instruction also focuses on grammatical structures that are particularly troublesome for second language learners of English.

**Prerequisites:** Students must have writing skills scores of 55 or higher and reading skills scores of 70 or higher on the ESL COMPASS Test. Any English as a second language learner currently enrolled in the college is eligible.

**EMS 100 EMT - Basic Fundamentals** 9 Credit Hours
This lecture course presents the technical knowledge and skills necessary for certification as a Basic Emergency Medical Technician (EMT-B). This course focuses on Basic Life Support (CPR), airway management, poisoning emergencies, splinting, disaster management, bleeding, shock, emergency child birth, and psychological emergencies, as well as extrications. This course meets the recommendations of the National Department of Transportation for EMT- Basics. Note that successful completion of this course is required for individuals wishing to take the National Registry Certifying Exam for EMT-Basics.

**Prerequisites:** Concurrent enrollment in EMS 106 and EMS 109.
**Suggested Prerequisites:** AH 105 and AH 100
It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All EMS 100 students must have a current CPR card for the Healthcare Provider, American Heart Association, prior to the 8th week of the EMS 100 level courses. (This can be met by completing AH 105.)

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<td><strong>EMS 106 EMT - Basic Procedures</strong></td>
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<tr>
<td><strong>EMS 109 EMT - Basic Clinical Externship</strong></td>
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**EMS 109 EMT - Basic Clinical Externship** 2 Credit Hours
This course provides a structured clinical experience in the hospital and in the prehospital emergency medical service environment. The purpose of this course is to provide the students an opportunity to demonstrate learned assessment skills, under supervision, in real-life situations. This course meets the recommendations of the National Department of Transportation for EMT-Basics. Note that successful completion of this course is required for individuals wishing to take the National Registry Certifying Exam for EMT-Basics. Due to the nature of this course, all students must have completed the Health Careers Medical packet and provide proof of health insurance prior to attending clinical.

This course is field-based and is self-scheduled with our Clinical Coordinator after the Mid-Term exams for EMS 100 and EMS 106. Students must successfully pass their Mid-Term Exams, turn in complete Health Packets, proof of health insurance, and have purchased the required uniform pants & shoes prior to being allowed to go to the EMS 109 Clinical. Students will receive information from the Clinical Coordinator during the first week of courses. The Clinical Coordinator will come to see students during the EMS 100 class time since EMS 109 does not formally meet on campus.

**Suggested Prerequisites:** AH 100 and AH 105
It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All EMS 100 students must have a current CPR card for the Healthcare Provider, American Heart Association, prior to the 8th week of the EMS 100 level courses. (This can be met by completing AH 105.)

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<tr>
<td><strong>EMS 200 Paramedic I</strong></td>
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**EMS 200 Paramedic I** 3 Credit Hours
This lecture course begins with an overview of EMS systems, injury prevention, medical, legal, and ethical issues as well as general patient assessment. The course progresses the student through advanced assessments in the areas of respiratory and neurologic conditions. The course ends with a focus in pathophysiology as it relates to body functions in the presence of disease or injury.

**Prerequisites:** Acceptance into the Paramedic Program. This is done via a waiting list and is managed through the EMS Program Manager in Health Careers.

Students must have a current NREMT certificate or a current EMT-B MI state license, and have passed the following courses with a C or better: AH 100, AH 120, BIO 233 and BIO 234.

**Note:** All EMS 100 students must have a current CPR card for the Healthcare Provider, American Heart Association, prior to the 8th week of the EMS 100 level courses. (This can be met by completing AH 105.)

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<td><strong>EMS 210 EMT - Basic Clinical Externship</strong></td>
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**EMS 210 EMT - Basic Clinical Externship** 2 Credit Hours
This course provides a structured clinical experience in the hospital and in the prehospital emergency medical service environment. The purpose of this course is to provide the students an opportunity to demonstrate learned assessment skills, under supervision, in real-life situations. This course meets the recommendations of the National Department of Transportation for EMT-Basics. Note that successful completion of this course is required for individuals wishing to take the National Registry Certifying Exam for EMT-Basics. Due to the nature of this course, all students must have completed the Health Careers Medical packet and provide proof of health insurance prior to attending clinical.

This course is field-based and is self-scheduled with our Clinical Coordinator after the Mid-Term exams for EMS 100 and EMS 106. Students must successfully pass their Mid-Term Exams, turn in complete Health Packets, proof of health insurance, and have purchased the required uniform pants & shoes prior to being allowed to go to the EMS 109 Clinical. Students will receive information from the Clinical Coordinator during the first week of courses. The Clinical Coordinator will come to see students during the EMS 100 class time since EMS 109 does not formally meet on campus.

**Suggested Prerequisites:** AH 100 and AH 105
It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All EMS 100 students must have a current CPR card for the Healthcare Provider, American Heart Association, prior to the 8th week of the EMS 100 level courses. (This can be met by completing AH 105.)

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**EMS 205 Paramedic Lab I** 3 Credit Hours
This laboratory course is designed to develop overall patient management skills. This covers equipment, assessment, evaluation, treatment, documentation, communication and more. Subject matter is complementary to the student’s corresponding lecture courses in EMS 200 and EMS 210. This particular lab focuses on team building techniques, IV and medication administration, and the management of respiratory and cardiac patients.

**Prerequisites:** Acceptance into the Paramedic Program. This is done via a waiting list and is managed through the EMS Program Manager in Health Careers.

Students must have a current NREMT certificate or a current EMT-B MI state license, and have passed the following courses with a C or better: AH 100, AH 120, BIO 233 and BIO 234.

Concurrent enrollment in EMS 200, EMS 210 and EMS 290 is required.

**Suggested Prerequisites:** ENG 131 and ENG 132. It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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**EMS 210 Paramedic II** 3 Credit Hours
This lecture course begins with an overview of basic pharmacology and then introduces students to advanced pharmacological concepts. Intravenous access with fluid and medication administration is the main focus leading into full patient assessment and management. The emphasis is placed upon ventilation, airway, and cardiovascular patients. The course builds to the clinical assessment and management of cardiac dysrhythmias and other cardiovascular conditions.

**Prerequisites:** Acceptance into the Paramedic Program. This is done via a waiting list and is managed through the EMS Program Manager in Health Careers.

Students must have a current NREMT cert. or a current EMT-B MI state license, and have passed the following courses with a C or better: AH 100, AH 120, BIO 233 and BIO 234.

Concurrent enrollment in EMS 200, EMS 205 and EMS 290 is required.

**Suggested Prerequisites:** ENG 131 and ENG 132. It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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**EMS 215 Paramedic Lab II** 4 Credit Hours
This laboratory course is designed to develop overall patient management skills. This covers equipment, assessment, evaluation, treatment, documentation, communication and more. Subject matter is complementary to the student’s corresponding lecture courses in EMS 200 and EMS 230. This particular lab focuses on the management of the cardiac patient, mega-code scenarios, traumatic injuries and traumatic resuscitation.

**Prerequisites:** EMS 200, EMS 205, EMS 210, and EMS 290

These courses must be successfully completed within the immediately preceding fall semester. All program entry prerequisites, without exception, must be completed by this time.

Concurrent enrollment in EMS 215: EMS 220, EMS 230 and EMS 295 is required.

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### EMS 230  Paramedic IV  4 Credit Hours
This lecture course helps students to understand the pathophysiology of cardiovascular disease and to recognize and treat the associated dysrhythmias. Students will develop a broad understanding of the anatomy and physiology (review), general pathophysiology, assessment and management of emergencies in the areas of hematology, gastroenterology, toxicology and substance abuse, urology and nephrology, behavioral and psychiatric disorders, and environmental emergencies. This course completes with a special section on geriatric considerations.

**Prerequisites:** EMS 200, EMS 205, EMS 210, and EMS 290. These courses must be successfully completed within the immediately preceding fall semester. All program entry prerequisites, without exception, must be completed by this time.

The following courses must be taken concurrently with EMS 230: EMS 220, EMS 215, and EMS 295.

**Suggested Prerequisites:** ENG 131 and ENG 132

It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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### EMS 240  Paramedic V  3 Credit Hours
This lecture course covers specialty topics such as OB/GYN, newborn resuscitation, and pediatrics. 12-Lead ECG is also covered. This includes 12-Lead ECG application and interpretation.

**Prerequisites:** EMS 220, EMS 215, EMS 230, and EMS 295. These courses must be successfully completed within the immediately preceding winter semester.

The following courses must be taken concurrently with EMS 240: EMS 225 and EMS 299.

**Suggested Prerequisites:** ENG 131 and ENG 132

It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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### EMS 290  Advanced Clinical I  4 Credit Hours
This competency-based course provides the paramedic student with a structured clinical experience in the hospital and field environments. Students must complete designated tasks in specific topic areas. This set of clinical rotations emphasizes airway management skills in the operating room and in the field, global cardiac patient management in the intensive care unit, neurologic assessments and trauma patient management in a variety of clinical settings.

**Prerequisites:** EMS 200, EMS 205, EMS 210, and EMS 290. These courses must be successfully completed within the immediately preceding fall semester. All program entry prerequisites, without exception, must be completed by this time.

The following courses must be taken concurrently with EMS 295: EMS 220, EMS 230, and EMS 115.

**Suggested Prerequisites:** ENG 131 and ENG 132. It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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### EMS 295  Advanced Clinical II  4 Credit Hours
This course is designed to complete the clinical experience as the 2nd year of the paramedic program. Students must choose a “specialty site” and complete designated rotations. Students will experience a multitude of situations in a variety of clinical settings.

**Prerequisites:** EMS 220, EMS 215, EMS 230, and EMS 290. These courses must be successfully completed within the immediately preceding fall semester. All program entry prerequisites, without exception, must be completed by this time.

The following courses must be taken concurrently with EMS 295: EMS 222, EMS 230, and EMS 299.

**Suggested Prerequisites:** ENG 131 and ENG 132. It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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### EMS 299 Advanced Clinical III  4 Credit Hours
This competency-based course provides the paramedic student with a structured clinical experience in the hospital and field environments. Students must complete designated tasks in specific topic areas. This set of clinical rotations emphasizes airway management skills in the operating room and in the field, global cardiac patient management in the intensive care unit, neurologic assessments and trauma patient management in a variety of clinical settings.

**Prerequisites:** EMS 220, EMS 215, EMS 230, and EMS 290. These courses must be successfully completed within the immediately preceding fall semester. All program entry prerequisites, without exception, must be completed by this time.

The following courses must be taken concurrently with EMS 299: EMS 222, EMS 230, and EMS 295.

**Suggested Prerequisites:** ENG 131 and ENG 132. It is recommended that students place into ENG 131 prior to attempting any EMS course.

**Note:** All advanced-level EMS students must maintain a current CPR card for the Healthcare Provider, American Heart Association.

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### EMS 078  Developmental Reading for the Speaker  3 Credit Hours
A developmental course to prepare non-native speakers to read at an acceptable reading level for ENG 081. This course is required for...
all non-native speakers whose scores on the ESL COMPASS Reading Test fall between 70-81. These students must take ENG 078 prior to or concurrently with ENG 091 or ENG 092. Laboratory work is required.

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<td>Basic Reading</td>
<td>3</td>
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**ENG 081 Developmental College Reading 3 Credit Hours**
A developmental course designed to prepare students to read at an acceptable level in ENG 131 and 132 or 135. This course is required of students who must enroll in ENG 093 and whose score on the ASSET Reading Test or the COMPASS test is below the cut-off established by the English Division. Students required to take this course must pass it with a grade of S (Satisfactory) before taking ENG 131.

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<tr>
<td>ENG 081</td>
<td>Developmental College Reading</td>
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<td>D/E/W</td>
<td>D/E/W</td>
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**ENG 083 College Reading Laboratory 1 Credit Hour**
A laboratory course designed to improve reading skills at all levels. Students work with programmed materials, reading kits, audiovisual programs, and teacher-prepared materials. Problems are diagnosed individually, and students attend weekly conferences with the instructor. Evaluation is based on successful completion of assigned work, improvement, and attendance. This course does not substitute for any other English course at HFCC.

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<td>ENG 083</td>
<td>College Reading Laboratory</td>
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<td>D/E/W</td>
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**ENG 084 College Reading Laboratory 2 Credit Hours**
A laboratory course designed to improve reading skills at all levels. Students work with programmed materials, reading kits, audiovisual programs, and teacher-prepared materials. Problems are diagnosed individually, and students attend weekly conferences with the instructor. Evaluation is based on successful completion of assigned work, improvement, and attendance. This course does not substitute for any other English course at HFCC.

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<td>ENG 084</td>
<td>College Reading Laboratory</td>
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**ENG 086 College Writing Laboratory 1 Credit Hour**
Students may elect this Learning Lab course to supplement any HFCC composition courses. This independent study course is designed to improve writing proficiency. Students will receive individual attention in once-a-week conferences with the instructor and will work with computer-assisted materials, audiovisual programs, and teacher-prepared handouts to overcome rhetorical, stylistic, and grammatical problems with writing. Evaluation is based on successful completion of assigned work, improvement, and attendance. This course does not substitute for any other English courses at HFCC.

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<td>ENG 086</td>
<td>College Writing Laboratory</td>
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**ENG 088 Basic Writing: Sentences to Paragraphs 3 Credit Hours**
ENG 088 is intended for students whose placement scores indicate the need to learn basic writing skills before enrolling in ENG 093. Students will learn sentence patterns, grammar, punctuation, and methods for developing and organizing paragraphs. Supplemental laboratory work and conferences will be required. Students must earn a grade of S (Satisfactory) before enrolling in ENG 093.

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<td>ENG 088</td>
<td>Basic Writing: Sentences to Paragraphs</td>
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**ENG 091 Basic Writing for the Non-native Speaker: Sentences to Paragraphs 3 Credit Hours**
ENG 091 is a three-credit hour, generally nontransferable developmental writing course. It is designed to prepare non-native speakers for ENG 092 or ENG 093. Students will learn several sentence patterns, grammatical and mechanical skills, and various methods for developing and organizing paragraphs. Supplemental laboratory assignments and conferences will be required. Students must earn a grade of S (Satisfactory) before enrolling in ENG 092 or ENG 093.

**Prerequisites:** Students must receive ESL COMPASS Writing Test scores that fall between 55 and 70.

**Co-requisites:** Depending on their placement test scores, students may be required to take a reading course in conjunction with ENG 091.

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<td>ENG 091</td>
<td>Basic Writing for the Non-native Speaker: Sentences to Paragraphs</td>
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**ENG 092 Basic Writing for the Non-native Speaker 3 Credit Hours**
A developmental course for students who speak English as a second language. It is designed to prepare students to write compositions meeting ENG 131 and ENG 132 objectives. In addition to reviewing the types of skills taught in ENG 091, students will learn more advanced grammatical and mechanical skills and sentence patterns. These skills will be demonstrated in several types of short essays and other assignments. Supplemental laboratory work and conferences will be required. Students must earn a grade of S (Satisfactory) before enrolling in ENG 131.

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<td>ENG 092</td>
<td>Basic Writing for the Non-native Speaker</td>
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**ENG 093 Basic Writing: Paragraphs to Essays 3 Credit Hours**
ENG 093 is intended for students whose placement scores indicate the need for instruction or review in order for them to write acceptable college compositions in ENG 131. Students may be required to take ENG 081 before or concurrently with ENG 093. Various methods such as lectures, group discussions, textbook exercises, peer review, conferences, and lab work will be used to help students improve their expository writing and study skills. This course does not substitute for ENG 131, 132, or 135. Students must earn a grade of S (satisfactory) before enrolling in ENG 131.

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<td>Basic Writing: Paragraphs to Essays</td>
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**ENG 121 Assisting with Elementary Reading 3 Credit Hours**
Designed for individuals working in elementary classrooms as paraprofessionals or desiring employment in that capacity. This course introduces students to various methodologies used to teach and assess elementary reading and acquaints them with basal series,
content texts, and trade books. Teacher-made materials, various tutorial methods, ways to aid ESL learners, and teacher-assistance techniques are studied also.

Prerequisites: A satisfactory score on the English placement test or a grade of S (Satisfactory) in ENG 093 and a grade of S (Satisfactory) in ENG 081, if required.

ENG 131 Composition 3 Credit Hours
ENG 131 is the first college-level composition course in a two-semester sequence, emphasizing critical reading, critical thinking, and critical writing skills. Through readings students will explore various topics and various types of writing. Through essays, written in and out of class, students will demonstrate the development of a clear main idea through well-organized supporting material, written in correct, effective English. To meet the above goals, a writing assignment which integrates analysis and summary of an article and a persuasive paper incorporating limited outside information will be included. 

Prerequisites: A satisfactory score on the English placement test or a grade of S (Satisfactory) in ENG 092 or ENG 093, and a grade of S (Satisfactory) in ENG 081 if required.

Note: This course meets the graduation requirement for General Education Outcome 4 and 5: Information Literacy and Written Communication.

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ENG 131 (Honors) - Composition 3 Credit Hours
ENG 131 (Honors) is the first college-level composition course in a two-semester sequence, emphasizing critical reading, critical thinking, and critical writing skills. Through readings students will explore various topics and various types of writing. Through essays, written in and out of class, students will demonstrate the development of a clear main idea through well-organized supporting material, written in correct, effective English. To meet the above goals, a writing assignment which integrates analysis and summary of an article and a persuasive paper incorporating limited outside information will be included. This assignment will focus on a theme related to the Honors Colloquium topic. 

Prerequisites: A satisfactory score on the English placement test or a grade of S (Satisfactory) in ENG 092 or ENG 093, and a grade of S (Satisfactory) in ENG 081, if required.

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ENG 132 Composition II 3 Credit Hours
ENG 132 is the second course in the two-semester college-level reading and writing sequence that begins with ENG 131. The course further instructs students in the reading, writing, and critical thinking skills required at four-year colleges and universities and in the workforce. Students will learn how to select, evaluate, analyze, synthesize, reference, and document source material, including a variety of literary works that explore diverse themes and cultural perspectives relating to the Honors Colloquium topic. Students will then use the source material to complete a college-level research paper. 

Prerequisites: A grade of C- or better in ENG 131

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ENG 135 Business and Technical Writing 3 Credit Hours
The second college-level writing course for students in Career Education programs and others interested in professional communication. Students design communications for the kinds of audiences they will address as professionals. They write resumes, letters, memos, short reports, instructional documents, proposals, and an extensive, research-based documented report.

Prerequisite: ENG 131 with a grade of C- or better

Note: This course meets the graduation requirement for General Education Outcome 4 and 5: Information Literacy and Written Communication.

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ENG 139 Creative Writing 3 Credit Hours
An elective writing course that provides students at any level of experience a firm grasp of the fundamentals of imaginative self-expression. The assignments are diverse, ranging from traditional to contemporary forms of poetry, fiction, drama, and imaginative non-fiction, in order to offer students a broad range of new opportunities for development of their own chosen subjects, and new ways to polished their own personal style.

Prerequisites: A satisfactory score on the English placement test or a grade of S (Satisfactory) in ENG 093 and a grade of S (Satisfactory) in ENG 081, if required.

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ENG 231 Introduction to Literature: Poetry and Drama
Focuses on reading, discussion, and written analysis of poems and plays in order to develop an understanding and enjoyment of various authors and works. The poems are mostly British and American, but may, as well, be drawn from other literary traditions; the plays range from ancient Greek tragedy to Shakespeare and modern drama. Video and audio recordings may supplement readings and lectures.

Prerequisite: A grade of C or better in ENG 131.

ENG 232 Introduction to the Short Story 3 Credit Hours
Focuses on reading, discussion, and written analysis of short stories in order to develop an understanding and enjoyment of various authors and works. Stories are drawn from various literary traditions, although emphasis may be placed on the American tradition, which has been especially productive and influential. Emphasis may also be placed on the historical development of the short story as a distinct literary genre.

Prerequisites: A grade of C or better in ENG 131.
**ENG 233  Introduction to the Novel  3 Credit Hours**
Examines how novels both reflect and contribute to the development of the novel as a genre. Students will read major novelists primarily from the nineteenth and twentieth centuries. The titles chosen exemplify important developments and themes in prose fiction, each discussed as a statement of a particular author, a reflection of the times in which the work was written, and an enduring expression of human experience.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 234  Topics in Literature  3 Credit Hours**
A course in literature organized around a specific theme, genre, or field of inquiry. The student may take the course twice for credit, six hours maximum, but only if the topics are different.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 235  American Literature Before 1900  3 Credit Hours**
Through discussion and written analysis, ENG 235 encourages the reading of literary works in their entirety in an attempt to understand the meaning of the texts and their relation to the development of American thought and tradition. Authors include Emerson, Thoreau, Hawthorne, Melville, Dickinson, Whitman, Twain, and Crane. Biographical and critical information is obtained through lectures and reference reading.

*Prerequisite:* A grade of C or better in ENG 131.

*Note:* This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

**ENG 236  American Autobiography  3 Credit Hours**
This course will introduce students to published narratives, autobiographies, memoirs, journals and/or diaries by Americans who have significantly influenced the social, cultural, and political composition of America.

*Prerequisite:* A grade of C or better in ENG 131.

*Note:* This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

**ENG 237  American Literature Since 1900  3 Credit Hours**
Through discussion and written analysis, ENG 237 encourages the habit of reading literary works in their entirety in an attempt to understand the meaning of the texts and their relation to the development of American thought and tradition. Themes include alienation, materialism, race relations, identity, conformity/rebellion, technology, environment, and war. Biographical and critical information is obtained through lectures and reference reading.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 239  Reading in Modern American Poetry  3 Credit Hours**
A survey of modern American poetry emphasizing the period since World War II and including such poets as Robert Frost, Wallace Stevens, William Carlos Williams, Frank O’Hara, Elizabeth Bishop, Anne Sexton, Imamu Amiri Baraka, Gary Snyder, and Allen Ginsberg. Students will learn the techniques and strategies American poets developed to write powerfully of the vast social and cultural changes affecting modern Americans’ lives.

*Prerequisites:* A grade of C or better in ENG 131.

**ENG 241  Shakespeare  3 Credit Hours**
An introduction to the works of William Shakespeare, this course includes reading, discussion, and written analysis of six to eight of Shakespeare’s comedies, histories, and tragedies. Readings can also include Shakespeare’s non-dramatic poetry. Students also have the opportunity to observe, analyze, and evaluate his works in performance, either live or on film. Secondary readings, such as literary criticism and historical context, may also be introduced.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 243  Women’s Lives in Literature  3 Credit Hours**
Women’s Lives in Literature is a course emphasizing the reading and analysis of writing by (or perhaps about) women from the Middle Ages to the present. The materials include drama, poetry, novels, short stories, diaries, memoirs, letters, fantasy, and others. Students will have the opportunity to explore the interaction of dominant and marginal cultures as reflected in literature and the relationship of their individual experiences to women’s lives as portrayed in literature.

*Prerequisite:* ENG 131.

**ENG 245  The Bible as Literature  3 Credit Hours**
Reading, discussion, and written analysis of major literary selections from the Old and New testaments. The Bible will be studied not as a religious document but as a source of ideas and style reflected in various works of world literature.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 246  Introduction to Children’s Literature  3 Credit Hours**
Introduces the forms, themes, history, and uses of literature written for children ages three to twelve. Students learn to evaluate and select literature critically and understand its use in preschool, elementary, and middle school classrooms. Genres to be studied include traditional fiction/folktales, contemporary realistic fiction, picture books, fantasy/science fiction, historical fiction, biography, nonfiction, and poetry/verse.

*Prerequisite:* A grade of C or better in ENG 132.

**ENG 248  African American Literature  3 Credit Hours**
A survey of African American Literature from its eighteenth-century beginnings to the modern era, emphasizing the reading and analysis of representative texts in all genres, including poetry, slave narrative, fiction, essay, and drama.

*Prerequisite:* A grade of C or better in ENG 131.

**ENG 249  Directed Study in English  1 Credit Hour**
A course allowing advanced study under the direction of a member of the English Division faculty. This course may be taken only after consultation with the instructor to determine the course content and the credit hours appropriate for the chosen project.

*Prerequisites:* A grade of C or better in ENG 131 and permission of instructor, English Division Associate Dean, and Vice President of Academic Affairs for Arts and Sciences.

**ENG 295  Directed Study in English  2 Credit Hours**
A course allowing advanced study under the direction of a member of the English Division faculty. This course may be taken only after
consultation with the instructor to determine the course content and the credit hours appropriate for the chosen project.

**Prerequisites:** A grade of C or better in ENG 131 and permission of instructor, English Division Associate Dean, and Vice President of Academic Affairs for Arts and Sciences.

**ENGR 130 Introduction to Engineering** 3 Credit Hours

Instructional course work and projects deal with real-world applications. Teamwork and the technical, economic, safety, environmental, social and ethical aspects of engineering as related to engineering problems are explored. Technical communication skills include reporting of a team on engineering projects.

**Prerequisite:** Pre-engineering enrollment; MATH 110, MATH 112 or high school algebra/trigonometry

**Note:** Recommended for students interested in pursuing a career in engineering.

**ENGR 201 Science of Materials** 3 Credit Hours

An introductory course in the science of engineering materials. The properties of metals, alloys, polymers, and ceramics are correlated with their internal structure (atomic, crystal, micro-, and macro-) and service environment (mechanical, chemical, thermal, magnetic, and radiation effects).

**Prerequisites:** MATH 180 and CHEM 141

**Suggested Prerequisites:** Concurrent enrollment in PHYS 231 and MATH 183 is recommended

**ENGR 232 Statics** 3 Credit Hours

Covers basic concepts and principles of statics including an introduction to the mechanics of materials. Among the topics covered are vector algebra, equilibrium of mechanical systems, centroids, moments of inertia, stress and deflections of beams under load, statically indeterminate loads, and virtual work.

**Prerequisites:** MATH 180 and PHYS 231

**Note:** Recommended for students transferring to engineering school.

**ENGR 233 Dynamics** 3 Credit Hours

Covers basic concepts and principles of dynamics with the application of Newton's Laws of Motion to engineering. Topics covered include kinematics, kinetics of particles and rigid bodies, equations of motion, impulse-momentum principles, impact and work-energy principles, and oscillations.

**Prerequisite:** ENGR 232

**Note:** Recommended for students transferring to engineering school.

**ENT 100 Basic Workplace Skills (PO)** 1 Credit Hour

This course is designed to prepare students to function effectively as a multi-level skilled trade or service technician in the energy/maintenance technology/trade and apprentice fields with emphasis on basic workplace skills and knowledge. The course will emphasize the hands-on aspect of basic skills where possible in a workplace laboratory setting. The course is designed to include the immediate and essential workplace skills required of installation, service, operation and maintenance technicians entering various multiskilled operation and maintenance technician fields. This course covers general workplace and worker personal and employment skills along with safety, hazardous or environmental concerns for workers on the job.

**ENT 101 Introduction to Energy Technology** 2 Credit Hours

Introduces students to Energy Technologies and Renewable Energies by providing the study of basic energy conversion systems, differing energy systems and measurement of their basic quantities. The student is introduced to and uses the basic methods for measuring, monitoring, calculating, and analyzing pressure flow, temperature, humidity, electrical, pneumatic, gas analysis, power systems, energy conversions and types related to natural gas, solar energy, fossil fuels, wind, nuclear energy, biomass energy, thermal energy, fuel cells and energies of the future.

**Prerequisites:** Basic exposure and introduction course to Energy Technology or Fundamentals of Renewable Energies.

**ENT 103 DC and AC Electricity** 3 Credit Hours

This is an introductory course in electricity, covering the fundamentals of DC and AC circuits and circuit calculations. Included are electrical definitions, units of electrical measure, series and parallel resistive circuits, capacitance, and inductance. The use of meters and oscilloscopes will be included during lab experiences along with an introduction to basic wiring and the troubleshooting of circuit faults.

**ENT 104 Heating Technology (PO)** 4 Credit Hours

Prepares students to be multi-functional entry-level service technicians on residential and light commercial gas, oil, and electric forced air and hot water heating systems and equipment. Covers combustion; venting; piping; applied heating system design and installation; electric and electronic microprocessor-based controls; high-efficiency and mid-efficiency equipment; planned service procedures; applied electrical troubleshooting; and reading, sketching, and writing electrical schematic diagrams for service, installation, and troubleshooting. Lab experiences duplicating the workplace are approximately half of the course and include planned service checking; troubleshooting; and installation, repair, and replacement of components using appropriate tools and instruments.

**Prerequisites:** ENT 101 and completion of or concurrent enrollment in ENT 103
### ENT 105 Introduction to RACH (PO)  2 Credit Hours
An introductory course in heating, air conditioning, and refrigeration, providing the student with basic principles in each of the major subject areas and orientation to the service and maintenance technician’s job in the field. Practical laboratory sessions involve copper tubing, test instruments, tools, and equipment.

**Prerequisites:** Completion of or concurrent enrollment in ENT 103

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### ENT 106 Sheet Metal Fabrication for Systems  2 Credit Hours
An introductory, hands-on course that exposes students to the process of layout and fabrication of standard sheet metal fittings. The student, through the use of demonstrations and laboratory exercises, constructs a minimum of twelve standard fittings. This course is 80% hands-on with the remainder concentrating on layout, tools, and safety.

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### ENT 108 Introduction to Heating and Cooling Codes  2 Credit Hours
A basic course which introduces the student to the Michigan Mechanical and AGA Gas Codes which replaced the BOCA codes. This course benefits the student requiring some knowledge of code early in their preparation for job-entry-level skills in the Heating and Cooling and Power Engineering Certificate programs.

**Prerequisites:** ENT 104 and ENT 113, or permission of the instructor

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### ENT 109 HVAC Installation and Start-Up  2 Credit Hours
A course to provide the Entry-Level HVAC Technician the basic skills, hands-on, for installing and starting up an HVAC system. The course will emphasize practical applications of installation and start-up techniques. It will provide examples and simulations of projects that will require knowledge in sheet metal construction and installation, basic electricity and refrigeration as well as the procedures and safety steps for effectively installing and starting up HVAC systems. Good for hands-on experience, 80% lab experience.

**Prerequisites:** ENT 101, ENT 103, ENT 104, ENT 105, ENT 106, ENT 108 and ENT 113

**Note:** Course offered: Mondays, 3:30 p.m. - 5:30 p.m.

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**Prerequisites:** ENT 101, ENT 103, ENT 104, ENT 105, ENT 106, ENT 108 and ENT 113

**Note:** Course offered: Mondays, 3:30 p.m. - 5:30 p.m.

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### ENT 113 Refrigeration Technology  4 Credit Hours
Designed to prepare students to be multi-level service technicians in the refrigeration field, covering basic refrigeration system design and components and equipment for various domestic, residential, and light commercial systems. Subjects include refrigerant characteristics; charging; evacuation, dehydridation, and recovery; use of refrigeration system tools, materials, and instruments; and installation and repair of these systems. Emphasis is on hands-on troubleshooting and maintaining both mechanical and electrical refrigeration system. ARI Refrigeration Certification handling test conducted last day of the class.

**Prerequisites:** ENT 101, ENT 103, ENT 104 and ENT 105

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### ENT 119 Air Conditioning Technology  4 Credit Hours
Prepares students to be multi-level service technicians on residential and light commercial combination of heating and air-conditioning systems. This course covers system design and layout; equipment selection; duct system sizing, venting, air balance, and adjustment; air quality control; psychrometrics of air-conditioning systems; and applied installation and repair of total systems. Emphasis is on hands-on troubleshooting and maintaining residential and light commercial total systems. Students use past-gained knowledge of troubleshooting HVAC equipment through learned process functions of mechanical, electrical components and electrical diagrams.

**Prerequisites:** ENT 101, ENT 103, ENT 104, ENT 105 and ENT 113

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### ENT 141 Power Engineering I - Energy Conversion Fundamental (PO)  2 Credit Hours
A basic course in applied power plant fundamentals which is designed to prepare students to take necessary boiler and steam licensing exams and to prepare them to function effectively as multi-functional power or process plant engineers, boiler operators or heating plant operators. Students study heat fundamentals, basic power plant science, operation and maintenance through applying these principles and related power and heating plant operational concepts to “live” workplace situations. Students operate equipment in a state-of-the-art cogeneration power plant laboratory setting. Lab experiences, which duplicate workplace skills and meet requirements of National Skill Standards, account for 40-60% of the course.

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### ENT 145 Power Engineering II - Boilers and Auxiliaries (PO)  4 Credit Hours
A comprehensive applied technology course designed to prepare students for necessary boiler and steam licensing exams and to function effectively as multi-functional facilities, power or process plant engineers, boiler operators, and heating plant operators. Students learn to operate and maintain boilers and auxiliaries and must operate, service, and maintain boiler and auxiliary equipment in a state-of-the-art cogeneration power plant laboratory setting. Lab experiences, which duplicate the workplace and meet the National Skills Standards, account for half the course.

**Prerequisites:** ENT 141

### ENT 201 Applied Instrumentation: Electronics  3 Credit Hours
An intermediate course designed to provide an overview of electronic instruments. Emphasis is placed on the operation and use of electronic instruments by use of application exercises for specific components. Introduction to microprocessor uses is provided.

**Prerequisite:** ENT 103

### ENT 212 Light Commercial Heating Systems (PO)  3 Credit Hours
An advanced college-level heating course on large commercial/industrial burners and light commercial rooftop systems. This course covers installation, repair, troubleshooting, and service of burners and rooftop systems; flame safeguard control and applications; and boiler
and burner control systems. Students study, sketch, wire, and operate systems in the laboratory, which accounts for 50% of the course. **Prerequisites:** ENT 103, ENT 104 or ENT 141 and ENT 145, or departmental permission

### ENT 216 Light Commercial Refrigeration 3 Credit Hours Systems
An advanced course in the service and installation of light commercial refrigeration and air conditioning units. Laboratory experience (50% of the course) includes installation, repair, replacement of major and minor components, and troubleshooting of such items as terminal air conditioning units, rooftop units, ice machines, walk-in coolers, and retail store equipment. Students make extensive use of electrical schematic diagrams, manufacturers’ service information, service tools, equipment, and instruments. **Prerequisites:** ENT 113 or departmental permission

### ENT 219 RACH Light Commercial Systems 3 Credit Hours
An advanced course continuing the study of light commercial heating, air conditioning/cooling systems. The focus is on the lash up, installation, and troubleshooting of all associated controls and control packages. Through lectures and laboratory experiences, students gain knowledge of the functions, operations and components in relation to pneumatic, electronic and DDC (Direct Digital Control), building control systems. **Prerequisites:** ENT 113 and concurrent enrollment in ENT 212 and ENT 216 or departmental permission

### ENT 230 Michigan Mechanical Contractor 4 Credit Hours Licensing Examination Preparation
Lectures and a variety of testing exercises prepare and help potential contractors qualify to take the Michigan Mechanical Contractor’s License Examination. Taken with qualifications, orientation and pre-examination work to prepare for examinations in the classifications of laws, rules and regulations, refrigeration, limited heating service, limited refrigeration and air conditioning service, and HVAC equipment. **Prerequisites:** The student will first demonstrate that he or she has the necessary work experience and preparation to qualify for the Michigan Mechanical Contractor Licensing Examinations.

### ENT 231 Applied Digital Control Systems 3 Credit Hours
The use of feedback, feedforward, ratio, and Cascade control is covered in appropriate settings. Electronic instrumentation is studied with solid-state electronics and the use of integrated circuitry, as well as digital logic as an introduction to microprocessor control. Final control elements and sizing of control-valves are also covered. **Prerequisites:** ENT 103 and ENT 201

### ENT 235 Industrial Controls Calibration Techniques 3 Credit Hours
Covers the principal aspects of measurement, tuning and calibration. Techniques are demonstrated through laboratory demonstrations and experiences. Emphasis is placed on situations using computer simulations, industrial gauging and standard instrument practices. **Prerequisites:** ENT 201

### ENT 240 Control Systems: Microprocessor Based 3 Credit Hours
An introduction to microprocessor application in process control: integration of microprocessors with combinational instrumentation and control systems. Appropriate languages and computer programs are covered. Computer interface with process instruments and maintenance are emphasized. **Prerequisites:** ENT 101 and ENT 235

### ENT 241 Refrigeration Operator License Review (PO) 3 Credit Hours
Designed for refrigeration operators seeking a license. This course covers the fundamentals of operation and maintenance, focusing on license examination subjects such as knowledge of basic refrigeration, problems in heat transfer and refrigeration system operation, and knowledge of special systems. Students answer questions, work problems, and sketch components and systems. **Prerequisites:** ENT 105 (Students may take the MFMT 241 online course to meet objectives provided by this course)

### ENT 248 Power Engineering First Class License Review (PO) 3 Credit Hours
An advanced steam license review course covering power engineering subjects including basic thermodynamics, boiler operation and maintenance, boiler and plant efficiency and emissions control, pumps, auxiliaries, power plant equipment and accessories, turbines, engines, and compressors. It includes a review of national, state, and local steam and boiler codes. Problem solving and lab experiences are included. **Prerequisites:** Departmental permission (Students may take the MFMT 248 online course to meet objectives provided by this course)

### ENT 256 Power Engineering III 4 Credit Hours
An advanced technology course designed to prepare students to take boiler and steam licensing exams and to function as multi-functional power or process plant engineers, prime mover operations, electric generation equipment operators, and cogeneration plant operators. Students learn to operate and maintain turbines, engines, and plant auxiliaries and accessories and are required to operate, service, and maintain turbine/cogeneration and auxiliary equipment in a state-of-the-art cogeneration power plant laboratory setting. Lab experiences, which duplicate the workplace and meet National Skill Standards, may account for half of the course activities depending upon the students’ backgrounds. **Prerequisites:** ENT 141, completion of or concurrent enrollment in ENT 145 or permission of instructor.

### ENT 259 Power Engineering IV Plant/Building Operations & Maintenance (PO) 2 Credit Hours
An advanced course in applied heat/power plant operation and maintenance designed to prepare students to take boiler and steam licensing exams and to function as multifunctional power or process plant engineers, boiler operators, or heating plant operators. Students learn the operation and maintenance of heat systems and equipment through application of principles and concepts in workplace situations. **Prerequisites:** ENT 141, ENT 145 or concurrent enrollment, or permission of the instructor
ENT 260 Energy Systems Management (PO) 4 Credit Hours
A course in the technical, economic, and regulatory aspects of effective energy management, providing in-depth coverage of the Energy Policy Act and offering a comprehensive learning and problem-solving forum for those who want a broader understanding of the latest energy cost-reduction techniques and strategies. Laboratory applications emphasize both residential and commercial energy systems with extensive use of software simulations through assigned energy sites.

ENT 265 Energy Systems Design 5 Credit Hours
A course presenting the design principles of heating, cooling, and hydronic systems. Topics include both residential and commercial heat loss and gain, equipment selection, duct design, piping design, and air terminal selection.

ENT 267 Bidding and Estimating for the Mechanical Contractor 2 Credit Hours
A course to provide the Mechanical Contractor the basic skills for conducting an estimate for mechanical construction. The course will emphasize practical applications of estimating techniques. There will be a review of basic computer skills in Windows, Word, Excel and software functions. Blueprint reading skills will also be covered. The course will use commercially available software for setting-up and detailing assigned projects.

ENT 269 Project Management 2 Credit Hours
A course that initiates a project management approach to planning, scheduling, and controlling a project through the use of case study method analysis. Participants will understand new project management techniques, organization principles, and group synergism. The course will use Microsoft Project Software’s, Word and Excel as its base.

FRE 131 Elementary French I 4 Credit Hours
Trains the student in pronunciation as well as the basic grammatical principles necessary for comprehending and expressing simple ideas in both spoken and written French. Class assignments are complemented by CD-Roms, tapes, and videos.

FRE 132 Elementary French II 4 Credit Hours
A continuation of FRE 131 with the addition of short stories. Class assignments are complemented by CD-Roms, tapes, and videos.
Prerequisites: FRE 131, one year of high school French, or permission of the instructor

FRE 231 Second Year French 4 Credit Hours
French 231 includes review and application of grammatical principles by means of oral and written exercises. Students practice pronunciation and comprehension of spoken French. Reading both in and out of class promotes speed and comprehension. Class assignments are complemented by CDs, DVDs, tapes and videos.
Prerequisite: FRE 132, three years of high school French, or permission of the instructor

FRE 232 Second Year French, Continued 4 Credit Hours
A continuation of FRE 231, using materials of increasing difficulty. Emphasis is on oral discussion of contemporary life and literature. Students write weekly essays. Class assignments are complemented by CD-Roms, tapes, and videos.
Prerequisite: FRE 231, three years of high school French, or permission of the instructor

FRE 296 Directed Study in French 2 Credit Hours
Individual study of a topic of special interest in the area of French for the Honors student, to be undertaken under the direction of a member of the French staff. Appropriate methods of research are applied, and the results reported in a research paper. This class may be repeated once for credit.
Prerequisites: Open to any student who has completed FRE 132

FS 201 Fire Investigation: Origin and Causes 3 Credit Hours
This course presents the fundamentals of arson investigation. The focus is on types of fires and the techniques used to determine if they are accidental or incendiary in nature. Emphasis is placed on investigation and preservation of evidence. The course content follows the recommendations set forth by the NFPA 921 standard. The MI Fire Fighters Training Council recognizes the course as equivalent to the National Fire Academy course, Arson Detection for the First Responder.
Note: This course is offered at the availability of the staff. In general, the course is offered in the fall.

GEOG 131 Principles of Physical Geography 4 Credit Hours
An overview examining the spatial distribution of the physical environment and major earth systems including plate tectonics, climate, land forms, vegetation, and natural hazards with emphasis on the ways humans utilize and alter the earth’s surface.

GEOG 132 World Regional Geography 3 Credit Hours
An overview examining the spatial distribution of people and places around the world, with emphasis on the cultural, political, social, and economic aspects of regions. Topics are explored by examining
ways that humans interact with the environment and one another. Emphasis is placed on the spatial variation of human activities at all scales from local to global.

**GEOG 131** Elementary German I 4 Credit Hours
Trains the student in pronunciation as well as the basic grammatical principles necessary for comprehending and expressing simple ideas in both spoken and written German. Class assignments are complemented by CD-Roms, tapes, and videos.

**GEOG 132** Elementary German II 4 Credit Hours
A continuation of GER 131 with the addition of short stories. Class assignments are complemented by CD-Roms, tapes, and videos.

**GER 131** Second Year German 4 Credit Hours
Includes application of grammatical principles by means of oral and written exercises. Students practice pronunciation and comprehension of spoken German. Reading of German stories is added for acquisition of vocabulary and class discussion. Students write weekly essays. Class assignments are complemented by CD-Roms, tapes, and videos.

**GEOG 133** Geography of Michigan 2 Credit Hours
A comprehensive survey examining the spatial distribution of the human and environmental landscapes of Michigan. Particular attention is given to the historical geography of settlement and human use of the natural environment.

**GEOG 231** Introduction to Geographic Information Systems 3 Credit Hours
An overview introducing the basic concepts, techniques, and applications of geographic information systems (GIS). Enables students to create spatial data files using GIS software and to manipulate and analyze data. Two hours of lecture/discussion and two hours of laboratory per week.

**GEOL 131** Physical Geology 4 Credit Hours
An introduction to the materials, processes, and concepts of geology. Topics include minerals, rocks, plate tectonics, earthquakes, volcanism, erosion, water, wind, glaciers, and geologic time. Laboratory work is devoted to hands-on projects involving geologic materials and processes, including rocks and minerals, maps, folds and faults, and dating of geologic features and events.

**HCS 124** Introduction to Phlebotomy 1 Credit Hour
This lecture/laboratory course introduces the basic theory and techniques of blood specimen collection. This course focuses upon proper aseptic technique, specialized equipment, adult/pediatric specimen collection procedures including difficult draws, specialized collection procedures, specimen handling, as well as safety issues. Quality issues, communication skills, and legal issues are also discussed. Students are expected to perform several venipunctures and skin punctures on their lab partners during this course. This course is specifically designed as either an optional or required support course for students in one of the health career/nursing programs. This course does not include a clinical component and is not designed to satisfy the national requirements for a certification in phlebotomy.

**HCS 131** Computers in Health Care 3 Credit Hours
Computerized equipment and systems have become vital components within the health care industry. This lecture/lab course is designed to guide health care and nursing students in the fundamentals of computer terminology while stressing applications that are important to the delivery of health care. Students will also review legal and ethical considerations in the processing of confidential patient and medical information. This course meets the HFCC General Education Requirement for Computer Literacy.

**HCS 103** Employment Skills for Health Careers 1 Credit Hour
A lecture course designed to guide the students toward greater understanding of the healthcare industry as well as the organizational behavior work within that industry. Networking, communication skills, conflict management, organization systems, management/employee issues are explored. Students will also develop marketing strategies for health care positions as well as develop strategies for improving their career options.

**HCS 106** Introduction to Geographic Information Systems 1 Credit Hour
This lecture/laboratory course introduces the basic concepts, techniques, and applications of geographic information systems (GIS). Enables students to create spatial data files using GIS software and to manipulate and analyze data. Two hours of lecture/discussion and two hours of laboratory per week.

**HCS 141** Elementary Conversation 3 Credit Hours
An enrichment course entirely conducted in German designed for students wishing to expand active vocabulary, improve oral facility, and write simple compositions. Class discussions are based on assigned readings, student reports, and current events. This course is transferable but not a substitute for a basic language requirement. It can be taken concurrently with GER 231 or GER 232.

**HCS 105** Introduction to Geographic Information Systems 1 Credit Hour
This lecture/laboratory course introduces the basic concepts, techniques, and applications of geographic information systems (GIS). Enables students to create spatial data files using GIS software and to manipulate and analyze data. Two hours of lecture/discussion and two hours of laboratory per week.

**HCS 106** Introduction to Geographic Information Systems 1 Credit Hour
This lecture/laboratory course introduces the basic concepts, techniques, and applications of geographic information systems (GIS). Enables students to create spatial data files using GIS software and to manipulate and analyze data. Two hours of lecture/discussion and two hours of laboratory per week.

**HCS 131** Computers in Health Care 3 Credit Hours
Computerized equipment and systems have become vital components within the health care industry. This lecture/lab course is designed to guide health care and nursing students in the fundamentals of computer terminology while stressing applications that are important to the delivery of health care. Students will also review legal and ethical considerations in the processing of confidential patient and medical information. This course meets the HFCC General Education Requirement for Computer Literacy.
**Prerequisite:** Basic keyboarding skills recommended.

**Note:** This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

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<tr>
<td>HIST 111</td>
<td>Ancient World History</td>
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<td>An historical survey from the dawn of civilization through the decline of the Ancient World's classical civilizations (the eighth century CE).</td>
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<tr>
<td>HIST 112</td>
<td>Early Modern World History</td>
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<td>Continues the study of world civilizations from the eighth century CE to the seventeenth century CE.</td>
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<td>HIST 113</td>
<td>Modern World History</td>
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<td>Continues study of world civilization from the seventeenth century, including the Scientific, Political, and Industrial Revolutions and their global impact.</td>
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<tr>
<td>HIST 151</td>
<td>American History I</td>
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<td>Covers Colonial America and the United States through the Civil War period. Note: This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.</td>
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<td>HIST 152</td>
<td>American History II</td>
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<td>Covers the United States since the Civil War period. Note: This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.</td>
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<td>HIST 225</td>
<td>The Modern Middle East</td>
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<td>Proceeding from the traditional civilizations in the Middle East, examines the impact of the industrialized powers, nationalism, industrialization, and religious and cultural change.</td>
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<td>HIST 230</td>
<td>History of England to 1688</td>
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<td>A narrative of the formation of the English nation from Roman Britain to the time of the Stuarts, with attention to the economic, religious, and social development of the British people, as well as their constitutional and political development.</td>
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<tr>
<td>HIST 235</td>
<td>The Era of the Vietnam War</td>
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<td>This course traces the causation factors leading to the escalation of U.S. involvement in the Vietnam conflict from 1945 until 1975. Within the historical context of colonial rule over Vietnam, as well as, the struggle for Vietnamese nationalism, the political, diplomatic, and military strategy of the United States will be emphasized.</td>
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<td>HIST 236</td>
<td>The American Civil War</td>
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<td>A study of the American Civil War, including the causes, personalities, soldiers, social groups, significant battles, and legacy of America's defining conflict. (1820-1877)</td>
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**HIST 237 The Cold War, 1917-1991: Capitalism, Communism, and the Contest for Global Domination**

Traces the development and evolution of the Cold War from a global perspective, including its roots before and during World War II, through the postwar to the collapse of the Soviet state in 1991.

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<td>HIST 238</td>
<td>The History of Rome, 753 BCE-500 CE</td>
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<td>By exploring the social, political, economic and military aspects of Roman civilization, this course seeks to explain 1) how Rome rose from a small central-Italian city-state to the ruler of the Mediterranean world; 2) how it administered and ruled its diverse populations; and 3) the circumstances surrounding the end of the Roman empire.</td>
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<td>HIST 255</td>
<td>African-American History</td>
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<td>A history of Black citizens in the United States from African beginnings to the present. Particular emphasis is placed upon the conditions of slavery and on the cultural development of Black people since the Emancipation.</td>
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<tr>
<td>HIST 257</td>
<td>History of Women in the United States</td>
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<td>Examines changes in the ideas about women and in the lives of women from colonial times to the present, looking at various classes and ethnic and racial groups. This course also describes the activities and accomplishments of women in the building of the United States.</td>
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<td>HIST 260</td>
<td>American Social History Since 1875</td>
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<td>An historical survey of the last hundred years with special attention to social derangements resulting from industrialization and urbanization. This course is not designed to substitute for HIST 152-American History II.</td>
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<tr>
<td>HIST 262</td>
<td>American Labor History</td>
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<td>Traces the history of American laborers in the contexts of social group character, industrial unionism, and the responses to the changing conditions of the broader American society.</td>
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<tr>
<td>HIST 265</td>
<td>History of Michigan</td>
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<td>A general survey of the historical development of Michigan from the French exploration to the present. The economic, social, and political development of the state is studied as a part of the history of the United States.</td>
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<td>HIST 295</td>
<td>Historical Methods</td>
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<td>Offers an introduction to historical methods, with practical applications for research with historical agencies. The historical investigations are chiefly of the student's own choosing, but it is expected that they will involve assignments off the campus such as at the Dearborn Historical Museum or the Edison Institute at Greenfield Village. This course can only be taken once for transferability. <strong>Prerequisites:</strong> Any two history classes and written consent of the instructor.</td>
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HIST 296 Historical Methods 2 Credit Hours
Offers an introduction to historical methods, with practical applications for research with historical agencies. The historical investigations are chiefly of the student’s own choosing, but it is expected that they will involve assignments off the campus such as at the Dearborn Historical Museum or the Edison Institute at Greenfield Village. This course can only be taken once for transferability.
Prerequisites: Any two history classes and written consent of the instructor

HIST 297 Historical Methods 3 Credit Hours
Offers an introduction to historical methods, with practical applications for research with historical agencies. The historical investigations are chiefly of the student’s own choosing, but it is expected that they will involve assignments off the campus such as at the Dearborn Historical Museum or the Edison Institute at Greenfield Village. This course can only be taken once for transferability.
Prerequisites: Any two history classes and written consent of the instructor

HIT 150 Basic Coding: Theory and Practice 3 Credit Hours
Provides the theory and practice of coding diseases and procedures using ICD-9-CM for inpatient facilities. Incorporates practice in this coding using planned exercises and prototype medical documents. Explores the Prospective Payment System and the significance of Diagnosis Related Groupings. Surveys medical documents, both electronic and paper based, that serve as resources for coding for inpatient reimbursement. Examines the practices and importance of confidentiality of medical information and HIPAA guidelines.
Prerequisites: AH 100, MOA 100, and BCA 140
Co-requisite: MOA 110
Suggested Prerequisites: Although not a prerequisite, anatomy & physiology is recommended for this course.

Fall	Winter	Spring	Summer

HIT 230 Ambulatory Coding 3 Credit Hours
The course provides the theory and practice of coding techniques of coding systems used to capture billing data for care given to patients in settings other than acute care such as ambulatory surgery, emergency care, outpatient care, long term care, observation as well as for care rendered by health care practitioners especially physicians.
Prerequisites: HIT 150, MOA 100, and MOA 110

Fall	Winter	Spring	Summer

Honors 151 Colloquium 3 Credit Hours
An interdisciplinary humanities course that examines a given topic or problem from a variety of approaches. Emphasis is placed on the interchange of ideas among the honors students under the direction of a teacher.
Prerequisites: Henry Ford II Honors Program

Honors 231 Honors Directed Studies 1 Credit Hour
In these sophomore-level directed studies, students are challenged to apply the knowledge and research skills acquired in their freshman year in the Henry Ford II Honors Program. Students work individually with a faculty member of their choice on a mutually-agreed upon study topic. Students present summaries of their research before a meeting of Henry Ford II Honors Program students and faculty held at the end of the semester.
Prerequisite: Henry Ford II Honors Program

Honors 232 Honors Directed Studies 1 Credit Hour
In these sophomore-level directed studies, students are challenged to apply the knowledge and research skills acquired in their freshman year in the Henry Ford II Honors Program. Students work individually with a faculty member of their choice on a mutually-agreed upon study topic. Students present summaries of their research before a meeting of Henry Ford II Honors Program students and faculty held at the end of the semester.
Prerequisite: Henry Ford II Honors Program

Honors 233 Honors Directed Studies 1 Credit Hour
In these sophomore-level directed studies, students are challenged to apply the knowledge and research skills acquired in their freshman year in the Henry Ford II Honors Program. Students work individually with a faculty member of their choice on a mutually-agreed upon study topic. Students present summaries of their research before a meeting of Henry Ford II Honors Program students and faculty held at the end of the semester.
Prerequisite: Henry Ford II Honors Program

Honors 234 Honors Directed Studies 1 Credit Hour
In these sophomore-level directed studies, students are challenged to apply the knowledge and research skills acquired in their freshman year in the Henry Ford II Honors Program. Students work individually with a faculty member of their choice on a mutually-agreed upon study topic. Students present summaries of their research before a meeting of Henry Ford II Honors Program students and faculty held at the end of the semester.
Prerequisite: Henry Ford II Honors Program

Honors 251 Great Works 3 Credit Hours
An introduction to seminal works from a range of disciplines, including literature, philosophy, history, religion, anthropology, psychology, and science. Each “great work” will be explored in terms of its capacity not only to assess issues crucial to its own era but also in terms of its power to illuminate the parameters of ethical, social, and cultural principles in the modern world.
Prerequisites: ENG 131 Honors; Honors Colloquium 151 (for Honors Students); Henry Ford II Honors Program

HOSP 101 Wines of the World 1 Credit Hour
Examines the major grape varieties, the effect of soil and climate, classification systems, and the unique methods of various wine makers. Instruction focuses on the major wine producing areas.

Note: 5 sessions course - see schedule for dates that the class meets.
HOSP 101 Major Wine Grape Varieties 1 Credit Hour  
An advanced class for those students interested in examining varietal wines from many broad geographical areas. Students learn to identify alcohol, acid, sugar, and tannin in wines. Vintage and specialty wines are studied. This course provides information relating to the challenges of wine service in the hospitality industry.  
Suggested Prerequisites: HOSP 101  
Note: 5 sessions course - see schedule for dates that the class meets.

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HOSP 105 Applied Foodservice Sanitation 2 Credit Hours  
A study of food contaminants, bacterial growth, safe food storage, and safe food handling procedures, as well as procedures for scheduling, cleaning, sanitizing, and pest control for facilities and equipment. At the completion of this course students will have the opportunity to take the examination given by the National Restaurant Association - Educational Foundation. Students successfully completing the exam will be awarded the Serve Safe Food Protection Manager Certificate, which is recognized by the local health department.  
Note: Recommended the first semester in the Culinary Arts programs  
Suggested Prerequisites: HOSP 101  
Prerequisites: Concurrent enrollment in HOSP 105

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HOSP 108 Creative Cookery 3 Credit Hours  
Explores the art of cooking, including international dishes, fundamentals of ingredients, and catering techniques. This course stimulates the imagination, brings out originality, and perfects skills, from the initial concept to purchasing, preparation, and culinary presentations.  
Note: Chefs uniform required to be purchased for culinary lab  
Suggested Prerequisites: HOSP 101  
Prerequisites: Concurrent enrollment in HOSP 105

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HOSP 110 Introduction to Hospitality Industry 3 Credit Hours  
Surveys career opportunities in the hospitality industry. Presents hospitality as a single, yet interrelated industry, emphasizing problem-solving tools rather than answers, and points out trends, past and present. The following areas will be explored: marketing, franchising, food service operations, hotel operations, and tourism.  
Note: Chefs uniform required to be purchased for culinary lab  
Suggested Prerequisites: HOSP 101  
Prerequisites: Concurrent enrollment in HOSP 105

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HOSP 115 International Cooking 4 Credit Hours  
Demographic changes and the accessibility of travel have altered our cultural perspective of the world pertaining to a culinary journey. Students will develop a comprehensive picture of cuisines throughout the world. Emphasis will be on the country’s specific ingredients, cooking methods, terminology and presentation. A variety of international dishes will be prepared and served by students. This course will enlighten students on the evolution of each region’s cookery and how it affects the cuisine of the present time.  
Note: Cognate course for the Culinary Arts - Associate in Applied Science Degree. Chefs uniform required to be purchased for culinary lab.

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HOSP 121 Introduction to Quality Food Preparation - Lecture 2 Credit Hours  
Covers basic concepts in food preparation and techniques used in food service operations. This course includes the mastery of basic culinary terminology, proper use of tools and equipment, interpretation of recipes and formulas, and production methodology. Emphasis is placed on proper safety and sanitation.  
Prerequisites: Concurrent enrollment in HOSP 123  
Suggested Prerequisites: HOSP 105

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HOSP 123 Introduction to Professional Cooking - Lab 6 Credit Hours  
Teaches students to apply basic concepts in food preparation and techniques in food service operations, including proper kitchen procedures with hands-on food production methods. The student applies the principles, standards, and practices involved in professional quantity food production.  
Prerequisites: Concurrent enrollment in HOSP 121  
Suggested Prerequisites: HOSP 105  
Note: Chefs uniform required to be purchased for culinary lab - contact department on process to order uniforms before first class session.

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HOSP 130 Food and Nutrition 3 Credit Hours  
Examines basic concepts of nutrition, food composition, food technology, and controversies in nutrition and marketing nutrition in the food service business. Discussion and study topics include carbohydrates, fats, protein, vitamins, minerals, RDA, food labeling, menu planning, weight management, cardiovascular disease, nutrition and cancer, modifying recipes for health and lower calorie content.

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HOSP 140 Advanced Food Preparation 8 Credit Hours  
Provides practical experience in quantity food preparation. This class is designed so that each unit of the kitchen is emphasized. Students participate in broiling, sauteing, meat cutting, baking, preparing buffets, and identifying products. They demonstrate their culinary skills in the student training dining room - Fifty-One O One Restaurant - Student & Culinary Art Center.  
Prerequisites: Completion of or concurrent enrollment in HOSP 123  
Suggested Prerequisites: HOSP 105  
Note: Chefs uniform required to be purchased for culinary lab - contact department on process to order uniforms before first class session.

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HOSP 150 Dining Room Service and Operations 3 Credit Hours  
Applies basic principles of table service in the production dining room. Emphasis is placed upon effective serving procedures and techniques, including cordial and prompt attention to customers.
Course Descriptions

HOSP 160  Hospitality Purchasing   3 Credit Hours
Explains procedures for purchasing food and beverages for hotels, restaurants, and institutions. Emphasis is placed on markets, federal and trade grades, governmental regulations, packaging, comparative versus price buying, yields, and quality controls.

Prerequisites: Completion of or concurrent enrollment in HOSP 110

HOSP 170  Food and Beverage Controls   3 Credit Hours
A detailed study of wines, spirits, beer, soft drinks, and their importance to the hospitality industry. The student becomes familiar with various food and beverage cost control systems. This course emphasizes food and beverage cost calculation, inventory control, and profit.

Prerequisites: Completion of or concurrent enrollment in HOSP 110

Suggested Prerequisites: BMA 110 or higher

HOSP 190  Hospitality Studies Co-op   1 Credit Hour
Offers practical work experience within a hospitality or tourism related organization through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

Prerequisites: Permission of the Cooperative Education Specialist, office T-112

Note: Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

HOSP 210  Hospitality Supervision and Leadership   3 Credit Hours
Covers current topics in the hotel and lodging industry. Students participate in simulated collective bargaining and hotel sales. They also study and review major organizations, hotel management, personnel development and human resources, which include recruiting, orientation, evaluating, discipline, time management and managing change.

Prerequisites: HOSP 110 or concurrent enrollment

HOSP 221  Front Office Procedures and Guest Services   3 Credit Hours
Designed to familiarize the student with the major profit center of the lodging industry - the Rooms Department - including an analysis of the various jobs in the hotel-motel front office. Emphasis is on the guest cycle: reservations, rooming, registration, guest relations, night audit, and check-out procedures.

Prerequisites: Completion of or concurrent enrollment in HOSP 110

Suggested Prerequisites: BCA 140

Note: Required for all Hotel, Restaurant Management students, can be used as a cognate course for Culinary Arts degree.

HOSP 231  Advanced Baking & Pastry   6 Credit Hours
Provide advance study of commercial baking skills, which will enable the students to become industry ready. The course will stress the fundamentals of baking and the production and presentations of cakes and pastries. Students will receive in-depth instruction in the art of cake designing, baking and decorating, including wedding cakes and fondant cakes, European pastries, petit fours and specialty desserts.

Prerequisites: HOSP 140

Note: A chef uniform is required to be purchased for culinary lab - contact department on the process to order uniforms before first class session.

HOSP 241  Garde Manger & Menu Planning   6 Credit Hours
The course will emphasize the art of food preparation and focus on cold foods. Topics of instruction include the preparation and presentation of salads, sandwiches, hors d’oeuvres, cold sauces & dressings, paté & terrine, and sausage making. Students receive in-depth instruction in catering and menu planning. Additional topics reviewed include American Regional Cuisine and Leading sauces and their respective Small sauces.

Prerequisites: HOSP 140

Note: A chef uniform is required to be purchased for culinary lab - contact department on the process to order uniforms before first class session.

HOSP 245  Hotel and Restaurant Desserts   3 Credit Hours
Specifically designed to provide practical information for the individual serious about the baking industry. The emphasis is placed on individual practice and production. This course includes volume banquet desserts, chocolate decorating, sugar casting, and the intricacy of cake decorating. Additional attention is focused on assembling and presenting desserts, including tortes, petit fours, French pastries, candies, and decorative centerpieces.

Note: This course is required for the Culinary and Baking Certificate, and can be used as an elective in the Culinary Arts Associate degree.

Chefs uniform required to be purchased for culinary lab - contact department on the process to order uniform before first class session.

HOSP 250  Hospitality and Travel Marketing   3 Credit Hours
Examines the basic needs and values of cooperative marketing effort among hotels, airlines, restaurants, travel agents, and others in the industry. Discussion and study topics include marketing, research and analysis, development and implementation of marketing plans and strategies, advertising, promotions, public relations, and pricing structures.

Prerequisites: HOSP 110

Note: Chefs uniform required to be purchased for culinary lab - contact department on the process to order uniform before first class session.

D=Day  E=Evening  W=Weekend  O=Online

183
HOSP 280 Culinary Art, Food I 3 Credit Hours
Students will become acquainted with the application of basic concepts in food preparation and techniques in food service operations. This course includes proper use of kitchen procedures with hands-on food production methods. The student will utilize the principles, standards and practices involved in professional quantity food production.

Suggested Prerequisites: HOSP 105
Intended for evening students only - HOSP 280 and HOSP 285 can be substituted for HOSP 121 and HOSP 123 for graduation requirements.

Note: Chefs uniform required to be purchased for culinary lab - contact department on process to order uniforms before first class

HOSP 285 Culinary Art, Food II 3 Credit Hours
A continuation of HOSP 280 covering recipe conversions and modification to produce a variety of food items. Special categories discussed are baking principles and preparation of cold and hot entrees. Students are required to cover menu planning, and demonstrate a mystery basket in the culinary lab.

Prerequisite: HOSP 280

Suggested Prerequisite: HOSP 105
Intended for evening students only - HOSP 280 and HOSP 285 can be substituted for HOSP 121 and HOSP 123 for graduation requirements.

Note: Chefs uniform required to be purchased for culinary lab - contact department on process to order uniforms before first class

HOSP 290 Hospitality Studies Co-Op 2 Credit Hours
Offers practical work experience within a hospitality or tourism related organization through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

Prerequisites: Permission of the Cooperative Education Specialist, office T-112

Note: Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

HPE 142 Advanced First Aid 3 Credit Hours
Provides information and skills for identifying life-threatening conditions and carrying out emergency procedures at the scene of an accident. The American Red Cross Emergency Response certificate is issued if student performance is satisfactory. Also, a student may become certified in Basic Life Support for the professional rescuer. This course is useful to any adult in his or her daily life.

HPE 150 Physiology of Exercise 3 Credit Hours
Designed to teach the basic physiological principles of exercise. The student will learn what changes occur to the body during exercise and as a result of regular exercise. Emphasis is on applied exercise physiology to improve health and fitness of the general population and how to optimize performance. Ideal for the student interested in pursuing further study in the health or physical education field. Also, the serious exercise participant may find this class useful in establishing an individualized exercise program. Physical therapists, nutritionists, and health care professionals find this class a complement to their fields of study.

HPE 151 Methods of Teaching Aerobic Exercise
A course for the individual interested in ideas and teaching techniques used when instructing exercise classes and personal training. The student learns what should be included in a total exercise program and how to develop appropriate exercises for different segments of the population. This course is designed to help students pass industry certification exams in personal training and group exercise.

HPE 152 Tests and Measurements 2 Credit Hours
Provides a background of tests and measurements in health and physical education, including methods for evaluating the health-related and skill-related components of physical fitness. Tests include anthropometric measurement, stress testing, and posture evaluation. Students also learn to evaluate test results and understand how they can be useful to the exercise participant. This course is required in the Fitness Leadership program.

HPE 153 Nutrition 2 Credit Hours
Emphasizes the importance of proper nutrition through the understanding of basic nutrition principles and their application to everyday life. Dietary requirements of protein, carbohydrates, fats, vitamins and minerals are explained along with their food sources. Other topics include digestion and metabolism; weight loss, weight gain and stabilization; water balance and exercise.
### HPE 154 Facility and Equipment Management 2 Credit Hours
Explains the planning and operation of an athletic or health club facility. Specifically, this course includes instruction in the operation of a swimming pool, the selection and care of exercise and strength equipment and the management of a locker room. This is a required course in the Fitness Leadership Program.

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### HPE 192 Internship in Physical Education 2 Credit Hours
This internship is for students nearing completion of the Fitness Leadership program. The student will complete 100 supervised hours in a work setting such as a community center, physical education classroom, physical therapy center or wellness center. Students are encouraged to choose internship sites that will provide important job opportunities as well as strengthen an area in which they are weak. The internship is unpaid and may be completed at times that are convenient for the student and the internship site.

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### HPE 253 Nutrition for the Professional 3 Credit Hours
A course designed to teach health care professionals the basics of nutrition and its application to disease, growth and development.

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### HPE 260 Health, Nutrition, and PE 3 Credit Hours
This course will provide information in the three areas of Health, Nutrition and Physical Education that the classroom teacher will need for knowledge and practical use in teaching. Teaching strategies and projects in Health and Nutrition as well as movement education and games will be presented. The emphasis will be for potential teachers to provide learning experiences for children’s development of positive lifestyle behaviors, as well as to fulfill objectives for the Michigan Model for Health.

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### HPEA 104 Basketball I 2 Credit Hours
Instruction in the fundamental skills of basketball with a comprehensive discussion and implementation of the rules and etiquette.

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### HPEA 105 Bowling I 2 Credit Hours
Instruction in the fundamental skills of bowling with a comprehensive discussion and implementation of the rules, etiquette and terminology of the game.

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 106 Golf I 2 Credit Hours
Instruction in the fundamental skills of golf, including proper use of woods and irons, putting and specialty shots. Rules, terminology and etiquette will be presented.

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 109 Tennis I 2 Credit Hours
Provides instruction in the fundamental skills of tennis, including proper grips, ground strokes, volleys and serves. The rules, terminology, scoring and etiquette of tennis are stressed.

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### HPEA 110 Volleyball I 2 Credit Hours
Covers the fundamental skills, strategy, history, rules and values of volleyball. The student gains social experiences and develops a sense of team play along with an appreciation for the sport as a player and a spectator. Nutrition and health related fitness is included as it pertains to disease prevention and weight prevention.

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### HPEA 117 Weight Train & Phys Conditioning 2 Credit Hours
Includes the principles and proper technique in strength and cardiovascular conditioning including evaluation of all components of physical fitness. Emphasis is on flexibility, strength cardiovascular conditioning, muscular endurance, and body composition. The course includes nutrition and exercise as it relates to weight management and disease prevention. Risk factors are discussed.

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### HPEA 126 Aerobic Dance 2 Credit Hours
An exercise class that uses movement to music for the purpose of producing a more fit cardiorespiratory system. The benefits are similar to those experienced in jogging, cycling, swimming and cross country skiing. In addition, included in the class is strength and flexibility training. Absolutely no dance background is required.

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### HPEA 127 Aquacise 1 Credit Hour
Designed to emphasize the importance of physical fitness through water exercise. The benefits of swimming, proper exercise alignment, and various creative exercises will be incorporated into this class. No swimming skill is required. This course is held off campus. The location varies each semester.

**Note:** This class is always offered in the evening during the first 8 weeks of the fall semester only.

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### HPEA 155 Relax Techniques for Stress Management 2 Credit Hours
Teaches the physiology of the stress response and how to recognize this response. Emphasis is on the use of stress reduction techniques and how to incorporate these into one’s lifestyle.

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### HPEA 204 Basketball II 2 Credit Hours
Further develops the fundamental skills of basketball, encourages a strong interest in the improvement of team play, and explores the different types of offenses and defenses used in the game.

**Prerequisite:** HPEA 104 or permission of the instructor

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### HPEA 205 Bowling II 2 Credit Hours
Designed for students interested in acquiring intermediate-level skills in bowling. Emphasis is on refinement of basic skills and competition in league bowling. This class is held off-campus. The location varies each semester.

**Prerequisite:** HPEA 105 or permission of the instructor

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 206 Golf II 2 Credit Hours
Continuation of HPEA 106. Includes a review of basic skills as well as instruction in course management, competitive events, and the rules of golf.

**Prerequisite:** HPEA 106 or permission of the instructor

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 209 Tennis II 2 Credit Hours
Offers a review of the basic skills, forehand, backhand, and serve, with greater focus on auxiliary strokes, volley, overhead, lob, and spin. Through analysis, drill work, and competitive play, students develop greater ball control, consistency, and court strategy.

**Prerequisite:** HPEA 109 or permission of the instructor

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 210 Volleyball II 2 Credit Hours
Designed to develop intermediate skills in volleyball. Emphasis is on court position and strategy, refinement of skills, and tournament play.

**Prerequisite:** HPEA 110 or permission of the instructor

**Note:** This class is held off-campus. The location varies each semester.

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### HPEA 217 Weight Training and Physical Conditioning II 2 Credit Hours
Continuation of HPEA 117 including the principles and proper technique in strength and cardiovascular conditioning including evaluation of all components of physical fitness. Emphasis is on flexibility, strength cardiovascular conditioning, muscular endurance, and body composition. The course includes nutrition and exercise as it relates to weight management and disease prevention. Risk factors are discussed.

**Prerequisite:** HPEA 117 or permission of the instructor

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### HUM 101 Introduction to the Humanities 3 Credit Hours
Introduces the visual arts, music, and drama of Western and Non-Western societies. This course teaches appreciation of the arts through the study of individual works. It focuses on the aesthetic and technical aspects of the arts, as well as the understanding of the arts in the light of historical and cultural conditions.

**Prerequisites:** ENG 131

### ICO 191 Industrial Co-op 2 Credit Hours
Offers practical work experience within the student's program of study through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

**Prerequisites:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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### ICO 192 Industrial Co-Op (2) 2 Credit Hours
Offers practical work experience within the student's program of study through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

**Prerequisites:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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### ICO 193 Industrial Co-op 1 Credit Hour
Offer practical work experience within the student's program of study through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

**Prerequisites:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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### ICO 194 Industrial Co-Op (3) 2 Credit Hours
Offer practical work experience within the student's program of study through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

**Prerequisites:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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### ICO 195 Industrial Co-op (4) 2 Credit Hours
Offers practical work experience within the student's program of study through participation in a supervised cooperative education program. This course integrates work experience, classroom instruction, and related career issues.

**Prerequisites:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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Course Descriptions

ITAL 131 Elementary Italian I 4 Credit Hours
Trains the student in pronunciation as well as basic grammatical principles necessary for comprehending and expressing simple ideas in both spoken and written Italian. Class assignments are complemented with an audio program that accompanies the text.

ITAL 132 Elementary Italian II 4 Credit Hours
Completes a systematic survey of grammar and includes discussion of cultural topics. Oral expression is emphasized. Class assignments are complemented with an audio program that accompanies the text.

Prerequisite: ITAL 131

JOUR 131 Journalism 3 Credit Hours
A course designed to be an introduction to news writing. In this course the students learn to write exciting news stories, thought-provoking opinion columns, and stimulating reviews. Students also read and analyze professional newspapers.

JOUR 134 Advertising 3 Credit Hours
A study of the advertising industry and how it functions in our lives. The student learns to write advertising copy based on the theories of selling a product. A single advertiser is studied and an advertising campaign is developed.

LGA 120 Introduction to the Law and Paralegalism 2 Credit Hours
This course sets forth the scope of paralegal employment including on-the-job realities of the occupation, ethics, and the language of the law office. The numerous skills required to be successful are examined by introducing students to legal terminology, judicial and legislative systems, professional responsibility, interviewing and factual investigations, and law office management.

Suggested Prerequisite: ENG 131

LGA 121 Legal Writing and Research I 2 Credit Hours
This course sets forth the scope of language in the law office, carefully examines its numerous skills, and promotes a sense of confidence in the various writing activities of a law office.

Prerequisites: ENG 131 and LGA 120

Co-requisites: BLW 253

LGA 122 Legal Writing and Research II 3 Credit Hours
This course introduces legal bibliography and library tools and teaches the basic skills of legal research and the techniques for legal writing. Through a series of progressively complex exercises, students develop their ability to analyze, interpret, and communicate factual information and legal thought.

Prerequisite: LGA 121

LGA 130 Trial Practice and Appeals Civil and Criminal 3 Credit Hours
This course provides an understanding of trial practice in both civil and criminal trials beginning with a review of the preparation of the basic pleading necessary to institute and respond to a civil law suit and the necessary elements of a criminal complaint, warrant, and grand-jury indictment. The course focuses on the discovery process under both the state and federal court rules.

Prerequisite: LGA 121

Co-requisites: LGA 122

LGA 133 Wills, Trusts 2 Credit Hours
This course is a study of the basic provisions of wills and trusts and their effect on the distribution of assets.

Prerequisite: ENG 131 and LGA 121

LGA 134 Probate Administration 3 Credit Hours
This course provides information and procedures with respect to the administration of the estate of a decedent from the time of the notification of death through the final distribution. Included is an examination of court procedure, forms, and documents. Consideration is also given to the tax aspect of estate administration and to client contact.

Co-requisites: LGA 122

LGA 135 Family Law 3 Credit Hours
This course is a survey of general divorce procedures beginning with the pre-commencement interview to determine underlying problems of the parties and possible solutions and to collect pertinent data regarding property, custody, support, or other relief available. Procedures that are introduced include commencement of various actions, functions of Friend of the Court, miscellaneous motion procedures, and order preparation and enforcement. Additionally, marital counseling, support actions, and paternity actions are introduced.

Prerequisite: LGA 121

Co-requisites: LGA 122

LGA 136 Probate Administration (Administration of Decedents Estates) 3 Credit Hours
This course provides information and procedures with respect to the administration of the estate of a decedent from the time of the notification of death through the final distribution. Included is an examination of court procedure, forms, and documents. Consideration is also given to the tax aspect of estate administration and to client contact.

Co-requisites: LGA 122

LGA 137 Property Law 2 Credit Hours
This course presents the principles of property law with particular emphasis on the types of property, property rights, landlord and tenant rights, easements, and bailment. This course is designed to give students a general understanding of the property concepts that permeate the field of law.

Prerequisite: LGA 121

Co-requisites: LGA 122

LGA 138 Corporate and Tax Law 3 Credit Hours
This course explains the various forms that a business association may take, such as sole proprietorship, partnership, and incorporation. The structure, power, formation, registration, rights,
and liabilities to the public of each type of association are included. This course surveys the theory of taxation behind each business association and its ramifications on ownership.

**Prerequisite:** LGA 121

**Co-requisites:** LGA 122

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**LGA 139  Commercial Law and Collection** 2 Credit Hours

This course explains commercial law, including contract formation, the rights and duties of the parties, and their remedies upon default. This course acquaints the student with the sale of goods and the remedies of buyer and seller in the marketplace, as well as the collection process, including debtor and creditor relief, judgments, small claims, bankruptcy, consumer protection, and bills and notes.

**Prerequisite:** LGA 121

**Co-requisites:** LGA 122

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**LGA 141  Personal Injury and Torts** 3 Credit Hours

This course explains the substantive law of negligence, tort, and personal-injury litigation. This course introduces pre-trial case preparation including screening clients, gathering evidence, organizing files, interviewing, and drafting pleadings by the paralegal.

**Prerequisites:** LGA 121

**Co-requisites:** LGA 122

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**LGA 150  Case Management** 2 Credit Hours

This course provides an introduction to the management of document and information organization and case computerization. This study promotes best practices and use of industry standards in connection with document control, document storage systems, case computerization, and case-estimating skills used in the legal field.

**Prerequisites:** BCA 140

**Co-requisites:** LGA 121

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**LGA 292  Legal Assistant Internship** 2 Credit Hours

Offers credit for actual work experience in a legal office. Students should have completed most of the course work in the Legal Assistant program before applying for the internship.

**Prerequisite:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

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**LGA 293  Legal Assistant Internship** 3 Credit Hours

Offers credit for actual work experience in a legal office. Students should have completed most of the course work in the Legal Assistant program before applying for the internship.

**Prerequisite:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

**LGA 294  Legal Assistant Internship** 4 Credit Hours

Offers credit for actual work experience in a legal office. Students should have completed most of the course work in the Legal Assistant program before applying for the internship.

**Prerequisite:** Permission of the Cooperative Education Specialist

**Note:** Co-op is available for the Fall, Winter, and Spring/Summer semesters (Spring/Summer is a full 15-week semester). Placements may be days, evenings, or weekends depending on employer needs.

**MATH 074  Pre-Algebra** 4 Credit Hours

This course is intended to prepare students for algebra in MATH 080 or MATH 100. Topics covered include fractions, percents, measurement and geometry, signed numbers, linear equations and proportions. Techniques of problem solving and applications are included throughout the course.

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**MATH 080  Beginning Algebra** 3 Credit Hours

This course is intended as a developmental course for students who need to develop skills in beginning algebra topics. Topics covered include solutions of linear equations and inequalities, an introduction to graphing linear equations, polynomial operations, factoring, properties of integer exponents, and solutions to quadratic equations by factoring. Techniques of problem solving and applications are included throughout the course.

**Prerequisite:** A grade of C or better in MATH 074 or a satisfactory score on the placement test

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**MATH 100  Basic Technical Mathematics** 4 Credit Hours

This course is intended for students in technology programs who have not had one year of algebra and one year of geometry or who need to review beginning algebra and geometry. Topics include a review of arithmetic, an introduction to the graphing calculator, working with approximate numbers, dimensional analysis, beginning algebra, geometry, trigonometry and statistics. This course emphasizes practical technical applications.

**Prerequisites:** A satisfactory score on the placement test

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**MATH 101  Mathematics for Health Careers** 4 Credit Hours

Provides the mathematical skills required for various careers in the health professions. Topics include computational skills, essential algebraic concepts, ratio and proportion, measurement and geometry, and an introduction to data analysis with problems chosen to represent those commonly encountered in health careers. Problem-solving strategies are included throughout the course.

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**MATH 103  Technical Mathematics** 4 Credit Hours

This course is intended for students in technology programs who have had MATH 100 or one year of Beginning Algebra. Topics covered include functions and graphs, properties of lines, the trigonometric functions, systems of linear equations, rational expressions,
quadratic equations, solution of right triangles, vectors, integer exponents, linear regression, complex numbers, and an introduction to the graphing calculator.

**Prerequisites:** A grade of C or better in MATH 100 or a satisfactory score on the placement test

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<td>MATH 104</td>
<td>Mathematics for Food Service Careers</td>
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<tr>
<td>MATH 112</td>
<td>Trigonometry</td>
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<tr>
<td>MATH 115</td>
<td>College Algebra</td>
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**MATH 104 Mathematics for Food Service Careers**

This course provides the mathematical skills required for various careers in the food service professions. Topics covered include calculator usage, computational skills, ratio and proportion, percentages, measurement, dimensional analysis and an introduction to data analysis with problems chosen to represent those commonly encountered in food.

**Prerequisites:** A grade of “C” or better in HOSP 121 or concurrent enrollment in HOSP 121

**Note:** Math 104 requires the use of a scientific calculator. Any calculator capable of calculating the values of trigonometric, logarithmic and exponential functions is acceptable.

**MATH 110 Intermediate Algebra**

Topics covered include solving linear, quadratic, rational, and square root equations, solving linear inequalities, an introduction to functions, graphs of linear and quadratic functions, rational expressions, exponents, radicals, and solving systems of linear equations. Techniques of problem solving and applications are included throughout the course along with modeling data using linear and quadratic functions.

**Prerequisites:** A grade of C or better in MATH 080 or a satisfactory score on the placement test

**MATH 112 Trigonometry**

Intended for students in a technical or science program that requires a knowledge of trigonometry. Topics include circular functions and their graphs, identities, conditional equations, the solution of triangles, vectors, and physical applications. This course does not satisfy the MATH 180 prerequisite.

**Prerequisites:** A grade of C or better in MATH 110 or MATH 103 or a satisfactory score on the placement test

**MATH 115 College Algebra**

Topics covered include coordinate geometry, functions and their graphs, algebraic and graphical solutions of equations and inequalities, graphs and zeros of polynomial functions, Fundamental Theorem of Algebra, conic sections, linear modeling, systems of equations and inequalities, matrices and their operations, sequences and series, and the Binomial Theorem. Techniques of problem solving and applications are included throughout the course along with an introduction to the usage of graphing calculators.

**Prerequisites:** A grade of C or better in MATH 110 or a satisfactory score on the placement test

**MATH 121 Mathematics for Elementary Teachers I**

Intended for students who are involved in a curriculum for elementary teachers. Topics include problem solving, an introduction to logic, set theory, number theory, numeration systems, whole numbers, and fractions. Concept development, communication skills, both oral and written, and problem solving skills will be addressed in accordance with the NCTM Standards. Topics in algebra will be integrated throughout.

**Prerequisites:** A grade of C or better in MATH 110 or a satisfactory score on the placement test.

**Note:** A graphing calculator is required of each student. The Mathematics Division recommends and uses the TI-83 or TI-83/84 Plus Graphing Calculator.

**MATH 141 Introduction to Statistics**

This course is intended as a first course for students in business administration, education, social sciences, engineering, and other fields in which data are collected and predictions are made. Topics covered include descriptive measures, the summarizing of data, an introduction to probability, discrete probability distributions, normal probability distributions, sampling distributions, estimation, confidence intervals, hypothesis testing, correlation, regression, chi square tests, one-way analysis of variance (ANOCVA), and use of nonparametric tests. In addition, students will use a statistical software package to conduct data analysis and solve applied problems.

**Prerequisites:** C grade or better in MATH 110 or satisfactory score on course placement test.

**Note:** A graphing calculator is required of each student. The Mathematics Division recommends and uses the TI-83 or TI-83/84 Plus Graphing Calculator.

**MATH 150 Finite Mathematics**

For students in business administration and the social sciences. Topics include mathematical models, sets, systems of equations, linear programming, the mathematics of finance, and probability. Students are exposed to using technology for business-related applications.

**Prerequisite:** A grade of C or better in MATH 110 or a satisfactory score on the placement test.

**MATH 153 Calculus for Business, Life and Social Science**

For students in business and life and social sciences but not engineering, mathematics, or physical science majors. This course is an introduction to the study of differential and integral calculus of algebraic, logarithmic, and exponential functions of one variable. Topics covered include graphical, numerical and algebraic determination of derivatives and definite integrals, applications of the derivative including minima and maxima, and integration and its applications. Applications are included throughout the course. Credit cannot be earned for both MATH 153 and MATH 180. **Prerequisite:** A grade of C or better in MATH 115 or MATH 150 or MATH 175, or a satisfactory score on the placement test.
MATH 175 Precalculus  
5 Credit Hours

Topics include algebraic, graphical, and numerical representations of functions, including composition and inverses of functions. The primary focus is the study of rational functions, exponential and logarithmic functions, and trigonometric functions of real numbers and angles. Also included are analytic trigonometry, solutions of triangles, polar coordinates and vectors. Techniques of problem solving and applications are included throughout the course requiring the frequent usage of graphing calculators.

Prerequisites: A grade of C or better in MATH 115 or a satisfactory score on the placement test.

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MATH 180 Calculus I  
5 Credit Hours

For students whose program of study requires a concentration in mathematics. Topics include limits, continuity, the derivative, differentiation of algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions, applications of the derivative, antidifferentiation and the definite integral. Numerical, graphical, and algebraic approaches are used whenever possible. Credit cannot be earned for both MATH 153 and MATH 180.

Prerequisites: A grade of C or better in MATH 175 or a satisfactory score on the placement test.

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MATH 183 Calculus II  
5 Credit Hours

Topics include applications of the integral, techniques of integration, numerical integration, improper integrals, solutions of differential equations, polynomial approximations of functions, and infinite series. Numerical, graphical, and algebraic approaches are used whenever possible. Applications are included throughout the course.

Prerequisites: A grade of C or better in MATH 180.

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MATH 185 Mathematics for Elementary Teachers II  
3 Credit Hours

Intended for students who are involved in a curriculum for elementary teachers. Topics include the rational numbers, the real numbers, algebra, and topics from geometry. Geometer’s Sketchpad will be used to develop geometry content. Concept development, communication skills, both oral and written, and problem solving skills will be addressed in accordance with the NCTM Standards.

Prerequisites: A grade of C or better in MATH 211 and a grade of C or better in ENG 131.

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MATH 186 Mathematics for Elementary Teachers III  
3 Credit Hours

Intended for students who are involved in a curriculum for elementary teachers. Topics include probability and statistics and topics from geometry. Geometer’s Sketchpad will be used to develop geometry content. Computer software will be used to enhance the probability and statistics units. Concept development, communication skills, both oral and written, and problem solving skills will be addressed in accordance with the NCTM Standards.

Prerequisites: A grade of C or better in MATH 221.

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MATH 190 Technical Writing  
3 Credit Hours

Designed to explore selected topics as determined by an instructor. The specific topic or topics are announced together with the prerequisites each term. The student can repeat the course for additional credit when different topics are offered. This course may not be applied toward fulfilling the specific degree requirements for an associate degree.

Prerequisite: Permission of the instructor.
MFMT 102 Applied Mechanical Skills (PO) 2 Credit Hours
An introductory course in the elements of industrial power transmission, motion control, basic hydraulics and pneumatics, alignment, measuring mechanical systems operation and application of mechanical systems and components to industrial process, production operation, and maintenance. Students study and apply procedures for the removal, repair, and installation of machine components and further study methods of installation, lubrication practices, and maintenance procedures for industrial machinery. Includes study of techniques for calibration and repair of electromechanical devices and practice in computations pertaining to industrial machinery.

MFMT 103 Industrial Computer Exploration 2 Credit Hours
This is an introductory course appropriate for all apprentices. The course is designed to provide computer familiarity, not proficiency. Industrial applications of the computer will be stressed. Computer software, programming, storage/input/output devices, and controls as they apply to industry will be explored. Designed as hands-on and primarily competency-based, the course will provide experiences and demonstrations in keyboarding, DOS, word processors, spreadsheets, databases, computer graphics, basic programming and two-dimensional computer aided drafting.

Note: TAFD 115 is the same course.

This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

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MFMT 115 Boiler (LP) Heating Plant Operation & Maintenance (OL)
A basic Boiler (Low Pressure) Heating Plant Operation and Maintenance course covering the necessary information on skills, knowledge and competencies for persons employed as building engineers or seeking positions as building and plant multi-skilled facilities technicians. Building-plant major equipment and controls maintenance for systems are covered to allow the employed or prospective engineer/technician to grasp the elements of operating procedures, required maintenance and repair, along with continuing oversight to ensure continuity of operation. Students study materials which are taken from workplace literature and actual field systems and utilize a workbook to complete sketches, workbook exercises, and optional field activities along with quizzes and exams related to the study materials and field systems.

Note: Time-TBA

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MFMT 116 HP Boiler Operation/Maintenance And License Prep Course (OL)
High Pressure Boiler Operation/Maintenance License Preparation. On-line course.

Prerequisites: Meet current qualifications for taking the HP Boiler Operator’s 3rd or 4th Class local or national Steam License Exams which usually equate to 2-3 years of steam power plant experience. Power engineers in the field with one or more of heating plant or other facilities utility plant operation experience will find this course helpful in preparing for steam license exams as noted above.

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MFMT 116a 3rd Class Turbine/Engine License Prep (OL)
Additional preparation in the Turbine/Engine, Auxiliaries and Refrigeration areas for License Preparation for 3rd Class Steam and Refrigeration or 4th Class NIULPE Licenses. This is a course covering the necessary information on skills, knowledge and competencies for persons employed as boiler operators and plant engineers or seeking positions as plant multi-skilled facilities technicians. Building-plant major equipment and controls maintenance for systems are covered to allow the employed or prospective engineer/technician to grasp the elements of operating procedures, required maintenance and repair, along with continuing oversight to ensure continuity of operation. Students study materials which are taken from workplace literature and actual field systems and utilize a workbook to complete sketches, workbook exercises, and optional field activities along with quizzes and exams related to the study materials and field systems.

MFMT 151 Power and Process Plant Operation (OL)
This is a Basic Power Plant Technology Course designed for persons seeking to enter the field as a power plant operator in a utility plant or industrial process large power plant. This course identifies and involves study of the competencies required for entering this critical field by providing information, review of major and minor power engineering subjects including boilers, basic thermodynamics, boiler operation and maintenance, boiler and plant efficiency and emission control, pumps, auxiliaries, power plant accessories, turbines, engines, electrical, compressors, internal combustion engines, power plant equipment, and review of national, state, and local steam and boiler codes. Provides skill review in solving typical power plant problems and optional laboratory experiences as they may be locally available related to practical exam skills, plant efficiency and basic thermodynamics.

Note: Time-TBA

MFMT 234 Facilities Capstone Project I 2 Credit Hours
Initial advanced course in the facilities area providing a project approach to completing a Facilities Capstone activity using workplace competencies. Students will utilize all skills and knowledge developed in prerequisite courses. Students must complete the entire project development to allow hands-on interfacing through planning, completing set-up procedures, performing required maintenance and repair, along with testing and evaluation proper operation. Students work in labs which duplicate the workplace completing multi-skilled tasks similar to those completed by skilled technicians in the field.

Prerequisites: MFMT 222-229 or permission

MFMT 241 Power Engineering/Refrigeration License Review (OL)
An advanced college level 1st, 2nd, and 3rd Class Refrigeration Operator License Review and Refrigeration Journeyman course providing information and review of the fundamentals of refrigeration thermodynamics, refrigerants, metering devices, refrigeration system components, refrigeration system operation for ammonia and other refrigerants and refrigeration system operation and maintenance. The course focuses on license exam subjects
**Henry Ford Community College**

requiring knowledge of basic refrigeration, working heat transfer and refrigeration system operating problems, and special systems covered on the license exams. Students are required to answer questions, work problems, and sketch components and systems.

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<th>Course Title</th>
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<td>MFMT 248</td>
<td>Power Engineering-Steam License Review Course (OL)</td>
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<td>MGT 230</td>
<td>Principles of Management</td>
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<td>MGT 231</td>
<td>Supervision and Teambuilding</td>
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<td>MGT 232</td>
<td>Human Resources Management</td>
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<td>MGT 237</td>
<td>Psychology in the Workplace</td>
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<td>MGT 238</td>
<td>Labor-Management Relations</td>
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<td>MGT 240</td>
<td>Creative Problem Solving</td>
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<td>MGT 241</td>
<td>Small Business Management &amp; Entrepreneurship</td>
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<tr>
<td>MOA 100</td>
<td>Medical Office Procedures I - Administrative</td>
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**MFMT 248 Power Engineering-Steam License Review Course (OL)**

A preparatory-level Steam License Review course providing information, review of major and minor power engineering subjects including boilers, basic thermodynamics, boiler operation and maintenance, boiler and plant efficiency and emissions control, pumps, auxiliaries, power plant accessories, turbines, engines, electrical compressors, internal combustion engines, power plant equipment, and review of national, state, and local steam boiler codes. Provides skill review in solving typical power plant problems and laboratory experiences as available related to practical exam skills, plant efficiency and basic thermodynamics.

**Prerequisites:** Power Engineers and Stationary Engineers seeking a First and/or Second Class Steam License who have been working in the field a minimum of 5-6 years after completing their education or apprenticeship. Having been out of school for this extended period, a review course must be provided to allow these engineers to prepare to take advanced license exams. Students completing HFCC Power Engineering courses have gained lab-type field experience which would allow them to further their education and preparation toward gaining higher class licenses. Power engineers with 4-6 years of experience in a heating plant or other facilities utility plant, industrial steam process power plant and/or utility power plants will find this course helpful in preparing for steam license exams.

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**MGT 230 Principles of Management**

This course is a study of the functions, principles, and philosophy of modern management, as well as the nature and structure of organizations. Brief consideration also is given to recent developments in corporate decision making and styles of managerial leadership. Classes consist of lectures, discussions, and case studies.

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**MGT 231 Supervision and Teambuilding**

This course is designed for supervisors, individuals recently promoted to supervision, and employees interested in moving into a supervisory role. Through this highly interactive class, students will be assisted in developing and improving their supervisory skills. Students will learn effective leadership techniques that will enable them to build strong teams that achieve synergy. Students will be able to examine their leadership style and compare it to more effective models. Role-playing and discussion sessions are an integral part of most class sessions.

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**MGT 232 Human Resources Management**

This course examines business organization and management as they apply to the personnel functions of recruitment selection, placement, induction, and training. Attention is given to job analysis; evaluation; maintenance; and measurement of morale, union-management relations, and the economic and physical security of employees.

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**MGT 237 Psychology in the Workplace**

This course is an introduction to psychological theory, research, and practice as they relate to the business environment. Workplace issues examined include selection criteria and predictors, training and development, performance appraisal, employee motivation and satisfaction, and occupational health.

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**MGT 238 Labor-Management Relations**

This course examines the principles underlying the management-union relationship; analyzes the legal and institutional framework in which collective bargaining takes place; and probes the nature, content, and problems of the collective bargaining process through lecture, discussion, and case analysis. Additionally, the purpose and problems of employee benefit plans are analyzed. Both principles and techniques of collective bargaining are emphasized.

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**MGT 240 Creative Problem Solving**

This course operates as a workshop with emphasis on experimentation, group studies, and students’ input based on the expression of their needs. This course examines the history of creativity, recent findings of creativity research, and the application of those findings to problem-solving techniques. The introduction of such techniques to the work place is studied and planned.

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**MGT 241 Small Business Management & Entrepreneurship**

This course examines the role of small business and entrepreneurship in the economy. The role of and need for a business plan when starting a business are examined. Financial, marketing, management, and location considerations are examined. Internet and online businesses are discussed. Students prepare a business plan for a start-up business of their choosing.

**Co-requisites:** BBA 131

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**MOA 100 Medical Office Procedures I - Administrative**

Serves as the foundation course for the Medical Assistant and Medical Receptionist and Medical Insurance Specialist programs. This course presents the administrative and office skills needed for understanding the significance of membership in a service profession. Topics included are personal qualifications, employability skills, ethical/legal responsibilities, receptionist duties, scheduling appointments, telephone techniques, filing, maintaining patient records, billing and collecting fees, bookkeeping, and computer
applications.

**Co-requisites**: AH 100

**Note**: Students considering either the Medical Office Assistant, the Medical Receptionist, or Medical Insurance Specialist programs need to coordinate their schedule with the health careers advisor.

Please review the Admission Requirements for the Medical Assistant Program as well as the recommendations for the Medical Receptionist and Medical Insurance Specialist programs.

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**MOA 110**  **Processing Health Insurance**  **2 Credit Hours**

This lecture/lab course is designed as an introductory insurance billing course centering on the medical office as well as physician insurance billing. It presents the coding procedures using the CPT/HCPCS Manual and related ICD-9 diagnosis necessary for billing Blue Shield, Medicare, Medicaid, and commercial carriers. Students will complete insurance claim forms for each of the major carriers.

**Co-requisites**: AH 100 and MOA 100

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**MOA 120**  **Medical Office Computer**  **2 Credit Hours**

Lecture and laboratory experiences will introduce the learner to microcomputer applications unique to the medical office. Applications will include the following computerized tasks: establishing information files, appointments, patient account information, accounts receivable, aging accounts, insurance billing, recall notice, and production reports.

**Co-requisites**: AH 100 and MOA 100

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**MOA 150**  **Medical Office Assistant**  **5 Credit Hours**

An advanced course designed for students admitted to the program, includes the medical assisting principles and procedures specifically related to the clinical area, such as vital signs, administration of medications, venipuncture, medical and surgical asepsis, assisting with examinations and treatments, electrocardiography, routine diagnostic laboratory tests, and medical emergencies.

**Prerequisites**: MOA 100, MOA 110, MOA 120, AH 100, BIO 134 and admission to the MOA Program.

**Co-requisites**: MOA 160, MOA 170, HPE 142, and PSY 131

**Note**: Students must be formally admitted into the Medical Assistant Program for MOA 150.

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**MOA 160**  **Basic X-Ray Techniques**  **2 Credit Hours**

Designed for medical assistants and other health care workers who assist with radiographic procedures in ambulatory care facilities. This lecture/lab course focuses upon the basic components of radiation protection, radiation safety, basic radiologic positioning, fundamental procedures, equipment, special studies, darkroom procedure as well as film processing.

**Note**: MOA 160 is also highly recommended for students applying for admission to HFCC's Radiographer Program.

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**MOA 155**  **Physician Billing Concepts**  **4 Credit Hours**

This lab/lecture course focuses upon the physician office billing process. Both paper and electronic claims are presented with an emphasis on correctly billing primary, as well as secondary claims.

**Prerequisites**: MOA 110 and AH 100

**Co-requisites**: HIT 150 and HIT 230

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**MOA 168**  **Facility Billing Concepts**  **4 Credit Hours**

This lecture/lab course focuses upon the billing process unique to health care facilities. The hospital billing environment, coding, payment methods, UB92 claims will be addressed together with billing simulations.

**Prerequisites**: MOA 110 and AH 100

**Co-requisites**: HIT 150 and HIT 230

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**MOA 170**  **Medical Correspondence**  **3 Credit Hours**

Emphasizes spelling, grammar, punctuation, as well as specific writing styles for medical assistants and medical receptionists. This course focuses upon the variety of correspondence encountered in an ambulatory health care facility. Lecture and laboratory activities lead to an exit performance of speed, accuracy and clarity in the preparation of printed documents.

**Prerequisites**: AH 100 and MOA 100

**Suggested Prerequisites**: Keyboarding proficiency of 30 wpm

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**MOA 181**  **Medical Collection & Legal Issues**  **3 Credit Hours**

This advanced physician billing course focuses upon payment posting, fee schedules, HMO capitation reports, rejections, billable/non-billable services, claim status, and collections. Ethics in relation to billing and billing issues will also be discussed.

**Prerequisites**: MOA 165 and MOA 168

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**MOA 190**  **Medical Office Externship**  **4 Credit Hours**

A capstone clinical externship for the medical assistant student, including 184 hours of clinical experience in an assigned ambulatory health-care facility. This course also includes a structured seminar component.

**Prerequisites**: Successful completion of all MOA Required Core and Required Support courses.

**Note**: Accreditation standards require that students do not receive compensation/payment, monetary or otherwise, from any clinical site for any portion of their clinical externship (MOA 190 Medical Office Externship).

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</table>
MOA 205  Insurance Coding and Reimbursement  3 Credit Hours
This lecture/laboratory course will further develop the methods and skills necessary for optimal reimbursement for services rendered in a healthcare setting. Billing and reimbursement cycle, HIPAA, diagnostic coding and procedural coding, coding compliance, claims processing, as well as physician and hospital coding reimbursement will be developed. This course will also provide an overview of the key financial circumstances impacting the healthcare delivery system.

Prerequisites: MOA 165 and MOA 168

Fall Winter Spring Summer

MPS 100  Manufacturing Processes I  6 Credit Hours
A beginning hands-on course with theory in which the student gains experiences in manufacturing processes involving turning, threading, drilling, reaming, tapping, milling, and shaping. Part processing, machines, and tooling used along with speeds and feeds and inspection techniques are covered in relation to operations. Safety is an integral part of the course.

Prerequisites: Completion of or concurrent enrollment in MPS 100, or permission of the instructor

Fall Winter Spring Summer

MPS 110  Manufacturing Processes II  6 Credit Hours
A hands-on course with some theory in which the student gains advanced manufacturing processes experience on the lathe, mills, and grinders. The proper and safe use of equipment and tools used in performing machining operations is integral to this course. The efficient use and the troubleshooting of carbide, ceramic, and diamond cutting tool materials are covered.

Prerequisites: Completion of or concurrent enrollment in MPS 100, or permission of the instructor

Fall Winter Spring Summer

MPS 120  Practical Problems in Machine Tools I  4 Credit Hours
A course for students who wish to increase their machining efficiency and quality of workmanship. Individualized instruction helps the student overcome deficiencies in machining on the lathe, drill press, and shaper. Tool sharpening, set-up, and safety are stressed.

Prerequisites: Completion of or concurrent enrollment in MPS 100

Fall Winter Spring Summer

MPS 125  Practical Problems in Machine Tools II  4 Credit Hours
Designed to develop the student’s machining efficiency. Individualized instruction helps the student overcome any deficiencies in machining on the lathe, mill, or grinders. Material, tolerance, finish, and design are considered in emphasizing quality and quantity of parts within a time limit. Safe work habits are stressed.

Prerequisites: Completion of or concurrent enrollment in MPS 100

Fall Winter Spring Summer

MPS 130  Quality Control Gaging and Inspection  4 Credit Hours
A beginning course that covers the following manufacturing inspection methods: layout; surface plate techniques; tool and instrument reading and uses; and floor and receiving inspection. Surface finish measurement, introduction to SPC techniques, and GDT are integral portions of this course.

Fall Winter Spring Summer

MPS 140  Introduction to CNC  4 Credit Hours
A beginning course covering the basic concepts of computer numerical control (CNC). Experience is obtained through the setup, operation, and programming of a CNC Mill and CNC Lathe.

Prerequisites: Completion of or concurrent enrollment in MPS 100

D/E/O E/O Spring E/O Summer

MPS 145  CNC Operations  6 Credit Hours
Introduces the student to the concept of computer numerical control (CNC) operations as they exist in the manufacturing environment. Students acquire skills in setup, operation, and programming of the CNC Mill and CNC Lathe through MDI and off-line programming.

Prerequisites: MPS 140

Fall Winter Spring Summer

MPS 146  Introduction to CNC Machine Tool Probing  1 Credit Hour
This course covers the elementary functions of use and application of the electronic probe on a Vertical Machining Center. Topics covered in this course include: set-up and calibration of the probe, and use and application of the following cycles - Bore/Boss measuring cycle, Web/Pocket measuring cycle, and internal and external cycle. Students will be involved in both classroom and laboratory applications activities.

Prerequisites: MPS 145

Fall Winter Spring Summer

MPS 147  Basic Macro Programming for CNC  1.5 Credit Hours
This is an introductory course to Macro programming as applied to CNC machine tools. Basic elements of this type of programming include: defining a macro, defined variables vs. undefined variables, the use and application of arithmetic, logical and Boolean operators. This course includes both classroom and application based activities in the CNC laboratory.

Prerequisites: MPS 145

Fall Winter Spring Summer

MPS 148  Advanced CNC Probing  1 Credit Hour
This course takes the student to the next level in the use and application of the electronic probe on CNC machine tools. Students will be involved in writing their own cycles to use the probe in such activities as: vector measuring, 4th axis applications, stock allowance and angle...
measurement along with work coordinate offset measurement. Students will prove their work on the CNC Vertical Machining Center.

**Prerequisites:** MPS 145, MPS 146, and MPS 147

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MPS 150</td>
<td>SPC In Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>MPS 160</td>
<td>Computer Assisted N/C Programming</td>
<td>4</td>
</tr>
<tr>
<td>MPS 170</td>
<td>Advanced Computer Assisted N/C</td>
<td>4</td>
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<tr>
<td>MPS 210</td>
<td>Non-Traditional Manufacturing</td>
<td>4</td>
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<tr>
<td>MPS 275</td>
<td>Advanced CNC Operations</td>
<td>6</td>
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**MPS 150 SPC In Manufacturing 4 Credit Hours**
Covers the use of SPC (Statistical Process Control) in manufacturing to achieve optimum product quality at lowest cost. Development of statistical charts and their interpretation related to process improvement are integral parts of the course. Formulas pertaining to various charts, gage R & R, Cp, and Cpk are covered.

**Prerequisites:** MPS 145 or permission of the instructor

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**MPS 160 Computer Assisted N/C 4 Credit Hours Programming**
An introductory course in computer-assisted part programming. The student will use CAD/CAM software running on a personal computer (PC). Programming for both the CNC Mill and CNC Lathe will be done in this class.

**Prerequisites:** MET 140 or departmental approval

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**MPS 170 Advanced Computer Assisted N/C 4 Credit Hours Programming**
A study in advanced methods of part programming using CAD/CAM software on a personal computer (PC). Special emphasis is placed on programming three-dimensional parts. Class assignments will also include multiple-part programming.

**Prerequisites:** MPS 160

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**MPS 210 Non-Traditional Manufacturing 4 Credit Hours Processes**
An advanced course covering theory in the "nontraditional" material removal techniques applying mechanical, chemical, electrical, and thermal energies. Practical experience includes electrode development and operation of EDM. Safety is stressed.

**Prerequisites:** MPS 110 or permission of the instructor

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**MPS 275 Advanced CNC Operations 6 Credit Hours**
Concentrates on the total aspects of computer numerical control (CNC) as applied in manufacturing today. This course covers estimating for CNC manufacturing, DNC, tool selection, cutting tool material selection, and small batch production.

**Prerequisites:** MPS 145

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**MUS 107 Concert Choir 1 Credit Hour**
Four semesters of Concert Choir including preparation and performance of a broad spectrum of choral music, from classical to pop, show tunes, and jazz. At least two performances are scheduled each semester, often accompanied by band or orchestra. These courses are open to college students and adult members of the community. New singers may audition during the first week of class. No preparation is necessary, only a good ear and a clear voice.

**Prerequisites:** Follow course sequence

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**MUS 108 Concert Choir 1 Credit Hour**
Second of four semesters of Concert Choir including preparation and performance of a broad spectrum of choral music, from classical to pop, show tunes, and jazz. At least two performances are scheduled each semester, often accompanied by band or orchestra. These courses are open to college students and adult members of the community. New singers may audition during the first week of class. No preparation is necessary, only a good ear and a clear voice.

**Prerequisites:** Follow course sequence

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**MUS 109 Wind Ensemble 1 Credit Hour**
Four semesters of wind Ensemble (symphony band) including preparation and performance of standard concert band and transcriptions of all styles. This group performs for college as well as community functions. These courses are open to college students, adult members of the community, and advanced placement high school students. Woodwind, brass, and percussion instrumentalists should contact the director for auditions prior to the first rehearsal.

**Prerequisites:** MPS 109 or permission of the instructor

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**Prerequisites:** MPS 110 or permission of the instructor

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**MUS 111 Jazz Lab Band 1 Credit Hour**
Four semesters of Jazz Lab Band, including preparation and performance of a variety of jazz styles from swing to contemporary. This group, which performs several concerts each semester, is open to college students, and adult members of the community. New instrumentalists should contact the director to arrange for an audition prior to the first rehearsal.

**Prerequisites:** MPS 111 or permission of the instructor

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**MUS 112 Jazz Lab Band 1 Credit Hour**
Four semesters of Jazz Lab Band, including preparation and performance of a variety of jazz styles from swing to contemporary. This group, which performs several concerts each semester, is open to college students, and adult members of the community. New instrumentalists should contact the director to arrange for an audition prior to the first rehearsal.
MUS 113  Applied Music  1 Credit Hour
Four sequential semesters of weekly ½ hour private lessons intended to improve vocal or instrumental musicianship through study with a professional teacher. Students should contact the applied music lead teacher during the first week of the semester for teacher assignments. A juried performance is required at the conclusion of each semester. In addition to tuition, the student must also pay a fee to the private instructor.

Note: Follow course sequence

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MUS 114  Applied Music  2 Credit Hours
Four sequential semesters of weekly ½ hour private lessons intended to improve vocal or instrumental musicianship through study with a professional teacher. Students should contact the applied music lead teacher during the first week of the semester for teacher assignments. A juried performance is required at the conclusion of each semester. In addition to tuition, the student must also pay a fee to the private instructor.

Note: Follow course sequence

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MUS 115  Applied Music  1 Credit Hour
Four sequential semesters of weekly ½ hour private lessons intended to improve vocal or instrumental musicianship through study with a professional teacher. Students should contact the applied music lead teacher during the first week of the semester for teacher assignments. A juried performance is required at the conclusion of each semester. In addition to tuition, the student must also pay a fee to the private instructor.

Note: Follow course sequence

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MUS 116  Applied Music  2 Credit Hours
Four sequential semesters of weekly ½ hour private lessons intended to improve vocal or instrumental musicianship through study with a professional teacher. Students should contact the applied music lead teacher during the first week of the semester for teacher assignments. A juried performance is required at the conclusion of each semester. In addition to tuition, the student must also pay a fee to the private instructor.

Note: Follow course sequence

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MUS 117  Class Piano I  2 Credit Hours
Beginning piano students learn to read and play piano music. Instruction takes place in the HFCC digital piano lab.

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MUS 118  Class Piano II  2 Credit Hours
Builds upon skills developed in MUS 117 (Piano 1). Instruction takes place in the HFCC digital piano lab.

Prerequisites: MUS 117 or permission of the instructor

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MUS 121  Jazz Improvisation  2 Credit Hours
Two sequential semesters of jazz improvisation in which skills are developed through the study of jazz theory and the performances of a variety of jazz styles in a small group, jazz combo setting.

Note: Follow course sequence

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MUS 122  Jazz Improvisation  2 Credit Hours
Two sequential semesters of jazz improvisation in which skills are developed through the study of jazz theory and the performances of a variety of jazz styles in a small group, jazz combo setting.

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MUS 123  Voice Techniques I  2 Credit Hours
This course covers basic singing techniques including breath control, diction, posture, and tone quality; instruction takes place in a classroom setting. Techniques are applied to a variety of songs. This course is for singers of all ages and interests.

Note: Follow course sequence

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MUS 126  Digital Recording Studio Engineering 1  3 Credit Hours
This course provides hands-on experience in digital audio engineering. Students will learn to engineer recording sessions by working in an actual recording studio with live musicians. The course covers basic techniques in setting up recording sessions, preparing computer files, microphone usage and placement, digitizing principals, audio acquisition options, midi integration and session management.

Prerequisites: TCM 151 or permission of instructor

Co-requisites: MUS 127

Note: Students should have strong computer skills. A fundamental understanding of music theory is recommended.

MUS 127 Digital Audio Mastering 1  3 Credit Hours
This course provides hands-on experience and guided practice in digital audio mixing and mastering. Students will learn to prepare complex digital audio files for duplication. The course covers basic techniques in mixing room acoustics, preparing audio for mixing, software plug-ins, trouble shooting audio problems, equalization, stereo imagery, noise limitation, and bit conversion. Students will work with professional audio production software.

Prerequisites: TCM 151 or consent of instructor

Co-requisites: MUS 126

Note: Students should have strong computer skills. A fundamental understanding of music theory is recommended.

MUS 130  Music Appreciation  3 Credit Hours
This basic appreciation course includes a study of the elements of music and emphasizes listening skills, music vocabulary, and an open-mindedness toward all music. Fulfills Humanities requirements.

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# Course Descriptions

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MUS 132</td>
<td>Music Literature</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>A survey of various musical compositions from the Medieval period through the Twentieth Century, emphasizing the development of listening skills. Provides more in-depth knowledge than MUS 130.</td>
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<tr>
<td>MUS 133</td>
<td>The History of Rock and Roll</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>This course covers Rock &amp; Roll from its origins to the present. A field trip to The Rock &amp; Roll Hall of Fame is offered. This course is primarily for the non-music major and fulfills Humanities requirements.</td>
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<tr>
<td>MUS 134</td>
<td>Music Fundamentals</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>Explains how to read music, including notes, clefs, rhythms, time signatures, scales, intervals, and basic chords. This course is recommended for the student who has a minimal background in music.</td>
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<td>MUS 138</td>
<td>Music Theory I</td>
<td>3</td>
<td>Fall, Winter, Spring, Summer</td>
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<td></td>
<td>This course covers basic elements of music including pitch, intervals, triads, major and minor keys, time signatures and rhythm. Suggested Co-requisite: MUS 141</td>
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<tr>
<td>MUS 139</td>
<td>Music Theory II</td>
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<td>Fall, Winter, Spring, Summer</td>
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<td></td>
<td>Second semester Music Theory, covering triads in inversion, phrase and cadences, harmonic progressions, and four part harmonization. Prerequisites: MUS 138 or permission of the instructor</td>
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<tr>
<td>MUS 141</td>
<td>Sight Singing/Ear Training I</td>
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<td>This course teaches singing and the transcribing of simple melodies, as well as fundamental conducting techniques for the development of rhythmic skills. This course is recommended for all instrumental and vocal musicians. Suggested Co-requisite: MUS 138</td>
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<tr>
<td>MUS 142</td>
<td>Sight Singing/Ear Training II</td>
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<td>Fall, Winter, Spring, Summer</td>
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<td>This course is a second semester of sight singing and ear training. Students learn to sing and transcribe two-part and four-part pieces in major and minor keys. More challenging than MUS 141. This course is recommended for aspiring full-time music students. Prerequisites: MUS 141 or permission of the instructor Suggested Co-requisite: MUS 139</td>
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<tr>
<td>MUS 143</td>
<td>Show Choir</td>
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<td>Fall, Winter, Spring, Summer</td>
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<td>Four sequential semesters of Jazz Choir, covering preparation and performance of a variety of jazz and popular music. This group performs for college as well as community functions. Auditions are held during the first week of class. Prerequisite: Audition only</td>
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<tr>
<td>MUS 144</td>
<td>Show Choir</td>
<td>1</td>
<td>Fall, Winter, Spring, Summer</td>
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<td></td>
<td>Four sequential semesters of Jazz Choir, covering preparation and performance of a variety of jazz and popular music. This group performs for college as well as community functions. Auditions are held during the first week of class. Prerequisite: Audition only</td>
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<tr>
<td>MUS 147</td>
<td>Basic Music I for the Elementary Classroom Teacher</td>
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<td>Develops useful musical skills for future elementary classroom teachers. No prior musical experience is necessary.</td>
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<tr>
<td>MUS 149</td>
<td>Music Synthesis</td>
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<td>Teaches how to combine the power of the computer with MIDI equipment to create and manipulate digital music. This course covers current practices in music synthesis including basic theory and the creation of printed music. Basic knowledge of music fundamentals, personal computers, and piano keyboard is recommended but not required.</td>
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<tr>
<td>MUS 151</td>
<td>Introduction to Music Technology</td>
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<td>Fall, Winter, Spring, Summer</td>
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<td>This course introduces the uses of technology in creating, promoting and managing music. Students will gain practical experience through hands-on projects. Topics to be covered include basic computer operation, MIDI set-up and uses, using music notation software, using music instruction software, and the uses of spreadsheets and word processors to manage musical events. Students are required to spend time outside of class in the music technology lab in order to complete assignments.</td>
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<tr>
<td>MUS 152</td>
<td>Music Notation with Finale I</td>
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<td>This course provides basic instruction in the use of “Finale” by Coda. “Finale” is the industry standard for music software. Students will use the music technology lab to gain hands-on experience with Finale. Topics to be covered include basic document set-up, using templates, use of the tool palettes, importing and saving files, and file playback. Students must have a basic knowledge of how to use a computer.</td>
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<td>Concert Choir</td>
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<td>Jazz Lab Band</td>
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<td>arrange for an audition</td>
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<td>MUS 212</td>
<td>Jazz Lab Band</td>
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<td>Fourth semester of Jazz Lab</td>
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<td>community. New instrumentalists should contact the director to arrange for an audition prior to the first rehearsal. <strong>Note:</strong> Follow course sequence: Fall E Winter E Spring Summer</td>
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<td>MUS 213</td>
<td>Applied Music</td>
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<td>Four sequential semesters of</td>
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<td>private instructor. <strong>Note:</strong> Follow course sequence: Fall D/E Winter D/E Spring Summer</td>
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<td>private instructor. <strong>Note:</strong> Follow course sequence: Fall D/E Winter D/E Spring Summer</td>
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<td>private instructor. <strong>Note:</strong> Follow course sequence: Fall D/E Winter D/E Spring Summer</td>
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Henry Ford Community College
Course Descriptions

MUS 232  Music History I  3 Credit Hours
An intensive course providing a practical background in Western music from Greek Antiquity to 1750. Musical forms, styles, composers, compositions, and important influences on the development of Western music are covered through text readings, listening examples, and class discussion.

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MUS 233  Music History II  3 Credit Hours
An intensive course providing a practical background in Western music from 1750 to the present. Musical forms, styles, composers, compositions, and important influences on the development of Western music are covered through text readings, listening examples, and class discussion.

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MUS 238  Music Theory III  3 Credit Hours
Fourth semester of Music Theory, building upon skills developed in MUS 139.

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MUS 243  Show Choir  1 Credit Hour
Third and fourth semesters of Show Choir.

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MUS 244  Show Choir  1 Credit Hour
Third and fourth semesters of Show Choir.

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NCS 100  Competency Evaluated Nurse Aide  16 Credit Hours
Basic nursing skills necessary to perform the duties of a nurse aide are acquired. The course incorporates 90 hours of theory, 128 hours of clinical laboratory practice, and 52 hours in a clinical agency. Successful mastery allows testing at the state level to receive the C.E.N.A. designation. Course includes attendance in class 8:30 a.m. - 4:30 p.m., 4 days per week.

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NSG 083  Supplement to Nursing and Self-Care II and III  1 Credit Hour
Supplemental course designed in two sections, taken concurrently, to provide special help with NSG 150-Nursing and Self-Care II, and NSG 155-Nursing and Self-Care III. Emphasis is on the use of critical thinking to facilitate application of psychiatric and medical-surgical nursing theory to clinical practice. One hour of lecture per week.

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NSG 085  Supplement to Nursing and Self-Care IV  1 Credit Hour
Supplemental course designed to be taken concurrently with NSG 221, 222, Nursing and Self-Care IV, in order to provide special help with the course. Emphasis is on the use of critical thinking to facilitate application of medical-surgical nursing theory to clinical practice. One to one-and-a-half hours of lecture per week.

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NSG 087  Supplement to Nursing and Self-Care V  1 Credit Hour
Supplemental course designed in two sections, taken concurrently, to provide special help with NSG 250, Nursing and Self-Care V. Emphasis is on the use of critical thinking to facilitate application of maternity and pediatric nursing theory to clinical practice. One or two hours of lecture per week for ten weeks.

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NSG 091  Nursing Systems II; LPN Transition  1 Credit Hour
Course required of all students registered and admitted into the LPN-ADN Advanced Placement status. The course will provide a detailed overview of the Advanced Placement program and methods available to receive nursing course credits. Students will begin the process of assimilation into the advanced, second semester, NSG 155, 150, depending upon review of LPN program. The course will introduce Dorothea Orem’s Self-Care Deficit Theory Model, document math competency in medication administration, and validate application of the nursing process. Individual advisement will be available to each student.

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NSG 095  Calculating Medication Dosages I  1.5 Credit Hour
Aids the student entering the nursing program who experiences difficulty with mathematics. Emphasis is on working actual clinical medication and intravenous problems with accuracy and proficiency in a realistic time period. Proficiency in calculating dosages is gained through class work, practice problems, and practice timed testing. Three hours of class per week for eight weeks. Summer and fall semesters only.

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**NSG 096 Calculating Medication Dosages II** 1.5 Credit Hours  
Aids the student experiencing difficulty with calculating dosages who desires more intensive assistance. Emphasis is on working complex dosages and intravenous and pediatric calculations with accuracy in a realistic time period. Proficiency in calculating dosages for medical/surgical and pediatric clients is gained through class work, practice problems, and practice time testing. Three hours of class per week for eight weeks. Summer semester only.  
**Prerequisites:** Enrollment in the second year of the Nursing program or in current nursing practice  

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**NSG 097 Calculating Pediatric Medication Dosages**  
Aids the student experiencing difficulty with calculating dosages. Emphasis is on working pediatric medication/intravenous problems with accuracy within a realistic time period. Knowledge of the process of calculating pediatric dosages based on weight, body surface area, and intravenous flow rates is gained. Proficiency is attained through classwork, practice problems, and practice timed testing. Four hours of class on two Saturdays. Winter semester only.  
**Prerequisites:** Enrollment in a pediatric nursing course  
**Concurrent enrollment in NSG 250 is required**  

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**NSG 098 Calculating Medication Dosage - Advanced Medical Surgical Nursing** 0 Credit Hours  
This course is designed for the student entering the second year nursing classes, who needs assistance with dosage calculations. Emphasis is on complex medication and ICU medication dosage calculations. Students gain proficiency in calculating medication dosage problems for advanced medical/surgical clients through class work, timed practice tests, and assigned homework problems.  
**Prerequisite:** Enrollment in NSG 220  

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**NSG 120 Nursing and Health Care Systems I** 2 Credit Hours  
Socializes the student nurse into today’s nursing and introduces concepts necessary for functioning at optimal levels as a student and ADN graduate nurse. This course includes Orem’s Self-Care Deficit Theory of Nursing; principles of major theories such as role, learning, systems, and change; professional values and ethics; legal issues; trends and components of the health care delivery system. Two consecutive hours of theory per week.  
**Prerequisite:** Acceptance to the Nursing program  
**Note:** The theory portion of this course is taught during the day. The students who enter the program in fall take the course in fall. Those who enter in winter semester take it in winter.  

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**NSG 126 Nursing and Self-Care I** 7 Credit Hours  
Introduces the nursing process and Orem’s Self-Care Model as the conceptual model for nursing practice. Laboratory practice precedes clinical experience with actual clients. In clinical experience the emphasis is on development of competence for ADN roles. Proficiency in dosage calculation is required for continuation in the course. Four hours of theory, twelve hours of clinical practice per week in an acute hospital or extended care setting.  
**Prerequisites:** Acceptance to the Nursing program  
**Suggested Prerequisite:** NSG 120, BIO 233, PSY 131, and BLS-C  
**Note:** It is strongly suggested that all non-nursing support courses are completed prior to entry to the Nursing program. There is one section of theory taught in the evening during the fall only. This course is taken in fall by students who are accepted in the fall and in winter by those accepted in the winter.  

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**NSG 150 Nursing and Self-Care II** 5 Credit Hours  
Continues development of the nursing process to assist psychiatric adult clients with diagnoses related to indirect self-destructive behavior, inability to relate with others, alterations in mood, severe anxiety, social maladaptation, and psycho-physiological conditions. Legal/ethical standards for ADN practice are explained. Therapeutic communication and therapeutic use of self are emphasized. Five hours of theory and fifteen hours of clinical practice per week for 7.5 weeks in a mental health care setting.  
**Prerequisites:** NSG 120, 126; BIO 233, and PSY 131  
**Suggested Prerequisite:** NSG 155, PSY 253, and BIO 234  
**Note:** It is highly suggested that the student complete PSY 253 prior to taking this course and not concurrently. This course is offered in winter for students accepted into the program in fall. It is offered in spring or summer for students accepted into the program in winter.  

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**NSG 155 Nursing and Self-Care III** 5 Credit Hours  
Continues development of competency in the nursing process to help adults achieve self-care goals. Principles, concepts, and factors related to the client’s health state are emphasized. Legal/ethical dimensions of practice are integrated with nurse agency, ADN role, and standards of care. Current issues and trends in delivery of quality health care are included. Proficiency in dosage calculation is required for continuation in the course. Five hours of theory and fifteen hours of clinical practice per week for 7.5 weeks in an acute hospital care setting.  
**Prerequisites:** NSG 120, 126; BIO 233, and PSY 131  
**Suggested Prerequisite:** NSG 150, PSY 253, and BIO 234  
**Note:** It is suggested that students complete PSY 253 prior to taking this course. This course is offered in winter for students who are accepted into the program in fall. It is offered in spring or summer for students who are accepted into the program in winter.  

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**NSG 203 Introduction to Critical Care I** 2 Credit Hours  
Provides beginning theoretical concepts related to caring for the critically ill client for the student or practicing nurse who is considering specializing in this area. This course covers different content areas than NSG 204. It meets three hours per week for ten consecutive weeks.  
**Prerequisites:** Enrollment in the third semester of the Nursing program or a
Course Descriptions

licensed nurse, and completion of BIO 234

Note: This theory course assists students who are approaching the beginning of their second year to apply medical/surgical concepts, integrate medications, and understand the need for accurate lab results in planning client care. It is a wonderful enhancement course for students who are not successful with the first attempt at NSG 221, 222.

This course is offered only spring or summer not both. See class schedule.

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<th>NSG 204 Critical Care II</th>
<th>2 Credit Hours</th>
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<td>Designed for the beginning practitioner or nurse inexperienced in critical care nursing. Emphasis is on the nursing responsibilities associated with meeting the needs of clients with disorders of the cardiovascular, neurological, and pulmonary systems. This class meets three hours per week for ten weeks.</td>
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<td>Prerequisites: Licensed registered nurse or completion of NSG 221 and 222</td>
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<th>NSG 210 Healing Practices: Alternative and Complementary Therapies</th>
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<td>Introduces the student to a variety of healing philosophies and beliefs. Discussion covers the resurgence of natural healing and the role of the National Center for Complementary and Alternative Medicine (NCCAM). Topics may include: herbal medicine, nutrition, supplements, homeopathy, naturopathy, mind-body therapies, posture/mobility/movement therapies, touch and bodywork, chiropractic, energy therapies, Eastern therapies, and other traditional and indigenous therapies. Can also be taken for independent study with permission of the instructor.</td>
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<td>Prerequisites: (NOTE: All interested nurses, members of the college community, and local community members are invited.)</td>
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<td>Note: Course is offered according to student request and availability of instructor.</td>
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<th>NSG 221 Nursing and Self-Care IV - Part I</th>
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<td>Provides development of competency in applying the nursing process to adults with common medical-surgical problems of nutrition, reproductive health and for clients with neurosensory and musculoskeletal disorders. Discussion of the community role in disaster nursing is continued. Principles, concepts, and factors related to client's health state, as well as issues, trends, legal and ethical accountability, and promotion of quality care in nursing practice are emphasized. Proficiency in dosage and IV calculation is required for continuation in the course. Six hours of theory, twelve hours of clinical practice (including 1 hour of data collection) per week in an acute hospital setting is required.</td>
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<td>Prerequisites: AH 120, BIO 233, 234; PSY 131, 253; NSG 150, 155; and SOC 131</td>
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<th>NSG 222 Nursing and Self-Care IV - Part II</th>
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<td>Provides continued development of competency in applying the nursing process to adults with common medical-surgical problems</td>
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<th>NSG 250 Nursing and Self-Care V</th>
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<td>Develops competency in using the nursing process to help the child (birth through adolescence) and childbearing-family achieve self-care goals, applying scientific principles, concepts, and factors related to the child and the family as a self-care agent. Current issues, trends, legal and ethical accountability, and the promotion of quality care are integrated into nursing practice. Five hours of theory, twelve hours of clinical practice per week for ten weeks (five weeks in pediatric setting and five weeks in maternity setting).</td>
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<tr>
<td>Prerequisites: NSG 150, 155, 221, 222; BIO 233, 234; PSY 131, 253; SOC 131; and ENG 131, 132</td>
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<td>Note: It is suggested that nursing students take all non-nursing support courses before entering the program. However, students may elect to take POLS 131 at this time. Students spend the first five weeks in pediatric nursing or in maternity nursing. After five weeks they switch to the opposite specialty.</td>
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<th>NSG 255 Nursing and Health Care Systems II</th>
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<td>Emphasizes the transition phase from student to ADN graduate nurse, focusing on management strategies necessary for setting priorities, including organizing and delegating work when responsible for a group of clients and applying prior learning in delivery of nursing care, work relationships, and legal and ethical accountability in the promotion of quality care. Three hours of theory, fifteen hours of clinical per week for five weeks in an acute hospital or extended care setting.</td>
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<tr>
<td>Prerequisites: NSG 150, 155, 221, 222, 250; BIO 233, 234; PSY 131, PSY 253; SOC 131; and ENG 131, 132</td>
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<td>Suggested Prerequisite: POLS 131</td>
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<td>Note: This is the capstone course for nursing. All non-nursing courses should be completed at this point with a C or better. A computer competency test or computer course that fulfills the college requirement for computer literacy should be completed as well.</td>
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<th>NSG 285 Pathophysiology for Nurses</th>
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<td>This course covers the etiology of diseases, the pathophysiological changes occurring in the body, and the clinical features of the disease. Diagnostic methods, complications of each disorder, prognosis and treatment plans are reviewed. Emphasis is placed on helping RNs and nursing students understand the disease process</td>
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PHIL 131 Introduction to Logic 3 Credit Hours
Examine the methods and principles of assertion and validity in argumentation. This course includes the study of the nature of logic and its relationship to language, informal fallacies, and both traditional and modern symbolic methods of deduction.

Note: First semester course for all students.

PHIL 133 History of Philosophy to the 18th Century 3 Credit Hours
An introduction to the history of Western Philosophy from its origins in Greece to the rise of science. Six stages of intellectual development will be examined from Thales to Hobbes.

Note: Second semester course for all students.

PHIL 135 History of Modern Philosophy 3 Credit Hours
A continuation of the history of Western philosophy focusing on the major philosophers and major developments through the twentieth century from Descartes through Wittgenstein. Influential currents such as rationalism, empiricism, idealism, romanticism, Marxism, Darwinism, positivism, pragmatism, phenomenology, existentialism, and analysis are examined.

Note: Third semester course for all students.

PHIL 137 Topics in Philosophy 3 Credit Hours
A non-historical approach to philosophy for serious students interested in the professions or for professionals interested in focusing on topics of professional or personal significance. Section offerings are sufficiently diverse to acquaint serious students or professionals with the extensive scope of philosophy. The range of philosophy is as broad as human experience. Diverse areas such as philosophy of religion, philosophy of science, aesthetics, philosophy of law, business ethics, biomedical ethics, or philosophy of language may be the current topic offered that semester. Topics vary each semester and with each instructor.

PHIL 139 Ethics 3 Credit Hours
Ethics emphasizes practical and normative ethical questions as well as analytical or metaethical questions. This course provides a systematic examination of problems by covering various classical and contemporary theories which include standards or criteria of moral action, the nature and justification of both value judgments and moral judgments, the nature of ethical knowledge, the meaning of ethical terms, intelligent decision-making, and free will vs determination.

Note: Fourth semester course for all students.

PHT 100 Introduction to Pharmacy Technology 2 Credit Hours
An introduction to the role of the pharmacy technician in the delivery of pharmacy services. Discussion topics include ethical, legal, and professional issues related to the practice of pharmacy. Special emphasis is placed on pharmaceutical terminology, specific distribution systems, pharmacy standards, and the role of the technician. Two hours of lecture per week.

Prerequisites: Acceptance into the Pharmacy Technician program
Co-requisites: PHT 124

Note: Please see the admission requirements for the Pharmacy Technician Program.

PHT 119 Out Patient Pharmacy Externship 2 Credit Hours
Assignment to selected outpatient pharmacy facilities for directed practice in pharmacy technology. This is a required, supervised learning experience under the direction of a pharmacist. Rotation selections include community, independent, and hospital out patient pharmacy locations. The eight week clinical rotations include eight hours per week in the clinical area.

Prerequisites: Acceptance into the Pharmacy Technician Program and PHT 100, PHT 124, and PHT 132.

Co-requisites: PHT 125, PHT 150, PHT 165, and PHT 175.

Note: The eight week externship rotation begins in March. You must be enrolled and passing in all of the following courses while completing the Out Patient Externship Rotation: PHT 125, PHT 150, PHT 165, and PHT 175.

PHT 124 Pharmacology I for Pharmacy Technicians 3 Credit Hours
The first of a two-course sequence in pharmacology for pharmacy technicians. The course examines general pharmacological concepts, principals, actions, side effects, dosage forms, and route of administration. The course will cover concepts in drug development and drug usage, focusing on antibiotics, antifungal, antihistamines, decongestants, antitussives, expectorants, anesthetics, and analgesics. Additionally, special consideration to drug effects upon the nervous system is highlighted.

Prerequisites: Acceptance into the Pharmacy Technician Program
Co-requisites: PHT 100 and AH 100
PHT 125  Pharmacology II for Pharmacy Technicians  3 Credit Hours
The second part of a two-course sequence in pharmacology for pharmacy technicians. The course will cover systems including respiratory, gastrointestinal, endocrine, renal, and cardiac. Muscle relaxants, topicals, and vitamins and nutritional supplements are also studied in this course. Chemotherapy and infection control are highlighted. Students learn to recognize inconsistencies in orders, routes of administration, and frequency of administration. Three hours of lecture per week.

Prerequisites: PHT 124
Co-requisites: PHT 150 and PHT 175

PHT 132  Basic Pharmacy Software  2 Credit Hours
Applications
Computer technology has become a vital component of pharmacy practice in all settings (community, long term care, hospital and home infusion). This course will introduce various specialized pharmacy programs: outpatient and inpatient medication dispensing, drug information, pharmacokinetics, management, quality assessment and procurement. The course will also emphasize record keeping, third-party billing as well as drug distribution systems.

Prerequisites: Acceptance into Pharmacy Technician Program
Co-requisites: PHT 100 and HCS 131

PHT 144  Pharmacy College Admission  2 Credit Hours
Testing (PCAT) and Current Issues in Pre-Pharmacy
This seminar course will provide an overview of the pharmacy profession including licensure, areas of practice, career options, and pharmacy workplace issues. General pharmacy school information including the PHARM D curriculum, the considerations in selecting a school of pharmacy, and admission requirements will be discussed. A mock PCAT exam will be given to determine the student's strengths and weaknesses. Select test preparation options will then be discussed.

Suggested Prerequisite: BIO 152, CHEM 141, ENG 131, CIS 100 or BCA 140 are recommended prerequisites (but not required), as well as, CHEM 142, ENG 132, PHYS 131, and SPC 131.

PHT 150  Pharmaceutical Calculations  3 Credit Hours
Applies basic mathematical skills in calculations required for the usual dosage determinations, as well as solution preparations using weight, metric, household, and apothecary systems. Discussion in applying ratio and proportion, allegations, and business calculations in pharmacy operations. Two lecture hours per week and one hour computer lab per week.

Prerequisites: PHT 100, PHT 124, and MATH 101 or MATH 110
Co-requisites: PHT 125 and PHT 175

PHT 165  Issues in Pharmacy  2 Credit Hours
Explores today's health care environment, emphasizing the issues facing pharmacy and the pharmacy technician. Skills, talents, and tools required to cope today and succeed tomorrow will be discussed and practiced. This course covers such workplace topics as communication issues, CQI for the pharmacy, legal issues, teamwork concepts, and conflict resolution tools. Student participation, role-playing, and other interactive learning methods are emphasized.

Prerequisites: Acceptance into the Pharmacy Technician Program and PHT 100

PHT 175  Applied Pharmacy Systems  4 Credit Hours
Gives detailed instruction in medication distribution systems, including in-patient systems, preparation of intravenous admixtures, prescription dispensing to ambulatory patients, compounding, manufacturing and repackaging, and inventory control systems. Instruction also includes inpatient and outpatient software for order entry and patient profiles. Two hours of lecture per week and two hours of laboratory per week.

Prerequisites: PHT 100, PHT 124, and PHT 132
Co-requisites: PHT 125 and PHT 150

PHT 193  Pharmacy Externship  3 Credit Hours
Assignment to selected health care facilities for directed clinical practice in pharmacy technology. This is a required, supervised learning experience under the direction of a pharmacist. Rotation selections include hospital, home infusion, and long-term care pharmacy locations. A special ten- to twelve-week spring, summer, or fall session includes thirty-two or twenty-four hours per week in the clinical area.

Prerequisite: Successful completion of all required Pharmacy Technician course work

PHYS 120  Technical Physics  4 Credit Hours
Designed to give students in technical and apprenticeship programs an understanding of physical principles and their application to industry. This course consists of a study of measurements, forces, motion, and vectors; energy, power, and machines; properties of materials and fluids; and heat and heat transfer. Three hours of lecture and two hours of laboratory per week.

Prerequisites: Completion of or concurrent enrollment in MATH 103

PHYS 121  Technical Physics (Continued)  4 Credit Hours
A continuation of PHYS 120 into wave motion, electricity, and DC electrical circuits, atomic physics, and nuclear physics. Designed to give students in technical and apprenticeship programs an understanding of physical principles and their application to industry. Three hours of lecture and two hours of laboratory per week.

Prerequisite: PHYS 120
PHYS 131  Liberal Arts Physics  4 Credit Hours
A liberal arts course in the principles of physics, including units on mechanics, heat, and sound. Designed to fulfill partially the physics requirement in pre-medicine, pre-dentistry, teaching, and law. Three hours of lecture and three hours of laboratory each week.
Prerequisites: MATH 110 and MATH 112 or equivalent Math course placement test scores

PHYS 132  Liberal Arts Physics (Continued)  4 Credit Hours
A continuation of PHYS 131. Units on electricity, magnetism, light, and modern physics are included. Three hours of lecture and three hours of laboratory per week.
Prerequisites: PHYS 131 with a grade of C or better

PHYS 133  Principles of Physics  4 Credit Hours
A one-semester survey course on physical principles of motion, energy, fluids, electromagnetism, waves, light, radiation, and the atom. This course is designed to meet the need for a one-semester course in physics in many areas including Allied Health, and teacher education. It is also popular with students in business and other areas who need to fulfill a science lab requirement. Three hours of lecture and two hours of laboratory per week.
Prerequisites: MATH 080 or equivalent placement test scores

PHYS 231  Engineering Physics  5 Credit Hours
A general course to meet the requirements of engineering students and physics majors. Special emphasis is placed on relating physical principles to mathematical techniques in problem solving. This lecture and laboratory course covers mechanics, wave motion, and thermodynamics. Four hours of lecture and three hours of laboratory per week.
Prerequisites: MATH 180
Suggested Prerequisite: MATH 183

PHYS 232  Engineering Physics (Continued)  5 Credit Hours
A continuation of PHYS 231. Topics covered are electricity and magnetism and physical and geometrical optics. Four hours of lecture and three hours of laboratory per week.
Prerequisites: PHYS 231 with a grade of C or better and MATH 183; concurrent enrollment in MATH 280 is recommended.

PHYS 233  Engineering Physics (Continued)  4 Credit Hours
A continuation of PHYS 232 emphasizing modern physics. Included are topics on solid state physics, nuclear and atomic physics, and fundamental particles. The application of mathematics is limited to elementary use of the wave mechanical approach to quantum mechanics. Four hours of lecture and three hours of laboratory per week.

POLS 090  Supplement to Political Science  1 Credit Hour
A supplemental course designed to be taken concurrently with POLS 131. Emphasis is on note-taking, outlining, and textbook study as well as the vocabulary and content of the POLS 131 course.
Prerequisites: Concurrent enrollment in POLS 131

POLS 131  Introduction to American Government and Political Science  3 Credit Hours
Examines principles and problems of American political institutions, including the role of government and politics in society, the balancing of liberty with authority, and theories of the state. Mechanisms of popular control (public opinion, pressure groups, political parties, elections) and formal structure are examined. Additional components include foreign policy, public policy, and contemporary events.
Note: This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

POLS 135  American Legal Systems and Processes  3 Credit Hours
Considers legal systems as social/political phenomena and explores the U. S. Constitution, landmark court decisions, and patterns of behavior characterizing legal system participants. This course is appropriate as a lead-in for those interested in the fields of political science, criminal justice, legal secretarial, and paralegal, as well as those considering law school.

POLS 152  International Relations  3 Credit Hours
Designed to help the student understand the diverse phenomena of international relations, the complex patterns of political and economic conflict, interdependence between nation-states and non-governmental organizations. The student is encouraged to think critically and analytically about the world and develop a healthy skepticism toward simple solutions to complex world problems. This course also surveys American foreign policy.

POLS 155  State and Local Government  3 Credit Hours
Examines political institutions and processes in the fifty states, including their cultures and constitutions, as well as the public policies of state governments in areas such as education, social welfare, and the environment. City governments are studied using Detroit as a basis for comparison.

PSCI 131  Introduction to Physical Science  4 Credit Hours
Covers topics from the five major areas of physical science - astronomy, physics, chemistry, geology, and meteorology - in order to help non-science majors understand and appreciate the interaction between energy and matter in nature. Laboratory experiences are designed to improve scientific intuition and develop confidence in dealing with science. Three hours of lecture and two hours of laboratory per week.
### PSY 256  Life Span Development  3 Credit Hours

The study of change in the behavioral processes of individuals as a function of aging throughout the life span. The course begins with prenatal concerns and progresses through the years of infancy, childhood, adolescence, adulthood, and aging. Course content includes theory and research associated with biological, cognitive, affective, and social development.

**Prerequisites:** PSY 131

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### PSY 254  Social Psychology  3 Credit Hours

Introduces the social forces affecting people’s lives and how people affect their group. This course examines three areas of behavior resulting from intentional influence, membership in a group, and social interaction. Self-perception, behavior and attitude, attraction, aggression, altruism, and group process are also explored. This course may be taken for credit in either psychology or sociology but not both. (See SOC 254.)

**Prerequisites:** SOC 131 and PSY 131 or permission of the instructor

### PSY 253  Life Span Development  3 Credit Hours

The study of change in the behavioral processes of individuals as a function of aging throughout the life span. The course begins with prenatal concerns and progresses through the years of infancy, childhood, adolescence, adulthood, and aging. Course content includes theory and research associated with biological, cognitive, affective, and social development.

**Prerequisites:** PSY 131

### PSY 252  Child Psychology  3 Credit Hours

Provides information on the physical, emotional, intellectual, and social development of the child and adolescent. This includes a variety of theories, recent research, and practical application. A field experience or the equivalent is required.

**Prerequisites:** PSY 131

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### PSY 251  Abnormal Psychology  3 Credit Hours

Students will explore the nature and causes of various forms of abnormal behavior, including schizophrenia, depression, anxiety and other disorders which influence an individual’s behavior, feelings, and thought patterns. Disorders will be viewed from psychological, cultural, developmental, and historical perspectives. This class will explore the symptoms, etiology and treatment of each disorder.

**Prerequisites:** PSY 131

### PSY 249  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 248  Educational Psychology  3 Credit Hours

Covers theories of learning and cognition, how development proceeds, and the implications for instruction of a diverse student population and how to deal with those implications effectively. Managing classroom discipline, as well as motivating, instructing, and assessing students to assure progress in learning are also covered. This course is not to be taken concurrently with PSY 152. (See PSY 294.)

**Prerequisites:** PSY 131

### PSY 247  Adolescent Psychology  3 Credit Hours

This course is intended for students seeking a degree in secondary education and/or psychology. Adolescent Psychology will expose the student to the major areas of adolescent behavior and development. Some of the areas will include but not be limited to: the theoretical construct of adolescent, the physical and cognitive development of the adolescent, the social structure surrounding the adolescent, the transitions from upper elementary to middle school and then to high school, the personality development of the adolescent, the psychosexual development of the adolescent, as well as the psychological issues facing the adolescent.

**Prerequisite:** PSY 131

### PSY 246  Adolescent Psychology  3 Credit Hours

This course is intended for students seeking a degree in secondary education and/or psychology. Adolescent Psychology will expose the student to the major areas of adolescent behavior and development. Some of the areas will include but not be limited to: the theoretical construct of adolescent, the physical and cognitive development of the adolescent, the social structure surrounding the adolescent, the transitions from upper elementary to middle school and then to high school, the personality development of the adolescent, the psychosexual development of the adolescent, as well as the psychological issues facing the adolescent.

**Prerequisite:** PSY 131

### PSY 245  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 244  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 243  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 242  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 241  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 240  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 239  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 238  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 237  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 236  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor

### PSY 235  Educational Psychology Practicum  1 Credit Hour

A practicum in observing child behavior and instructional techniques in public school. Students seeking elementary certification observe grades 1 through 8, and those seeking secondary certification observe grades 7 through 12. Forty-five clock hours are required.

**Prerequisites:** Enrollment in PSY 256 and permission of instructor
special education that will be discussed and researched are: learning disabilities, autism, mild and severe behavior disorders, emotional impairment, mental retardation, visual and hearing impairments, speech impairment, giftedness, physical impairments and chronic medical conditions. Also discussed will be the different special education learning environments such as inclusion, mainstreaming, pullout programs, resource rooms, co-teaching environments and the self-contained classroom.

Prerequisites: PTA 102, PTA 132, and PTA 165

PTA 108 Therapeutic Techniques I 3 Credit Hours
Provides instruction in patient care with an emphasis on physical therapy interventions. Course content includes vital signs assessment, body mechanics, bed mobility and positioning, PROM exercise, transfers, gait training, patient and family education, and the use of wheelchairs and assistive devices. Students practice techniques in a guided lab setting.

Prerequisites: Admission to the PTA Program, PTA 102, PTA 132, and PTA 165
Note: PTA 108, PTA 118, PTA 119, PTA 142, and PTA 220 must be taken concurrently

PTA 142 Therapeutic Modalities 3 Credit Hours
Provides instruction in the principles, indications, contraindications, and precautions of physical agents including heat, cold, water, electrical stimulation, traction, light, and sound. Students practice techniques in a guided lab setting.

Prerequisites: Admission to the PTA program, PTA 102, PTA 132, and PHYS 133
Note: PTA 108, PTA 118, PTA 119, PTA 142, and PTA 220 must be taken concurrently

PTA 165 Life Span Development for PTAs 2 Credit Hours
Explains the normal gross motor development of humans from infancy on. The early developmental sequence and reflexive maturation are related to rehabilitation techniques utilized with adult patients. The development of adults, the aging process, and death and dying are discussed. Psychosocial and cognitive issues throughout
the life span will be incorporated into course material.

**Prerequisites:** Admission to the PTA program and BIO 233

**Note:** PTA 102, PTA 132, and PTA 165 are to be taken concurrently.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PTA 220</td>
<td>Pathologic Conditions</td>
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<tr>
<td>PTA 250</td>
<td>Extremity Orthopedics</td>
<td>4</td>
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<td>PTA 254</td>
<td>Spinal Orthopedics</td>
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<tr>
<td>PTA 262</td>
<td>Rehabilitation of Neurological Conditions I</td>
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<td>PTA 264</td>
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<td>PTA 270</td>
<td>Physical Therapist Assistant Seminar</td>
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<tr>
<td>PTA 291</td>
<td>Clinical Externship I</td>
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<td>PTA 295</td>
<td>Clinical Externship II</td>
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<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
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**PTA 220 Pathologic Conditions  3 Credit Hours**

Provides instruction in the signs, symptoms, etiology, course, prognosis, medical intervention, and treatment of disease with an emphasis on diseases commonly encountered in physical therapy. Medical terminology is reinforced.

**Prerequisites:** Admission to the PTA program and AH 100

**Note:** Concurrent enrollment in PTA 108, PTA 118, PTA 119 and PTA 142 is required.

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**PTA 250 Extremity Orthopedics 4 Credit Hours**

Provides instruction in the etiology, course, prognosis, medical intervention, and treatment of orthopedic conditions of the extremities. Course content includes physical therapy intervention. Students practice techniques in a guided lab setting.

**Prerequisites:** Admission to the PTA program and PTA 132

**Note:** PTA 250, PTA 254, PTA 262, PTA 264, and PTA 291 must be taken concurrently.

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**PTA 254 Spinal Orthopedics 3 Credit Hours**

Provides instruction in the etiology, course, prognosis, medical intervention, and treatment of orthopedic conditions of the spine. Course content includes physical therapy intervention. Students practice techniques in a guided lab setting.

**Prerequisites:** Admission to the PTA program and PTA 132

**Note:** PTA 250, PTA 254, PTA 262, PTA 264, and PTA 291 must be taken concurrently.

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**PTA 262 Rehabilitation of Neurological Conditions I 2 Credit Hours**

Provides review of basic neuroanatomy and neurophysiology followed by instruction in the theory and rationale of the treatment approach for the patient with neurological involvement. Emphasis is on the functional approach to patient treatment including the use of Neurodevelopmental Treatment and Proprioceptive Neuromuscular Facilitation for adults with neurological conditions such as traumatic brain injury and cerebrovascular accidents.

**Prerequisites:** Admission to the PTA program and PTA 132

**Note:** PTA 250, PTA 254, PTA 262, PTA 264, and PTA 291 are to be taken concurrently.

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**PTA 264 Rehabilitation of Neurological Conditions II 4 Credit Hours**

Provides opportunity for application of the techniques learned in PTA 262 with an emphasis on the functional approach to patient treatment. This includes the use of Neurodevelopmental Treatment and Proprioceptive Neuromuscular Facilitation for adults with neurological conditions such as traumatic brain injury and cerebrovascular accidents. Students practice techniques in a guided lab setting.

**Prerequisites:** Admission to the PTA program and PTA 132

**Note:** PTA 250, PTA 254, PTA 262, PTA 264, and PTA 291 are to be taken concurrently.

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**PTA 270 Physical Therapist Assistant Seminar 1 Credit Hour**

This course is intended to integrate classroom and practical clinical experiences. The course includes student presentations and discussions as well as review and reinforcement of clinical skills, medical terminology, and effective communication skills.

**Prerequisites:** Admission to the PTA program and PTA 291

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**PTA 291 Clinical Externship I 2 Credit Hours**

A part-time supervised clinical practicum at affiliated physical therapy departments. Students participate in patient treatment under the delegation and supervision of a licensed physical therapist.

**Prerequisites:** Admission to the PTA Program, PTA 106, PTA 115, PTA 121, PTA 142, and PTA 220

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**PTA 295 Clinical Externship II 9 Credit Hours**

A full-time supervised clinical practicum at affiliated physical therapy departments. Students participate in patient treatment under the delegation and supervision of a licensed physical therapist.

**Prerequisites:** Admission to the PTA Program and PTA 291

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**RAD 101 Introduction to Radiography 1 Credit Hour**

Provides an overview of radiography and its role within health care delivery. Student responsibilities are outlined. Students are oriented to the academic and administrative structure, key departments and personnel, and the profession as a whole. Basic principles of radiation protection, basic equipment manipulation, and types of diagnostic examinations are introduced.

**Prerequisites:** BIO 233 and admission to the Radiographer program

**Note:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 must be taken concurrently.
Henry Ford Community College

**Course Descriptions**

**RAD 105**  Patient Care Techniques  3 Credit Hours

Explains the concepts of patient care and safety, including consideration for the physical and psychological needs of the patient and family. Routine and emergency care procedures are described, as well as infection control procedures utilizing Universal Precautions. The radiographer’s role in patient education is discussed, as are the parameters of professional practice, including the radiographer’s major areas of responsibility in the delivery of health care.

**Prerequisites:** Admission to the Radiographer program

**Note:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 must be taken concurrently.

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**RAD 109**  Clinical Education I  3 Credit Hours

A course offering structured clinical experiences in chart recognition, basic assessment, patient communication, and basic radiographic procedures and policies.

**Prerequisites:** Admission to the Radiographer program

**Note:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 must be taken concurrently.

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**RAD 111**  Principles of Radiation Protection  2 Credit Hours

Provides an overview of the principles of radiation protection, including responsibilities of the radiographer for the patients, personnel, and public. This course addresses the concepts of As Low As Reasonably Achievable, stochastic and nonstochastic effects, and effective absorbed dose equivalent limits. Regulatory agencies are identified, and the involvement of those agencies in radiation protection is discussed.

**Prerequisites:** Admission to the Radiographer program

**Note:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 must be taken concurrently.

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**RAD 118**  Radiographic Positioning I  3 Credit Hours

This is the first of a five semester curriculum in radiographic positioning and procedures. The material is presented through lecture and laboratory components. The course provides a knowledge of positioning terminology, chest, abdomen, and upper extremity procedures. Students will be presented with positioning guidelines during lecture. Psychomotor skills and common knowledge are reinforced through laboratory assignments. Film critique is also a part of the course.

**Prerequisites:** Admission to the Radiographer program

**Note:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 must be taken concurrently.

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**RAD 158**  Radiographic Positioning II  3 Credit Hours

This lecture/labatory course is the second of a five-semester curriculum focusing upon radiographic positioning and procedures. The course describes positioning terminology as well as shoulder girdle, lower extremity, and pelvic girdle procedures. Students will be presented with specific positioning guidelines. Positioning skills in concert with specific radiographic procedures will be reinforced through lab assignments. A film critique is also a part of this course.

**Prerequisites:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118 and BIO 233

**Co-requisites:** BIO 234, RAD 158, RAD 161, RAD 171, RAD 190 and RAD 257 must be taken concurrently.

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**RAD 161**  Imaging Equipment  1 Credit Hour

This course is designed to provide knowledge routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. The major emphasis will be on the components of the diagnostic x-ray tube and fluoroscopic imaging systems. Other imaging equipment, such as CT, MRI, and digital imaging are also described.

**Prerequisites:** RAD 101, RAD 108, RAD 109, RAD 111 and RAD 118

**Note:** RAD 158, RAD 161, RAD 171, RAD 190, RAD 257 must be taken concurrently.

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**RAD 166**  Radiograph Film Processing  2 Credit Hours

Provides the knowledge needed to process radiographic film. Requirements for the processing area are identified, and film, film holders, and intensifying screens are discussed. This course also explains processing procedures and artifacts.

**Prerequisites:** RAD 206, RAD 209, RAD 212, RAD 227 and PHYS 133

**Note:** RAD 166, RAD 267, RAD 274, RAD 290 must be taken concurrently.

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**RAD 171**  Principles of Exposure and Film Evaluation  3 Credit Hours

This course focuses upon the factors that govern and influence the production of the radiographic image. The course details the main properties of radiograph density, contrast, detail and distortion as well as the factors that control and/or contribute to producing a quality image. The parameters of film evaluation will be developed in this course. Lecture material is supplemented with lab experiments. The elements of film critique and film evaluation will remain a major component of the remaining units of this program.

**Prerequisites:** RAD 101, RAD 108, RAD 109, RAD 111, and RAD 118

**Co-requisites:** RAD 158, RAD 161, RAD 171, RAD 190, RAD 257 must be taken concurrently.

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**RAD 188**  Radiographic Positioning III  2.5 Credit Hours

This is the third course in radiographic positioning and procedures. The course provides a knowledge of radiographic anatomy and positioning of the vertebral column and the bony thorax. Lecture material is supplemented with laboratory experiences.

**Prerequisites:** RAD 158, RAD 161, RAD 171, RAD 190 and RAD 257

**Note:** RAD 188 and RAD 194 must be taken concurrently.

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RAD 190  Clinical Education II  3 Credit Hours
A structured clinical course focusing on basic radiographic equipment, techniques, procedures, and positioning. Patient interaction is also a component of this course.

Prerequisites: RAD 109

Note: RAD 158, RAD 161, RAD 171, RAD 190, and RAD 257 must be taken concurrently.

RAD 194  Clinical Education III  1 Credit Hour
A structured clinical course focusing on procedures and techniques needed for radiographic studies of the upper and lower extremities, chest, abdomen, trunk, and spine. Patient interaction is also a component of this rotation.

Prerequisites: RAD 190

Note: RAD 188 and 194 must be taken concurrently.

RAD 197  Clinical Education IV  3 Credit Hours
A continuation of the clinical experiences of RAD 194, with emphasis on technical proficiency and quality.

Prerequisites: RAD 194

RAD 206  Radiographic Pathology  2 Credit Hours
This lecture course on pathology will provide the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures will be discussed.

Prerequisites: RAD 181

Co-requisites: PHYS 131, RAD 206, RAD 209, RAD 212, and RAD 227 must be taken concurrently.

RAD 209  Clinical Education V  3 Credit Hours
A structured clinical course emphasizing the radiographic procedures involving the spine and bony thorax.

Prerequisites: RAD 197

Note: RAD 206, RAD 209, RAD 212, and RAD 227 must be taken concurrently.

RAD 212  Introduction to Quality Assurance in Radiography  1 Credit Hour
This lecture course develops the evaluation components of radiographic systems in order to assure consistency in the production of quality images. The key units involved in the radiography system are identified. Tests and procedures to evaluate the components are discussed. State and federal standards are described. Students are required to perform routine tests of diagnostic x-ray equipment.

Prerequisites: RAD 188

Note: RAD 206, RAD 209, RAD 212, and RAD 227 must be taken concurrently.

RAD 227  Radiographic Positioning IV  3 Credit Hours
Designed to address, through lecture and laboratory sessions, radiographic anatomy and positioning of the skull, facial bones and paranasal sinuses.

Prerequisites: RAD 188

Note: RAD 206, RAD 209, RAD 212 and RAD 227 must be taken concurrently.

RAD 257  Radiographic Positioning V  2 Credit Hours
This is a section of a five semester curriculum in radiologic positioning and procedures. This course will cover the equipment needs, contrast requirements, and general procedures for radiographic examinations of the gastrointestinal tract, biliary tract, and urinary system. Consideration will also be given to special procedures in diagnostic radiography. Additionally, students will study and evaluate radiographic images of these procedures.

Prerequisites: RAD 101, RAD 108, RAD 109, RAD 111 and RAD 118

Note: RAD 158, RAD 161, RAD 171, RAD 190, and RAD 257 must be taken concurrently.

RAD 267  Radiation Physics  4 Credit Hours
This lecture course focuses upon fundamental physics for radiographic technology including electrostatic, electrodynamic, electromagnetic induction, fundamentals of x-ray generating equipment, x-ray production, and beam characteristics. X-ray photon interactions with matter will be reviewed.

Prerequisites: RAD 206, RAD 209, RAD 212 and RAD 227

Co-requisites: RAD 166, RAD 267, RAD 274 and RAD 290 must be taken concurrently.

RAD 274  Radiation Biology  2 Credit Hours
This lecture course provides an overview of the principles related to the interaction of radiation with the living systems. Radiation effects on biological molecules and organisms as well as the factors affecting the biological response are presented. Acute and chronic effects of radiation are discussed.

Prerequisites: RAD 206, RAD 209, RAD 212, and RAD 227

Co-requisites: RAD 166, RAD 267, RAD 274, and RAD 290 must be taken concurrently.
REEN 100  Principles of Respiratory Care  3 Credit Hours
This course is an in-depth study of the cardiopulmonary system from fetal development through old age in health and disease. Topics include respiratory care history, cardiopulmonary anatomy and physiology, the effects of aging on the pulmonary system, basic pulmonary assessment and an introduction to basic pulmonary diseases. Three hours of lecture per week.
Prerequisite: Acceptance into the Respiratory Therapist program
Note: RTH 100 and RTH 119 must be taken concurrently.

RTH 100  Principles of Respiratory Care  3 Credit Hours
Offers a structured laboratory/clinical experience that emphasizes basic patient assessment, pulse oximetry, basic gas laws, medical gas administration, oxygen therapy delivery systems, and lung expansion techniques. Two hours of lecture and three hours of lab/clinic per week.
Prerequisite: Acceptance into the Respiratory Therapist program
Note: RTH 100 and RTH 119 must be taken concurrently.

RTH 119  Introduction to Clinical Therapy  2 Credit Hours
This course will introduce the student to the topic of Geothermal Energy. It will identify geothermal energy sources and give an overview of how geothermal energy is being used today. A major emphasis of the course will be residential heating using geothermal technology. The installation of a geothermal furnace in a residential application will be covered. This will include an initial survey of the home and property, sizing of the unit, and the choice of the type of loop system to use.

REEN 120  Wind, Solar, and Fuel   2 Credit Hours
This course is designed to explore the theory of operation and applications of the following technologies: passive and active solar collectors, photovoltaic cells, wind generators, and fuel cells. All of these technologies are available today in limited applications, but any or all of them could hold the promise of being able to supply a major portion of tomorrow's renewable energy needs.

REEN 130  Smart Home Control Technology  2 Credit Hours
This course will help the student identify both the advantages and drawbacks of using Smart Home Technology. It will let the student explore all of the options currently available in the different types of systems and technologies available. The topics discussed will include the economics of Smart Home Technology, Smart Home Technology and conservation of energy, and how Smart Home Technology can improve a standard of living. Demonstrations of the Technology and laboratory exercises will be included.

REEN 140  Co-Generation and Back Up Power  2 Credit Hours
This course is designed to introduce the student to the topics of Co-Generation and Back-Up Power for use in a residence or business. The cost of energy today has become an incentive for many to look to alternative energy sources for both home and business. Increased pressures on the power grid have resulted in power failures that have convinced some to install Back-Up Power systems. This course will look at the various types of both Back-Up Power Units and Uninterruptible Power Units available today. Site survey, planning, cost, and the installation and maintenance of the units will be covered.
RTH 160  Respiratory Therapy Pharmacology  2 Credit Hours
This course focuses on the appropriate and effective administration
of respiratory care medications, including an overview of
pharmacology, terminology, routes, techniques of administration
and calculation of dosages. The NAEP Guidelines for Asthma
Management are stressed. Two hours of lecture per week.
Prerequisites: RTH 100 and RTH 119
Note: RTH 160 and RTH 175 must be taken concurrently.

RTH 175  Respiratory Care Procedures II  5 Credit Hours
This course provides instruction in therapeutic procedures utilized
by the respiratory therapist. Course content includes airway care,
critical life support, bronchial hygiene, and lung expansion
therapy. Students practice these procedures in a guided laboratory
setting. Three hours of lecture and two hours of laboratory per week.
Prerequisites: RTH 100 and RTH 119
Note: RTH 175 and RTH 160 must be taken concurrently.

RTH 180  RT Clinical Sciences  3 Credit Hours
This course focuses on the clinical application of science to the
practice of respiratory care. Topics include common microbial
pathogens seen with pulmonary infection, infection control
guidelines, oxygenation, acid-base balance, and the physical
principles of ventilation in health and disease. Emphasis is placed
on blood gas interpretation, capnography, puncture techniques,
protection of the respiratory therapist, and disinfection and
sterilization of respiratory care equipment.
Prerequisites: RTH 100 and RTH 119

RTH 194  Clinical Therapeutics  2 Credit Hours
Offers students experience in selected health care facilities for
directed clinical practice with oxygen delivery systems, basic patient
assessment techniques, and therapeutic treatment regimes. Six
clinical hours per week.
Prerequisites: RTH 100, RTH 119, and BIO 233
Note: RTH 160, RTH 175 and RTH 194 must be taken concurrently with RTH
194.

RTH 210  Ventilator Management I  4 Credit Hours
A study of the theories, techniques, and equipment used to achieve
adequate spontaneous and artificial ventilation in the adult patient.
Two and one-half hours of lecture and one and one-half hours of
laboratory per week.
Prerequisites: RTH 160, RTH 175, RTH 180, RTH 194, and BIO 234

RTH 216  Cardiopulmonary Testing  2 Credit Hours
This course discusses basic pulmonary function testing and
electrocardiographic testing. Basic theory and techniques for testing
are covered. Students are expected to perform and evaluate these
tests for use by the physician. Two hours of lecture per week.
Prerequisite: BIO 234

RTH 235  Neonatal and Pediatric Respiratory Care  3 Credit Hours
A study of the anatomy, physiology, and pathophysiology of the
premature neonate through adolescence. This is followed by an
extensive overview of respiratory therapeutics related to the care of
the neonatal/pediatric patient. Two hours of lecture and two hours of
laboratory per week.
Prerequisites: RTH 210 and RTH 291
Note: RTH 216, RTH 245 and RTH 292 must be taken concurrently.

RTH 245  Applied Respiratory Care  2 Credit Hours
Emphasizes the assessment and management of patients with
cardiopulmonary disease. Students apply the techniques and
concepts learned in their first year to common disease states seen in
the critical care areas. Two hours of lecture per week.
Prerequisites: RTH 210 and RTH 291

RTH 275  Therapeutic Management  1 Credit Hour
This laboratory course provides the student an opportunity to apply
in simulated settings concepts learned throughout the program.
Students spend two hours each week working on computerized
clinical case study simulations, selecting appropriate treatments and
managing patients.
Prerequisites: RTH 216, RTH 235, RTH 245, and RTH 292

RTH 285  Advanced Respiratory Concepts  3 Credit Hours
A study of the current theory and techniques encountered by the
respiratory therapist in a variety of clinical settings. Emphasis is
placed on advanced ventilatory applications, cardiopulmonary
monitoring, and the Respiratory Care Professional’s dynamic role in
the health care setting. Three hours of lecture per week.
Prerequisites: RTH 216, RTH 235, RTH 245, and RTH 292
Note: RTH 275 and RTH 285 must be taken concurrently.

RTH 291  Advanced Clinical Therapeutics  4 Credit Hours
Further develops the clinical skills related to airway maintenance,
removal of bronchopulmonary secretions, CPR, and oxygenation.
Students also evaluate, modify, and monitor patients’ responses
to respiratory treatment regimes. A ten-week directed clinical experience includes fifteen hours per week.

**Prerequisites:** RTH 160, RTH 175, RTH 180, and RTH 194

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**RTH 292 Clinical Practicum 5 Credit Hours**

Further develops therapeutic clinical skills for adult critical care areas, pulmonary function testing labs, diagnostic labs and beginning neonatal critical care. Emphasis is on assessing needs, designing care plans, and implementing and evaluating the procedures especially employed for mechanical ventilatory support and systemic oxygenation. Fifteen hours per week of directed clinical experience.

**Prerequisites:** RTH 210 and RTH 291

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**SCI 210 Introduction to Science for Elementary Education 4 Credit Hours**

This is the first science course in a sequence intended for pre-service elementary school education majors. The course will introduce students interested in elementary school teaching to a broad overview of both science instruction and the process of science. Students will investigate, discuss, and design experiments using the group inquiry method of instruction.

**Prerequisites:** A grade of C or better in MATH 080 or a satisfactory score on the math placement test.

**Note:** This course may have special transfer rights to certain schools of education. Consult with the Director of the Pre-Education Program for details.

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**SCI 131 Introduction to Sociology 3 Credit Hours**

Introduces the sociological approach to understanding human behavior. Students investigate how a society's culture and social organization shape actions and influence everyday life. Connections between the individual and society are explored in relation to all aspects of social life, including family, work, social inequality, religion, politics, and the economy. This course provides the basis for further study in sociology and social work.

**Note:** This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

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**SCI 132 Marriage and the Family 3 Credit Hours**

Makes the student more aware of the personal decisions one makes in life and of the cultural influences affecting decisions relating to family situations. Areas of discussion include definitions of marriage and the family, married partners as individuals, becoming partners, experiencing family commitment, changing commitments, and cross-cultural comparisons.

**Note:** Non-lab science class

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**SCI 133 Revolutions in Science 3 Credit Hours**

Explores the development of modern Western science from its origins in the ancient world to the present day. Students will develop an understanding of major scientific theories through the study of selected original writings in translation as well as modern commentaries.

**Suggested Prerequisite:** A previous college-level science course is recommended.

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**SCI 213 Learning by Inquiry: Life Science 4 Credit Hours**

This course is designed to provide pre-service elementary and middle school teachers with the necessary tools, knowledge, and motivation to teach basic biological concepts. In this course students will integrate major biological themes and understand how the topics covered in the course fulfill the National Science Education Standards and the Michigan Curriculum Framework. Students will use inquiry-based learning.

**Prerequisites:** A grade of C or better in MATH 080 or a satisfactory score on the math placement test.

**Note:** This course may have special transfer rights to certain schools of education. Consult with the Director of the Pre-Education Program for details.

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**SOC 151 Contemporary Social Problems 3 Credit Hours**

Focuses on current social problems and issues facing American society. Students investigate a series of important problems, including poverty, urban decline, family instability, crime, and discrimination, by using a sociological perspective. The primary goals of this course are increasing student awareness of the causes of social problems and investigating possible solutions.

**Prerequisites:** SOC 131

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**SOC 251 Ethnic and Racial Diversity in Societies 3 Credit Hours**

Introduces students to the sociological study of ethnic and racial groups. Students explore key concepts and issues in connection with definitions of race and ethnicity, immigration, patterns of group inequality and domination, discrimination and prejudice. Focuses on the diversity of U.S. society and explores the experiences of Native Americans and immigrant groups, including those from Africa, Asia, and Europe. Emphasis on current patterns and consequences of immigration will be studied. Ethnic and racial diversity in other societies will also be explored.

**Prerequisites:** SOC 131

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Course Descriptions

SOE 254  Social Psychology  3 Credit Hours
Introduces the social forces affecting people's lives and how people affect their group. This course examines three areas of behavior resulting from intentional influence, membership in a group, and social interaction. Self-perception, behavior and attitude, attraction, aggression, altruism, and group process are also explored. This course may be taken for credit in either psychology or sociology but not both. (See PSY 254.)
Prerequisites: SOC 131 and PSY 131 or permission of the instructor

SPC 131  Fundamentals of Speaking  3 Credit Hours
Designed to meet the needs of the beginning student. Emphasis is on the development of skill in oral communication through practice in extemporaneous speaking.

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SPC 145  Interpersonal Communication  3 Credit Hours
Explores the process of communication between individuals in relatively informal, face-to-face situations that occur in family, social, and work groups.

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SPC 232  Health Communication  3 Credit Hours
Surveys the interaction of health care and communication issues. This course examines communication theories as applied to health care issues and the role and effectiveness of persuasive and informational mass media campaigns in the health field. The focus is on ethical issues, decision-making skills, and such subjects as listening, interpersonal communication, message observation and analysis, and decision making.
Prerequisite: SPC 131

SPN 131  Elementary Spanish I  4 Credit Hours
Trains the student in pronunciation as well as the basic grammatical principles necessary for comprehending and expressing simple ideas in both spoken and written Spanish. Class assignments are complemented with tapes.

SPN 132  Elementary Spanish II  4 Credit Hours
Completes a systematic survey of grammar and includes discussion of cultural topics. Oral expression is emphasized. Class assignments are complemented by tapes.
Prerequisite: SPN 131, one year of high school Spanish, or permission of the instructor

SPN 231  Second Year Spanish III  4 Credit Hours
Includes rapid review and application of grammatical principles by means of oral and written exercises and some composition writing. Students continue practice in pronouncing and comprehending the spoken language. Reading both in and out of class promotes speed and comprehension. Some class assignments are complemented by tapes.
Prerequisite: SPN 132, three years of high school Spanish, or permission of the instructor

SPN 232  Second Year Spanish IV  4 Credit Hours
Emphasizes oral comprehension as well as development of a sufficiently large vocabulary to enable the student to speak, read, and aurally comprehend Spanish with ease. Oral and written reports are required. Class assignments are complemented by tapes.
Prerequisites: SPN 231, four years of high school Spanish, or permission of the instructor

SPN 295  Directed Study in Spanish  1 Credit Hour
Individual study of a topic of special interest in the area of Spanish language, literature or culture, to be undertaken under the direction of an instructor. Appropriate methods of research and investigation are applied, and the results reported in a final creative product such as a research paper, electronic or physical report (such as electronic media presentation, Web page or display board) or other creative product together with a bibliography. This class may be repeated once for credit.
Prerequisites: Grade of a C or better in SPN 131, SPN 132, SPN 231 or SPN 232 or equivalent and permission of the instructor

SPN 296  Directed Study in Spanish  2 Credit Hours
Individual study of a topic of special interest in the area of Spanish language, literature or culture, to be undertaken under the direction of an instructor. Appropriate methods of research and investigation are applied, and the results reported in a final creative product such as a research paper, electronic or physical report (such as electronic media presentation, Web page or display board) or other creative product together with a bibliography. This class may be repeated once for credit.
Prerequisite: Grade of a C or better in SPN 131, SPN 132, SPN 231 or SPN 232 or equivalent and permission of the instructor

SPN 297  Directed Study in Spanish  3 Credit Hours
Individual study of a topic of special interest in the area of Spanish language, literature or culture, to be undertaken under the direction of an instructor. Appropriate methods of research and investigation are applied, and the results reported in a final creative product such as a research paper, electronic or physical report (such as electronic media presentation, Web page or display board) or other creative product together with a bibliography. This class may be repeated once for credit.
Prerequisite: Grade of a C or better in SPN 131, SPN 132, SPN 231 or SPN 232 or equivalent and permission of the instructor

SRG 101  Introduction to Surgical Technology  4 Credit Hours
The course introduces the fundamentals of operating room techniques, emphasizing principles and practices of asepsis and sterilization. Physical and psychosocial aspects of the patient are explored. Included are the role and responsibilities of the surgical technologist and other surgical team members; accountability and legal aspects; identification of common equipment, instruments, and supplies. Students practice scrubbing, gowning, and gloving. Selected laboratory practice and one OR observation are required.
Prerequisite: Acceptance into the SRG Program
Note: AH 100, BIO 135, BIO 233 and SGR 101 must be taken concurrently.
SRG 100  Surgical Procedures I  4 Credit Hours
This lecture/laboratory course is designed to continue to develop the concepts from SRG 101. It features the theory and practice for general, gynecological, genitourinary, orthopedic, otolaryngology, and endoscopy surgical procedures. The course also emphasizes the scheme or steps as well as the instrumentation of these surgical interventions. Two OR observations are required.
Prerequisites: AH 100, BIO 135, BIO 233 and SGR 101
Note: BIO 234, ENG 131, HCS 103, HCS 124, SGR 120 and SGR 180 must be taken concurrently.

SRG 160  Surgical Pharmacology  3 Credit Hours
A study of medications used in the operating room with an emphasis on the common drugs used in the surgical area. This course examines the administration, actions, interactions, side-effects, and terminology of perioperative medications. Included are legal responsibilities of the surgical technologist and common calculations performed in a sterile field. The student must present two reports as well as complete a term paper.
Prerequisites: AH 100, BIO 135, BIO 233, and SGR 101
Suggested Prerequisites: BIO 234 and SRG 120
Note: SRG 120, SRG 160, and BIO 234 must be taken concurrently.

SRG 209  Clinical Externship I  5 Credit Hours
A practicum developing concepts learned in SRG 101. Students are assigned to an affiliate agency where they practice skills involving surgical techniques and principles. They actively participate as members of the surgical team, developing skills necessary to "scrub" and assisting in "circulating" during surgical procedures under supervision. Sixteen hours per week.
Prerequisites: BIO 233, BIO 234, SRG 101, SRG 120, and SRG 160
Note: SRG 209 and SRG 220 must be taken concurrently.

SRG 220  Surgical Procedures II  4 Credit Hours
A lecture/laboratory course designed to develop further the student's knowledge of surgical specialties and clinical practice, including vascular, thoracic, neurologic, oral, ophthalmic, reconstructive, pediatric, and geriatric procedures. The scheme or steps as well as the instrumentation of the common procedures performed are emphasized.
Prerequisites: BIO 233, BIO 234, SRG 101, SRG 120, and SRG 160
Note: SRG 209 and SRG 220 must be taken concurrently.

SRG 240  Issues in Surgical Technology  4 Credit Hours
Students will identify and discuss advanced surgical procedures focusing upon trauma, transplants, major orthopedic procedures, and the basic principles in the application of robotics in surgery. Electrical elements/concerns and applied physics in the operating room will be discussed. The course will also emphasize the elements of professional development including professional organizations, leadership, teamwork, certification and continuing education. Students will discuss the role of the AST and its impact upon careers in surgical technology. Employability skills will be reviewed and applied. Students will be introduced to techniques and exercises in preparation for the national CST exam. Written and oral presentations by the students are key elements of this course. All students will be required to successfully complete the national Program Assessment Exam (PAE).
Prerequisites: SRG 209 and SRG 220
Note: SRG 240 and SRG 290 must be taken concurrently.

SRG 290  Clinical Externship II  8 Credit Hours
A practicum that further develops clinical proficiency. Students are assigned to an affiliated agency where they practice skills related to surgical techniques and principles. They participate as members of the surgical team, developing skills necessary to scrub and assisting in circulating during surgical procedures. Students scrub alone for some surgical procedures. Students must prepare a case study. Twenty-four hours per week.
Prerequisites: SRG 209 and SRG 220
Note: SRG 240 and SRG 290 must be taken concurrently.

SSC 131  A Survey of the Social Sciences  3 Credit Hours
Surveys the several disciplines found under the general heading of the social sciences: anthropology, economics, geography, ecology, demography, psychology, sociology, and political science. This course also presents the development of each discipline and its important concepts.
Note: This course meets the graduation requirement for General Education Outcome 1: American Society, Events, Institutions and Cultures.

SSC 235  Topics in Social Science  3 Credit Hours
Provides special study in an area of social science, organized by subject, field of inquiry, or other criteria. This course may be taken twice for credit, six hours maximum, but the two topics must be different. Specific topics and any prerequisites are listed in the current semester's class schedule or may be obtained through the Social Science Division office.

STH 131  Theatre Appreciation  3 Credit Hours
A survey course consisting of lecture and discussion classes in the components, methods and history of theatrical production. Subject areas may include but are not limited to acting, directing, technical theater and history.

STH 132  Acting I  3 Credit Hours
An introduction to basic acting techniques, theories of acting, and rehearsal procedures. Emphasis is placed on modern and contemporary comedies and dramas. Students engage in relaxation,
concentration, and vocal exercises. Attention is given to formal script analysis and breaking down dialogue and action into objective and intentions. Students will perform scenes from contemporary plays.

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<td>Technical Theatre</td>
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<td>Offers practical application of the fundamentals of set construction, rigging, painting, sound, lighting, and special effects.</td>
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| STH 135     | Introduction to Stage Makeup          | 3            | D/E      |
|             | An analysis of the basic functions of stage makeup and a demonstration of techniques of makeup application. Students explore age, animal, fantasy, horror, and foam latex prosthetic makeup techniques. Students design and apply their own makeup as well as design and apply makeup for HFCC mainstage productions. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 138     | Stage Costuming                       | 3            | D/E      |
|             | A course designed to introduce the history, design, and construction of costumes for the stage. Students will selectively study the history of stage costuming from the Greeks to the present day with an emphasis on line, form, production requirements, principles of stage costume design, and building techniques. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 140     | One Act Play Production               | 3            | D/E      |
|             | Offers lecture and practice in the organization and specific skills necessary for the public performance of one-act plays. Students are provided opportunities in the areas of acting, assistant directing, stage management, publicity, and house management. |              | Fall     |
|             | Prerequisites: STH 132 or permission of the instructor |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 142     | Theatrical Production                 | 3            | D/E      |
|             | Offers lecture and practice in the organization and specific skills necessary for the performance of full-length comedy, drama, musical, or evening of one-act plays for the new Playwright’s Workshop. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 143     | Creative Dramatics for Children       | 3            | D/E      |
|             | Introduces the principles and practice of implementing and conducting theatre activities for young children. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 144     | Improvisation for the Actor           | 3            | D/E      |
|             | Introduces the principles and practice of improvisational techniques as applied to performance. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 145     | Stage Combat                          | 3            | D/E      |
|             | Theory and practice in the skills necessary for basic theatrical fencing, broadsword fighting, falling, and hand to hand combat. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 149     | Children’s Theatre Production         | 3            | D/E      |
|             | Offers lecture and practice in the organization of specific skills necessary for the public performance of children’s plays. Students participate in HFCC’s annual Children’s Theatre presentation. Students are provided opportunities in the areas of acting, assistant directing, stage management, publicity, and house management. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 150     | Stagecraft                            | 3            | D/E      |
|             | Basic survey of the major techniques and theories of scenography in the modern theatre, including but not limited to: scenery, tools, properties, rigging, blueprints, lighting, painting, costumes, sound production, the use of computers, and special effects. This course includes classroom lecture and demonstration. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 155     | Theatre                               | 3            | D/E      |
|             | For students who participate in extra-curricular activities. They may, with the approval of the director of the activity, enroll for three hours of credit per semester. |              | Fall     |
|             | Prerequisites: Permission of the director of the activity |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 232     | Acting II                             | 3            | D/E      |
|             | An introduction to basic acting techniques, theories of acting, and rehearsal procedures. Emphasis is placed on modern and contemporary comedies and dramas. Students engage in relaxation, concentration, and vocal exercises. Attention is given to formal script analysis and breaking down dialogue and action into objective and intentions. Students will perform scenes from contemporary plays. |              | Fall     |
|             |                                       |              | Winter   |
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|             |                                       |              | Summer   |

| STH 233     | Advanced Technical Theatre            | 3            | D/E      |
|             | Includes participation in the technical aspects of the semester’s production. Students are assigned to key technical positions in the areas of lighting, shifting, rigging, properties, painting, building, sound, makeup, costumes, and special effects. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

| STH 235     | Topics in Theater                    | 3            | D/E      |
|             | Provides special study in the area of theater, organized by style, production approach, historical period, or other criteria. This course may be taken twice for credit, for a maximum of six credit hours, but the two topics must be different. Specific topics and any prerequisites are listed in the current semester’s class schedule or may be obtained through the departmental office. |              | Fall     |
|             |                                       |              | Winter   |
|             |                                       |              | Spring   |
|             |                                       |              | Summer   |

D=E=Day E=Evening W=Weekend O=Online
STH 238  Theatre History  3 Credit Hours
A survey of theatrical production, including acting, directing, theatre architecture, artistic movements, and significant ideas that affect the development of theatre from the Greeks through the present. Emphasis is placed on individual research and projects.

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STH 242  Advanced Theatrical Production  3 Credit Hours
Designed to allow students who have had STH 142 to further explore areas of practical theatre production.

Prerequisites: STH 142

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STH 255  Lighting  3 Credit Hours
An examination of the processes, techniques and principles involved in lighting the stage, studio and location. Students learn the properties of light, color media, and stage lighting equipment. An opportunity to participate in the stage lighting of HFCC production is provided.

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STH 256  Directing  3 Credit Hours
An introduction to directing for the stage, surveying the areas of composition, picturization, movement, rhythm, auditions, casting, rehearsals, and actor psychology.

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STH 257  Pantomime & Physical Techniques  3 Credit Hours
For the Actor
An exploration of the importance of the body in the acting process, with an emphasis on practical experience. Various technique and improvisational exercises will be used to develop a greater sensitivity to and accuracy with emotional expression and physical characterization in the variety of styles.

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STH 259  Experimental Theatre Production  3 Credit Hours
Offers lecture and practice in the specific skills necessary for the production of an experimental play. Students are exposed to plays that approach the non-traditional theatrical experience including multimedia, impressionism, expressionism, surrealism, improvisation, performance art, and absurdism. Students are provided opportunities in the areas of acting, assistant directing, stage management, publicity and house management.

Prerequisites: STH 132 or permission of the instructor

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STH 281  Theatre Capstone  1 Credit Hour
Provides the required assessment of knowledge and skills for students in their last semester of course work for the Associate of Arts Degree in Theater.

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SWC 131  Science In Western Culture  3 Credit Hours
Considers science in its philosophical, religious, and methodological contexts throughout history, by studying examples from ancient Greek and Arabic thought, natural philosophy in the Middle Ages, the scientific revolution, and the rise of modern science. Emphasis is on understanding the nature of scientific enterprise and interactions between science and its cultural matrix. This course can be used toward fulfilling the graduation requirements for the Associate in Arts, Associate in Science, and Associate in General Studies degree programs.

TADV 060  Basic Skills for the Skilled Trades  4 Credit Hours
Designed to provide a comprehensive review of mathematical and algebraic skills as well as knowledge of the industrial workplace in order to prepare the student for an employer-administered apprenticeship test. This review includes measuring devices, spatial relations, blueprint reading, mechanical aptitude, and manufacturing materials and processes.

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TADV 070  Pre-Apprenticeship Math  2 Credit Hours
This course utilizes shop problems to help students relate math to job situations. Topics include addition, subtraction, multiplication and division of whole and mixed numbers, common and decimal fractions, graphs, and tables.

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TADV 100  Basic Print Reading  2 Credit Hours
This course is designed to familiarize students with the fundamentals needed for presenting concepts and techniques to various segments of today’s industry. Topics include the alphabet (use) of lines; the projection of various shapes and surfaces; presentation of hidden details; and the methods, units of measurement, and techniques used for locating details in a variety of drawings.

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAEI 102  DC and AC Electricity  3 Credit Hours
This is an introductory course in electricity, covering the fundamentals of both DC and AC circuits and circuit calculations. Included are electrical definitions, units of electrical measure, series and parallel resistive circuits, capacitance, and inductance. The use of meters and oscilloscopes will be included during lab experiences, along with an introduction to basic wiring and the troubleshooting of circuit faults.

Prerequisite: Completion of or concurrent enrollment of TAMA 110

Note: TAEI 102 replaces TAEI 103

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TAE105  AC Theory and Equipment  4 Credit Hours
Covers advanced AC theory. The topics of right triangle trig and complex numbers are included in the class to be used for reactance and impedance calculations. Three-phase power applications with delta and wye distribution and calculations are included. The electrical equipment discussed in this class includes single- and three-phase transformers, induction heating equipment, and several types of AC lighting equipment.
Prerequisites: Completion of or concurrent enrollment in TAE102 and TAMA 120

TAE106  Electronics Theory  4 Credit Hours
This is a laboratory-oriented course that stresses the fundamental theories of electronic components and elementary circuit applications. The use of test equipment, including the oscilloscope and meters, is an essential part of the course.
Prerequisite: TAE105

TAE115  Digital Theory  2 Credit Hours
A theory and laboratory course covering the fundamental concepts of digital theory. Topics include gates, logic circuits, counters, timers, and display circuits.

TAE145  DC and AC Motors  4 Credit Hours
Includes the fundamentals of both DC and AC motors. DC generators are included along with series, shunt, and compound DC motors. Basic DC starters and control circuits are covered. Both single-phase and three-phase AC induction motors are included along with synchronous, wound-rotor, and universal motors. AC alternators are compared to DC generators.
Prerequisite: TAE105

TAE150  DC Motors and Controls  2 Credit Hours
Explains the theory of operation of DC motors and generators. DC motor starters and control circuits are covered. Laboratory experiences help the student understand the concepts presented in class. Maintenance and installation of DC machines is also a part of this course.
Prerequisite: TAE102

TAE200  Ladder Diagrams and Motor Controls  4 Credit Hours
 Covers the fundamentals of electrical ladder diagrams and motor control circuits. Ladder logic, as well as labels, documentation, and symbology of electrical drawings, is presented along with the use of ladder diagrams as a troubleshooting tool. Students design and draw several control circuits for three-phase induction motors and wire these circuits in the motor control lab. Several single-phase control circuits are included in the laboratory exercises.
Prerequisite: TAE145

TAE205  Industrial Electronic Controls  2 Credit Hours
This course provides an overview of industrial electronic control circuits and electronic and electrical sensor circuits. This includes a review of semiconductor and digital theory, troubleshooting techniques, and electronic components including transistors, diodes, SCRs, DIACs, TRIACs, and various ICs. The control circuits discussed include three-phase and switching power supplies, DC motor drives, AC variable frequency motor drives, and resistance welding controllers.
Prerequisite: TAE106

TAE245  Programmable Logic Controllers  4 Credit Hours
This is a laboratory-oriented course that emphasizes programming and industrial applications of programmable control equipment.
Prerequisites: TAE200

TAE260  Robotics and Automation  4 Credit Hours
This is a lab-oriented course utilizing actual machines that represent many operations in automated manufacturing. Students prepare programs to operate the machines using Allen Bradley PLC-5 processors.
Prerequisite: TAE245

TAE270  Industrial and Commercial Wiring  2 Credit Hours
Designed to acquaint the student with the materials and calculations related to lighting, motor distribution, and other circuit locations in general and hazardous locations as defined by the National Electrical Code.
Prerequisite: TAE105

TAE275  Residential Wiring  2 Credit Hours
Covers the fundamentals of residential wiring, especially the aspects of the National Electrical Code specifically applying to residential construction and repairs. Electrical supplies and hardware appropriate for residential applications are included, and residential wiring techniques are explained.
Prerequisite: TAE105

TAE278  NEC Review and License Test Prep  3 Credit Hours
This course teaches apprentice electricians and others the applications of the National Electrical Code as it relates to the electrician. Topics include the design of electrical power systems and the factors relating to a safe and reliable installation as required by the code. Testing strategies will be taught to prepare electrical apprentices to take the journeyman license test.
Prerequisites: TAE270 and TAE275
Note: TAE278 replaces TAE265
TAEI 280  Low Voltage and Communication  2 Credit Hours
Wiring
Designed to give students working knowledge and practical experience in installation and maintenance of signal/low voltage wiring and signal transmission, including PC board and fiber optic repair and maintenance. The laboratory consists of experiments designed to give the student practice in the use of test equipment, basic troubleshooting, installation procedures, and repair techniques. Safety is emphasized throughout the curriculum.
Prerequisites: TAEI 105

TAEI 285  Industrial Truck Controls  2 Credit Hours
Designed to explain the operation of SCR solid state truck controls to industrial truck apprentices. Topics include review of basic electrical theory, DC generators and motors, batteries and battery charges, silicon-controlled rectifier theory, SCR truck control operation, and troubleshooting.
Prerequisite: TAEI 102

TAEI 290  High Voltage Power Distribution  2 Credit Hours
Covers the generation, transmission, and distribution of primary electrical power. Topics include underground and overhead distribution systems, types of wire and cables, switching equipment, protective devices, test equipment, personal safety items, OSHA safety rules, and methods of providing protection when working on de-energized electrical equipment.
Prerequisites: TAEI 105

TAEI 291  Electrical Power Distribution and Transmission  2 Credit Hours
This course will cover the fundamentals of electrical power distribution. The course will cover both transmission lines and substations. The operation of distribution transformers, instrument transformers, circuit breakers, reclosers, sectionalizers, fuses, relays, and disconnects will be included. Concepts of substation and transmission line protection as well as construction will be covered.

TAEI 295  Microprocessors  2 Credit Hours
Covers the fundamentals of microprocessor circuits and microprocessor programming, including the interfacing of the microprocessor with the ‘outside world’ through the handling of input and output data with a Peripheral Interface Adapter (PIA).
Prerequisites: TAEI 115

TAFD 112  Construction Blue Print Reading  2 Credit Hours
This course introduces students to the prints utilized in the construction trades, such as plumbing, electrical, carpentry, welding, and energy technology. Students will learn the fundamentals and languages required to read construction drawings. Topics will include measurement, lines, symbols, drawing views, working notes, and the importance of title blocks.

TAFD 115  Computer Applications for Skilled Trades  2 Credit Hours
An introductory course providing familiarity rather than proficiency and stressing industrial applications. This course explores software programming, storage/input/output devices, and controls as they apply to industry. Experiences and demonstrations in keyboarding, DOS, word processors, spreadsheets, databases, computer graphics, basic programming, and two dimensional computer-aided drafting are included.
Note: This course meets the graduation requirement for General Education Outcome 2: Computer Literacy.

TAFD 120  Industrial Safety Awareness  2 Credit Hours
Presents a comprehensive approach to safety, designed to give the skilled tradesperson the knowledge of safety fundamentals and practices, from the causes of accidents to the study of safety hazards and rules associated with equipment and tools utilized in modern industrial facilities.
Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAFD 130  Applied Industrial Applications  3 Credit Hours
Physical Science
Offers the apprentice an exposure to the applications of physics and chemistry found in the industrial workplace. Topics include the six elemental machines, applications of forces, motion, and work, as well as the chemistry of industrial materials and chemical interactions in the environment.
Prerequisite: TAMA 120

TAFD 150  Applied Technology  3 Credit Hours
An introductory course, appropriate for all trades, using practical concepts and examples to provide knowledge of fluid power, electricity, mechanical power transfer, and rigging. Safety is stressed throughout.
Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.
**Course Descriptions**

**TAFP 150  Fluid Power Systems  4 Credit Hours**
Provides an introduction to the principles of fluid power as they apply to industrial systems. Various hydraulic components are presented and studied in terms of their functions within fluid power systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAMA 120

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**TAFP 160  Pneumatic Power/Pneumatic Control  4 Credit Hours**
Explores the principles of fluid power pneumatics as they apply to industrial systems. Various pneumatic components are presented and studied with respect to their functions within pneumatic power and control systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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**TAFP 260  Fluid Power Systems- Advanced  4 Credit Hours**
Continues the exploration of the principles of fluid power as they apply to industrial systems. Various hydraulic components are presented and studied in greater depth with respect to their functions within fluid power systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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**TAFP 270  Fluid Power Systems: Circuit Design/ Troubleshooting  4 Credit Hours**
Explores the principles of fluid power design and troubleshooting as they apply to industrial systems. Various hydraulic circuits are presented and studied with respect to their functions, efficiencies, and troubleshooting guidelines within fluid power systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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**TAFP 280  Applied Electrohydraulics  3 Credit Hours**
Introduces basic electrohydraulic fundamentals, components, and procedures relative to troubleshooting, maintenance, and set-up of proportional and servo valves. The theory and practice of electrohydraulics are taught with hands-on laboratory experience emphasized.

*Prerequisite:* TAFP 150

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**TAGD 110  Basic Shape and Size Interpretation  3 Credit Hours**
Designed to introduce the concepts of shape and size description of normal surfaced, inclined (single-angle) surfaced, and cylindrical objects. Students use traditional and computer-based drafting techniques. This course covers projection of three-dimensional objects into two-dimensional representations and also the reverse process. Sketching and modeling of objects is covered.

*Note:* Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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**TAGD 120  Advanced Graphic Interpretation  3 Credit Hours**
Designed to introduce the concepts of size and shape description of oblique surfaced objects. Students are introduced to sectioning and processes used in the manufacturing environment. Geometric and traditional tolerancing is studied. The work is accomplished using traditional and computer-based drafting techniques.

*Prerequisite:* TAGD 110

*Note:* Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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**TAFP 160  Pneumatic Power/Pneumatic Control  4 Credit Hours**
Explores the principles of fluid power pneumatics as they apply to industrial systems. Various pneumatic components are presented and studied with respect to their functions within pneumatic power and control systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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**TAFP 260  Fluid Power Systems- Advanced  4 Credit Hours**
Continues the exploration of the principles of fluid power as they apply to industrial systems. Various hydraulic components are presented and studied in greater depth with respect to their functions within fluid power systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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**TAFP 270  Fluid Power Systems: Circuit Design/ Troubleshooting  4 Credit Hours**
Explores the principles of fluid power design and troubleshooting as they apply to industrial systems. Various hydraulic circuits are presented and studied with respect to their functions, efficiencies, and troubleshooting guidelines within fluid power systems. This course includes both lecture and laboratory work.

*Prerequisite:* TAFP 150

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Introduces basic electrohydraulic fundamentals, components, and procedures relative to troubleshooting, maintenance, and set-up of proportional and servo valves. The theory and practice of electrohydraulics are taught with hands-on laboratory experience emphasized.

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TAGD 160  Press Working Fundamentals  2 Credit Hours
Designed to familiarize the apprentice with basic metal deformation theory, presses and ancillary equipment, die construction, and die component identification. The student is introduced to the various die types and draws the various detail components using both traditional and computer-aided drafting.
Prerequisite: TAGD 130

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TAGD 165 Cutting and Forming Dies  3 Credit Hours
Designed to introduce the apprentice to basic die design criteria and methods. The student is introduced to the various die types and draws the various die assemblies using both traditional and computer-aided drafting.
Prerequisites: TAGD 160

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TAGD 171 Descriptive Geometry: Lines and Planes  3 Credit Hours
Designed to familiarize the apprentice with basic descriptive geometry theory and practice. The student uses orthographic principles to find true views of lines and planes.
Prerequisites: TAGD 120

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Note: The summer semester for Trade and Apprentice Education is from May 7 to August 23, 2007.

TAGD 172 Descriptive Geometry: Planes, Solids, and Developments  2 Credit Hours
Designed to familiarize the apprentice with basic descriptive geometry theory and practice. The student uses orthographic principles to find true views of planes and solids and their intersections.
Prerequisites: TAGD 171

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TAGD 280 Panel Tipping  3 Credit Hours
Designed to develop the ability to convert vehicle body position drawings to required die positions in various die operations. In addition, the student learns various concepts involving strip stock development and part clearance-interference conditions. Problems include practical application of descriptive geometry.
Prerequisites: TAGD 172

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TAIM 100 Industrial Materials  3 Credit Hours
Prepares students for the advance of technology beyond metallurgy in the structure of modern materials and substances. This course includes knowledgeable and practical applications of new materials as well as traditional ones. Topics include extraction of metals, identification of ferrous and non-ferrous metals, non-metals (e.g. plastics, elastomers, ceramics, wood, and paper), mechanical and physical properties of materials, non-destructive testing procedures, crystalline and crystalline structures of materials, materials forming operations, and heat treatment theory and practice.
Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAIM 200 Industrial Applications of Strength of Materials  2 Credit Hours
An introduction to strength of material that covers force systems, vectors, free body diagrams, statically determinate and statically indeterminate numbers, centroids, moments of inertia, friction, stress-strain relationships, resolved stresses, physical properties, fatigue stress, stress at elevated temperature, stresses caused by thermal change, and stresses due to combined loading and temperature.
Prerequisite: TAMA 200

TAMA 110 Industrial Applications of Basic Math Principles  2 Credit Hours
Utilizes industrial shop problems to help students relate math to job situations. Topics include addition, subtraction, multiplication, and division of whole and mixed numbers and common and decimal fractions; percentages, averages, and estimates; graphs, tables, and statistical measure; powers and roots; linear, angular, and circular measure; surface area, volume, and cubic measure; ratios and proportion; and metrics and metric conversion.
Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAMA 120 Industrial Applications of Algebraic Principles  3 Credit Hours
Focuses on mastery of the basic algebraic principles as they relate to the industrial environment. Topics include symbols, positive and negative numbers, equations, exponents, roots, and formulas. Practical shop problems are solved.
Prerequisite: TAMA 110

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAMA 130 Industrial Applications of Geometric Principles  2 Credit Hours
Covers the fundamental principles of plane geometry with emphasis on application to the industrial environment. Angular, circular, linear, area, and volume measurement are explored in relation to the types of geometric figures and configurations found in industry.
Prerequisites: TAMA 120

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TAMA 200 Industrial Application of Trigonometric Principles  3 Credit Hours
Focuses on the mastery of trigonometric principles as they apply to the industrial workplace. Topics include trigonometric functions, solution of right triangles, solution of oblique triangles, and problem-solving techniques.
Prerequisite: TAMA 130

Note: Summer semester for Skilled Trades and Apprenticeship starts in early
Course Descriptions

TAMJ 110  Materials Joining and Fabrication  3 Credit Hours

Fundamentals
Covers adhesion and cohesion fundamentals, equipment, and procedures relative to shielded metal arc welding, oxy-fuel soldering and brazing, gas metal arc welding, oxy-fuel cutting, resistance spot welding, torch plastic welding, and PVC pipe joining. Topics include oxy-fuel cutting, soldering and brazing theory and practice, AC and DC welding equipment and applications, flat and horizontal welding techniques, arc welding electrodes, and gas metal arc welding principles and practices. Theory and practice of resistance spot welding, torch plastic welding, and plastic pipe joining are covered. This course is an 85% hands-on laboratory experience.

Prerequisites: TAMJ 110

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 112  Creative Metals I  3 Credit Hours

An introductory course in welding and metal forming. The focus is on the safety, the introduction of metal forming with Oxy/Fuel torch and Plasma Arc cutting, and the metal joining processes of Oxy/Fuel welding, SMAW stick welding, GMAW wire feed welding, and GTAW arc welding. The safety and use of shop tools will also be covered.

Prerequisites: None

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 115  Advanced Materials Joining and Fabrication  2 Credit Hours

Extends skill development of shielded metal arc and gas metal arc welding (SMAW & GMAW), and gas and electric arc cutting. This course continues to build on the structure of adhesion, cohesion, cutting theory, and the transfer of knowledge to shop applications for people who will use these processes in their work. It is an 85 % hands-on laboratory experience.

Prerequisites: TAMJ 110

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 116  Creative Metals II  3 Credit Hours

An advanced course in welding and metal forming. The focus is on safety, the advanced techniques of metal forming with Oxy/Fuel torch and Plasma Arc cutting, the metal joining processes of Oxy/Fuel welding, SMAW stick welding, GMAW wire feed welding, and GTAW arc welding, and how to use these techniques in a creative way.

Prerequisites: TAMJ 112

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 120  Materials Joining and Fabrication: GTAW/GMAW Techniques  2 Credit Hours

Covers the theoretical knowledge as well as manipulative skills needed to utilize inert arc welding equipment. Topics include inert arc welding equipment; gas tungsten arc welding (GTAW); gas metal arc welding (GMAW); special welding processes; mechanical testing of welds; metal surfacing; and welding in flat, horizontal, and vertical positions. This course is a 90% hands-on laboratory experience.

Prerequisites: TAMJ 110

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 125  MJ & F: ASME Pipe and Pressure Vessel Welding  2 Credit Hours

Provides, in a preparatory fashion, the theoretical knowledge and the practice for skill development for people interested in becoming welders qualified by the American Society of Mechanical Engineers (ASME). Topics include procedures in setup, welding, electrodes, and the ASME test. This is a 95% hands-on laboratory course.

Prerequisite: TAMJ 115

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 145  MJ & F: Advanced Gas Torch Techniques  2 Credit Hours

An advanced course designed to increase oxy-fuel gas torch techniques and procedures used in welding, brazing, and soldering. Topics include preparation of gray iron castings with process procedures for welding and brazing, welding of wire rope/cable, silver brazing of stainless steel, and oxy-acetylene welding of thin wall/small diameter steel pipe and pressure vessels. This course is a 95% hands-on experience.

Prerequisite: TAMJ 110

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

TAMJ 230  MJ & F: ASME Pipe and Pressure Vessel Certification  2 Credit Hours

Designed for people experienced in all-position shielded metal arc welding who wish to acquire American Society of Mechanical Engineers (ASME) qualification papers. All welding test procedures conform to the ASME standards. Submitting test specimens to the local materials laboratory, an optional segment of the course, requires an additional fee.

Prerequisite: TAMJ 125

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.
TAMJ 120 and TAMJ 125

Prepares students to become certified in all-position Gas Tungsten Arc Welding (GTAW) and/or Gas Metal Arc Welding (GMAW) in accordance with the standards of the American Society of Mechanical Engineers (ASME) or the American Welding Society (AWS). Submitting test specimens to a licensed local materials laboratory is optional and requires an additional fee. This is a 95% hands-on laboratory course.

Prerequisites: TAMJ 120 and TAMJ 125

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAMN 120 Machine Tool Applications 2 Credit Hours

Presents the mechanisms, operation, tooling, and accessories of the lathe and milling machine in a lecture/demonstration format. Topics covered include precision measurement and precision measuring devices, basic machine tool operations, the theory of metal cutting, cutting tools and cutting tool materials, and cutting fluids. Safety, as it relates to the shop environment, is stressed throughout the course.

Prerequisite: TAMJ 120

Note: Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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TAMN 125 Lathe, Shaper, and Mill With Laboratory 4 Credit Hours

An introduction to machines used in a modern machine shop. Technical knowledge and operating skills relating to shapers, lathes, and milling machines are emphasized along with safe working practices and inspection.

Prerequisite: TAMJ 120

TAMN 130 Advanced Manufacturing Processes 2 Credit Hours

Explains the use of conventional abrasives and super abrasives, as well as traditional grinding machines. Advanced milling applications are covered utilizing the horizontal boring mill. The application of basic and advanced cutting tool materials is covered in depth. Some of the more popular non-traditional processes are also explained, including electrical discharge machining and wire cutting; electro-chemical, abrasive flow, ultrasonic, and abrasive water jet machining; electromagnetic, electro spark, and powder metallurgy forming; and various laser applications. Additional topics include rapid prototype development and robotics/automation. Students use various software in the computer laboratory related to the above topics.

Prerequisite: TAMJ 120

TAMN 135 Jig Bore and Grinder Laboratory 4 Credit Hours

A continuation of TAMN 125 that includes layout and bench procedures along with more advanced operations of machines. Threading, taper turning, boring and safe working practices are emphasized.

Prerequisite: TAMN 130
Course Descriptions

**TAMT 110 Mechanical Power Transmission**  2 Credit Hours
Provides specialized instruction and discussion concerning installation and maintenance of mechanical transmission systems. Areas to be covered include bearings, couplings, belts, chains, shafts, pulleys, and speed reducers used in the modern factory by mechanical trades.

**Prerequisites:** TAMA 120

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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**TAMT 115 Maintenance Trades Print Reading**  3 Credit Hours
Designed to meet the needs of apprentices and trainees in industrial plant maintenance trades. Topics include shape description; conventions and symbols; size description; notes and instruction associated with manufacturers’ and maintenance-related drawings, including castings, weldments, and machined parts; electrical/electronic schematic and ladder diagrams; piping and fluid power-related drawings and schematics; structural and architectural drawings; and sheet metal and plant layout.

**Prerequisites:** TAGD 110

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**TAMT 123 Maintenance Print Reading: Structural Steel and Conveyors**  2 Credit Hours
Responds to a request by skilled trades for a course focusing on making a basic shop drawing of structural steel shapes and print reading of conveyor structures. This course provides an introduction to steel detail drawings and print reading techniques as they relate to conveyors.

**Prerequisites:** TAMA 120 and TAGD 110

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**TAMT 126 Maintenance Print Reading: Print Layout**
Introduces the techniques and procedures of plant layout and material handling. The student is led through the analysis and development of information to produce a plant layout and to develop print reading skills with emphasis on reading industrial equipment drawings. Students practice making simple plant layout drawings for the production of a part using basic drafting skills.

**Prerequisites:** TAGD 110

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**TAMT 200 Predictive Maintenance - Shaft Alignment**  2 Credit Hours
Provides specialized instruction in the practices and equipment used in shaft alignment, the end-to-end and parallel alignments of machines. Also studied are machine failures due to rotating shaft misalignment and vibration created from shaft center lines not being in the same plane. Areas covered include inefficiencies and increased wear due to misalignment, shaft alignment methods, soft foot, thermal growth, graphing methods, and the use of computers for math calculations. Rim and Face, Reverse Dial Indicator, and Visible Laser equipment is used. This course is a 40% hands-on laboratory experience.

**Prerequisites:** TAMT 110 and TAMA 130

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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**TAMT 210 Predictive Maintenance - Vibration Analysis**  2 Credit Hours
Provides specialized instruction in understanding machinery, vibration in rotating equipment, the most cost-effective method to reduce maintenance costs and extend machinery life. Through demonstrations and case histories, students develop a method of thinking required to sort through various symptoms to determine the root cause of vibration.

**Prerequisites:** TAMT 110 and TAMA 130

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**TAMT 220 Advanced Rigging**  2 Credit Hours
Provides a study of safe rigging practices and equipment used by mechanical trades people. Topics of study include fiber and wire rope, block and tackle, lift and rigging chain, proof test, safe working load, design factor, sling geometry, fittings, and lifting and moving equipment. This course is a 40% hands-on laboratory experience.

**Prerequisite:** TAMA 130

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**TAMT 260 Gearing**  2 Credit Hours
Covers the calculation of standard screw threads such as American National, United States V, Metric, Acme, and Worm. Standard notations and formulas for spur gears, bevel gears, worm and worm wheels, and helical gears are also covered. This course also explains replacement of spur gears with helical gears, the use of idler gears, and calculations for plain and differential indexing.

**Prerequisites:** TAMT 200

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**TAPI 105 Introduction to Industrial Instrumentation and Pneumatic Controls**  3 Credit Hours
Covers the basic principles and techniques used in the measuring and controlling of an industrial process; measuring, tuning, and calibration of pneumatic instrumentation and controls. The student will study pressure, temperature level, flow, and analytic control systems. Fundamental control techniques including open loop and closed loop control, three modes of control, cascade, adaptive, feed forward and feed back. Fundamental methods of calibration and repair of pneumatic controllers, transducers, transmitters, and control valves are covered in laboratory exercises.

**Co-requisite:** TAPI 120

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### TAPI 120 Instrumentation Print Reading 2 Credit Hours
Covers the principal aspects of drawing, reading, and interpreting of standard instrumentation and electrical drawing, diagrams, and schematics used in industry. Emphasis is placed on using ANSI, ISA, SAMA, IEEE standard symbols and standards accepted by the industry. Techniques in using drawings, diagrams, and schematics to troubleshoot and locate equipment are stressed in the course.

**Prerequisites:** TAMA 120

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TAPP 100 Fundamentals of Plumbing and Pipefitting 3 Credit Hours
Explains the development of the proper procedures for the sizing, selection, and installation of pipe and fittings. Included are the development of pipe welding templates and hands-on exercises in the bending of tubing and pipe.

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TAPP 110 Drains, Waste and Vents 2 Credit Hours
Introduction to the proper selection of materials for the installation and repair of sewer, soil, waste and vent systems. Proper procedures for the design and layout of residential and commercial systems are also covered. The use of blueprints and isometric diagrams are reviewed throughout the course.

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TAPP 120 Heating Systems 2 Credit Hours
Introduces the principles of steam and hydronic heating systems. Proper sizing and selection of converters, traps and boilers are covered. Applications exercises allow students the opportunity to design and lay out typical systems.

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### TAPP 250 Plumbing Code 2 Credit Hours
Introduces the use and application of BOCA Basic Plumbing Code. The student reviews each article for its content and application. Exercises provide real-life situations. The student interprets plans and drawings as they relate to plumbing and pipefitting.

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### TASM 100 Basic Sheet Metal Layout and Fabrication 3 Credit Hours
Covers layout, forming, and fabrication of basic sheet metal ductwork fittings and use of hand/power tools and equipment to accomplish this task. Topics include how to fabricate square/round sheet metal ductwork, tapers, transitions, and offsets. Methods of fastening ductwork together and to each other are also explained.

**Prerequisites:** TAMA 100

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TASM 110 Sheet Metal Blank Development 2 Credit Hours
The theory and practices of sheet metal-blank development by use of the empirical bend allowance formula.

**Prerequisites:** TASM 100

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TASM 120 Sheet Metal Layout: Radial and Triangulation 2 Credit Hours
Covers the development of geometrical elements of structures, their intersections by the radial line, triangulation methods of sheet metal layout, the drawing of developmental layouts, and the forming of cardboard or sheet metal models.

**Prerequisites:** TASM 100

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TASM 130 Sheet Metal Layout: Applied Triangulation 2 Credit Hours
Covers the development of geometrical elements of structures by the triangulation method of sheet metal layout. Students encounter practical problems requiring development of stretch-outs and making of cardboard or sheet metal models of transition pieces.

**Prerequisites:** TASM 120

**Note:** Summer semester for Skilled Trades and Apprenticeship starts in early May and ends in August. Students should consult the Class Schedule for specific course times and dates.

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### TCM 131 Introduction to Telecommunication 3 Credit Hours
A survey course investigating the various electronic communication media, as well as the print media, from historical, economic, and social viewpoints.

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### TCM 132 Film History and Criticism 3 Credit Hours
An introduction to the film medium and the film experience as entertainment, artistic expression, and social communication, through examination of production techniques, critical theories, and historic examples.

**Prerequisites:** ENG 131

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TCM 151 Digital Audio Editing 1 Credit Hour
An intensive workshop introduction to digital audio editing, using an industry standard software editing program on computers in the Telecommunication audio production labs. Both hardware and software issues will be covered, and several short editing exercises will be completed.

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<tr>
<td>TCM 151</td>
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TCM 157 Digital Video Editing 1 Credit Hour
An intensive tutorial introduction to the key operating features and potential of an industry-standard software program in digital video editing, utilizing the facilities of the Telecommunication computer video lab. Both hardware and software issues will be covered, and several short editing exercises will be completed.

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<td>TCM 157</td>
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TCM 189 WHFR-FM Staff Training 1 Credit Hour
Provides an orientation to the non-commercial, educational radio station licensed to the college. Students learn essential station rules and procedures, operation of equipment, and basic performance skills. This course is open to all students but is required of those who wish to join the staff and assist in the operation of WHFR.

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<td>TCM 189</td>
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TCM 235 Topics in Film Study 3 Credit Hours
Special study in an area of film study, organized by theme, genre, historical period, or other criteria. This course may be taken twice for credit, six hours maximum, but the topics must be different. Specific topics and any prerequisites are listed in the class schedule.

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<td>TCM 235</td>
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TCM 241 Media Writing 3 Credit Hours
Offers an analysis of and practice with the forms and formats of mass media script writing: commercial, promotional, public service, interview, instructional, and dramatic.

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<td>TCM 241</td>
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TCM 243 Media Performance 3 Credit Hours
Offers study and practice in the skills required for successful communication from behind microphones and in front of cameras, with special attention on announcing, interviewing, and acting.

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<td>TCM 243</td>
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TCM 251 Audio Production 3 Credit Hours
An introduction to the basic equipment and techniques of professional analog and digital sound recording, mixing, and editing through lecture, demonstration, and the completion of short production assignments typically found in radio broadcasting today from commercials to DJ shows. Though basic concepts will be learned, this course is not intended as experience in multi-track music production.

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TCM 257 Video Production 3 Credit Hours
Introduces the basic concepts and skills of film and video production. The entire production process from script to editing is discussed and experienced with emphasis on key equipment and techniques. Differences between media are assessed and analyzed. Projects include individual and group work, both in the studio and on location.

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<td>TCM 257</td>
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TCM 261 Broadcast Journalism 3 Credit Hours
Offers study and experience in broadcast news program production from creation to presentation, utilizing, whenever possible, the HFCC FM radio station and cable television facilities. Reporting and writing skills are developed, along with production and performance skills.

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<td>TCM 261</td>
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TCM 291 Radio Practicum 3 Credit Hours
Offers direct experience in the operation of HFCC radio station WHFR-FM.

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TCM 294 Internship 3 Credit Hours
Offers on-the-job experience with a telecommunication business, such as a radio or TV station, a cable TV studio, or advertising or public relations office. Minimum requirement of 150 hours of volunteer work. Positions vary from semester to semester. Student should contact the instructor for counseling and permission at least one month before the semester begins.

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<td>TCM 294</td>
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TCM 295 Directed Study 3 Credit Hours
Instructor-guided work on a student-initiated project in the Telecommunication field, either scholarly or creative or both.

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WR 090 Supplement to World Religion 1 Credit Hour
A supplemental course designed to be taken concurrently with WR 131. Emphasis is on notetaking, outlining, and textbook study as well as the vocabulary and content of the WR 131 course.

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<td>WR 090</td>
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WR 130  Introduction to the Study of Religion  3 Credit Hours
Explores the religious impulse as reflected in non-traditional as well as traditional contexts. Topics include the nature of religious experience, the Divine, the Self, and the dilemmas of freedom and mortality. Contemporary issues reflecting ethical concerns, including liberation movements, the ecological crisis, and peace and justice issues, are examined. Readings are cross-disciplinary, drawing from both the humanities and behavioral sciences.

WR 131  Comparative Religion  3 Credit Hours
Introduces the beliefs, practices, and experiences of the major world religious traditions. In addition to examining the particulars of each faith, this course emphasizes current perspectives in religious studies that serve to clarify the nature and functions of religion as a force shaping the increasingly pluralistic modern world.

WR 232  Western Religions: Judaism, Christianity and Islam
Students will explore the differences and commonalities among Judaism, Christianity and Islam. This class will help to sensitize students to the diverse ways that Western religious traditions pursue the basic questions of ultimate reality. The course will define religion, explore its function and purpose, and identify the origins of Western religious motifs still very much in evidence in the twentieth century.

WR 233  Eastern Religions  3 Credit Hours
This course introduces the beliefs, practices and experiences of major Eastern religions. This academic study of religion explores Eastern religious philosophies as a whole complex worldview, as well as investigates the unique beliefs and practices of several Eastern religions. This is accomplished by examining historical roots, developmental growth as well as modern versions of major Eastern religions enabling the student to understand the perspective of Eastern religious philosophies.

WR 240  Myths and Symbols: Deciphering the Messages of Sacred Traditions
This course introduces the academic study of religious myths. This is accomplished by examining spiritual and religious perspectives of cultures as sources of myths. Symbols, themes and plots are analyzed, enabling the student to identify common characteristics and patterns in myths originating in various cultures and religions throughout human history, while offering students the opportunity to resonate with the messages of myths.
We Can Help You

HFCC Has
High-Quality Education

Mission

We of Henry Ford Community College are dedicated to the education and enrichment of our students and community. As a comprehensive community college with a diverse student population, we value teaching and learning. To prepare our students for a rapidly changing world and workplace, we are committed to providing knowledge, communication skills, and cultural opportunities. We foster critical thinking, creativity, integrity, and self-esteem.

Ours is a tradition of building futures. We measure our success by the success of our students in a democratic, diverse, and increasingly technological nation.

Purpose

Henry Ford Community College is a comprehensive, public, non-residential community college which meets the diversified post-secondary educational needs of the community by:

1. Providing the first and second years of college-level education for students who wish to transfer to other educational institutions.
2. Providing one- to two-year career programs for students preparing for employment.
3. Providing courses and programs for the general education and for the social, cultural, and personal development of individuals.
4. Providing courses and programs for those individuals who need or desire additional technical knowledge and skills, job upgrading, or retraining.
5. Providing opportunities both for students needing or desiring more advanced intellectual challenges commensurate with their abilities and for students needing or desiring to improve basic skills.
6. Providing counseling, guidance, and evaluation services for current students and for individuals considering further education and training.
7. Providing educationally-related services such as speakers, resource personnel, resource materials, the use of College facilities, and special institutes or programs to organizations and individuals within the community.
8. Providing ongoing research, development, and evaluation to improve curriculum and teaching methods.
9. Providing the above without regard to age, sex, race, national origin, religion, marital status, or handicap while stressing the importance of students becoming effective members of society and active participants in the democratic way of life.

Accreditation

Henry Ford Community College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504. Phone: 312-263-0456. Web Address: www.ncahighlearningcommission.org

HFCC is also accredited by the Michigan Commission on College Accreditation.

In addition to general institutional accreditation, the Associate of Science degree program in Nursing is approved by the Michigan Board of Nursing and accredited by the National League for Nursing, Accrediting Commission, 61 Broadway, New York, NY 10016. Phone: 212-363-5555.

The Automotive Technology program is certified by the National Institute for Automotive Service Excellence (ASE) and the National Automotive Technicians Education Foundation (NATEF) Board. The Automotive Service (ASSET) program is fully certified by the National Institute for Automotive Service Excellence (ASE), the National Automotive Technicians Education Foundation (NATEF) Board and is fully accredited in all Ford Motor Company STST credentialing areas. NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA 20175. Phone: 703-669-6650.

The Culinary Arts program is fully accredited by the Accrediting Commission of the American Culinary Federation (180 Center Place Way, St. Augustine, FL 32095, 1-800-624-9458, www.acfchefs.org). The Hospitality Studies programs are accredited by the Educational Foundation of the National Restaurant Association, 175 W. Jackson Blvd., Suite 1500, Chicago, IL 60604-2814. Phone: 1-800-765-2122.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE), CAAHEP, 1360 Park Street, Clearwater, FL 33756. Phone: 727-210-2350.

The Paramedic program has been awarded the highest level of approval through the Michigan Department of Community
Health, Bureau of Health Systems - Emergency Medical Services Section, 525 W. Ottawa St., Lansing, MI 48909. Phone: 517-241-3020.

The Pharmacy Technician program is fully accredited through the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, Maryland 20814. Phone: 301-657-3000.

The Physical Therapist Assistant program is fully accredited through the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314. Phone: 703-838-8910.

The Radiographer program is accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. Phone: 312-704-5300.

The Respiratory Therapist program is accredited through the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021. Phone: 817-283-2835.

The Surgical Technologist program is accredited through the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-8031. Phone: 303-694-9262.

The College is a member of the Michigan Community College Association and the American Association of Community Colleges. Approval by the recognized accreditation agencies assures the student that works in the institution will be recognized by other reputable colleges and universities.

Prospective students may request documentation verifying the College’s accreditation. Those who wish to review such documentation for vocational programs should contact the Office of the Vice President of Academic Affairs for Career and Technical Programs. Those who wish to review such documentation for academic programs should contact the Office of the Vice President of Academic Affairs for Arts and Sciences.

**Points of Pride**

Henry Ford Community College has a vital role in providing educational opportunities to Southeastern Michigan. We have much to offer and many successes. Listed below are just a few of the many successes our students, faculty and staff have had recently.

Henry Ford Community College Receives National Fellowship Award

HFCC Henry Ford II Honors student Hannah Kelley was awarded a Cultural Ambassadorial Scholarship from the Rotarians. The award provides $12,000 for three months of study abroad.

Kelley was among over 20 applicants for six awards in Rotary District 6400 and is being sponsored by the Rotary Club of Trenton, Michigan.

“The purpose of the Ambassadorial Scholarships program is to further international understanding and friendly relations among people of different countries. The program sponsors several types of scholarships for undergraduate and graduate students as well as for qualified professionals pursuing vocational studies. While abroad, scholars serve as ambassadors of goodwill to the people of the host country and give presentations about their homelands to Rotary clubs and other groups. Upon returning home, scholars share with Rotarians and others the experiences that led to greater understanding of their host countries.” (rotary.org)

Kelley is a second-year Honors student. She is also president of the HFCC Phi Theta Kappa campus chapter, as well as active in other campus organizations.

Henry Ford Community College Receives Maximum Accreditation

The North Central Association Higher Learning Commission maximum accreditation for academic programs should contact the Office of the Vice President of Academic Affairs for Career and Technical Programs. Those who wish to review such documentation for vocational programs should contact the Office of the Vice President of Academic Affairs for Career and Technical Programs. Those who wish to review such documentation for academic programs should contact the Office of the Vice President of Academic Affairs for Arts and Sciences.

Henry Ford Graduate Receives National Fellowship Award

Kate Still, a Henry Ford Community College graduate, was awarded the National Pearson Teaching Fellowship Award by the Jumpstart Program in June 2006 for her work mentoring at-risk pre-schoolers in the Jumpstart Program. Still was one of only 34 individuals nationwide to receive this award and also had the opportunity to attend Jumpstart’s Summer Training Institute to receive specialized training designed to support her development as a teacher.

Henry Ford II Honors Student Earns Scholarship and Opportunity to Study Abroad

HFCC Henry Ford II Honors student Hannah Kelley was awarded a Cultural Ambassadorial Scholarship from the Rotary Club of Trenton, Michigan.

“The purpose of the Ambassadorial Scholarships program is to further international understanding and friendly relations among people of different countries. The program sponsors several types of scholarships for undergraduate and graduate students as well as for qualified professionals pursuing vocational studies. While abroad, scholars serve as ambassadors of goodwill to the people of the host country and give presentations about their homelands to Rotary clubs and other groups. Upon returning home, scholars share with Rotarians and others the experiences that led to greater understanding of their host countries.” (rotary.org)

Kelley is a second-year Honors student. She is also president of the HFCC Phi Theta Kappa campus chapter, as well as active in other campus organizations.

HFCC Program Credentials Pay Off For Students

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Points of Pride

Henry Ford Community College has a vital role in providing educational opportunities to Southeastern Michigan. We have much to offer and many successes. Listed below are just a few of the many successes our students, faculty and staff have had recently.

Henry Ford II Honors Program Graduate Receives Scholarship worth up to $90,000

HFCC Henry Ford II Honors Program graduate Kamal Abuarquob received a 2006 Jack Kent Cooke Undergraduate Transfer Scholarship worth up to $90,000 over three years.

He is the second HFCC Honors student to receive this award. Abuarquob is currently studying molecular biology at the University of Michigan, Ann Arbor.

Each year, the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program awards approximately 35 scholarships to students attending community colleges or two-year institutions in the US and planning to transfer to four-year institutions. Each award covers a portion of educational expenses, including tuition, living expenses, required fees, and books for the final two to three years of the baccalaureate degree. This is the largest scholarship offered in the US to community college transfer students.

Henry Ford II Honors Student Earns Scholarship and Opportunity to Study Abroad

HFCC Henry Ford II Honors student Hannah Kelley was awarded a Cultural Ambassadorial Scholarship from the Rotarians. The award provides $12,000 for three months of study abroad.

Kelley was among over 20 applicants for six awards in Rotary District 6400 and is being sponsored by the Rotary Club of Trenton, Michigan.

“The purpose of the Ambassadorial Scholarships program is to further international understanding and friendly relations among people of different countries. The program sponsors several types of scholarships for undergraduate and graduate students as well as for qualified professionals pursuing vocational studies. While abroad, scholars serve as ambassadors of goodwill to the people of the host country and give presentations about their homelands to Rotary clubs and other groups. Upon returning home, scholars share with Rotarians and others the experiences that led to greater understanding of their host countries.” (rotary.org)

Kelley is a second-year Honors student. She is also president of the HFCC Phi Theta Kappa campus chapter, as well as active in other campus organizations.
(NCA), the regional accrediting agency for colleges and universities granted HFCC 10 years of continuing unqualified accreditation. This is the maximum period for which a college can receive accreditation. Unqualified accreditation is very rare, only a handful of colleges and universities receive this highest level of accreditation. Colleges that receive unqualified accreditation are considered to be among the nation’s best by the NCA. Colleges and universities are evaluated by NCA on five criteria: mission and integrity; preparation for the future; student learning and effective teaching; acquisition, discovery and application of knowledge; and engagement of service.

Other Recent Program Updates

HFCC’s Information Assurance Program meets the National Training Standard for Information Systems Security Professionals. This important certification is awarded by the Committee on National Security Systems and the National Security Agency.

The HFCC Automotive program was reaccredited in 2006 by the National Automotive Technicians Education Foundation.

The HFCC Legal Assistant Program attained American Bar Association (ABA) Accreditation in 2006. This important accreditation is seen by the legal community as a benchmark for legal assistant programs and greatly improves employment opportunities for graduates of the program.

HFCC’s Medical Office Assistant program received reaccreditation from the American Association of Medical Assistants Endowment in 2006.

The HFCC Radiographer Program has received a 5-year reaccreditation from the Joint Review Committee for Accreditation of Radiography Education Programs.

Manufacturing Instructor’s Achievements Reflect on HFCC Program

HFCC Manufacturing Instructor Ken Wright received an Outstanding Educator of the Year Award at the 2006 Trends in Occupational Studies Conference. The award recognizes instructors who have done outstanding work in the area of Career and Technical Education.

Wright was also featured in an issue of CNC Machining Magazine. The article focuses on HFCC’s innovative computerized numerical control machining program preparing students for careers in advanced manufacturing.

Journey Through Space on HFCC’s Campus

The HFCC campus is home to a “Tour of the Solar System”, a scale model of the solar system. The Sun display is located on the east external wall of the Planetarium in the Science Building, and all of the other planets are mounted at their true scaled distances from the Sun. The scale is 1 meter in the model = 15 million kilometers in space (1 foot = about 2,840,000 mi). The tour begins at the Sun, and winds up at Pluto, one-quarter mile away at the edge of the soccer field. Maps of the scale model will be available in each display case. The solar system was designed by HFCC Instructors, Dr. Brian Kirchner and Steve Murrell.

English Instructor’s Work to Be Published in Oxford Encyclopedia

Dr. Paulette Childress, HFCC English Instructor, has written an essay to be published in November 2007 in the Oxford Encyclopedia. The focus of the essay is Gwendolyn Brooks, the first African American to win a Pulitzer Prize for literature.

Staff Member Named “Everyday Hero”

Michael Thomas, Director of the Partners Plus Program at the University of Michigan-Dearborn and Henry Ford Community College was one of eight people to be named a 2006 “Everyday Hero” by the RARE Foundation. The honor recognizes individuals who make significant contributions in their field of work by serving as a positive role model and going above and beyond their work to benefit and inspire others.

Virtual Theatricality Lab Attracts Statewide and National Attention

The HFCC Virtual Theatricality Lab team was invited to the Kennedy Center’s American College Theater Festival in January 2007 to present a demonstration of Motion Capture Acting. The festival is attended by faculty, staff, and students from major universities and schools in a 10-state area.

The Virtual Theatricality Lab team at HFCC was chosen by the Liberal Arts Network for Development (LAND) as the winner of the 2007 Outstanding Innovation Team Award. Team members include HFCC instructor Dr. George Popovich, Alan Contino, Brian Johnson, Chris Dozier, and John Wilson. LAND is a consortium of Community Colleges in Michigan that focuses on outstanding accomplishments in the Liberal Arts.

Henry Ford II Honors Graduate Named to USA Today All-USA Academic Team

HFCC Henry Ford II Honors Program graduate Esther Kelley was selected as one of 20 members of the 2006 USA Today All-USA Community College Academic First Team. Kelley was selected from over 1,500 candidates and received a $2,500 scholarship and national publicity in USA Today. This is the second time in three years an HFCC student has been selected for the team.

Michigan Department of Natural Resources Grant Brings Campus Beautification, Forestry Manager and Teaching Arboretum to HFCC

To help replace the trees damaged by the emerald ash borer, HFCC received a $17,500 grant from the Michigan
Department of Natural Resources. The Emerald Ash Borer grant will provide HFCC with 100 trees which will be one-inch in diameter. The grant also will provide HFCC with the services of an urban forestry manager. The grant will also provide a teaching arboretum which will allow HFCC science students to become involved in the tree planting process.

Film Club Assists Emmy Award-Winning Filmmaker in Creating Documentary
Members of the HFCC Film Club provided production assistance and performance support for the documentary “Stranded at the Corner” by Emmy Award-winning filmmaker Gary Glaser. The documentary explores Detroit’s historic Tiger Stadium and its uncertain future.

HFCC Student Clubs Raise Record Amount of Money for Charity
Team HFCC participated in the Relay for Life 2006 to raise funds for cancer research and programs, provide support for cancer survivors, and remember those who lost their battle with cancer. 71 students, 4 staff and faculty members, 5 HFCC alumni and 15 family members and friends participated. The team set a goal of $1,500 and exceeded their goal by raising $4,406.51, achieving the $10,000 mark over a six-year time period.

Student Presents at Undergraduate Research Conference
HFCC Henry Ford II Honors Program student Jillian Richards presented her paper titled, “Fashion and Movements of the 1960s” at the Third Annual Undergraduate Research Conference at Wayne State University. Richards worked under the direction of Dr. Hal Friedman, HFCC History Instructor. This is Richards first honors directed study.
Richards is the second HFCC student to have a paper accepted for presentation at the WSU conference. Honors student Alexandra Godfrey’s abstract, “Subverting the Chimera: A Speculative Exploration of Patriarchal Binary Oppositions and Gender Performance in American Higher Education”, was also accepted for presentation at the conference. Godfrey worked under the supervision of Dr. Peter Kearly, HFCC English Instructor

HFCC Will Be Home to Overlook Deck at Kingfisher Bluff
HFCC has been awarded a $708,300 Clean Michigan Initiative matching grant from the State of Michigan Department of Environmental Quality (DEQ) to stop the erosion of sediment into the Rouge River from Kingfisher Bluff, located on the western edge of the campus. This award matches one received in 2002 from the Rouge River National Wet Weather Demonstration Project for $319,132. This project will also allow HFCC to repave part of its parking lot with a state-of-the-art permeable surface and to install retention ponds in order to remediate runoff pollution from the lot into the river. In a show of community support, the Dearborn Rotary Club has pledged to raise $40,000 for an overlook deck to be completed at Kingfisher Bluff once the erosion-control project is completed.

Student Support Services
Assessment Center
The Assessment Center is located on the main floor of the Learning Resources Center, LRC-117, adjacent to the University Transfer, Advising, and Career Counseling Center. The Assessment Center provides all students with English, Math and Chemistry placement testing, and orientation online. Placement testing can be taken on a walk-in basis Monday through Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m. For more information, please contact the Assessment Center at 313-317-6503 or visit www.hfcc.edu/courseplacement.

Assisted Learning Services
The Assisted Learning Services (ALS) office is located in the Learning Resources Center, first floor, LRC-125. The following services are offered:

Tutorial
This free service is available to all students who are experiencing difficulty in a class. To request tutoring, students must complete a Tutorial Request Form, available in the ALS office, have the instructor sign it, and return it to the ALS office. Students will then be notified of the days, times, and location of the tutorial service.

Accommodations
Students who have a documented disability may be eligible for support services. These services include:
• extended test time
• reader for tests
• writer for tests
• classroom adaptations
• note taker
• use of a tape recorder
• a sign language interpreter

In order to receive any accommodation, the student must make an appointment with the ALS counselor and provide documentation about the disability. Students can call 313-845-9617 to schedule an appointment.

The ALS office is open Monday, Thursday, and Friday from 8 a.m. – 4:30 p.m. and Tuesday and Wednesday from 8 a.m. – 6:30 p.m. For further information call 313 845-9617 or visit our Web site www.hfcc.edu/als.
Child Development Center

The Child Development Center is a licensed early childhood program for children 3 to 12 years. The Center is operated in a partnership with the Community Education Department of Dearborn Public Schools. Developmental Preschool and Montessori Preschool programs are available during the day.

The services of the Center are available to:
- HFCC students
- HFCC staff members
- the community at large

The Center accommodates children:
- all-day
- part-time
- evening
Children participate in a learning environment while attending the Center. The Center is open Monday through Thursday from 7 a.m. – 10 p.m. and Friday from 7 a.m. – 6 p.m. during the Fall and Winter semesters. Various summer programs are also available on campus and at other Dearborn School locations. Current fees and other information can be found in the current class schedule, by calling 313-317-6527 or visit www.hfcc.edu/children.

Cooperative Education

The Cooperative Education Program, or “co-op,” is an excellent opportunity for students enrolled in Business or Technology Division programs to receive academic credit for paid work experience in their field of study. Students work full- or part-time in on-campus or off-campus positions directly related to their educational and career goals.

Co-op is an academic partnership in which the college and the employer join to provide the student with a method of learning which integrates work experience and classroom instruction. Students are employed in practical, paid positions directly related to their educational and career goals. Through the integration of academic study and work experience, students enhance their academic knowledge, personal development, and professional preparation.

Students who participate in co-op will:
- enhance their marketability for a permanent job after graduation
- gain valuable work experience and technical expertise
- receive academic credit toward graduation (in most curricula)
- earn money to defray college expenses
- develop self-confidence, responsibility and professional competence
- integrate work experience with classroom instruction
The opportunity to participate in cooperative education is dependent on the availability of appropriate jobs in business and industry.

Eligibility Requirements
Students must meet eligibility requirements to participate in the co-op program. These include:
- completion of 50% of core course work (requirement varies by course of study)
- minimum 2.5 grade point average in core course work
- minimum cumulative grade point average of 2.0

Students from the following programs may be eligible for participation in the co-op program:

Business/Economics Division
- Accounting
- Administrative & Information Management*
- Business
- Business Administration
- Computer Software Applications
- Legal Assistant
- Management
- Office Administration

Technology Division
- Architecture/Construction Technology*
- Automotive Technology
- Computer Information Systems
- Electronics/Robotics Technology*
- Hospitality Studies*
- Industrial Drafting & CAD Technology
- Manufacturing Productivity Systems

Art Department
- Graphic Design

Energy Technology Department
- HVAC
- Multi-Skilled Facility Maintenance Technology
- Power/Building Engineer
*Students in this program must participate in co-op as a graduation requirement.

All Technology and Business students who are interested in off-campus positions should visit the Co-op Office in the Technology Building, Room T-112, or contact Nancy Stupsker at 313-845-6359.

Technology students interested in on-campus positions should visit the Co-op Office in the Technology Building, room T-112, or contact Nancy Stupsker at 313-845-6359.

Business students seeking on-campus positions should visit the satellite Co-op Office in the Liberal Arts Building, L-329, or contact Kathy Daniels at 313-845-9703.
Focus on WoMEEn Program

Focus on Women/Focus on ME programs and services are designed to help both women and men students to maximize their opportunities at Henry Ford Community College and achieve their educational goals. FOW offers counseling, support groups, seminars and special events and fundraisers for the Student Emergency Fund.

In addition, a vocational education grant is available through FOW to supplement the Pell grant to help pay for tuition, books and/or childcare for qualified students, who are enrolled in approved vocational programs. The grant serves eligible students, with unmet financial need, in six “special populations:” single parents, homemakers, students enrolled in programs non-traditional for their gender, individuals with a disability, limited English proficiency, and economically disadvantaged. Contact Focus on WoMEEn for details or an application.

“Back-to-School” appointments and career counseling are available for prospective students who have concerns about entering or reentering college. Peggy Holcomb, FOW Program Director, is a Licensed Professional Counselor. Her direct number is 313-845-9757.

Focus on WoMEEn is located in room 125 of the Learning Resources Center (with Assisted Learning Services). The hours are 8 a.m. - 4:30 p.m. Monday through Friday (open Tuesday and Wednesday until 6:30 p.m.). Hours are limited during the summer. For assistance or further information, please visit the office, e-mail fow@hfcc.edu (Web site: www.hfcc.edu/fow) or call 313-845-9629. All students are welcome.

Health Insurance for Students

Emergency care in case of illness or injury is provided by the College. Students needing emergency hospital care are sent by local ambulance to nearby hospitals. Ambulance service and medical care are at the student’s expense.

Hospitalization insurance for sickness and accidents is available at a reduced cost to any student attending day or night classes regardless of the number of semester hours the student is taking. The deadline for attaining insurance is one month prior to the first day of enrollment each semester. The policy protects the student twenty-four hours a day for twelve months. Athletic activities are included in the coverage except for interscholastic sports. Claims are paid regardless of other health and accident insurance carried by the student or family.

Insurance applications are available at the Welcome Center North in the Learning Resources Center throughout the year.

Henry Ford II Honors Program

HFCC students may be eligible for the College’s Henry Ford II Honors Program, a structured, academically rigorous program of core courses in English composition and the humanities. The program prepares students to gain admission to transfer institutions of their choice, while allowing them to excel in critical thinking and research skills.

During the first year, Honors students are matched with a faculty mentor who will work with them one-on-one throughout the program. Students also enroll in a unique Honors Colloquium and Honors English classes, and attend a Transfer Workshop to help prepare for the process of transferring to another institution of higher learning.

In the second year, students work on in-depth research projects under the guidance of faculty through the innovative Honors Directed Studies. In this setting, highly motivated Honors faculty members engage students one-on-one as they research topics covering various academic disciplines. Students are encouraged to select topics that can be presented, published, exhibited, performed, or broadcasted. Second-year students also enroll in the capstone course, Honors 251 “Great Works,” where they discuss and debate some of the great books and ideas of the Western canon.

For more information or to obtain an application form, contact Nabeel Abraham, Ph.D., Henry Ford II Honors Program Director, Learning Technology Building, Room 150, at 313-845-6460 or by e-mail at nabraham@hfcc.edu.

Job Placement

The HFCC Job Placement Office provides students and recent graduates with assistance in searching for employment, including assisting pending or recent graduates of career education programs in finding entry-level positions.

Job search assistance includes

• referrals to available positions;
• furnishing your resume to potential employers;
• opportunities to interview with potential employers on campus;
• networking and similar contacts with employers.

The Job Placement Office posts listings of part- and full-time employment opportunities on the Job Placement Office's Web site at hfcc.edu/careers and on bulletin boards located in the Health Careers Education Center, Liberal Arts Building, Technology Building and the Dearborn Heights Center.

Students or graduates who require job search assistance can register with the Job Placement Office, T-112, Technology Building. Office hours are 8:30 a.m. – 4 p.m., Monday through Friday.
Learning Laboratory

The Learning Laboratory provides academic support for students in their reading, writing, and math classes. Students also may use the lab to resolve reading, writing, and mathematical problems they may be experiencing in their other course work or in preparation for the Nursing Entrance Test. The Learning Lab delivers instruction through one-on-one tutoring, computer programs, and additional support materials such as review sheets available at the Lab or its Web site.

Those students wishing a more concentrated tutorial program in reading or writing may sign up for ENG 083 (a one-credit reading course), ENG 084 (a two-credit reading course), or ENG 086 (a one-credit writing course). These courses include an individual diagnosis of problems and weekly conferences with an instructor.

During fall and winter semesters the Learning Laboratory is open Monday through Thursday from 7:30 a.m. – 8:40 p.m., Friday from 7:30 a.m. – 4:30 p.m. and Saturday from 9:40 a.m. – 1:40 p.m. For more information, please contact the Learning Lab at 313-845-9643, or see http://hfclab.info.

Partners Plus

In an effort to support under-represented students, Henry Ford Community College and the University of Michigan-Dearborn formed a partnership in 1993 to help provide a seamless transfer process for HFCC students to the University of Michigan-Dearborn. The Partners Plus program provides students with detailed academic advising on specific University of Michigan-Dearborn degree programs, professional development workshops, annual retreats with an award ceremony, mentoring, job opportunities, and in some cases financial assistance. Partners Plus serves more than 400 students each academic year and has successfully transferred many HFCC students into four year degree programs.

See how you can better achieve your educational goal. Contact Partners Plus at 313-845-9690 or by e-mail partnersplus@hfcc.edu and visit www.partnersplus.umd.umich.edu.

Paying For College

No student should be prohibited from entering college because of a lack of money. The College, in cooperation with federal and state agencies and private sources, makes various combinations of grants, loans, on-campus employment, and scholarships available to students.

The Financial Aid Office awards financial assistance to students on the basis of need as determined through an analysis of their family profiles.

The major consideration in determining a student’s award is financial need. Financial need is the difference between the cost of education and the amount of money an applicant and the family can provide from their income and assets. The following are basic tools for determining a student’s eligibility for assistance.

The student must complete the Free Application for Federal Student Aid (FAFSA) in order to apply for these types of aid:

- Bureau of Indian Affairs Scholarships
- Federal Work Study Program
- Federal Pell Grant
- William D. Ford Federal Direct Subsidized and Unsubsidized Loans
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Plus Loan Program
- Michigan Adult Part-time Grant
- Michigan Work Study
- Michigan Educational Opportunity Grant
- Michigan Competitive Scholarship
- Michigan Rehabilitation Services
- Academic Competitiveness Grant.

Students are encouraged to apply over the Web at http://www.fafsa.ed.gov. Students may use the computer terminals in the Financial Aid Office for that purpose and in the Student Services Resource Room LRC-030.

When prompted, the student needs to allow their information to be released to HFCC; HFCC’s school code is 002270.

Students whose files are complete before April 1 each year are given first consideration for financial aid for the following year, which consists of the summer, fall, winter and spring semesters at HFCC.

Some students’ files are selected for verification. Those students will not receive financial aid until after all requested information has been submitted to the Financial Aid Office within sixty days of the end of the term or by August 31, whichever comes first.

The Financial Aid Office awards only those with high school diplomas or GED’s.

Awards of aid, because they are based on need, may be as low as $100 or as high as the amount required to pay for the student’s tuition, fees, room, board, books, transportation, and miscellaneous expenses while attending Henry Ford Community College.

All programs are subject to change without notice

Students should read the HFCC financial aid brochure and the Student Guide, a U.S. Department of Education publication, for a detailed explanation of all programs, requirements, and Federal refund policies.

Federal Programs Based on Financial Need

ACADEMIC COMPETITIVENESS GRANT provides assistance to full-time students who have graduated after 1/1/2005, are Pell eligible and have completed a rigorous program of study as outlined by the U.S. Department of Education.
BUREAU OF INDIAN AFFAIRS SCHOLARSHIPS are available to needy students who are at least one-fourth American Indian and are from a tribe within the United States. Interested students should contact the Michigan Inter-Tribal Education Association, Keweenaw Bay Tribal Center, Baraga, Michigan 49908 for an application.

The FEDERAL WORK STUDY PROGRAM enables students with financial need to earn a substantial part of their educational costs through working either on or off campus in offices and laboratories.

The FEDERAL PELL GRANT PROGRAM makes grants available to students. These grants are considered to be the floor of financial aid packages. After this award has been allotted to a student, other financial aid may be given.

FEDERAL DIRECT PLUS LOANS are for parent borrowers. This loan has a fixed interest rate. The interest accrues while the student is in school.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS assist students with the greatest financial need.

The WILLIAM D. FORD FEDERAL DIRECT SUBSIDIZED LOAN PROGRAM is available to students attending on at least a half-time basis. No interest accumulates until six months after termination of studies.

WILLIAM D. FORD FEDERAL DIRECT UNSUBSIDIZED LOANS are available to all students attending at least half time who are not eligible for a subsidized loan or who have limited eligibility for a subsidized loan.

State of Michigan Programs

The MICHIGAN ADULT PART-TIME GRANT PROGRAM is available to independent students who are enrolled part-time, have financial need, and are undergraduates.

The MICHIGAN COMPETITIVE SCHOLARSHIP PROGRAM provides financial assistance for students demonstrating both financial need and high academic potential. Students should take the ACT test while they are in high school. Based on the results of this examination and financial need as determined by the Free Application for Federal Student Aid, students may receive scholarships for their tuition and fees, not to exceed $1,300.

The MICHIGAN EDUCATIONAL OPPORTUNITY GRANT is available to students who are Michigan residents.

MICHIGAN MERIT AWARD is a scholarship for students who do well on the MEAP test. The amount of the one-time scholarship is $2,500. A combination of the MEAP and other tests also make the student eligible. For further information, contact www.MeritAward.state.mi.us.

The MICHIGAN NURSING SCHOLARSHIP is for students who are enrolled in the Nursing program. The scholarship is awarded based on the agreement of the student to work in an eligible direct care nursing position in the state for a year if the student received an award based on full-time attendance. If the student does not do so, the scholarship becomes a loan with a four percent interest rate. There are various other considerations which can be found on the Web site: www.michigan.gov/mistudentaid.

MICHIGAN PROMISE SCHOLARSHIP is available to students graduating in 2007 and after. Michigan students with qualifying scores on the State Assessment Test may receive up to $1,000 per academic year for each of their first two years of college enrollment and up to $2,000 after completion of two years of postsecondary education with at least a 2.5 GPA. Michigan students who do not receive qualifying scores on the State Assessment Test may receive up to $4,000 after completion of two years of postsecondary education with at least a 2.5 GPA. For further information, contact www.michigan.gov/mistudentaid.

MICHIGAN REHABILITATION SERVICES provides assistance for the vocational training and education of individuals with physical or mental disabilities. Emphasis is placed on serving the severely disabled applicant. Financial assistance for training programs is based on the student’s financial need. The applicant should contact the nearest Michigan Rehabilitation Service Office.

The MICHIGAN TUITION INCENTIVE PROGRAM (TIP) is for students from families who have received Medicaid for the prior 24 months. They should contact the Michigan Department of Social Services for more information before graduating from high school or receiving the G.E.D. Information can be obtained by calling 1-800-243-2TIP.

MICHIGAN WAR ORPHANS ASSISTANCE is a waiver of tuition and fees for students attending Michigan tax-supported institutions. The applicant must be the child of a wartime veteran who died or was disabled due to service-connected causes, must be between the ages of 16 and 22, and must have been a resident of Michigan for 12 months. Interested students should contact Michigan Veterans Trust Fund, 3500 North Logan, Lansing, MI 48913.

The MICHIGAN WORK STUDY PROGRAM is an employment program subsidized by the state.

The NURSE SCHOLARSHIP FUND is for students in good standing in the nursing program. Apply by May 1 in the Nursing Office.

SINGLE PARENT/DISPLACED HOMEMAKER AND SEX EQUITY GRANTS are vocational education grants for men and women that supply funds for single parents, displaced homemakers, homemakers, and persons wanting careers not traditionally associated with their sex, e.g., nursing for males and electronics for females. Interested students should contact the Focus on Women Program at 313-845-9629.
Institutional Aid

ART DEPARTMENT TUITION GRANTS are available to four graduates from Dearborn’s five high schools for summer studies in Basic Drawing and Design. Prospective applicants should contact their high school counselors.

The BOARD OF TRUSTEES SCHOLARSHIP is available to two graduates from each of Dearborn’s high schools. These scholarships are awarded on the recommendation of the high school faculty. The scholarship covers the amount of tuition for 62 credit hours and must be used within three years of graduation from high school.

THE HENRY FORD II HONORS PROGRAM offers full scholarships for academically superior students. New students must have graduated from high school with at least a 3.5 grade-point average or an ACT score of 24 or higher. Presently enrolled HFCC students must have completed at least 12 hours of courses numbered 100 or above prior to application with at least a 3.5 grade-point average. Interested students should contact the Director of the Henry Ford II Honors Program prior to the March 31 application deadline.

The INDIAN TUITION WAIVER is available to those who are one quarter North American Indian. The student must provide proof of blood quantum and Michigan residency.

SENIOR CITIZENS TUITION GRANTS are available to residents of the Dearborn School District who are over the age of sixty.

DEPARTMENTAL SCHOLARSHIPS are available through these areas: Dance, Telecommunication, Music, Student Senate, and Theater. Interested students should contact the appropriate department or office.

Other Sources of Aid

Students may wish to review other sources of information on scholarships. The Henry Ford Community College Library has several source books. The HFCC Web Site has updated information on scholarships. Visit www.hfcc.edu/scholarships.

Miscellaneous scholarships are posted on the bulletin board outside the Financial Aid Office and on the first floor of the Learning Resources Center, outside room 113. Students can also use the Web to explore additional scholarships at www.finaid.org.

University Transfer, Advising, and Career Counseling Center

The University Transfer, Advising, and Career Counseling Center is located in the Learning Resources Center, first floor, LRC-117. The following services are offered:

University Transfer

This service assists students with the selection of courses taught at HFCC which will transfer to other colleges and universities. The following resources are available:

- curriculum transfer guides for Michigan colleges and universities
- articulation agreement guides for students following specific programs at HFCC
- equivalency guides, which are alphabetical listings of HFCC classes and their transferability to other colleges and universities

Advising

This service provides advice to students regarding the implementation of their educational goals. Counselors advise students on:

- selection of courses related to an educational program curriculum/degree
- selection of an appropriate schedule/times for classes
- time management or balance of number of courses with life style
- study skills planning and development

Career Counseling

This service assists students in the lifelong process of choosing, planning, and preparing for appropriate careers. The counselors who provide this service are Licensed Professional Counselors (LPC) by the State of Michigan, with a minimum of a master’s degree in guidance and counseling. Career planning services include:

- selection of a career path and a plan to implement this path through formal education, training and practical experience
- assessment of interests, values, and skills through standardized assessments and self-assessment
- assistance and support during career/life transitions
- change of self-defeating behaviors
- stress/anxiety reduction
- coping with change

The University Transfer, Advising, and Career Counseling Center, in the Learning Resources Center, is open Monday through Thursday from 8 a.m. – 6:30 p.m. and 8 a.m. – 4:30 p.m. on Friday.

For counselor availability or more information, please contact the University Transfer, Advising, and Career Counseling Center at 313-845-9611 or 313-845-9612 or visit www.hfcc.edu/counsel.
Intercollegiate

Henry Ford Community College is a member of the Michigan Community College Athletic Association (Eastern Collegiate Conference). The nickname is the Hawks. Varsity teams participate in the following sports at the conference, state, regional, and national levels:

**Men**
- baseball
- basketball
- golf

**Women**
- basketball
- softball
- volleyball

The Michigan Community College Athletic Association and the National Junior College Athletic Association regulate athletic competition and set eligibility standards for all member colleges.

Intramural

The major purpose of a college intramural program is to provide an opportunity for participation in recreational activities for all students. All currently enrolled students are encouraged to participate.

Intramural sports contribute to health, fitness, strength, and endurance, as well as to the development of wholesome recreational skills and constructive attitudes toward recreation, health, and social relationships that carry into adult life.

For more information call 313-845-9647 or visit www.hfcc.edu/sports.

Center for Lifelong Learning

*Less like school...More like fun!*

It’s all about YOU at the Center for Lifelong Learning (CL2) where we meet the educational need of adults of all ages in fun, convenient, non-traditional formats, including online.

Check out the hundreds of high-quality, non-credit personal enrichment and professional development classes we offer throughout the year. Whether you’re interested in exploring the arts, improving your health and fitness, learning unique cooking techniques, or keeping abreast of financial trends (to name just a few), you’re sure to find classes that appeal to you.

If you’re interested in launching a new career or seeking professional development for career advancement, consider taking CL2 classes in property assessment, real estate, business and management, computer skills, and more. Most of them are offered for continuing education units (CEUs).

To read descriptions of all CL2 classes or actually register for one of them, visit www.hfcc.edu/CL2. You can also call us at 313-317-1500 or toll-free at 1-877-855-5252, or stop by our conveniently located office at the Dearborn Heights Center, 22586 Ann Arbor Trail, Dearborn Heights, MI 48127.

College Store

The College Store carries textbooks, computer software, supplies, clothing, and miscellaneous items. Staff members are available to answer questions and give assistance. The College Store accepts cash, personal checks, VISA/MC and Discover, as well as HFCC Gift Certificates and financial aid. Students using financial aid, loans, or scholarships for College Store purchases must present a current student schedule or award letter and picture ID for each purchase. Orders are also accepted online at collegestore.hfcc.edu.

**Store Hours**

**Fall and Winter Semesters**
- Monday-Thursday 8 a.m. – 6:30 p.m.
- Friday 8 a.m. – 4:30 p.m.

**Spring/Summer Hours**
- Monday-Thursday 8 – 6:30 p.m.

**College Store Return Procedure**

(Contact College Store for complete details.)

Should it be necessary to make an adjustment, the following conditions must be met:

1. Students must have their cash register receipts. Purchases made with a charge card will be issued a charge credit. Refunds of merchandise/books originally purchased with a check may require a 10-day waiting period.

2. Regardless of the date purchased, students have until the last day of the second week of classes to make a return on new or used textbooks. Books from classes dropped after the first two weeks are not eligible for return. For a full refund on new textbooks, books
must be in perfect condition (as determined by a staff member) - free from any writing, stains, markings, or damage to the cover or binding.

Textbook sales are final after the end of the second week of classes.

Refunds on supplies or clothing will be made only if the item is returned unused, within one week of purchase. Blister-packed items and boxed items must be returned in their original package with the packaging in resalable condition.

**Book Buy Back Procedure**

Book buy back is held only during the week of final exams for fall and winter semesters. Spring/summer term buy back dates vary. The College Store does not purchase books from students at any other time. Not all books can be bought back due to overstocks and edition and title changes. Workbooks are not purchased during buy back.

For more information, please contact the College Store at 313-845-9603 or visit collegestore.hfcc.edu.

**Corporate Training Division**

Established in 1986 as the College’s economic development unit, the Corporate Training Division expands workforce skills, re-trains employees in new work fields or new technologies, and supports economic development through the provision of educational services to business and industry. The division responds to business and industry requests by designing learner-centered educational offerings that are affordable, flexible, and customer-specific. These work-based educational programs are financed by contract with the employer or through private or public sources.

Training can be offered in credit or non-credit forms, or through seminars granting continuing educational units (CEU’s). Work and learning skills assessment and the development of multi-agency learner support systems are some of the comprehensive services available through our office. Classes are taught at either College or company facilities. The use of work specific tools and equipment is encouraged in training and education projects. Corporate Training also co-manages an advanced CAD/CAM/CAE training facility.

Employers are invited to contact the Corporate Training Division at 313-845-9670 or visit www.hfcc.edu/corporatetraining. Contact the division to see how it can support your employee development goals. The division can help you meet the learning and work skill goals of your organization.

**Culture and Community**

When it comes to cultural enrichment, the best choices are at Henry Ford Community College. HFCC students can attend or participate in the many excellent art exhibitions, plays, concerts, and dance performances on campus, or become involved in the college’s diverse student clubs and organizations. And the surrounding community offers even greater educational and leisure opportunities.

On campus, choose from clubs that match your hobbies, cultural heritage, or religious or social interests. Through these activities, hundreds of HFCC students promote education, discussion, cultural awareness and service opportunities every year. Among the many clubs at HFCC are the African-American Association, Community Service Club, Future Teachers Association, Math Club, Philosophy Club, Phi Theta Kappa, Science Association, Society of Manufacturing Engineers, Student Nurses Association, and Women Tech Club.

The Council of American Cultures sponsors tours, films, guest speakers, and presentations on culture, religion, and political systems from all over the world. The annual Globefest is a highlight featuring dance, music, performances and food from many cultures.

HFCC also features the award-winning student radio station WHFR-FM 89.3 and The Mirror News student newspaper, both of which promote cultural events and provide endless opportunities for students to become part of the thriving campus community.

The Student Bulletin offers HFCC students even more information about local and campus events, as well as volunteer opportunities for activities like the annual Dr. Martin Luther King, Jr. Community Service Day.

HFCC students can enjoy the cultural opportunities in the nearby city of Dearborn, one of the area’s most diverse communities. Check out the ensemble of social and dining establishments, or visit The Henry Ford, featuring the renowned Henry Ford Museum and Greenfield Village.

Just minutes away, Dearborn’s Ford Community and Performing Arts Center offers an eclectic range of events, including classic rock, pop, symphony and theatrical performances. The center also offers activities for every taste, including an indoor aquatics area, outdoor fishing pond, jogging track, café, baseball and soccer fields, and cultural arts exhibits.

The choices for cultural enrichment become almost limitless when students drive a short distance to the City of Detroit and the surrounding areas. The choices match everyone’s tastes, from cultural attractions such as the Detroit Institute of Arts, the Fox Theater, and the Max M. Fisher Music Center to world-class sporting events such as Detroit Pistons basketball and Detroit Red Wings hockey, and to unique dining experiences such as the Hard Rock Café.

**English Language Institute (ELI)**

The English Language Institute curriculum, through year-round instruction, helps to expedite the learning and language development of foreign students by offering them...
five (four during spring/summer terms) four-hour days of intensive language study or a three-hour evening session, four days a week. The program helps second language speakers of English increase their English language proficiency for academic and professional purposes. The Institute helps students increase the test scores they need for admission to colleges, professional schools, business schools, law schools, and medical schools.

The ELI offers credit and non-credit courses that range from beginning to upper-level developmental reading, writing, and listening. However, students must be proficient in their native language. TOEFL preparation, pronunciation and conversation, and assisted tutoring classes are also offered. Credit courses are ELI 001, ELI 002, ELI 003, ELI 004, ELI 005, ELI 006 and ELI 009, ELI 014, ELI 015.

The ELI also offers ELI 010 Pharmacy College Admission Test preparation with a focus only on the verbal portion of the test and ELI 012, a developmental course designed to improve the English business communication skills of non-native speakers.

The ELI is located on the first floor of the Liberal Arts Building, L142, HFCC's main campus. Daytime office hours are 8 a.m. – 4:30 p.m. Monday through Friday, and evening hours are 6 p.m. – 9 p.m. Monday through Thursday. For information call 313-317-1556 or go to the Web at www.hfcc.edu/eli.

All students in the Language Institute will qualify for a Certificate of Attendance awarded for completion of all required hours of study and a Certificate of Achievement to verify academic achievement at each level of study completed.

Fifty-One O One Restaurant

For an innovative dining experience, the best choice is HFCC's Fifty-One O One restaurant, an integral part of the College's Hospitality Studies program. Completely operated by the program’s students and staff, this restaurant - conveniently located in the Student and Culinary Arts Center - allows hospitality students to perfect their craft, while guests enjoy the fruits of these educational labors.

Students working in Fifty-One O One are tomorrow's hotel and restaurant managers, chefs, dining room personnel, and food service industry professionals. As part of their studies, they rotate through the various stations in the kitchen and dining rooms.

Meanwhile, guests choose from a full range of menu items, including appetizers, specialty salads and sandwiches, entrees, daily specials and desserts, all of which are prepared in various Culinary Arts classes.

And the choices are abundant, with savory specials like chicken paprikash, seafood crepes, turkey Marsala, and vegetable noodle florentine. It's an unusually delicious educational experience for both students and guests.

The Fifty-One O One is open during the fall and winter semesters. Lunch is served on Tuesdays, Wednesdays and Thursdays. Dinner is served on Wednesday evening. During the spring semester the program offers various international buffets. In addition, throughout the year the program offers special events such as Oktoberfest, holiday buffet, bake sales, and spring scholarship dinner. Call for reservations, 313-206-5101. For more information, visit www.hfcc.edu/5101.

Food Service

Skylight Café

From hamburgers and sandwiches to stuffed sole and turkey tetrazzini, you’ll never go hungry at HFCC. The airy Pavilion inside the Student and Culinary Arts Center is open for meals from Monday through Thursday 7:30 a.m. – 7 p.m., and 7:30 a.m. – 2 p.m. on Friday. Stop in for a stroll through the Skylight Café Food Court and choose your cuisine: soups, salads, entrees, custom-made sandwiches and burgers, artisan pizzas and delectable desserts are made throughout the day. The café’s conscientious staff strives to provide extraordinary fare that will tingle your taste buds. Plus, the Pavilion is a wireless zone – you can use a laptop to surf the Web while you eat.

Inside the Skylight Café Food Court, you’ll find:

• Corner Deli
• Maggie’s Specials
• Main Course
• Boulevard Grill
• Magic Oven
• Sweet Endings

At our beverage center, you can pour a cup of Starbucks coffee, fresh juice, or fountain soda. Our coolers are stocked with fruit, bottled water, tea, and a variety of soft drinks. Adjacent to the café and throughout campus are vending machines for refreshments on the run. For further information, call 313-845-9648.

Library

The Fred K. Eshleman Library is located in the south half of the Learning Resources Center. This modern facility offers seating for over 560, including seven group-study rooms. The Web-based catalog allows users to search the Library’s collection of over 100,000 items, including 87,000 books, 600 periodical titles, and an extensive collection of government documents. Access to a range of full-text indexes is available
at ten reference workstations. Go to www.hfcc.edu/library to access the library’s home page.

Check-out is speedy and efficient at the circulation counter. A library card is required and is issued free to library users. Those with questions about book loans should call 313-845-6375.

The Media Center on the second floor houses 54 PCs. Access to the Internet, e-mail, and a wide variety of software is available. Other media, such as video tapes, audio tapes, slides, CD-ROMs, or laser disks used to support classroom instruction are found here. Only currently registered students may use the Media Center, and a library card is required. Those with questions may call 313-845-6386 or visit www.hfcc.edu/library.

Help is always available from the librarians, in person or by phone at 313-845-6377.

During the fall and winter semesters the Library is open six days a week for 71 hours. The hours vary during the spring and summer semesters and between semesters. For current Library hours or more information please call 313-845-9606 or visit www.hfcc.edu/library.

Michigan Technical Education Center (M-TEC)

The Michigan Technical Education Center (M-TEC) at HFCC, located at 3601 Schaefer Road, offers state-of-the-art classrooms, conferencing and technical lab facilities to the Wayne and Monroe County regions.

The M-TEC offers in-house program development, training, and evaluation services. This includes WorkKeys services and ACT certifications. It also houses an authorized Pearson Vue Testing Center that provides IT certification tests in CISCO, CATIA, Microsoft Business Solutions, and more. With HFCC faculty the M-TEC also offers College Level Examination Placement (CLEP) services.

As a state-of-the-art business training facility, the M-TEC offers a 100+ person capacity auditorium with live video conferencing and video streaming capability; a High Bay area that enables equipment-specific training; multiple meeting/training rooms and computer labs which can be flexibly arranged and configured. M-TEC staff members are on-hand to meet each customer’s specific needs and create a productive setting for professional development. Hours of building operation are suited to business scheduling and there is free, convenient lighted parking.

Employers are invited to contact the M-TEC at 313-317-6600 or visit www.hfcc.edu/mtec to explore how Henry Ford Community College can meet the skill development needs of their companies.

Performances and Exhibitions

Co-curricular Fine Arts Activities

Henry Ford Community College offers a wide variety of opportunities for students in the fine arts area outside the classroom. These co-curricular activities are designed to enhance and expand the classroom experience to allow students to explore and develop their talents.

Art

The Sisson Art Gallery in the MacKenzie Fine Arts Center is home to several exhibitions throughout the year, showcasing not only thought-provoking works by professional artists from around the country, but the creativity of HFCC art faculty and the works of HFCC’s most talented student artists, painters, graphic designers, sculptors and interior designers.

Dance

Dance students perform in their own dance concerts at HFCC as well as in the college’s musical theater productions staged by the music and theater areas. In addition to classes in tap, modern dance and jazz, HFCC dance students have the opportunity to participate in the Full Circle Dance Company, which provides intensive training and performance opportunities.

Music

There are nine outstanding vocal and instrumental groups at HFCC. The bands and choirs perform on campus and at local concert venues throughout the academic year. Many HFCC ensembles have also had the opportunity to participate in concert tours in the United States, Canada, and Europe. The HFCC music program has released several CDs, including recordings of President’s Collage concert since 1997.

Theater

HFCC’s Theater program strives to offer students a wide range of opportunities, from acting, directing and writing to behind-the-scenes technical production, including 3-D virtual imaging special effects. A variety of plays are staged throughout the year, including children’s theater productions, musicals, classic dramas and original works by faculty and students.

For Performing Arts auditions and announcements, contact the directors:

Theater:
  George Popovich, 313-845-6478
Dance:
  Diane Mancinelli, 313-845-6314
Music (vocal):
  Kevin Dewey, 313-845-6474
Music (instrumental):
  Rick Goward, 313-845-6470
Many student clubs and activities are offered on the HFCC campus for student involvement. There are academic, cultural, faith-based, honor society, political/social activism, and recreational clubs. The Student Activities Office (SAO) assists students with club formation, event planning, fund-raising ideas, and the promotion of events. SAO holds regular meetings to inform clubs of opportunities and College policies and procedures. Students are encouraged to form new clubs or take part in existing clubs. Several requirements must be met before a student group is recognized as a registered HFCC student club. The Student Activities Office provides assistance to students who are interested in forming a club.

These are the current HFCC Student Clubs:

- Accounting Club
- African American Association
- All Around Art Association
- Arab Student Union
- Astronomy Club
- Campus Crusade for Christ
- Community Service Club
- Criminal Justice Club
- Diversity Club
- Film Club
- Future Teachers Association
- HFCC Pom Squad
- HFCC Team Ceramics Club
- Ice Carving Club
- International Relations Organization
- (IMAN) Islamic Monitor Action Network
- Legal Assistant Association Network
- Math Club
- Mirror News Student Newspaper
- Multicultural Club
- Muslim Student Association
- One Step Ahead
- Palestine’s Voice Organization
- Phi Theta Kappa (Alpha Xi Mu)
- Philosophy Club
- Science Association
- Society of Manufacturing Engineers
- Student Nurses Association
- Students United for Peace and Justice
- Web Design and Development Club
- Women-Tech Club
- Yemen Student Association

See the current list and find out more information about each club at www.hfcc.edu/clubs.

The Student Clubs are organized by the Student Activities Office. The contacts are:

**Cassandra Fluker**, Student Activities Officer/The Mirror News Faculty Liaison  crfluker@hfcc.edu

**Michele Featherston**, Student Activities Secretary  mfeather@hfcc.edu  313-845-9865  Fax: 313-317-6551

**Student Activities Office**

The mission of the Student Activities Office (SAO) is to complement formal classroom instruction at Henry Ford Community College and to enhance the overall educational experience of students. The office is based on the philosophy that co-curricular involvement offers students the opportunity to develop leadership skills, communication skills, techniques of organization, an understanding of self, as well as an understanding of others.

Utilizing the services and programs that are available at Henry Ford Community College, students become more knowledgeable about their environment and will begin to fully develop their potential.

For more information, please contact the Student Activities Office at 313-845-9865 or visit www.hfcc.edu/SA.

In addition to support for student clubs, the Student Activities Office conducts the following activities and events.

**Student Bulletin**

The Student Bulletin is a SAO publication that is designed to inform the HFCC campus community about current events, student clubs, and volunteer opportunities. For more information, contact the Student Bulletin Editor, Michele Featherston, at 313-845-9865.

**Voter’s Registration**

SAO provides on-campus Voter’s Registration and conducts periodic Voter’s Registration Drives. Forms are available at the Student Activities Office, Welcome Centers, Office of Financial Aid, and the Registrar’s Office. SAO provides the service of mailing completed Voter’s Registration forms to city election clerks.

**Dr. Martin Luther King Jr. Community Service Day**

The Student Activities Office coordinates volunteer activities to commemorate the birthday of Dr. Martin Luther King, Jr. Students, faculty, and staff members are encouraged to participate. Various activities such as renovation, educational, and social projects are available. This is a day of community service, reflection, and education.

**Special Events and Activities**

The Student Activities Office works with students, faculty, and staff to plan and implement special events and
activities at the College. These events and activities provide socialization, educational information, and promote involvement at HFCC.

**Volunteer Opportunities**
The Student Activities Office provides information on volunteer activities, on-campus as well as in the community. Many worthwhile opportunities are available.

**Student Newspaper**
*The Mirror News* is a student-run newspaper that is published bi-weekly during the fall and winter semesters. The paper provides an opportunity for students who are interested in writing, editing, photography, desktop publishing, advertising, and business management. *The Mirror News* publishes information on all aspects of the College community, from classes to cultural events, as well as creative works and editorials. The student Editor-in-Chief recruits the newspaper’s staff each semester. Currently enrolled students are encouraged to join. *The Mirror News* can be reached at 313-845-9639.

**WHFR-FM 89.3**
WHFR-FM 89.3 is more than just HFCC’s award-winning broadcast radio station. It’s the hub of telecommunications, where students gain real-world experience at an independent, noncommercial station.

These are not textbook lessons. Instead, students learn about radio equipment and production standards while putting together radio shows. Not surprisingly, *The Detroit News* named WHFR the “Best Campus Radio Station” in its “Michigan’s Best 2003” poll.

Beyond campus, the station serves residents of Dearborn and surrounding communities with an eclectic mix of music rarely heard on Detroit-area radio stations. The WHFR playlist offers an unusual blend of Alternative/Modern Rock, Big Band, Blues, Hip Hop, Jazz, Space Rock, Urban and World music. The station plays more than 60 hours of classical music, including programs received weekly through a satellite feed from Public Radio International (PRI).

Students learn the importance of community-focused programming at WHFR. The station hosts a weekly public affairs show and several music shows that highlight new releases, independent labels, and local artists. Staff members also participate in initiatives such as the annual charity-bowling event, which pits WHFR disc jockeys against competitors from other schools to raise money for local organizations. Visit whfr.hfcc.edu for more information.

**Special Opportunities for High School Students**

**Dual Enrollment**
The Dual Enrollment Program allows a high school student to enroll in HFCC courses, then apply the credit earned towards their high school diploma, college degree, or both. Dual Enrollment classes are paid for by the student’s school district or charter school. Eligible classes include any college course(s) that the school district will allow the student to take.

Hundreds of students take advantage of Dual Enrollment at HFCC every year. Dual Enrollment students have great academic success. A recent HFCC study showed that Dual Enrollment students averaged nearly a 3.5 grade-point average in their college classes.

To take classes through Dual Enrollment, students follow an easy process. Please see page 4-5 for complete information.

**Advancement Plus**
The Advancement Plus Program allows high school students to enroll in HFCC courses, then apply the credit earned towards their high school diploma, college degree, or both. Advancement Plus tuition and fees are paid for by the student’s parent or guardian.

Advancement Plus has allowed students to obtain enough credits to equal the first year or more of college. In some cases, students may graduate from high school and enter college as sophomores instead of freshmen.

To take classes through Advancement Plus, students follow an easy process. Please see page 4-5 for complete information.

**Henry Ford II Honors Program**
The Henry Ford II Honors Program offers qualified students a challenging academic program where students and faculty form a learning community. Students take core courses in English composition, science and the humanities, and develop advanced skills in independent research and critical thinking.

Henry Ford II Honors students also attend the Transfer Workshop, a comprehensive program that reviews what public and private institutions look for in transfer applicants and outlines how students can increase their chances of admission to the transfer institution of their choice. Students are also matched with a faculty mentor who will provide personal guidance in applying to transfer institutions and locating available transfer scholarships.

Program graduates have achieved immense success, earning admission and full scholarships to the University of Michigan, Michigan State University, Wayne State University, Eastern Michigan University, University of Detroit-Mercy, New York University, The State University of New York and many other prestigious universities across the country.
High school students interested in the Henry Ford II Honors Program should have a 3.5 cumulative grade-point-average in high school or an ACT score of 24 or higher.

For more information or to obtain an application form, contact Nabeel Abraham, Ph.D., Henry Ford II Honors Program Director, Learning Technology Center, Room 150, at 313-845-6460 or by e-mail at nabraham@hfcc.edu. Visit www.hfcc.edu/honors for more information.

**Advanced Placement/CLEP**

HFCC accepts credit from Advanced Placement or CLEP examinations. Transfer students from other colleges who have taken Advanced Placement (AP) or College-Level Examination Program (CLEP) tests may be awarded credit at Henry Ford Community College.

Eligibility for AP/CLEP credit will be determined upon receipt of a transfer student’s transcript. Henry Ford Community College will evaluate the course work, post credit equivalents as transfer credit on the student’s HFCC transcript, and mail the student the results of the evaluation.

The scores required for AP credit are listed on page 244. CLEP credit is listed on this page.

**Career Pathways**

Today’s high school students can choose from more than 12,000 careers, according to the U.S. Bureau of Labor Statistics. That much choice can become confusing. Fortunately for HFCC students, the College makes the transition from high school to college easy.

The Career Pathways System can help you make the adjustment to college and to find a career. Career Pathways is six broad groupings of careers that share similar characteristics and whose employment requirements call for common interests, strengths, and competencies.

- **Arts and Communications**: Careers related to the humanities as well as the performing, visual, literary, and media arts.
- **Business, Management, Marketing, and Technology**: Careers related to accounting, business administration, finance, information processing, marketing, and all other aspects of business.
- **Engineering/Manufacturing and Industrial Technology**: Careers related to technologies necessary to design, develop, install, or maintain physical systems.
- **Health Sciences**: Careers related to the promotion of health and the treatment of injuries, conditions, and diseases.
- **Human Services**: Careers in child care, civil service, education, hospitality, and the social services.
- **Natural Resources and Agriscience**: Careers related to natural resources, agriculture, and the environment.

Using the Career Pathways System, HFCC students assess their interests and aptitudes, and then choose an appropriate Career Pathway that incorporates these qualities. Through the specific courses in their degree program, students then gain a greater context of how their chosen career area fits into one of the six broad industry sectors, which eases the transition from college to the world of work.

For more information, visit www.hfcc.edu/careerpathways.

**Tech Prep**

Tech Prep is a federally funded grant program that helps connect high school students and their educators to HFCC. Through this program, students from Wayne and Monroe counties are eligible to earn free college credit at HFCC while still in high school.

The program is designed for students who have an interest in career fields that require at least a two-year college education; who would like to gain skills that increase their employability by pursuing a vocational certificate or apprenticeship program, and who are enrolled in a general education program.

Tech Prep courses benefit students by

- teaching them technical skills that will help them navigate the rapidly evolving worlds of business and industry.
- honing the ability to work as team members and share productive ideas with others.
- reducing their need for introductory course work at the community college level.
- preparing them for trade and apprenticeship positions.
- helping to bridge the gap between their current education/training and future professional demands.

**Scholarships**

To help finance their HFCC degree, incoming students can apply for private scholarships made possible by generous alumni, friends of the College, local businesses, faculty, staff, and the Board of Trustees. Such awards are available for a variety of programs and support students from diverse backgrounds and interests. A complete list is available at www.hfcc.edu/scholarships or see page 287.

**Special Opportunities for Transfer Students from Other Colleges**

Henry Ford Community College welcomes transfer students from other colleges. Thousands of students transfer to HFCC because

- HFCC is much more affordable than four-year colleges.
- high-quality HFCC certificate and associate’s degree programs help students find employment.
- they desire to achieve an academic credential, such as a certificate or associate’s degree, much faster than a bachelor’s degree at a four-year college.
• they need to take courses to satisfy degree requirements at a four-year college.
• they had poor academic performance at a four-year college.

Whatever the reason for transferring, Henry Ford Community College provides what all students need to succeed.

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Program graduates have achieved immense success, earning admission and full scholarships to the University of Michigan, Michigan State University, Wayne State University, Eastern Michigan University, University of Detroit-Mercy, New York University, The State University of New York and many other prestigious universities across the country.

To become eligible for admission to the Henry Ford II Honors Program, transfer students must have completed 12 or more hours in 100-level or higher courses as a full-time student or 15 hours in 100-level or higher courses as a part-time student prior to application, and must be taking at least six credit hours per semester. Applications are accepted at any time, but students transferring from other colleges must apply first to Henry Ford Community College before applying to the Henry Ford II Honors Program.

For more information or to obtain an application form, contact Nabeel Abraham, Ph.D., Honors Program Director, A-150, Learning Technology Center, at 313-845-6460 or by e-mail at nabraham@hfcc.edu.

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### HENRY FORD COMMUNITY COLLEGE

**Office of the Registrar**

**COLLEGE LEVEL EXAMINATION PROGRAM**

**(CLEP)**

<table>
<thead>
<tr>
<th>CLEP EXAMINATION</th>
<th>MINIMUM SCORE</th>
<th>HFCC COURSE EQUIVALENT</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td><strong>Composition &amp; Literature</strong></td>
<td></td>
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<tr>
<td>English Composition</td>
<td>47</td>
<td>ENG 131</td>
<td>3</td>
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<tr>
<td><strong>Foreign Language</strong></td>
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<tr>
<td>College French (Level 1)</td>
<td>41</td>
<td>FRE 131</td>
<td>4</td>
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<tr>
<td>College German (Level 1)</td>
<td>41</td>
<td>GER 131</td>
<td>4</td>
</tr>
<tr>
<td>College Spanish (Level 1)</td>
<td>41</td>
<td>SPN 131</td>
<td>4</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>MATH 175</td>
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<tr>
<td>Calculus</td>
<td>50</td>
<td>MATH 180</td>
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<tr>
<td><strong>Social Sciences and History</strong></td>
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<td>American Government</td>
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<td>POLS 131</td>
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<tr>
<td>American History I</td>
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<tr>
<td>American History II</td>
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<td>HIST 152</td>
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<tr>
<td>Introductory Psychology</td>
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<td>PSY 131</td>
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<td>Human Growth and Development</td>
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<td>PSY 253</td>
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<td>Introductory Sociology</td>
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<td>SOC 131</td>
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<td>Principles of Accounting</td>
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<td>BAC 131</td>
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<td>Western Civilization</td>
<td>50</td>
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<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>HIST 112</td>
<td>3</td>
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Special Opportunities for Nontraditional Students
Students returning to college after an absence may be thinking about how they will balance education plans with personal and professional commitments. HFCC helps to make this transition as smooth as possible by offering classes during the day, evening, weekends and online to give students maximum flexibility.

The College also offers a wide variety of valuable student support services that address the specific needs of returning students.

• Assisted Learning Services: Assisted Learning Services assists physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population.

• Child Development Center: Family commitments can often interfere with a school schedule. At HFCC, students can enroll their children (ages 3 through 12) in our state-licensed Child Development Center, which offers day and evening care.

• Counseling Services: A successful college career requires a comprehensive support network that addresses short-term educational goals, career plans and the inevitable personal issues that arise. At the University Transfer, Advising and Career Counseling Center, experienced counselors are ready to help students understand the transfer
process, plan schedules, set career development goals, and cope with the potential anxiety of balancing college, work and home life.

* Focus on WoMEn: Like the University Transfer, Advising, and Career Counseling Center, the Focus on WoMEn program offers both women and men extensive resources, including personal, academic and career counseling; financial assistance programs for students who meet specific requirements; and seminars to help students in personal and academic areas.

For a full listing of support services available to all HFCC students, please see the Student Support Services section on page 230.

**Online Learning**

HFCC offers high-quality online classes in many of its academic programs. These courses provide convenience and flexibility to busy students, often allowing them to complete a degree faster.

Students taking online courses use the UCompass Educator Course Management System. Here are frequently asked questions about online classes at HFCC:

**What is UCompass Educator?**

UCompass Educator is HFCC’s online course management system. Only students enrolled in online courses or courses that use UCompass Educator as a supplement to traditional classroom instruction have access to UCompass. Your UCompass account is available on the first day classes begin on campus. The Web address to access your UCompass course is [http://henryford.ucompass.com](http://henryford.ucompass.com).

**How do I know if I’m ready for an online course?**

You must have a basic working knowledge of your computer, the Internet and word processing applications. Take the survey at [http://henryford.ucompass.com](http://henryford.ucompass.com). Click “Is Online Learning for You?” to assess your skills.

**What equipment do I need to take an online course?**

Minimal requirements include:

- PC computer system with a minimum 65 megabytes RAM and a color monitor
- Microsoft Windows 98 or higher, XP or Windows NT
- Macintosh equivalents would be OS 9.1 or higher
- CD-ROM or CD/DVD
- 56k or higher modem, DSL or cable modem
- Internet Service Provider (ISP) and personal e-mail account
- Web Browser; Internet Explorer 5.0+, Netscape Navigator 4.7+, Mozilla Firefox
- A word processing application

There may be other requirements specific to individual courses.

Visit [http://henryford.ucompass.com](http://henryford.ucompass.com) and click “Computer Requirements” to identify the components of your computer and determine its readiness. Links for the latest upgrades are available on this site.

**How do I find out about which online classes are being offered?**

Online course offerings continue to expand each semester. See the Schedule of Classes or the HFCC Web site at [www.hfcc.edu](http://www.hfcc.edu) for current course offerings.

The Schedule of Classes indicates that my course is 95% (or another percentage) online.

**What does that mean?**

The percent indicates how much of the class is online. For example, a class that is 95% online might require students to come to campus for a midterm and a final exam. A class that is 50%-75% online may require students to come to campus every other week. Please contact the instructor for additional specific information.

**OK, I’m registered for an online course. What should I do now?**

Contact your instructor via e-mail as soon as you have registered for your online course. Your instructor will then send you information about your course. *It is your responsibility to contact your instructor via e-mail as soon as you have registered for your online course. For basic introductory information about your online course see “Getting Started” on the UCompass login page: [http://henryford.ucompass.com](http://henryford.ucompass.com).*

**How do I contact my instructor?**

Use the e-mail address provided under the course listing in the Schedule of Classes, or from [www.hfcc.edu](http://www.hfcc.edu), click the “For Faculty & Staff” link, and then click the “Faculty & Staff Directory” link.

**How do I get to my online course?**

Your UCompass online course is located at [http://henryford.ucompass.com](http://henryford.ucompass.com), or from the HFCC Web site, [www.hfcc.edu](http://www.hfcc.edu), click the “Current Students” link, then the UCompass link on the left-page menu. Sometimes instructors use sites other than UCompass for their online materials. If your course does not utilize the UCompass Educator System, your instructor will tell you how to access your course.

**What is my UCompass Educator ID?**

Your UCompass ID is the same as your WebAdvisor ID.

**What is my UCompass Educator password?**

Your UCompass password is the four-digit month and date of your birth, i.e. June 5 = 0605.

**How do I change my UCompass Educator Password?**

The Novell network (see page 15) and UCompass use exactly
the same account and password. When you change the Novell network password, the UCompass password changes as well. To change your Novell network and UCompass password, follow these instructions:

1. Point your browser at [http://myportal.hfcc.edu](http://myportal.hfcc.edu).
2. You will get a Security Error message. Click “OK” to accept the certificate.
3. Put your account and password into the Portal login screen and click “Login.”
4. Scroll down the portal main page until you see the “Change Your Novell Password” section.
5. Type in your Current Password and the New Password (twice) and click “OK.” Follow the prompts and make certain you carefully read any messages or instructions that appear.
6. Revision of graded work in an attempt to receive additional credit fraudulently.

For more information on changing your Novell Network and UCompass password, visit [https://dvc.hfcc.net/helpdesk/000367.htm](https://dvc.hfcc.net/helpdesk/000367.htm).

**Where do I go for help with UCompass Educator?**

1. For help with your UCompass login or password contact the HFCC Helpdesk: helpdesk@hfcc.edu or 313-845-6345.
2. For help with UCompass operations, contact the HFCC Office of Instructional Technology. Phone: 313-845-9663, extension 4, 5 or 6. E-mail: support@henryford.ucompass.com
3. For help with the content of your UCompass course, contact your instructor.
Academic Dishonesty

Policy on Academic Dishonesty (Cheating)
Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses. Instructors (or their designees) reserve the right to require picture identification for test taking, graded papers or projects, or other appropriate purposes. A student cannot dop a class if failing for reasons of academic dishonest.

Academic dishonesty is any activity intended to improve a student’s grade fraudulently.* It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books).
2. Unauthorized use of notes, books, or other prohibited materials during an examination.
3. Open cheating on an examination (such as copying from another student’s paper).
4. Permitting another person to take a test in the student’s place or receiving unauthorized assistance with any work for which academic credit is received.
5. Providing unauthorized assistance with any work for which academic credit is received.
6. Revision of graded work in an attempt to receive additional credit fraudulently.
7. Plagiarism (using another person’s work without acknowledgment).
8. Use of cell and video phones to cheat.
9. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student’s transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.

If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

*Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.

Academic Policies

Academic Forgiveness Policy
The purpose of academic forgiveness at Henry Ford Community College is to allow a student who has not performed well academically to have a maximum of twelve hours of E grades removed from his or her grade-point average.

To apply for academic forgiveness, a currently enrolled student must file an application in the Office of Admissions, Registration and Records. Guidelines for the policy are as follows:

1. Five or more years must elapse between the academic forgiveness and the last failing grade for which forgiveness is requested.
2. The student must have earned at Henry Ford Community College at least six credit hours in courses numbered 100 or above and have a cumulative grade-point average of at least 2.00 since the failing grades were received.
3. Forgiven grades, to a maximum of twelve credit hours, will no longer be calculated into the student’s grade-point average.
4. Forgiven grades remain on the transcript and a special notation is added explaining academic forgiveness.
5. Academic forgiveness can be granted only once to any student.
6. Academic forgiveness, when granted, applies to Henry Ford Community College courses. There is no guarantee, expressed or implied, that the academic forgiveness will be recognized by any other college or university.

Advanced Standing – Career Education
Entry into a program of study with advanced standing permits the selection of advanced courses only and does not grant college credit for those basic courses that may be waived. In all cases, the number of credit hours required to
Requests for advanced standing should be directed to the Office of Admissions, Registration and Records or the department or division chairperson at least six weeks prior to the time of enrollment if an advanced class is desired.

Those persons eligible to request advanced standing are:

- A high school graduate who has completed specialized high school preparation in the specific area in which advanced standing is being requested. A minimum overall average of 3.0 is required in the specialized area.
- An individual with extensive business or industrial experience in a particular technology whose experience has been attested to by the individual’s employer.

The department or division chairperson may require the applicant to submit examples of work and take a proficiency examination in the field of specialization.

Upon the granting of advanced standing, the department or division chairperson will provide a statement of eligibility for entrance to the next sequential class.

**Auditing a Course**

A student who desires to attend a course regularly but does not wish to receive a grade or credit may take the course as an audit. A record will be kept of the course audited.

After enrolling in the course, the student must apply for audit status at the Office of Admissions, Registration and Records during the first two weeks of classes. Change of status from audit to credit or from credit to audit is not permitted after the first week of class.

A student will receive a mark of audit only if the audit status is specified on the final class roster sheet from the Office of Admissions, Registration and Records.

**Class Load**

Full-time student status is defined as 12 to 17 semester hours of credit. The average full-time student usually carries 15 hours of credit. Students are limited to 18 hours unless special permission is granted by the director of Admissions, Registration and Records or one of the Vice President/Deans. Students are expected to carry at least a 3.0 average with a minimum of 12 hours already completed at Henry Ford Community College in order to petition to carry more than 18 semester hours.

Students in most academic courses are expected to spend the equivalent of two hours of preparation for each hour of class.

Students who are on college parallel programs should choose their college courses carefully, preferably in consultation with a counselor, so that credits will not be lost in the transfer. Transfer equivalent sheets are available in the University Transfer, Advising and Career Counseling Center for most programs in Michigan colleges.

**Dean’s List**

Students earning twelve credits or more in a semester and maintaining at least a 3.50 grade-point average will be included on the semester’s Dean’s list.

After completion of 12 credits at HFCC, students attending part-time are eligible for the Dean’s List if they complete at least 6 credits and maintain a 3.5 GPA. (Note: All course work must be at the non-developmental level).

**Incomplete Work**

A student may receive an “Incomplete” grade if some part of the course work remains unfinished, provided the student’s standing in the course has been satisfactory. A student performing unsatisfactorily in a course may have a final mark of “E” recorded if some part of the course work remains unfinished. A student who receives an “Incomplete” must make up all class work by the mid-semester date of the following semester. If the work is not made up, the “Incomplete” grade will be changed to DR.

**Marking System**

You will be able to access your grades using one of the following options:

**ON THE INTERNET:** To check grades on the Internet, you will need to access [www.hfcc.edu](http://www.hfcc.edu), and then click on “Current Students,” and then click on “Grades.”

**USING TREG:** Students can call 313-317-4100 and follow the prompt for grades.

The following grades, shown here with their values in honor points per semester hour of credit, are used:

- **A = 4 points** Superior achievement as demonstrated by the ability to master materials of the course.
- **B = 3 points** Highly satisfactory work in the required areas of the course.
- **C = 2 points** Proficiency in most of the course requirements.
- **D = 1 point** Some proficiency in the course requirements, accompanied by unacceptable deficiencies. The student is neither fully qualified to take an advanced course nor to continue the sequence.
- **E = 0 points** Course requirements not met.
- **I = 0 points** Incomplete.
- **DR = 0 points** Dropped without prejudice.
- **S = 0 points** Satisfactory completion of course requirements. The College considers an S grade to be the equivalent of a C grade or better.
- **U = 0 points** Unsatisfactory completion of course requirements.
R = 0 points Repeated course
AU = 0 points Audit.
NG = 0 points No grade reported.

**Official Evaluation of Credits**

All transfer students, as part of their admission to the College, have their previous college course work evaluated. College credit evaluated as transferable to Henry Ford Community College will be posted to the student’s official academic record. Each transfer student is notified regarding the disposition of his or her transfer credit.

Courses that have been completed with a C (2.00) grade or better at institutions accredited by one of the six regional accrediting associations in the United States will be accepted on a credit-hour basis. Courses submitted for transfer must be of college-level work. Credit for developmental courses will not be given. Grades and honor-point averages are not transferable.

Credits from non-accredited institutions may be granted by the Director of Admissions, Records and Registration upon the recommendation of the appropriate division or department.

**Probation and Dismissal Policy**

A student whose cumulative grade-point average is below the following levels is placed on academic probation:

- 1.50 for 5–11 credits attempted
- 1.75 for 12–19 credits attempted
- 1.85 for 20–28 credits attempted
- 2.00 for 29-and more credits attempted

Students are notified of their probationary status by letter directing them to meet with a counselor, who assists them in developing an appropriate educational plan before being permitted to register for the next semester.

Based on their assessment of each student’s needs, counselors may require enrollment in specific developmental courses before releasing students to register. Students may appeal such counselors’ decisions, in writing, to the Scholastic Review Board.

Returning probationary students who have not enrolled for one or more semesters are permitted to register only after meeting with a counselor.

Students on probation who have attempted more than 28 hours are dismissed from the College for one full semester (fall or winter) unless they maintain a per semester grade-point average of 2.0 or above. Students on probation, who are placed on academic dismissal, if currently attending classes, are permitted to complete the semester but cannot pre-enroll for the following semester. Dismissals may be appealed, in writing, to the Scholastic Review Board. Students are notified in writing of appeal procedures.

Students’ appeal letters may be directed to the Scholastic Review Board in care of the Office of Admissions, Records and Registration. Students who are not on academic probation but whose cumulative grade-point average is below 2.0 are sent a letter encouraging them to see a counselor.

**Repeated Courses**

A course taken at HFCC for which a grade has been recorded may be repeated if currently offered. The higher or last grade earned becomes the officially recorded grade reflected in the student’s cumulative grade point average. On the transcript the symbol “R” will be denoted next to the original grade earned to indicate that the course has been repeated. Contact the Office of Registration and Records if the “R” symbol does not appear next to the lower grade earned.

**Transcripts of Credit**

An official transcript of credits attempted may be requested by the student in writing to the Office of Admissions, Records and Registration. Official transcripts are sent directly to a receiving institution and are not issued to the student. A student copy of the transcript may be issued to a student but will not carry the official College seal.

Please refer to the current class schedule for appropriate transcript fees.

**Admission Policy and Procedures**

Henry Ford Community College welcomes applicants with high school diplomas, General Education Development (GED) certificates, and college credits and/or degrees. Applicants may enroll in one course, a series of courses, or a program leading to a certificate or degree. Whatever the motivation, it is important that the applicant have a successful experience. The following information should be helpful in completing the appropriate application procedure.

Regular admission is permissible as follows:

**High School Graduates**

U.S. Citizens, Legal Permanent Residents, and individuals who are present in (or who will be admitted to) the United States in a status which allows them to enroll at the College, can be granted regular admission if the applicant has either graduated from a regionally accredited or state-approved U.S. high school or holds a General Education Development (GED) certificate, or has graduated from a non-U.S. high school and demonstrates sufficient proficiency in the English language through passing the ESL COMPASS Test that the College is satisfied that he or she can function successfully at the College and benefit from the academic program.

**Non-High School Graduates:**

Non-High School Graduates can be granted regular admission provided the applicant has received a score on a basic skills test that the College determines is sufficiently high.
to place him or her in college-level English composition, and provided his or her high-school cohort class has graduated.

**Home-School Applicants:**

An individual who was home schooled can be granted regular admission if he or she meets both of the following conditions:

1. A parent or guardian certifies that the student has completed his or her high school education; and
2. A qualified, independent third-party evaluator, either representing the school district in which the student resides or another entity approved by the College, verifies that the student’s home school education has met acceptable academic standards.

**Other General Requirements:**

In order to be granted admission, all students must meet the prerequisites and co-requisites required for course enrollment. Additionally, with regard to any applicant, the College must be satisfied that the student is sufficiently mature and responsible that he or she can function successfully at the College and benefit from the academic program. This generally means that the student is at or beyond 12th grade age.

The President and his or her designees are authorized to inspect and verify all admission applications, transcripts, records, documents, and other credentials that may be submitted by student applicants in order to ascertain their accuracy, completeness, and authenticity. The College can reject or dismiss any individual whose application contains any misrepresentation, omission or incorrect statement of fact, or who the College believes poses a risk to the health or safety of themselves, other students, faculty or staff.

**Application Procedures**

1. All degree- or certificate-seeking students attending Henry Ford Community College for the first time must obtain and complete an application for admission and pay the application fee, which is non-refundable. Applications are available in area high schools, by calling the College’s Welcome Center at 1-800-585-HFCC or visit www.hfcc.edu/apply.
2. Applicants who are high school graduates or recipients of the General Education Development (GED) certificate must submit their educational records. Those records will be used to assist in the advising process. An individual whose high school class has graduated may apply for admission without a high school diploma or GED if the College determines that his or her score on a basic skills test is high enough to exempt him or her from developmental work in reading and writing. Applicants with sufficiently high scores will be allowed to enroll in any classes offered by the College, provided they satisfy the course prerequisites.

3. Current high school seniors need to submit transcripts, which will be used to assist in the advising process.
4. Students who have attended other colleges or universities should have official copies of their transcripts sent to the Office of Admissions, Records and Registration, Henry Ford Community College, 5101 Evergreen, Dearborn, MI 48128. The official transcripts will be evaluated for transferable college credit.
5. Applicants who have graduated from a non-U.S. high school must submit officially translated documents demonstrating to the College’s satisfaction that the applicant has earned at least the equivalent of a U.S. high school diploma. Such applicants must also present documents or transcripts which demonstrate to the College’s satisfaction average or above-average grades. Students from countries where English is not the primary language will need to demonstrate proficiency in the English language that the College is satisfied that they can function successfully at the College and benefit from the academic program. Translated documents and transcripts should be sent to the Office for International Students, Henry Ford Community College, 5101 Evergreen, Dearborn, MI 48128-1495.

### Special and Provisional Admission

#### Non-Degree-Seeking Students

Students may be admitted to the College by Special Admission for Non-Degree-Seeking Students in order to take a course for enrichment or personal development but not to pursue a degree or certificate. Students eligible for Special Admission include those who are high school graduates, hold GED certificates, or have attended another college. Students admitted under this category must satisfy all prerequisites for courses they take, and they are not eligible for financial aid. If, after completing fifteen (15) semester hours of credit, the non-degree student wishes to seek a degree from Henry Ford Community College, he or she may be required to submit educational documents for review and evaluation to verify academic status. Courses taken under a non-degree status may or may not be acceptable for meeting program or degree requirements.

#### Guest Students

A guest student is one who currently attends another college or university and wishes to take one or more courses at Henry Ford Community College. The guest student must submit an authorized guest application from his or her home institution.

#### Dual Enrollment Students

Henry Ford Community College is a participant in the Dual Enrollment Program, in which students attend both high school and college courses. Students must submit a special Dual Enrollment Application for each semester in which
they plan to enroll in both Henry Ford Community College courses and courses in high school. The application, which is available at the high school, must be signed by his or her high school counselor or principal. The signature of a parent is not required from an applicant who can demonstrate emancipated legal status. Dual Enrollment students desiring placement in Mathematics, Chemistry or English courses are required to take appropriate placement tests. There is no application fee. Tuition and fees are paid by the school district in which the Dual Enrollment student resides.

**Advancement Plus Students**

Henry Ford Community College offers the Advancement Plus Program for academically qualified high school students. This program provides a parallel route for high school students to enhance their present curriculum, enrich their academic experience, and earn college credit while attending high school. The Advanced Placement Program is intended for enrollment in college-level courses numbered 100 and above.

The Advancement Plus Program is available to all students who are identified by their high school counselors or principals as having above-average academic status. The counselors or principals, in cooperation with the students, develop the students’ program of study. To qualify for the Advancement Plus Program, a student needs to complete an Advancement Plus application, available at the high school, and obtain the required signatures.

Tuition and fees are paid by the student’s parent/guardian.

Home-schooled students need the approval of the HFCC Counseling Director. Interested students may contact the Director at 313-845-9612.

Advancement Plus students desiring placement in Mathematics, Chemistry or English are required to take the appropriate placement tests.

**International Students**

The College is authorized by the Department of Homeland Security to issue the Certificate of Eligibility for Non-Immigrant (F-1) Students, also known as the I-20 Form. The College’s admission of international students will be governed by all applicable state and federal regulations. International students must complete their financial arrangements before coming to the United States.

Department of Homeland Security regulations limit employment of students holding an F-1 visa. The College will issue an I-20 Form only to students who can demonstrate the financial ability to meet college and living expenses. International students who obtain the F-1 visa and have sufficient finances may be granted regular admission to the College.

The following information must be provided:

1. Completed Henry Ford Community College application.
2. Completed Henry Ford Community College Supplementary Student Information Form.
3. Official translated transcript(s) from all previous colleges or universities attended.
4. A notarized copy and translation (if not in English) of secondary school records, examinations, and certificates. (Above average scores are necessary).
5. A score of 550 on the TOEFL (Test of English as a Foreign Language), 80 on the MELAB (Michigan English Language Assessment Battery), or a satisfactory score on the Henry Ford Community College ESL (English as a Second Language) Placement Test. (Applicants educated in Canada, England, Scotland, Wales, Ireland, Australia, or New Zealand need not submit the above test scores). However, upon arrival at Henry Ford Community College, all degree-seeking students are required to take the appropriate assessment tests.
6. Proof of financial responsibility by submitting one of the following documents:
   a. Notarized Affidavit of Support (I-134) and bank statement
      *The above information should be directed to the International Office.*
   b. Government sponsor
      *The above information should be directed to the International Office.*

**Non-U.S. High School Graduates**

Applicants who have graduated from non-U.S. high schools are required to demonstrate sufficient proficiency in the English language that the College is satisfied that they can function successfully at the College and benefit from the academic program. Such proficiency can be demonstrated by taking and achieving a score deemed sufficient by the College on the English as a Second Language (ESL) Placement Test. After submitting translated documents showing acceptable grades and the equivalent of a U.S. high school diploma, the applicant may receive an authorization to take the ESL Placement Test by calling the Assessment Office at 313-845-6399. Graduates of non-U.S. high schools where English is the primary language such as Canada, England, Scotland, Wales, Ireland, Australia, and New Zealand, may be required to take the ASSET or COMPASS Basic Skills Placement Test in lieu of the ESL Test.

**Dearborn Senior Citizen Students**

Dearborn Public School District residents who meet course prerequisites and who are age 60 and older are eligible to take credit courses at the College tuition-free provided they pay
uniform fees and specified course fees. Interested individuals should visit the Enrollment Development Office or call 313-845-6397 to express their interest in the program.

Equal Opportunity Policy

Henry Ford Community College is an equal opportunity institution.

- Students who have complaints of an equal opportunity nature (discrimination or harassment on the basis of age, race, ethnicity, gender, sexual orientation, creed, ancestry, disability, height, weight, national origin, religion, or marital status) shall consult the Vice President of Student Affairs, who will provide a copy of the Discrimination and Harassment Complaint Procedure and review with the student an appropriate procedure to follow.

Credit for Prior College-Level Learning Policy

This policy has been designed to address the needs of our non-traditional students who may have acquired prior college-level learning and/or skills outside the traditional classroom without having earned college credit.

A student can receive college credit for prior learning that is equivalent to college-level learning (at the 100-level and above) in specific HFCC courses under the following conditions:

- Total credit for prior college-level learning plus total transfer credit shall not exceed 40 credit hours.
- Only a department/division may identify which, if any, of their courses will be allowed to have credit for prior college-level learning granted.
- No department/division will be required to grant credit for any course under this proposal.
- If program admission, accreditation or licensure issues preclude credit for prior college-level learning, credit will not be awarded for that program.
- As with transfer of credits from other colleges, credit for prior college-level learning will be granted with no grade and no impact on GPA.

Candidate Requirements:

- Student must be degree and/or certificate seeking
- A degree seeking student must take course placement tests as part of the College admissions process.
- A department/division can exempt pre-requisite(s) when deemed appropriate.

Acceptable Prior Learning Credit:

Prior learning may be evaluated through departmental exams or a portfolio evaluation.

- Departmental Exams — Exams must demonstrate that the student has met the applicable, measurable course objectives as identified on the approved course master.
- Portfolio Evaluation — Students will prepare a portfolio that documents their mastery of the subject matter as identified on the course master. Supporting documentation may include: verification of accomplishment (prizes or awards), testimonies of competence (letters, job performance reviews), learning products (essays, work samples, art products, performances, etc.), certifications (business, industry, or professional organizations), recognized by profession or rank, licensure or other direct evidence (publications, test scores, membership requirements, syllabi/learning objectives, job descriptions).

Any appropriate documentation, skill, certifications and/or knowledge acquired by the student and submitted for consideration will be evaluated by the appropriate department faculty. Each decision made by the faculty to grant credit for prior college-level learning must be approved by the associate dean, who will forward the approval to the Office of Admissions, Registration and Records for posting.

Evaluation of Prior College Level Learning:

- Any department/division that grants credit for prior college-level learning will identify eligible courses in writing and develop a written procedure for evaluating student learning for the course. The procedure must be approved by the division, appropriate educational council, and the College Council to ensure it adequately addresses the course objectives as identified on the course master.
- The College will provide a mechanism for assisting students in developing a portfolio that meets the requirements of the department for a particular course.
- Courses for which credit for prior college-level learning will be granted will be identified in the College Catalog.
- Course masters will be updated to indicate that credit for prior college level learning can be granted for that course and how the learning will be evaluated.

Dropped Classes
Repeat Policy

Students are allowed to transfer in courses completed at other colleges for which they originally received a grade of DR from Henry Ford Community College. When transferring courses from another institution, the original HFCC grade remains on the student’s transcript.

Dropping/Adding Classes

Changes in a student’s class schedule may be made in the Office of Admissions, Registration and Records after the student has officially enrolled in any course. Membership in
a class does not cease until the student has officially dropped the class.

Schedule adjustments may be made during the add and drop period up until the 10% date without academic penalty. The student’s transcript will not record any such changes made before the 10% date. A student may officially drop a class without penalty until 60% of the class is completed. A DR will be recorded on the student’s transcript. If a student stops attending a class without officially withdrawing from the class, the instructor may record either an E or DR grade.

Students considering withdrawing from classes during the semester are encouraged to first consult with a College counselor and/or Financial Aid if appropriate.

A student cannot drop a class if failing for reasons of academic dishonesty.

### Fees

#### Course Fees
Course fees are charged for supplemental material used in some classes and for rent and maintenance of specialized laboratory equipment. The fees charged are published in the Schedule of Classes each semester. Course fees are paid at the time of enrollment.

#### Application Fee
An application fee is charged to all individuals who apply for admission to a degree-seeking program at Henry Ford Community College. The fee is currently $30 and is subject to change without notice. Students applying for a nondegree program are not charged an application fee.

#### Registration Fee
A mandatory registration fee is charged to all individuals who register at Henry Ford Community College. This fee is intended to offset partially the cost of registration. Students who register for classes and neglect to pay this fee are invoiced. Students who pay the fee are not given a refund of this fee even if they receive a full refund of other fees.

#### Student Identification
For the purpose of College identification, students should retain their paid class schedule issued at the time of enrollment.

#### Class Offerings
The College makes every attempt to offer an adequate number of class sections each semester. However, students may find some classes filled to maximum enrollment. Classes with inadequate registration may be cancelled. The College reserves the right to make changes to semester schedule or program without notice.

#### Graduation Expenses
Students wishing to earn an Associate Degree from Henry Ford Community College are responsible for a graduation application fee. Please refer to the current Schedule of Classes for the applicable fee. Participation in the graduation ceremony requires the purchase of a cap and gown from the College Store.

### Tuition Expenses
A student living at home should expect to incur expenses for tuition, service fee, registration fee, laboratory fees, and books. Tuition expenses may be found in the current Schedule of Classes.

**NOTE:** ALL TUITION FEES AND EXPENSES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

### General Regulations

#### Admissions with Advanced Standing
A student intending to enter from another college or university must submit an application and official transcript of all college work completed along with the application fee. After the official transcripts have been received, the Office of Admissions, Registration and Records will evaluate them for advanced standing and notify the student of the courses and credits accepted. Courses accepted for transfer must have been completed with at least a C (2.00) grade.

Until complete transcripts have been received indicating that the transfer student is in good standing, he or she may be admitted on a provisional basis.

#### Alcoholic Beverages and Illegal Drugs
As a public institution, Henry Ford Community College operates under the guidelines of Federal Public Act 101-226, entitled Drug Free Schools and Campuses, passed in 1990. This law states that students must be informed of the College’s rules and sanctions relative to drugs and must be informed of health risks related to the use of drugs and of counseling assistance available at the College.

#### College Rules
Use, possession, or distribution of alcoholic beverages and drugs is forbidden on campus. Persons appearing on campus while under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.

Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on the campus of Henry Ford Community College.

#### College Sanctions
Disciplinary action may consist of payment of fines, verbal reprimand, restitution of damages, restriction of privileges, disciplinary probation, suspension, dismissal, and/or notation on the student’s record of dismissal or suspension.

Information is available in the University Transfer, Advising, and Career Counseling Center located in the Learning Resources Center. Anyone with questions should call 313-845-9611 or 845-9612.
Athletic Aid Disclosure
The Athletics Department has information on the number of students; categorized by race and gender; the number of students by race and gender that receive athletically related aid; the completion/graduation rate and drop out rate; and completion/graduation and transfer rates for students receiving athletically-related aid. The department also has information on the amounts of revenues derived from and expenses made on behalf of intercollegiate athletics activities. Information is available giving participation figures, coaching and staff information, revenue, and financial support for College teams.

Attendance
No system of “cuts” operates at Henry Ford Community College. Students are expected to attend all the sessions of the classes for which they are enrolled. Penalties may be imposed, at the discretion of the individual instructor, whenever the quality of the student’s work has been affected by absence or tardiness.

Students, as a matter of courtesy, should explain the reason for an absence to their instructors. Lack of attendance may affect the student’s final grade.

Absences in connection with participation in authorized college activities must be considered in the total picture of absences for all purposes, and it is the responsibility of the student to make up work missed.

Students are required to be present at the final examination. In case of absence, it is the student’s responsibility to contact the instructor in regard to makeup.

Campus Attire
Students are expected to use good judgment, good taste, and decency with regard to their selection of dress.

Computer Systems Use Policy
Henry Ford Community College’s computers, peripherals, software, networks, supplies, e-mail systems, and Internet connections (“HFCC’s Systems”) are intended to carry out the legitimate operational functions of HFCC and not for purposes unrelated to college business. It is not the intent or purpose of this policy to dampen or restrict freedom of inquiry or freedom of criticism.

HFCC prohibits the removal, relocation, or alteration of equipment or software without written authorization.

It is the policy of HFCC to prohibit the use of HFCC’s Systems for purposes of

- harassment of persons or organizations on or off campus for any reason;
- sending or receiving material of a profane, pornographic, or threatening nature;
- sabotage, misuse, or abuse of equipment, software, or data on or off campus, including unauthorized alteration of HFCC’s Systems and computer files through the willful or negligent introduction of viruses or by mechanical or electronic tampering;
- unauthorized production or reproduction of programs, or multiple copies of material in any form for the purpose of resale or redistribution in violation of the intellectual property rights of HFCC or any other person;
- plagiarizing, altering, or tampering with the work of others;
- gaming, solicitation, or any activity deemed illegal or contrary to HFCC policies;
- theft of intellectual or other property, including copyright infringement;
- intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender;
- intentionally causing an electronic communication to be viewable or heard by persons other than the named recipient without authorization from the originating sender, or the named recipient, except where the recipient of electronic communications reports a violation of this policy.

It is the desire of HFCC to ensure that HFCC Systems are put to the best and most efficient use. HFCC therefore requires that

- students, faculty, and staff receive appropriate training in hardware, software, and networks use, or demonstrate acceptable levels of proficiency prior to access;
- students, faculty, and staff be mindful of the time spent (as in “surfing the net” or “chatting”) on HFCC’s Systems, or material consumed (such as having large or vague searches printed);
- students, faculty, and staff exercise reasonable care in protecting their log-on names and passwords, and not permit unauthorized persons to access HFCC’s Systems;
- students, faculty, and staff should not use HFCC’s Systems to store messages and files because it would place an undue burden on limited system resources.

Users of HFCC’s Systems are reminded that e-mail is like any other form of written communication. It is subject to the same legal restrictions and potential liabilities as a paper document. E-mail may be subpoenaed, and is subject to the “Freedom of Information Act.” In view of this, HFCC’s Systems should not be considered appropriate for transmission of confidential or proprietary information.

From the standpoint of the creator of a message, the message should be viewed as “business correspondence” or as an academic paper which has a likelihood of becoming a published document. HFCC does not monitor or permanently store messages. However, unlike a written document that can entirely be erased or destroyed by the writer, user deletion of messages renders electronic space in the system available for other messages but does not immediately erase the messages from the system. Therefore, users of HFCC’s Systems
should not expect privacy. Nevertheless, it is incumbent upon all users of HFCC’s Systems to treat misdirected e-mail communications with reasonable care to avoid undue disclosure of the messages of others.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. Penalties range from reprimand through expulsion for students or termination for employees in accordance with the provisions of any College Collective Bargaining Agreement, to the extent such Agreement applies to the employees. If violations of law are involved, users may incur civil liability to HFCC or third parties, and may also be subject to prosecution.

This policy incorporates, by reference, other HFCC policies and/or procedures related to computers and intellectual property, including the written guidelines and materials that were provided at the time the privilege of access to HFCC’s Systems was granted to each user.

Evening, Weekend, and Online Classes
Evening, weekend, and online classes paralleling those offered during the day are available in most fields of study as well as specialized courses designed to meet the needs of the community.

General Policy on Institutional Response to AIDS
Henry Ford Community College is committed to providing quality educational opportunities in an environment that is safe and conducive to learning for students and employees. Thus, all confirmed cases of Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), or a positive Human Immuno-deficiency Virus (HIV) infection will be addressed on an individual basis for both students and employees, while maintaining the dignity and rights of the individual and the College community.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Henry Ford Community College (the College) sponsors group health plans. Members of the District’s workforce may have access to the individually identifiable health information of plan participants on behalf of the plans themselves or on behalf of the College, for administrative functions of the plans.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and implementing regulations restrict the College’s ability to use and disclose protected health information (PHI).

Protected Health Information.
Protected health information means information that is created or received by the plans and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that which identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased.

It is the College’s policy to comply fully with HIPAA’s requirements. To that end, all members of the College’s workforce who have access to PHI must comply with this Privacy Policy. For purposes of this Policy, the College’s workforce includes individuals who would be considered part of the workforce under HIPAA, such as employees, volunteers, trainees, and other persons whose work performance is under the direct control of the College, whether or not they are paid by the College. The term “employee” includes all of these types of workers.

No third-party rights (including but not limited to rights of plan participants, beneficiaries, covered dependents, or business associates) are intended to be created by this Policy. The College reserves the right to amend or change this Policy at any time (even retroactively) without notice. To the extent this Policy establishes requirements and obligations above and beyond those required by HIPAA, the Policy shall be aspirational and shall not be binding upon the College. This Policy does not address requirements under other federal laws or under state laws.

The complete policy is available at the HFCC Human Resources Office.

Parking Regulations
Students are responsible for observing all campus parking rules and regulations. Failure to adhere to these regulations may result in their cars being ticketed and towed away or other disciplinary action.

Privacy Practices for Any Media
Access to Student Educational Records
Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, any person who is or has been in attendance at Henry Ford Community College shall have the right to inspect and review any and all educational records directly related to that person after a request for access to such records has been made in accordance with the approved College procedure for such access. Requests to review general College educational records are to be made at the Admissions, Registration, and Records Office. Requests for information regarding records maintained by a department should be made to the departmental director.

Specifically, the student has the right to

1. inspect all of his or her education records maintained by Henry Ford Community College;

2. prevent the disclosure of personally identifiable information to third parties unless exempted by the Act;
3 request an amendment to any educational record;
4 request a hearing to present evidence that a record should be amended;
5 file a complaint with the FERPA Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, regarding Henry Ford Community College failing to comply;
6 obtain from the Admissions, Registration, and Records Office a copy of the Henry Ford Community College policy regarding FERPA.

Educational records are those records that are directly related to a student and maintained by an education agency or by a party acting for the agency or institution. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person, except a temporary substitute for the maker of the record.

Privacy Practices (for students and employees)

HFCC Privacy Practices satisfy, but are not limited to, the following government laws, acts, and guidelines:

- Carl D. Perkins Vocational and Technical Education Act - Source: Section 113 and the Workforce Investment Act of 1998, Section 122
- Family Education Rights and Privacy Act (FERPA) - Source: Federal Register, Vol. 53, No. 69, April 11, 1988
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Solomon Amendment – Source: Federal law 10 USC Sec. 983

Privacy is a primary concern of Henry Ford Community College.

The College’s goal is to provide the highest level of service, confidentiality, and security.

HFCC Privacy Practices cover all personally identifiable information collected and stored by the College.

Personal Information

All requests for information by HFCC are made with the goal of providing better service.

HFCC will not give or sell any personal information to any outside agency or company for any use (e.g., marketing or solicitation), with the exception of Solomon Act requests (see below).

HFCC internal practices help protect privacy by limiting employee access to personal information. The College will not keep a permanent record of credit card information.

Beginning May 2002, the College began keeping the most recently supplied e-mail address as part of student and employee files. This is in response to students requesting information via e-mail.

Social Security Number Privacy

It may be necessary for HFCC to use a student’s or employee’s social security number. Uses include employee tax reporting and student federal financial aid. In accordance with the Michigan Social Security Privacy Act, HFCC respects student and employee privacy and will keep all social security numbers confidential to the extent practicable in accordance with this policy and the law.

Only HFCC employees who have job duties that require use of social security numbers will have access to them. Since all students and employees are issued a unique HFCC (HANK)
ID number, HFCC employees never use social security numbers to identify students or employees unless permitted by law. Although students and employees may voluntarily identify themselves by their social security numbers, HFCC prefers the use of the HANK ID number. HFCC prints social security numbers only when required by regulations. Should it be necessary to dispose of any document containing a social security number, that document will be shredded prior to disposal.

HFCC prohibits the unlawful disclosure of social security numbers. Any employee found to be in violation of this rule will be subject to discipline up to and including discharge.

**Perkins Act**

In order to improve the instruction offered at HFCC and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, HFCC will use student social security numbers to compile summary reports. At no time will the student’s personal information be released for other purposes.

Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires HFCC and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be based on wage record information, neither law requires students to give their social security numbers to the College.

HFCC may use student social security numbers in order to gain access to individual wage records and compile required WIA and Perkins Act reports. These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Student wage record information is confidentially maintained, based on social security number, by the State of Michigan.

Neither the College nor the State of Michigan will disclose student SSN or wage record data to any unauthorized person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

**Solomon Amendment**

The Solomon Amendment is part of the federal law that requires public education institutions to release student names and addresses to the United States military upon request. HFCC risks loss of student federal financial aid for failure to respond to these requests.

**HFCC Online Student and Employee systems**

**MyHFCC WebAdvisor and Online Forms**

When using MyHFCC WebAdvisor or filling out online forms at HFCC, students will be asked to provide personal information such as name, address, telephone number, and HANK ID number. Each WebAdvisor function and online form has mandatory fields that represent the minimum information needed to complete a transaction. Alternative methods of service, such as touch-tone registration and on-campus help are available to students who may be uncomfortable providing this information over the internet.

**HFCC’s Secure Internet Site**

MyHFCC WebAdvisor and all online forms are designed to give students and employees control over the privacy of their information. HFCC offers industry-standard security measures available through internet browsers called Secure Sockets Layer (SSL) encryption.

For positive identification, MyHFCC WebAdvisor and all websites containing online forms are registered with site identification authorities to enable internet browsers to confirm the HFCC Web Server’s identity before any transmission is sent. With this technology, the identity of the HFCC site is automatically confirmed behind the scenes prior to the transmission of any form. In addition, if data does not properly reach HFCC, the internet browser will notify the sender (prior to sending any personal information) that the potential receiving site looks suspicious and should be avoided.

Data encryption is available for security-enabled internet browsers. Information sent by students to the College is encrypted, making it extremely difficult to read even if it is wrongfully intercepted.

**Cookies**

A cookie is a software application that is stored on an individual’s computer hard drive. HFCC uses cookie technology to gather information about which pages of the HFCC website are used most often for the purpose of improving service to website visitors. HFCC does not use cookie technology to learn the identity of visitors. Website usage patterns are kept confidential and HFCC does not share or sell any of the information.

**Student Right to Know & Campus Security Act**

The College publishes annually a brochure titled “Guide to Campus Safety Services.” This brochure, available at Campus Safety Offices, includes information about safety procedures on campus, data on instances of crime on campus, the student conduct code, and directions for reporting emergencies. Information is also available in a separate publication regarding the graduation rates of the College’s students. That publication is available in the Vice President of Student Affairs Office.
Veteran Services
Services for military veterans include personal counseling; assistance in filing for V.A. educational benefits; and information regarding a wide range of veteran benefits, such as disability compensation, vocational rehabilitation, tutorial assistance, benefits for dependents of veterans, and general information relating to current and pending veteran legislation. Veterans desiring assistance should contact the Office of Admissions, Registration and Records at 313-845-6403.

Graduation

Applying for Graduation
Graduation applications are accepted until the last day of the term a student anticipates completing degree or certificate requirements. Students that miss this deadline will be considered for graduation in the next term in which they apply for graduation regardless of the need to take classes. However, it is in the student’s best interest to monitor progress towards graduation by following this timeline:

• As a new student or when changing their educational goal, meet with a counselor/academic advisor to set their educational goal and select the corresponding academic program (degree and/or certificate) at HFCC.
• Use the Program Evaluation feature in myHFCC WebAdvisor to monitor progress towards completion of the academic program.
• Apply for graduation when registering for the last term in which the academic program will be complete.

Graduation Applications are available in the Office of Admission, Registration and Records or online at: http://www.hfcc.edu/current_students/graduation_requirement.asp

There is a graduation application fee.

Commencement
Commencement is the ceremony attended by graduates to receive recognition of their accomplishments. HFCC holds one commencement ceremony each year in May. Students who have applied for graduation by FEBRUARY 1, will be mailed an invitation to participate in the May ceremony. All other graduates will be invited to attend the next May commencement.

Program Evaluation/Degree Audit
After completing the Graduation Application each student will receive a Program Evaluation (Degree Audit) review from the Office of Admissions, Registration and Records via U.S. Mail. This Program Evaluation is the same as the one found in the student’s MyHFCC WebAdvisor account. Students are encouraged to use this WebAdvisor feature throughout their time at the College.

Students who do not meet graduation requirements in the term they apply will be reviewed for graduation in the next two subsequent terms. After this students must reapply for graduation and pay the graduation application fee again. If a student receives a graduation denial letter, an appeal may be made to the Office of Admissions, Registration and Records.

Graduation With Honors

Students with a cumulative grade-point average of 3.90-4.00 graduate SUMMA CUM LAUDE.
Students with a cumulative grade-point average of 3.70-3.89 graduate MAGNA CUM LAUDE.
Students with a cumulative grade-point average of 3.50-3.69 graduate CUM LAUDE.

The HFCC Guarantees

The Henry Ford Community College Guarantees for transfer credit of academic and career courses, job competency and tuition freeze are listed below.

Transfer Credit Guarantee
Henry Ford Community College will refund the tuition of any HFCC graduate for any course passed at HFCC with at least a C grade* if that earned course credit does not transfer to a college or university within two years of having taken the course. Such classes must be listed as transferable on the transfer institution's official curriculum guide sheets on file in the office of the HFCC University Transfer, Advising, and Career Counseling Center.

*A grade of C minus may not qualify. Also, developmental courses do not generally transfer.

Placement of Occupational Graduates Guarantee
Any graduate of an associate degree program in occupational studies judged by his or her employer as lacking in technical job skills normally expected of a job-entry-level employee will be provided further skill training of up to 16 semester credit hours by HFCC without charge.**

**See Special Conditions listed below.

Occupational Studies-Special Conditions

The Degree
The graduate must have earned an associate degree beginning June 1986 or thereafter in a college-recognized specialty area (i.e., Computer Information Systems, Hospitality Studies, Administrative and Information Management), as evidenced by the area of concentration designated on the student’s transcript.

The Employment
The employment must be full-time and the job must be certified by the Job Placement office as directly related to the graduate’s program of study.

The initial date of employment of the graduate must be within one year of the commencement date. The Guarantee does
not apply to graduates initially hired 30 days prior to the commencement date.

The employer must certify in writing that the employee is lacking the job-entry-level skills identified in writing at the time of initial employment, and must specify the area(s) of skills deficiency within 90 days of the graduate’s initial employment.

Affective behaviors such as attitude, judgment, and interpersonal relations will be considered “technical job skills” for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

Retraining
Skill retraining will be limited to 16 credit hours and to enrollment in courses regularly offered by HFCC.

The skill retraining must be completed in one academic year.

The employer, the graduate, and College counselor, with the advice of appropriate teaching faculty, will develop an educational plan which specifies the courses constituting the 16 credit hours of further retraining.

The graduate must meet all prerequisites, co-requisites, and other admission requirements for “retraining courses.”

The failure, withdrawal, or audit of a “retraining” course or courses is creditable to the 16 credit hour limit.

The graduate or the employer will bear the cost of books, supplies, uniforms, transportation, insurance, and other related costs. The College will waive tuition and fees.

Tuition Freeze Guarantee
Henry Ford Community College guarantees that tuition rates will be frozen for students who graduate from HFCC within four years. Any tuition increase levied by the College during those four years will be refunded to the student upon graduation.

To qualify for the tuition freeze program, a student must complete all course work at HFCC, graduate within four successive years of enrollment, and apply for a tuition rebate after graduation. Students who receive financial aid, except for loans, are not eligible for the program.

General Guidelines

1. A student must earn his or her degree within four successive years of initial enrollment at HFCC.

2. Any refund is based solely on the amount of tuition increase imposed after the initial semester of a student’s four successive years at HFCC. A tuition refund cannot be claimed for any semester during which a student received financial aid, except for loans, or direct sponsorship for tuition.

3. All course work for a degree must be completed at HFCC. Transfer students do not qualify.

4. The refund applies only to the first 60 to 62 credit hours needed to complete a degree program.

5. Only one refund per student is allowed.

6. Application for a refund must be made within one year of the student’s graduation date.

Further information regarding the Tuition Freeze Guarantee may be obtained in the Office of Admissions, Registration and Records.

Late Registration in Developmental Classes
The College is concerned about student success and has found that late registration in developmental sections results in a high drop and failure rate. Therefore, for any section with a course number that begins with zero, for example, ENG 078, the registration and add period will end the day before the section starts.

Residency Regulations
For tuition purposes, a resident student is one who has resided continuously in the Dearborn Public School District for at least six months immediately preceding the first day of classes, with the following exceptions:

1. The legal residence of an unmarried minor is that of the parent or legal guardian regardless of where the student may be living.

2. An international student on any status other than permanent immigrant is not a resident regardless of where the student may be living.

Students may be asked for two items of documentation to prove residency before completing each enrollment and may be asked for further documentation at any time while in attendance. Acceptable items of documentation are any of the following:

- valid driver’s license
- automobile registration
- insurance certification
- voter’s registration
- lease agreement
- tax receipt
- income tax statement
- Michigan identification card

If a student has been mistakenly enrolled as a resident, the student will be required to pay all tuition that should have been computed according to non-resident status. Any student
fraudulently enrolling as a resident is also subject to any of the following:
• a late payment penalty
• suspension from classes
• permanent dismissal

Smoke-Free Campus
All HFCC buildings are completely smoke-free.

Student Complaint Policy
During their course of study at Henry Ford Community College, students may encounter problems requiring review by academic and administrative personnel. It is the policy of Henry Ford Community College to provide an equitable system for the speedy and amicable resolution of problems between students and College faculty and administrators.

Complaints against faculty may include issues such as final course grades, classroom assignments, and various services. Complaints against administrators may include matters such as policies, regulations, and services.

Due process is dependent upon timeliness. A formal complaint which is not initiated by the end of the semester succeeding the semester in which the issue arose will be dismissed. Once the formal complaint process is initiated, the four stages of the complaint process should be completed within twenty academic working days for each stage (spring and summer terms and regularly scheduled College recesses may be exempt depending upon the availability of the persons involved). These guidelines apply to all student complaints covered by this policy.

Certain types of complaints require the student to file grievances with specialized decision-making bodies. The College publishes these and makes them available to students. However, such specialized policies and procedures shall not be interpreted so as to deny a student due process under the Student Complaint Policy. Also, this policy shall not be construed or applied so as to restrict academic freedom.

Copies of the Student Complaint Policy and Procedures are available in any of the vice presidents’ offices.

Student Conduct Policy and Due Process Procedure

Preamble
Henry Ford Community College is a comprehensive community college dedicated to maintaining a teaching-learning environment that fosters critical thinking, creativity, personal integrity, and self-esteem. We value the diversity of our educational community and of the communities we serve. The purpose of this document is to define a collegiate standard of behavior and to explain the actions to be taken if a student disregards this standard.

Rights and Responsibilities
Students have the rights and accept the responsibilities of participating in an educational environment when they enroll at HFCC. Each student is expected to respect the rights of others and to help create an environment where diversity of people and ideas is valued. A collegiate community should be free from intimidation, discrimination, and harassment, as well as safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as be responsible for following College policies.

Students at HFCC have the same rights under the constitutions of our nation and state as other citizens. These rights include freedom of expression, press, religion, and assembly. Freedom of expression, for example, includes the expression of reasoned dissent and the voicing of unpopular views. With every freedom goes the responsibility of according the same right to others. All students have the right to be treated fairly and to have access to College policies. Students are entitled to appropriate due process should they be accused of behavior that is in violation of laws or College policy.

I. General

1. The purpose of this policy, Student Conduct Policy and Due Process Procedure, is to help protect the safety and well-being of the campus community and to assist the College in providing an environment that supports the educational process. The responsibility for maintaining such an environment is shared by all members of the College community.

2. This policy deals with non-academic behavior, such as criminal behavior and disorderly conduct. Academic behavior, such as cheating, is dealt with in the Student Handbook and the Faculty Handbook.

3. The Student Conduct Policy may be amended with the approval of the College Organization. The Due Process Procedure may be amended with the approval of the Senate, the Vice President of Student Affairs, and the President of the College.

4. The College’s Board of Trustees retains the ultimate right to make and enforce rules relating to student conduct and discipline.

II. Student Code of Conduct

1. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.

2. Behavior or situations that violate these standards include, but are not limited to

• Interference with normal College or College-
sponsored activities including, but not limited to:
interference with teaching, College administration,
and College Board meetings;

• Failure to comply with the directions of College
personnel, including Campus Safety, or with the
orders of any College board, such as the Student
Council Advisory Board and the Student Newspaper
Board;

• Violation of legal standards of decency;

• Discriminating against or harassing an individual
or group in any College related activity, opportunity
or organization on the basis of race, color, ethnicity,
gender, religion, sexual orientation, creed, national
origin, ancestry, age, disability, height, weight,
or marital status, or retaliating against any such
individual or group for having complained about
such behavior;

• Disrupting a class, a class related activity, or a
College sponsored or related event;

• Physical assault;

• Stalking;

• Threats of injury or harm;

• Arson;

• Theft;

• Gambling;

• Damage to College, student, faculty, or employee
property;

• Computer or technology abuse or tampering;

• Possession of firearms or dangerous weapons;

• Possession, use, manufacture, sale of, or being under
the influence of alcohol or any controlled substance,
without a physician’s prescription, or possessing
drug paraphernalia while on campus.

The complete text of this policy is available in the Office
of the Vice President of Student Affairs, 430A Administrative
Services and Conference Center.

Tuition Refund Policy

Refunds on tuition and fees (except the registration fee) may
be obtained on any or all classes dropped according to the
following schedule:

- 100% Before Classes Begin
- 100% 1st Week of Classes
- 50% 2nd Week of Classes

After the second week, a refund is permitted by exception
only and application is made through the Office of the
Director of Admissions, Registration and Records by the
student. Courses of other than fifteen-week duration have varying
refund schedules. Further information may be obtained in
the Office of the Director of Admissions, Registration and Records.

No tuition refunds are given after the end of the second
week of classes and no exceptions are made for students who
enter late. Courses of other than fifteen-week duration have
differing refund schedules. Details may be obtained in the
Office of Admissions, Registration and Records.

Spring/Summer Refund Policy

Registration fees are the same during the spring/summer
session as during the regular college year.

A week of spring/summer session classes is the equivalent
in class time of two weeks of a regular semester. Therefore,
spring/summer session refunds of tuition, lab fees, and the
service fees will be prorated as follows:

- 100% through the first week of spring/summer classes. The
registration fee is nonrefundable.

No tuition refunds are given after the end of the refund
period, and no exceptions will be made for students who enter
late. Courses of other than 7.5-week or twelve-week duration
have differing refund schedules. Details may be obtained in
the Office of Admissions, Registration and Records.
# People & Places

HFCC Area Code is 313

## President and Executive Officers

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<tr>
<th>Name</th>
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<tr>
<td>Gail C. Mee</td>
<td>President</td>
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<td>845-9218</td>
<td><a href="mailto:gmee@hfcc.edu">gmee@hfcc.edu</a></td>
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<tr>
<td>Reginald Gerlica</td>
<td>Vice President of Academic Affairs for Arts and Sciences</td>
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<td>William Barber</td>
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<tr>
<td>Marjorie Swan</td>
<td>Vice President/Controller</td>
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<td>Elizabeth A. Davis</td>
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<tr>
<td>Kevin J. Culler</td>
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<td>845-9610</td>
<td><a href="mailto:kjculler@hfcc.edu">kjculler@hfcc.edu</a></td>
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## Academic Affairs for Arts and Sciences

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<td>Ann Prenger, Director</td>
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<td>Christine Briggs, Associate Dean</td>
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<td>Reginald Gerlica</td>
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<td>Mary Assel, Instructor</td>
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<td>James Nelson, Associate Dean</td>
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<td>Vivian Beaty, Instructor</td>
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<td>Nabeel Abraham, Instructor</td>
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<td>Room 205, second floor, Learning Resource Center</td>
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<td>Room 244, second floor, Liberal Arts Building</td>
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<td>People &amp; Places</td>
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People & Places

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Term expires 12-31-2010

Trustees are elected for four-year terms by registered voters of the School District of the City of Dearborn, which covers Dearborn and a portion of Dearborn Heights. The Board sets general policy and appoints the chief executive officers, the president of the College, and the superintendent of schools. The College is administered separately from the public school system. The Board normally conducts College meetings on the third Monday of every month at 7:30 p.m. in the administrative Services and Conference Center. Board meetings concerned with public school matters normally are conducted on the second and fourth Monday of every month at 7:30 p.m. at 18700 Audette. All meetings are open to the public.
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Appendix A

Transfer Guide and Articulation Agreement Information

HFCC- A History of Excellence
The Henry Ford Community College Counseling Office maintains over 450 transfer guides for students who want to transfer to a four year institution in Michigan. A student can follow a particular guide and it will list courses that will transfer for a certain major to a specific institution.

Formal articulation agreements have been established which permit HFCC graduates of many career and academic programs to continue their education in certain bachelor degree programs at particular four-year colleges and universities. These agreements assure graduates the opportunity of working towards a bachelor’s degree without loss of credits earned at Henry Ford Community College, providing a student selects the preferred courses listed on the articulation guides. An articulated transfer guide/agreement is for areas where HFCC does not have a concentration/program or where not all the credits from a concentration/program can be used towards completing a bachelor degree.

The below listing shows the articulation/transfer agreements listed by programs.

Accounting

Davenport University (Detroit College of Business)
- Bachelor of Business Administration
  - Accounting Information Management (Articulated Transfer Guide)
  - Finance
  - Professional Accountancy

Lawrence Technological University
- Bachelor of Administration

Siena Heights University
- Bachelor of Business Administration

University of Detroit Mercy
- Bachelor of Science in Business Administration-Accounting

University of Michigan-Dearborn
- Bachelor of General Studies

Walsh College
- Bachelor of Accountancy
  - C.P.A. Oriented
  - CMA Oriented

Wayne State University
- Bachelor of Science/Bachelor of Arts in Business Administration
  - Accounting (Articulated Transfer Guide)
## Administrative & Information Management (formerly Business Office Specialist)

<table>
<thead>
<tr>
<th>University</th>
<th>Degree</th>
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<tbody>
<tr>
<td>Davenport University (Detroit College of Business)</td>
<td>Bachelor of Business Administration (Articulated Transfer Guide) - Administrative Management</td>
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<tr>
<td>Lawrence Technological University</td>
<td>Bachelor of Administration</td>
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<tr>
<td>Siena Heights University</td>
<td>Bachelor of Applied Science - Bachelor of Business Administration</td>
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<tr>
<td>University of Michigan-Dearborn</td>
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<td>Walsh College</td>
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## Architectural/Construction Technology

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<tbody>
<tr>
<td>Davenport University (Detroit College of Business)</td>
<td>Bachelor of Business Administration (Articulated Transfer Guide) - Applied Business</td>
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<tr>
<td>Eastern Michigan University</td>
<td>Bachelor of Science - Applied Technology - Technology Management</td>
</tr>
<tr>
<td>Lawrence Technological University</td>
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<td>Siena Heights University</td>
<td>Bachelor of Applied Science</td>
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<tr>
<td>University of Michigan-Dearborn</td>
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## Art (Art Foundation, Ceramics, Graphic Design, Interior Design)

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<td>Eastern Michigan University</td>
<td>Bachelor of Science - Applied Technology - Technology Management (Articulated Transfer Guide)</td>
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<tr>
<td>Lawrence Technological University</td>
<td>Bachelor of Administration</td>
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<td>Siena Heights University</td>
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## Automotive Technology

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<th>Degree</th>
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## Building Construction Trades

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<tr>
<td>Eastern Michigan University</td>
<td>Bachelor of Science - Applied Technology - Technology Management (Articulated Transfer Guide)</td>
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<tr>
<td>Lawrence Technological University</td>
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<td>Siena Heights University</td>
<td>Bachelor of Applied Science</td>
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## Business Administration

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<td>Bachelor of Administration</td>
</tr>
<tr>
<td>Madonna University</td>
<td>Bachelor of Science - Business Administration</td>
</tr>
<tr>
<td>Northwood University</td>
<td>Bachelor of Business Administration</td>
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</tbody>
</table>

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### Child Development

**Davenport University (Detroit College of Business)**  
Bachelor of Business Administration (Articulated Transfer Guide)  
- Applied Business

**University of Michigan-Dearborn**  
Bachelor of General Studies

### Computer Information Systems

**Davenport University (Detroit College of Business)**  
Bachelor of Business Administration (Articulated Transfer Guide)  
- Computer Information Systems

**Eastern Michigan University**  
Bachelor of Science  
- Applied Technology  
- Technology Management

**Lawrence Technological University**  
Bachelor of Administration

**Siena Heights University**  
Bachelor of Applied Science

**University of Detroit Mercy**  
Bachelor of Science in Business Administration

**University of Michigan-Dearborn**  
Bachelor of General Studies

### Corrections/Probation, Parole

**Concordia University in Ann Arbor**  
Bachelor of Arts  
- Criminal Justice Administration

**Madonna University**  
Bachelor of Science  
- Criminal Justice

**University of Michigan - Dearborn**  
Bachelor of Arts  
- Criminal Justice Studies

### Criminal Justice

**Concordia University in Ann Arbor**  
Bachelor of Arts Criminal Justice Administration

**Eastern Michigan University**  
Bachelor of Science  
- Technology Management (Articulated Transfer Guide)

**Lawrence Technological University**  
Bachelor of Administration

**Madonna University**  
Bachelor of Science  
- Criminal Justice

**University of Detroit Mercy**  
Bachelor of Science  
- Law Enforcement only  
- Criminal Justice

**University of Michigan-Dearborn**  
Bachelor of Arts  
- Criminal Justice Studies  
Bachelor of General Studies

### Electrical Technology

**Davenport University (Detroit College of Business)**  
Bachelor of Business Administration (Articulated Transfer Guide)  
- Applied Business
Appendix A

Energy Technology

Davenport University (Detroit College of Business)
Bachelor of Business Administration (Articulated Transfer Guide)
- Applied Business

Eastern Michigan University
Bachelor of Science
- Applied Technology
- Technology Management

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies

Firefighter/Paramedic

Eastern Michigan University
Bachelor of Science
- Applied Technology
- Technology Management

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies

Fitness Leadership

Davenport University (Detroit College of Business)
Bachelor of Business Administration (Articulated Transfer Guide)
- Applied Business

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies

Hospitality Studies

Davenport University (Detroit College of Business) (Culinary Arts, Hospitality, Hotel Restaurant & Institution Management)
Bachelor of Business Administration (Articulated Transfer Guide)

Eastern Michigan University
Bachelor of Science
- Hospitality Management (Hotel Restaurant & Institution Management only)
- Technology Management (Culinary Arts, Hospitality, Hotel Restaurant & Institution Management)

Lawrence Technological University (Hotel, Restaurant & Institution Management)
Bachelor of Administration

Madonna University (Culinary Arts, Hotel Restaurant & Institution Management)
Bachelor of Science
- Hospitality Management (Articulated Transfer Guide)

Siena Heights University (Culinary Arts, Hotel Restaurant & Institution Management)
Bachelor of Applied Science

University of Michigan-Dearborn (Culinary Arts, Hotel Restaurant & Institution Management)
Bachelor of General Studies (Articulated Transfer Guide)

Walsh College (Hotel Restaurant & Institution Management only)
Bachelor of Business Administration
- General Business
- Management

Industrial Drafting & CAD Technology

Davenport University (Detroit College of Business)
Bachelor of Business Administration (Articulated Transfer Guide)
- Applied Business

Eastern Michigan University
Bachelor of Science
- Applied Technology
- Technology Management

Lawrence Technological University
Bachelor of Administration
Bachelor of Science in Engineering Technology

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies

Interior Design

Eastern Michigan University
Bachelor of Applied Technology
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283
<table>
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<td>University of Michigan - Dearborn</td>
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</table>
Wayne State University
Bachelor of Science/Bachelor of Arts
- Secondary Education

Eastern Michigan University
Bachelor of Science
- Applied Technology
- Technology Management (Articulated Transfer Guide)

Lawrence Technological University
Bachelor of Administration

University of Michigan-Dearborn
Bachelor of General Studies

Pre-Special Education

University of Michigan-Dearborn
Bachelor of General Studies

Wayne State University
Bachelor of Science/Bachelor of Arts
- Special Education

Radiographer

Eastern Michigan University
Bachelor of Science
- Technology Management (Articulated Transfer Guide)

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies (Articulated Transfer Guide)

Registered Radiologic Technology

Siena Heights University
Bachelor of Applied Science

University of Michigan - Dearborn
Bachelor of General Studies (Articulated Transfer Guide)

Respiratory Therapist

Eastern Michigan University
Bachelor of Science
- Technology Management (Articulated Transfer Guide)

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies (Articulated Transfer Guide)

Surgical Technologist

Eastern Michigan University
Bachelor of Science
- Technology Management (Articulated Transfer Guide)

Siena Heights University
Bachelor of Applied Science

University of Michigan-Dearborn
Bachelor of General Studies (Articulated Transfer Guide)

Telecommunication

Davenport University (Detroit College of Business)
Bachelor of Business Administration (Articulated Transfer Guide)
- Applied Business

Lawrence Technological University
Bachelor of Administration

University of Michigan-Dearborn
Bachelor of General Studies

The below listing shows the articulation/transfer agreements listed by college/university.

Concordia University in Ann Arbor: Corrections/Probation and Parole, Law Enforcement Administration

Davenport University (Detroit College of Business):

Enforcement Administration, Legal Assistant, Management, Manufacturing Productivity Systems, Manufacturing Trades, Music, Network Administration, Nursing, Paramedic, Physical Therapy Assistant, Plant Maintenance Trades, Pre-Elementary Education, Pre-Secondary Education, Pre-Special Education, Radiographer, Registered Radiologic Technology, Respiratory Therapist, Surgical Technologist, Telecommunication, Theatre), Corrections/Probation and Parole, Law Enforcement Administration, Pre-Elementary Education, Pre-Secondary Education, Pre-Environmental Studies, Pre-Professional Biology, Pre-Professional Chemistry

Walsh: Accounting, Administrative & Information Management, Business Administration, Hotel Restaurant & Institution Management, Legal Assistant, Management

Wayne State University: Accounting, Business Administration, Pre-Elementary Education, Pre-Secondary Education, Pre-Special Education

Lawrence Technological University: Accounting, Administrative & Information Management, Art Foundation, Automotive Technology, Business Administration, Ceramics, Computer Information Systems, Computer Numerical Control, Corrections/Probation and Parole, Energy Technology, Graphic Design, Interior Design, Law Enforcement Administration, Hotel Restaurant & Institution Management, Industrial Drafting & CAD Technology, Legal Assistant, Management, Manufacturing Productivity Systems, Music, Telecommunication, Theatre

Madonna University: Business Administration, Corrections, Probation & Parole, Culinary Arts, Hotel Restaurant & Institution Management, Law Enforcement Administration, Nursing

Marygrove College: Pre-Elementary Education, Pre-Secondary Education

Northwood: Business Administration

Oakland University: Nursing


Spring Arbor University: Business Administration

University of Detroit Mercy: Accounting, Business Administration, Computer Information Systems, Law Enforcement Administration


Walsh: Accounting, Administrative & Information Management, Business Administration, Hotel Restaurant & Institution Management, Legal Assistant, Management

Wayne State University: Accounting, Business Administration, Pre-Elementary Education, Pre-Secondary Education, Pre-Special Education
Appendix B

HFCC- A History of Excellence, Innovation and Success

Since 1938, Henry Ford Community College has provided an enriching educational experience for a diverse student community. HFCC serves more than 20,000 students each year of all ages and backgrounds, offering university transfer programs and associate’s degree and certificate career programs that are designed for your success all at an affordable cost.

HFCC was established as Fordson Junior College and classes were held at Fordson High School in Dearborn. HFCC is operated by the Dearborn Public School District and is governed by an elected, seven-member Board of Trustees.

Today, HFCC has three campuses. The main campus sits on 75 acres donated by the Ford Motor Company, on Evergreen Road just south of Ford Road in Dearborn. All of HFCC’s associate degree and certificate programs are offered on the main campus. The Dearborn Heights Center is home to HFCC’s Center for Lifelong Learning. The Center for Lifelong Learning offers continuing education courses for professional and personal development. The new Michigan Technical Education Center at HFCC, located on Schaefer Road in east Dearborn, is a corporate and industrial training center that specializes in customized training in high-tech, high-demand, high-wage fields. It is the only center of its kind in Wayne and Monroe counties.

A visionary program, utilizing the latest in technology and training, the M-TEC at HFCC is a 30,000 square foot specialized facility constructed entirely with a $5,000,000 state grant for training, retraining, and updating job skills of Ford Motor Company workers, the workers of other Michigan companies, and the general public. Much of the training focuses on the critical job-skill needs of the manufacturing, steel, and information technology sectors of the Detroit-area economy. The M-TEC operates during the day, evenings, and weekends to be easily accessible to workers and the public.

HFCC has completed a 10-year master plan of renovation and new construction on the main campus. Now, HFCC has one of the most modern, up-to-date college campuses in the country with state-of-the-art classrooms and laboratories equipped with the latest technology and equipment, including a wireless network in most buildings.

HFCC is committed to giving you the best educational experience. Come and be part of our community of excellence!

Appendix C

HFCC Foundation

The Henry Ford Community College Foundation was established by the HFCC Board of Trustees in 1982 as a tax-exempt organization for the explicit purpose of raising funds in support of the College’s academic programs. The management and control of the Foundation’s property and activities are vested in the Board of Directors, a group of business, labor, and community leaders from southeastern Michigan committed to the mission and philosophy of service to the College. Contributions to the Foundation are tax deductible to the extent provided by law.

The College welcomes donors who may be interested in starting a scholarship. These scholarships provide financial resources beyond the capabilities of the College. The generosity of these individuals makes higher education a reality for many of our students. If you are interested in starting a scholarship, please call the Foundation Office at 313-845-9620 or visit www.hfcc.edu/foundation.

The College offers hundreds of scholarships yearly. The list on the next page summarizes all of the available scholarships. To apply for a scholarship, please visit our Web site at www.hfcc.edu/scholarships or call 313-845-9620.
At HFCC, we believe in rewarding academic excellence by helping to finance your education through scholarships. As you can see from this Guide, scholarships are available to support students from diverse backgrounds and interests who seek education in a wide variety of programs on campus. There may be money waiting to help you realize your goals. Select the scholarship that is right for you. Complete, if appropriate, the “Free Application for Federal Student Aid,” then apply for scholarships by using the HFCC General Scholarship Application at www.hfcc.edu/scholarships.

These scholarships are made possible by generous alumni, other friends of the College, local businesses, faculty, staff, and the Board of Trustees who believe in the value of education and in your future. For further information on a scholarship for your future contact the HFCC Foundation by calling 313-845-9620.

### 2007 SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Categories of Scholarships</th>
<th>Maximum $ One Award</th>
<th>GPA</th>
<th>Fields of Interest</th>
<th>Min. Hrs. Per Sem.</th>
<th>Other Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fava, Karl &amp; Doreen</td>
<td>$500</td>
<td>3.00</td>
<td>Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outer Drive Hospital</td>
<td>Up to $500</td>
<td></td>
<td>Allied Health Field</td>
<td>2nd Year Student; Enrolled in an Allied Health Program; Financial Need, 3.0 GPA or Higher; Demonstrates the Ability to Make a Contribution to his/her Chosen Profession.</td>
<td></td>
</tr>
<tr>
<td>Architectural ACT Golf Tour</td>
<td>$500</td>
<td>3.00</td>
<td>Architecture/Construction</td>
<td>Must Be in the Architecture or Construction Field.</td>
<td></td>
</tr>
<tr>
<td>Architectural/ Const. Tech</td>
<td>Up to $1,000</td>
<td>H GPA</td>
<td>Architecture/Construction</td>
<td>Good Standing in A/CT; Financial Need; Essay (Commitment To Career in A/CT).</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>Varies</td>
<td></td>
<td>Art</td>
<td>Concentration in Ceramics &amp; Pottery.</td>
<td></td>
</tr>
<tr>
<td>Sauer, Margaret</td>
<td>Up to $600</td>
<td>3.50</td>
<td>Art</td>
<td>Art Department to Set Criteria.</td>
<td></td>
</tr>
<tr>
<td>Bachrach, Anina &amp; Benjamin</td>
<td>3.00</td>
<td></td>
<td>Art/Music</td>
<td>Must be Looking to Continue Education; Art or Music Field; 3.0 GPA; Submit a Letter Explaining what Their Plans in Life Are.</td>
<td></td>
</tr>
<tr>
<td>Mireck, Dorothy</td>
<td>Up to $1,500</td>
<td>3.26</td>
<td>Associate Degree</td>
<td>12.00 Full-time Student Who Has Completed 32 Credit Hours or More Toward Their Associates Degree &amp; Expect to Graduate at the End of the School Year; 3.26 GPA or Higher; Must Be Enrolled in an Associate’s Degree Program at HCC &amp; Not a Guest From Another College or University; Applicant Must be of High Moral Character.</td>
<td></td>
</tr>
<tr>
<td>Biggers, Bunny &amp; Hood E.</td>
<td>Up to $950</td>
<td>3.00</td>
<td>Athletic</td>
<td>12.00 Must be From a Dearborn Schoo; 3.0 GPA; Minimum of 12 Credit Hours; Must Have Earned a Letter in the High School’s Athletic Program.</td>
<td></td>
</tr>
<tr>
<td>Armitage, Coach / Memorial</td>
<td>Basketball</td>
<td></td>
<td>Basketball Program</td>
<td>Incoming Freshman; Basketball Program; Departmental Award.</td>
<td></td>
</tr>
<tr>
<td>Armitage, Coach Endowed /</td>
<td>Basketball</td>
<td></td>
<td>Business</td>
<td>Incoming Freshman; Basketball Program; Departmental Award.</td>
<td></td>
</tr>
<tr>
<td>Memoria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson, Lawrence R.</td>
<td>Varies</td>
<td>3.00</td>
<td>Business</td>
<td>Must be in the Business Field; Must Have 3.0 GPA or Better.</td>
<td></td>
</tr>
<tr>
<td>Doyle, Pat &amp; Jim</td>
<td>$500</td>
<td>2.50</td>
<td>Business</td>
<td>General Business Major; 9 Credit Hours.</td>
<td></td>
</tr>
<tr>
<td>Duquette, Beverly Endowed /</td>
<td>$500</td>
<td>2.50</td>
<td>Business</td>
<td>AIM Program Enrollment; 2.5 GPA or Higher.</td>
<td></td>
</tr>
<tr>
<td>Memorial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duquette, Beverly Endowed /</td>
<td>$500</td>
<td>2.50</td>
<td>Business</td>
<td>AIM Program Enrollment; 2.5 GPA or Higher.</td>
<td></td>
</tr>
<tr>
<td>Memorial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharpe, Frederick P. &amp; Violet</td>
<td>Full Award</td>
<td>3.00</td>
<td>Business</td>
<td>Must Have Completed 12 Credit Hours or More at HCC Toward the Associate in Business Degree in Administrative &amp; Information Management (AIM); Currently Enrolled for Minimum of 6 Credit Hours; 3.0 GPA or Higher; Has Demonstrated to HFCC Business &amp; Economics Faculty That the Student Seeks a Career in the Office Environment.</td>
<td></td>
</tr>
<tr>
<td>Ameritech</td>
<td>3.00</td>
<td></td>
<td>Business, Communications, 12.00 or Engineering</td>
<td>Must Reside in Michigan; Must Study Business, Communications or Engineering Full-time; Must Have a 3.0 GPA or Better.</td>
<td></td>
</tr>
</tbody>
</table>

### KEY

- T ..... Tuition
- F ..... Fees
- B ..... Books
- O ..... Other
- C ..... College
- HS ..... High School

* Award amount depends on endowment earnings; application deadline is May 1, 2007; a minimum of 6 credit hours required unless stated otherwise.
<table>
<thead>
<tr>
<th>Categories of Scholarships</th>
<th>Maximum $ One Award</th>
<th>GPA</th>
<th>Fields of Interest</th>
<th>Min. Hrs. Per Sem.</th>
<th>Other Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long, Stephen J.</td>
<td>Up to $500</td>
<td>3.00</td>
<td>Business/Accounting</td>
<td>12.00</td>
<td>Dearborn Resident; Financial Need; 3.0 GPA or Higher; Full-time Student; Enrolled in Business/Accounting Program (100 level or Higher); Brief Written Statement of Educational Goals &amp; the Role of this Award Towards Accomplishing Those Goals.</td>
</tr>
<tr>
<td>Scarlton, Michael &amp; Shannon</td>
<td>Varies</td>
<td></td>
<td>Computer Science</td>
<td></td>
<td>Returning Student Over 21; Student Must Be Enrolled as CIS Major or Pre-Education Major.</td>
</tr>
<tr>
<td>Barrett, Frances G/ Creative Writing</td>
<td>Up to $500</td>
<td></td>
<td>Creative Writing</td>
<td></td>
<td>Entries may be Personal Essays, Short Stories, Poetry, or Drama; Research Papers not allowed; Two Typed Copies of Each Item Must be Enclosed; Contestants Must Not Reveal Their Names on the Manuscript; Creative Writing Field of Study.</td>
</tr>
<tr>
<td>Lowe, Douglas W / Memorial</td>
<td>$250</td>
<td></td>
<td>Criminal Justice</td>
<td></td>
<td>Child of a Dearborn Police Officer or Retired Dearborn Police Officer; Grad of DBn Schools; Entering into the Criminal Justice Program; Brief Statement of Goals &amp; Aspirations; 2.5 GPA or Higher.</td>
</tr>
<tr>
<td>Bokatian,Arthur/ Endowed Scholarship</td>
<td>Up to $500</td>
<td>3.00</td>
<td>Culinary Arts</td>
<td></td>
<td>30 GPA in Culinary Courses; Must Participate in Extracurricular Culinary Field; Must Have a Letter of Recommendation.</td>
</tr>
<tr>
<td>Dance Scholarship</td>
<td></td>
<td></td>
<td>Dance</td>
<td></td>
<td>For Serious Dance Students Involved in the Dance Company or Dance Classes at HFCC; Must Have Strong Academic Standing &amp; Work Ethics.</td>
</tr>
<tr>
<td>Manionell, Louie &amp; Bearan</td>
<td>Varies</td>
<td></td>
<td>Dance</td>
<td></td>
<td>For Serious Dance Students Involved in the Dance Company or Dance Classes at HFCC; Must Have Strong Academic Standing &amp; Work Ethics.</td>
</tr>
<tr>
<td>Industrial Drafting</td>
<td>$500</td>
<td>2.75</td>
<td>Drafting</td>
<td>12.00</td>
<td>Full-time Student; Must Have Completed the Four Basic Level Drafting Classes (DRAF 110, 120, 130, &amp; 140) With a 3.25 GPA or Higher; Maintain a 3.25 GPA in Drafting Core Curriculum; Have an Overall GPA of 2.75 or Higher; Financial Need.</td>
</tr>
<tr>
<td>Brown, Michael D/Endowed Teaching Scholarship</td>
<td>Varies</td>
<td>3.00</td>
<td>Education</td>
<td></td>
<td>3.0 GPA or Better; Preparing for a Career in Education; Participation in Community Service &amp; Extra-Curricular Activities.</td>
</tr>
<tr>
<td>Smith, Wallace / Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Returning Student After Extended Absence From Formal Education; 3.0 GPA or Higher; Preparing for a Career in Education or Simular Community Leadership.</td>
</tr>
<tr>
<td>Bewick, Mark &amp; Karen / Memorial</td>
<td>Up to $500</td>
<td>3.25</td>
<td>Engineer/Journalism/Advertising</td>
<td>9.00</td>
<td>Must be Going Into the Field of Engineering, Journalism or Advertising; Minimum of 9 Credit Hours; 3.25 GPA; Advertising.</td>
</tr>
<tr>
<td>Bewick, Mark &amp; Karen / Memorial</td>
<td>Up to $500</td>
<td>3.25</td>
<td>Engineer/Journalism/Advertising</td>
<td>9.00</td>
<td>Must be Going Into the Field of Engineering, Journalism or Advertising; Minimum of 9 Credit Hours; 3.25 GPA; Advertising.</td>
</tr>
<tr>
<td>Woods, Mary Joan &amp; Anthony E.</td>
<td>Varies</td>
<td>3.50</td>
<td>English</td>
<td></td>
<td>English Major; 3.5 GPA or Higher.</td>
</tr>
<tr>
<td>Martin, George &amp; Helen</td>
<td>Up to $900</td>
<td>3.00</td>
<td>English/General</td>
<td></td>
<td>Fordson H.S. Graduate Only.</td>
</tr>
<tr>
<td>Garden Club of Dearborn</td>
<td>Up to $500</td>
<td>3.00</td>
<td>Environmental/Science</td>
<td>9.00</td>
<td>Completed 30 Cr. Hrs. Environmental Science/Studies, Biology With Environment or Botanical Focus.</td>
</tr>
<tr>
<td>Garden Club of Dearborn</td>
<td>Up to $500</td>
<td>3.00</td>
<td>Environmental/Science</td>
<td>9.00</td>
<td>Completed 30 Cr. Hrs. Environmental Science/Studies, Biology With Environment or Botanical Focus.</td>
</tr>
<tr>
<td>Ceramics Fund</td>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td>Awarded by Fine Arts Dept.</td>
</tr>
<tr>
<td>Dunn, Christopher</td>
<td>Up to $600</td>
<td>3.00</td>
<td>Fine Arts</td>
<td></td>
<td>3.0 GPA or Higher; ACT or SAT Composite Score at 70%. Submit a Portfolio to the Art Dept.</td>
</tr>
<tr>
<td>Andrews, Robert K/Endowed</td>
<td>$500</td>
<td>2.50</td>
<td>Firefighter/Fire Science</td>
<td>9.00</td>
<td>Must Reside in Michigan; Must Be Enrolled in Fire Science Technology, the Proposed Principles of Fire &amp; Science Mgmt; Must be a Firefighter/Firefighter Paramedic programs; Must Have a 2.5 GPA or Better; 9 Credit Hours.</td>
</tr>
<tr>
<td>Knoop, Robert / Memorial</td>
<td>Up to $500</td>
<td>2.50</td>
<td>Firefighter/Fire Science</td>
<td>9.00</td>
<td>Must be Going Into the Field of Engineering, Journalism or Advertising; Minimum of 9 Credit Hours; 3.25 GPA; Advertising.</td>
</tr>
<tr>
<td>Adray Memorial Golf Tournament</td>
<td>Full Tuition</td>
<td>4.00</td>
<td>General</td>
<td></td>
<td>Must Have 3.0 GPA or Better; Must Complete a 260-500 Word Essay (Typed &amp; Double Spaced) On the Topic of “Entrepreneurship or Civic Involvement”.</td>
</tr>
<tr>
<td>Adray, Michael / Endowed Scholarship</td>
<td>$2,000</td>
<td>3.00</td>
<td>General</td>
<td></td>
<td>Must Complete a 260-500 Word Essay (Typed &amp; Double Spaced) On the Topic of “Entrepreneurship or Civic Involvement”; Official Transcripts Must Accompany Application; 2.0 GPA in High School or 2.5 GPA After 15 Credit Hours in College Level Courses.</td>
</tr>
<tr>
<td>Allied Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Criteria not confirmed at time of publication.</td>
</tr>
<tr>
<td>American Association of Unviersity Women</td>
<td>Varies</td>
<td>6.00</td>
<td>General</td>
<td></td>
<td>Women at Least 25 Years of Age Whose Education was Interrupted and are Now Degree Candidates; Completed 6 Credit Hours; Real Financial Need.</td>
</tr>
<tr>
<td>Arsnaugh, Ronald D.</td>
<td>$500</td>
<td>2.75</td>
<td>General</td>
<td></td>
<td>Allen Park High School Graduate; Evidence of Community Service/High School Activities; Must Submit a Statement Indicating Why They Should Be Awarded the Scholarship; 2.75 GPA.</td>
</tr>
<tr>
<td>Berry, Michael / Endowed Scholarship</td>
<td>$1,000</td>
<td>3.00</td>
<td>General</td>
<td>12.00</td>
<td>Must Be a Citizen of the United States; Must Be of Lebanese heritage; 3.0 GPA (High School) or 2.5 GPA (College); Must Have 12 Credit Hours; Must Show Evidence of Civic or Community Service on the Application.</td>
</tr>
<tr>
<td>Berry, Michael Fund</td>
<td>Varies</td>
<td>3.00</td>
<td>General</td>
<td>12.00</td>
<td>Must Be a Citizen of the United States; Must Be of Lebanese heritage; 3.0 GPA (High School) or 2.5 GPA (College); Must Have 12 Credit Hours; Must Show Evidence of Civic or Community Service on the Application.</td>
</tr>
<tr>
<td>Chadwick, Edith / Memorial</td>
<td>$500</td>
<td>2.00</td>
<td>General</td>
<td></td>
<td>3.0 GPA or Higher; Must Have 9 Credit Hours Per Semester; Must Have Participated In and Exhibited Leadership in Civic Activities; Must write an Essay about Civic Involvement; Must Have 2 Letters of Recommendation Varying Civic Activities.</td>
</tr>
<tr>
<td>Cobb, David / Kiwanis Outer Dr.</td>
<td>Up to $350</td>
<td>2.80</td>
<td>General</td>
<td>9.00</td>
<td>2.8 GPA or Better; Must Write an Essay Explaining Why They Deserve the Scholarship; Must Have at Least 9 Credit Hours; Real Financial Need.</td>
</tr>
<tr>
<td>Colter, Lorne N / Poetry Award</td>
<td>$100.00</td>
<td>2.00</td>
<td>General</td>
<td></td>
<td>Entries May be Personal Essays, Short Stories, Poetry, or Drama; Research Papers Not Allowed; Two Typed Copies of Each Item Must Be Enclosed; Contestants Must Not Reveal Their Names on the Manuscripts.</td>
</tr>
<tr>
<td>Copley, Allan</td>
<td>General</td>
<td></td>
<td>Financial Need</td>
<td></td>
<td>Allen Park High School Graduate; Evidence of Community Service/High School Activities; Must Submit a Statement Indicating Why They Should Be Awarded the Scholarship; 2.75 GPA.</td>
</tr>
<tr>
<td>Categories of Scholarships</td>
<td>Maximum $ One Award</td>
<td>GPA</td>
<td>Fields of Interest</td>
<td>Min. Hrs. Per Sem.</td>
<td>Other Criteria</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>Costigan, Judith / Endowed</td>
<td>$1,000</td>
<td>3.0</td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Curran, Robert &amp; Susan</td>
<td>$500</td>
<td>2.5</td>
<td>General</td>
<td></td>
<td>DFSE Union Member of Family Member; Proof That Family Member Lives With Union Member</td>
</tr>
<tr>
<td>Davis, John &amp; Margrite</td>
<td>$500</td>
<td>2.5</td>
<td>General</td>
<td></td>
<td>Financial Need</td>
</tr>
<tr>
<td>Davis, John &amp; Margrite</td>
<td>$500</td>
<td>2.5</td>
<td>General</td>
<td></td>
<td>Financial Need</td>
</tr>
<tr>
<td>Dearborn Federal Savings Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dearborn/Dearborn Hts. Resident Who Graduated from Dearborn/Dearborn Hts. School; 2.75 GPA or Higher; Must Be Enrolled Full-time; Applicants Should Show Evidence of Civic Service on the Application Form; Employees of Dearborn Federal Savings Bank or Their Families Are Not Eligible.</td>
</tr>
<tr>
<td>Dearborn Heights Community</td>
<td>Up to $500</td>
<td></td>
<td>General</td>
<td>12.00</td>
<td>Financial Need; Applicants Must Reside in the Area of Dearborn Hts That does Not Fall Within the HFCC/Dearborn Public Schools District (Out of District Only).</td>
</tr>
<tr>
<td>Dearborn Kiwanis Key Club</td>
<td>$500</td>
<td>2.75</td>
<td>General</td>
<td>12.00</td>
<td>Edsel Ford H.S. Graduate Ale Key Club Member, 3.0 GPA or Higher; Must Demonstrate Participation in Community Service &amp; Activities.</td>
</tr>
<tr>
<td>Dearborn PTA Council</td>
<td>$500</td>
<td>3.0</td>
<td>General</td>
<td>12.00</td>
<td>Must Be a Graduate of a Dearborn Public School; 3.0 GPA or Higher; Must be a Full-time Student at HFCC; Must Show Evidence of Civic, School or Community Service on the Application Form.</td>
</tr>
<tr>
<td>Dearborn Schools Credit Union</td>
<td>$500</td>
<td>3.0</td>
<td>General</td>
<td>12.00</td>
<td>Must Be a Graduate of a Dearborn Public School; 3.0 GPA or Higher; Must be a Full-time Student at HFCC; Must Show Evidence of Civic, School or Community Service on the Application Form.</td>
</tr>
<tr>
<td>DeJohn, Roni</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td>12.00</td>
<td>Divine Child High School Student Only (Selected by Staff); Financial Need</td>
</tr>
<tr>
<td>Demmer, Jack</td>
<td>Up to $500</td>
<td>2.5</td>
<td>General</td>
<td></td>
<td>Financial Need</td>
</tr>
<tr>
<td>Ford, Henry I / Endowed</td>
<td>$1,000</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Preference Fordson High School Graduates.</td>
</tr>
<tr>
<td>Fordson Alumni Varsity Club Scholarship</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Preference Fordson High School Graduates.</td>
</tr>
<tr>
<td>Forfa, Eugene A. / Endowed</td>
<td>$1,000</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Preference Fordson High School Graduates.</td>
</tr>
<tr>
<td>Forfa, Eugene Permanent/Endowed</td>
<td>$1,000</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Preference Fordson High School Graduates.</td>
</tr>
<tr>
<td>Franchi, Frank G. / Endowed</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Guenther, Helen</td>
<td>Up to $500</td>
<td>3.5</td>
<td>General</td>
<td>12.00</td>
<td>High GPA or Higher; Must Be a Full-time Student Prior to Application or Have 15 Cumulative GPA of 3.5; If Out of High School, Must Be a Full-time Student at HFCC.</td>
</tr>
<tr>
<td>Hallissey, Joseph &amp; Veronica</td>
<td>Up to $1,000</td>
<td>3.2</td>
<td>General</td>
<td>12.00</td>
<td>Pref. Given to Needy Students Without Financial Aid.</td>
</tr>
<tr>
<td>Hallissey, Joseph &amp; Veronica</td>
<td>Up to $1,000</td>
<td>3.2</td>
<td>General</td>
<td>12.00</td>
<td>Pref. Given to Needy Students Without Financial Aid.</td>
</tr>
<tr>
<td>HCC Alumni Association</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nominated by Alumni; Community Service Involvement</td>
</tr>
<tr>
<td>HFC Foundation Board</td>
<td>$1,000</td>
<td>3.0</td>
<td>General</td>
<td>6.00</td>
<td>Financial Need; 3.0 GPA or Higher; Minimum of 6 Semester Hours.</td>
</tr>
<tr>
<td>Hickey, Marie Louise</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Honors Program</td>
<td>$500</td>
<td>3.5</td>
<td>General</td>
<td>9.00</td>
<td>H.S. 80th Percentile or Better on ACT/SAT</td>
</tr>
<tr>
<td>Horvath, ReBecca &amp; William</td>
<td>$500</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Jefferson, Arthur &amp; Rosemary</td>
<td>Up to $200</td>
<td>3.0</td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Kaczmarczyk, Sharon / Memorial</td>
<td>$1,000</td>
<td>2.5</td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>King, Harold</td>
<td>Up to $500</td>
<td>3.0</td>
<td>General</td>
<td>12.00</td>
<td>Essay (300w. on Contrib. of Organized Labor to American Society) Must Have Completed 24 Semester Hours. 3.0 GPA or Better. Full-time Student.</td>
</tr>
<tr>
<td>Kiwanis Club of Dearborn</td>
<td>Up to $500</td>
<td>3.25</td>
<td>General</td>
<td>12.00</td>
<td>Proof of Residency Within Dearborn or Dearborn Hts.; 3.25 GPA or Higher on an Official Transcript.</td>
</tr>
<tr>
<td>Kiwanis Club of Dearborn Hts</td>
<td>$500</td>
<td>2.5</td>
<td>General</td>
<td>9.00</td>
<td>Not Eligible for Federal Grant; Dearborn Hts. Resident.</td>
</tr>
<tr>
<td>Kiwanis Club of Dearborn Hts</td>
<td>$500</td>
<td>2.5</td>
<td>General</td>
<td>9.00</td>
<td>Not Eligible for Federal Grant; Dearborn Hts. Resident.</td>
</tr>
<tr>
<td>Knapp, Joseph</td>
<td>Up to $500</td>
<td>3.25</td>
<td>General</td>
<td>12.00</td>
<td>Student Must Be of H.S. for at Least 2 Years or More; 3.25 GPA After 12 Credit Hours; Financial Need.</td>
</tr>
<tr>
<td>Komar, Bobbie Jo</td>
<td>$500</td>
<td>3.0</td>
<td>General</td>
<td>12.00</td>
<td>Letters of Support Illustrating Community Spirit &amp; Caring for Others; 3.0 GPA or Higher.</td>
</tr>
<tr>
<td>Kutsch, Donald &amp; Mary</td>
<td>Up to $1,000</td>
<td></td>
<td>General</td>
<td>12.00</td>
<td>H.S. Academic Achievement; Outstanding Athlete; Financial Need.</td>
</tr>
<tr>
<td>Mazzara, Andrew A.</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Financial Need</td>
</tr>
<tr>
<td>Mazzara, Anthony &amp; Concetta</td>
<td>Up to $700</td>
<td>3.0</td>
<td>General</td>
<td></td>
<td>Applicant/Parent Naturalized Citizen; Essay (100-200w. Importance of Family)</td>
</tr>
<tr>
<td>Meade, Dr. J. Michael &amp; Mrs. Margaret</td>
<td>$500</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Focus on Women; Women’s Volleyball.</td>
</tr>
<tr>
<td>Millic, Harry Edith / Memorial</td>
<td>Up to $500</td>
<td>3.2</td>
<td>General</td>
<td>9.00</td>
<td>One Year Only; Not Eligible for Other Financial Aid.</td>
</tr>
<tr>
<td>Murray, Ida</td>
<td>Up to $500</td>
<td></td>
<td>General</td>
<td>9.00</td>
<td>Minimum of 15 Credit Hours; Financial Need.</td>
</tr>
<tr>
<td>Optimist Club of Dearborn</td>
<td>$500</td>
<td>2.0</td>
<td>General</td>
<td>9.00</td>
<td>2.0 GPA or Higher; Two Letters of Recommendation to Verify Civic, Volunteer and/or Service Activities.</td>
</tr>
<tr>
<td>Optimist Club of Dearborn</td>
<td>$500</td>
<td>2.0</td>
<td>General</td>
<td>9.00</td>
<td>2.0 GPA or Higher; Two Letters of Recommendation to Verify Civic, Volunteer and/or Service Activities.</td>
</tr>
<tr>
<td>Presidents Scholarship</td>
<td>Varies</td>
<td></td>
<td>General</td>
<td></td>
<td>Financial Need</td>
</tr>
<tr>
<td>Categories of Scholarships</td>
<td>Maximum $ One Award</td>
<td>GPA</td>
<td>Fields of Interest</td>
<td>Min. Hrs.</td>
<td>Other Criteria</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>Rosenau, Arthur &amp; Elizabeth Up to $1,000</td>
<td>General</td>
<td>Financial Need</td>
<td>9.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Saffer, Dr. Mark B. Varies</td>
<td>General</td>
<td>General</td>
<td>2.50</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Saleh, Mazen / Memorial Up to $500</td>
<td>General</td>
<td>General</td>
<td>3.20</td>
<td>Meet all criteria for the scholarship.</td>
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</tr>
<tr>
<td>Schoolmaster, James &amp; Darlene $500</td>
<td>General</td>
<td>General</td>
<td>2.75</td>
<td>Meet all criteria for the scholarship.</td>
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<tr>
<td>Sheridan, Maurice &amp; Marjorie $500</td>
<td>General</td>
<td>General</td>
<td>2.75</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Smith, Helen C. / Endowed</td>
<td>General</td>
<td>General</td>
<td>3.50</td>
<td>Meet all criteria for the scholarship.</td>
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<tr>
<td>Southeast Dearborn Community Up to $300</td>
<td>General</td>
<td>General</td>
<td>2.50</td>
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</tr>
<tr>
<td>Special Needs $1,000</td>
<td>General</td>
<td>General</td>
<td>9.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Talamonti, Walter &amp; Rita $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Walls, Dorothy L. Varies</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<td>Waddell, Stuart &amp; Carol $500</td>
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<td>General</td>
<td>3.00</td>
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<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<td></td>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<td></td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
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<td>3.00</td>
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<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<td>3.00</td>
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<tr>
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<tr>
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</tr>
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</tr>
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</tr>
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<tr>
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<tr>
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</tr>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>Meet all criteria for the scholarship.</td>
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<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
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<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
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<tr>
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<td>Meet all criteria for the scholarship.</td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<tr>
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<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
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<td>General</td>
<td>3.00</td>
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<tr>
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<td>General</td>
<td>3.00</td>
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</tr>
<tr>
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<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
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<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
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<td></td>
</tr>
<tr>
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<td>General</td>
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<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
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<tr>
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<td>3.00</td>
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<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
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<td>General</td>
<td>General</td>
<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
</tr>
<tr>
<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
<td>General</td>
<td>3.00</td>
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<td></td>
</tr>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<td></td>
</tr>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
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<td></td>
</tr>
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<td>Waddell, Stuart &amp; Carol $500</td>
<td>General</td>
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<td>3.00</td>
<td>Meet all criteria for the scholarship.</td>
<td></td>
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<td>General</td>
<td>3.00</td>
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<td></td>
</tr>
</tbody>
</table>
Appendix D

Optional General Education Requirements for students first enrolled at HFCC before Fall 2005 who will graduate no later than May 2008

All students receiving an Associate Degree are required to meet General Education Outcomes. Henry Ford Community College defines General Education as courses and/or learning experiences that enable students to attain the knowledge and skills needed by every college graduate. General Education establishes a foundation of skills and understandings to enable success in employment and further education. In line with its belief that General Education competence should be defined by the College to meet the needs of the external communities in which its graduates must function, HFCC has collected and restated expectations identified by employers, alumni, and four-year colleges. The General Education Outcomes reflect those expectations. To receive an Associate Degree from the College, students must earn a passing grade in at least one of the courses (or pairs of courses) listed for each General Education Outcome.

Students first enrolled at HFCC before Fall 2005 who will graduate no later than May 2008 have the option of meeting the requirements listed below or on page 17. However, all students applying to graduate after May 2008 or who enroll for the first time at HFCC in Fall 2005 or later must meet the General Education Outcomes listed on page 17.

General Education Outcome #1

American Social/Political Institutions

Courses Meeting General Education Outcome #1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 131</td>
<td>Intro to Amer Govt and Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SSC 131</td>
<td>Survey of Social Sciences</td>
<td>3</td>
</tr>
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</table>

General Education Outcome #2

Computer Literacy

Courses Meeting General Education Outcome #2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 112</td>
<td>Computers in Architecture</td>
<td>1</td>
</tr>
<tr>
<td>AH 125</td>
<td>Survey of Computer Med Info Sys</td>
<td>3</td>
</tr>
<tr>
<td>ART 275</td>
<td>Advanced Projects (Graphic Design)</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140</td>
<td>Microcomputer Apps for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Intro to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Instructional Tech for Elem Educators</td>
<td>3</td>
</tr>
<tr>
<td>CIS 223</td>
<td>Instructional Tech for Sec Educators</td>
<td>3</td>
</tr>
<tr>
<td>HCS 131</td>
<td>Computers and Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 161</td>
<td>Medical Information Processing</td>
<td>2</td>
</tr>
<tr>
<td>MFMT 103</td>
<td>Industrial Computer Orientation</td>
<td>2</td>
</tr>
<tr>
<td>TAFD 115</td>
<td>Computer Apps for Skilled Trades</td>
<td>2</td>
</tr>
</tbody>
</table>

General Education Outcome #3

Critical Thinking

Courses Meeting General Education Outcome #3

Any non-activity based course numbered 100 or higher will meet the requirements General Education Outcome #3.

General Education Outcome #4 & #5

English Language Proficiency

Courses Meeting General Education Outcome #4 & #5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>Composition I and</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENG 131 Composition I and</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENG 135 Business and Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Outcome #6

Physical Education

Courses Meeting General Education Outcome #6

2 credit hours in any HPE or HPEA courses.

Important notes on courses that meet General Education requirements:

1. Courses required in the curriculum for particular programs may also fulfill General Education requirements. Students should carefully compare the course requirements for their program with General Education requirements to ensure that they enroll in the most efficient manner possible.

2. Particular programs may recommend that students take specific courses meeting General Education requirements for the purpose of transfer to other colleges and/or universities. Students should check the transfer requirements for the college and/or university they plan to attend to ensure they enroll for the appropriate required courses. See the HFCC University Transfer, Advising, and Career Counseling Center for information on transfer requirements.
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