Mission
Northwestern Michigan College provides lifelong learning opportunities to our communities.

Institutional Accreditation
Accredited by the Higher Learning Commission and a member of the North Central Association.
30 N. LaSalle, Suite 2400
Chicago, IL 60602
(800) 621-7440
www.ncahighered.com

Program Accreditations
- Accreditation Commission for Education in Nursing
- American Culinary Federation
- American Dental Association Commission on Dental Accreditation
- Bureau of Automotive Regulation–State of Michigan
- Federal Aviation Administration/Federal Aviation Regulation Part 141 approved
- International Accreditation by United States Coast Guard
- International Accreditation by the United States Maritime Administration
- Michigan Board of Nursing
- Michigan Commission on Law Enforcement Standards
- Michigan Corrections Officers Training Council

Non-Discrimination Policy
Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran’s status, weight, or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

This catalog is in effect starting Fall Semester 2017 through Summer Semester 2018. The contents of this catalog are accurate at the time of publishing, March 2017. For the most current information, consult the website: www.nmc.edu. The NMC Board of Trustees reserves the right to make changes without notice.
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2017-2018 Academic Calendar

FALL SEMESTER 2017
Registration Begins March 15, 2017
Tuition Payment Due August 1
Classes Begin August 26
No Classes (Labor Day holiday observed) Sept. 2-4
No Classes (Thanksgiving holiday observed) October 10
Classes End Dec. 16
Grades Entered Dec. 20
College Closed (combined winter holidays observed) Dec. 22-25

SPRING SEMESTER 2018
Registration Begins Oct. 25, 2017
Tuition Payment Due December 7, 2017
Classes Begin January 15
Spring Break (No Classes) March 26-April 1
Honors Convocation May 4
Commencement May 5
Classes End May 5
Grades Entered May 9

SUMMER SESSION 2018
Registration Begins Oct. 25, 2017
Tuition Payment Due April 24, 2018
Classes Begin May 12
NMC BBQ May 20
No Classes (Memorial Day holiday observed) May 26-28
Honors Convocation May 4
Commencement May 5
 Classes End August 8
Grades Entered August 10

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NMC. Find it here.
You’re going places. We’ll help you get there.

NMC’s programs are always evolving to help prepare our learners for the real world.¹

Your classroom and laboratory can be Grand Traverse Bay, the sky, the woods…or a more traditional classroom and laboratory. It might be around the block, or halfway around the world. Wherever it is, it will feature state-of-the-art equipment and world-class instruction.

Still, some things have stayed the same for more than 60 years:
• You’re going to get a great education²
• You’re going to get personal attention from outstanding faculty who care about your success³
• You’re going to be able to afford it⁴

Footnotes:
1. More than 50 programs of study, 10 percent new in the past five years.
2. More than 90 percent of NMC graduates and transfer students consistently report accomplishing their educational goal and say that NMC is a good value for the money.
3. Average class size is 20.
4. NMC’s in-district tuition is less than half that of a public four-year university.

Welcome to NMC. Find it here.

“NMC’s faculty and staff take pride in seeing students achieve their goals. Whatever you’re looking for, we are dedicated to helping make sure you find it here.”

Timothy J. Nelson, President
### General Education

**Philosophy**

General Education at Northwestern Michigan College promotes the acquisition of knowledge, skills, and attitudes needed to function effectively in a changing world. This fosters intellectual curiosity, essential to lifelong learning.

**Outcomes**

To ensure students experience the benefits of our philosophy of general education, the faculty of NMC commits to instilling these practices throughout the curriculum.

**COMMUNICATION:** Students will practice effective communication with an awareness of audience and sense of purpose.

**CRITICAL THINKING:** Students will skillfully conceptualize, apply, analyze, synthesize, and evaluate information gathered from observation, experience, reflection, reasoning, or communication.

**QUANTITATIVE REASONING:** Students will accurately use numbers, symbols, measurements, properties, and the relationships of quantities to make sound decisions, judgments, and/or predictions.

**Assessment**

General Education outcomes are measured in several ways:

- Each year faculty members assess student achievement of the General Education Outcomes their courses support.
- The Office of Research, Planning & Effectiveness aggregates institutional data so that faculty and departments can assess the level of achievement represented by the student work.
- Graduates are surveyed annually and are asked to provide their perceptions of achieving the outcomes.
- The Curriculum Committee is charged with using the results of assessment to make curricular improvements.

### Degrees & Certificates

NMC students may select from several educational options. Associate degrees, bachelor degrees, and certificates are awarded to those students who complete a prescribed set of courses in specific areas of study. Many programs, especially in occupational areas, also lead to additional career licenses or certifications. Maritime programs require four years of full-time study, including summer sessions, and result in a bachelor’s degree at NMC. Associate degree programs generally take two years of full-time study to complete. Certificate programs range 15-59 credits.

NMC offers the following degree and certificate options:

- Certificate of Achievement Programs
- Associate in Applied Science (AAS)
- Associate Degree in Nursing (ADN)
- Associate in General Studies (AGS)
- Associate in Science and Arts (ASA)
- Bachelor of Science (BS)

**Earning a Second Associate Degree**

Students may earn additional degrees at NMC. A minimum of 15 earned hours (credits) shall be earned from NMC in addition to the required credits for the previous degree.

Students seeking an additional associate degree shall be governed by the following stipulations:

- Students may earn only one Associate in Science and Arts degree
- Students may earn the Associate in General Studies degree only as their first associate degree with the exception of students who are enrolled in the AGS/Pre-ADN, AGS/Pre-PN, AGS/Pre-Dental or AGS/Pre-Surgical Tech program
- Program requirements for the additional degree will be based on the catalog that is in effect when the student officially switches to the new program
- Previous credits will be evaluated by the Records Office for transfer to the additional degree as applicable
- This policy does not apply to certificates

**Reverse Transfer**

A transfer student may complete an associate’s degree concurrent with his or her pursuit of a bachelor’s degree. This process is called reverse transfer. It enables NMC students who transfer to a four-year institution before completing an associate’s degree to use coursework and credits earned at the transfer school to fulfill degree requirements at NMC.

Students enrolled at one of NMC’s Reverse Transfer partners should submit the appropriate Reverse Transfer Release form to the partner school’s Office of the Registrar. Students enrolled at non-partner schools may also reverse transfer credits. To begin the process, submit a transcript from the four-year institution to NMC. After review, NMC will inform students of their successful degree completion, or whether they have unsatisfied degree requirements remaining.

For more information, go to [www.nmc.edu/student-services/advising-center/reverse-transfer.html](http://www.nmc.edu/student-services/advising-center/reverse-transfer.html)
Cultural Perspective/Diversity
Students will evaluate substantial connections between the world views, power structures, and experiences of multiple global cultures historically or in contemporary contexts.

In order for NMC graduates to engage as educated and informed citizens of a diverse society, students pursuing the ASA and AGS degrees are required to take one Cultural Perspective/Diversity course. Courses are listed on pages 13-14 and are marked with an asterisk (*).

Certificate Requirements
Certificate Programs typically include specialty courses and may include some general education requirements. In most cases, they are designed for concentrated proficiency in specialized areas. Certificates may range from 15 to 59 credit hours as established by individual program areas and/or the Curriculum Committee. Many certificate courses may apply toward an associate degree.

Certificate Program requirements include:
1. A specified group of credit hours in an area of specialization, as determined by the appropriate NMC academic area. These three levels are possible:
   • Level I: A minimum of 15 credits in a specialty area;
   • Level II: A minimum of 30 credits in a specialty area;
   • Level III: A minimum of 45 credits in a specialty area.
2. A minimum cumulative grade point average of 2.0. Higher GPA standards may be required for specific courses within individual academic areas.
3. Level I and II certificate programs require that a minimum of eight credit hours be completed at NMC (this may be waived in extenuating circumstances; contact the registrar). Level III certificate programs require that a minimum of 12 credit hours be completed at NMC (this may be waived in extenuating circumstances; contact the registrar).
4. Competency testing by the responsible academic area if the course work was not completed at NMC.

*Competency credit: Students with competency in a specific area should consult with their program coordinator for possible testing and/or credit.

Certificate programs are listed in the Occupational Specialty Programs section of this catalog.

General Education Certificates
NMC will give recognition to students who have completed the General Education Requirements for their program of study. Students will receive a General Studies Certificate when all general education coursework is successfully completed for the AAS degree at NMC. A Science and Arts Certificate will be granted upon successful completion of the MTA or MACRAO plus math requirements. These are considered “milestones” in the student’s program objective and are recognized as such on the academic transcript. See page 14 for MTA requirements.

Group 1 & 2 Courses
Group 1 General Education courses are designed to enhance skills and knowledge for students to succeed in academic, career and life goals. Students pursuing a two-year degree will need to fulfill specific general education requirements by selecting courses from Group 1 based on the degree requirements listed on the following pages. The Group 1 courses are listed on pages 13-14 of this catalog.

Group 2 courses are all remaining 100-level courses or above, which may fulfill occupational specialty program requirements, major area requirements, and elective requirements for degree and certificate programs.
Associate in Science & Arts Degree (ASA)

The Associate in Science and Arts degree is generally pursued by students who are planning to transfer to a four-year college or university to complete a baccalaureate degree. Students who want to explore the curriculum also frequently pursue the ASA degree.

Completing the General Education Requirements of 30 credits will qualify for the Michigan Transfer Agreement (MTA). See page 14 for further information.

**OTHER REQUIREMENTS**

- Complete a minimum of 60 credit hours with a 2.0 or higher cumulative grade point average.
- Complete one course designated as Cultural Perspective/Diversity. Courses are listed on pages 13-14 and are marked with an asterisk (*).
- Complete a minimum 15 of the 60 credits through NMC classes.

**NOTES**

- A maximum of two physical education credits, two professional development seminar credits, and four Academic Service Learning Internship credits may be used toward a degree.
- Courses with numbers below 100 level do not count toward graduation, but the grades do count toward your cumulative GPA. They may be prerequisites for other courses needed to complete degree or certificate requirements and may add to the total number of credits taken. Review course prerequisites carefully.
- For elective courses to count toward graduation, a course must be completed with a grade of 1.0 or higher.
### Associate in General Studies Degree (AGS)

The Associate in General Studies Degree is designed for students interested in obtaining a degree that can be customized based on varying areas of interest.

**Note:** This degree is not designed to meet the needs of the transfer student. Consult an advisor to discuss your educational goals and determine if this degree is right for you.

<table>
<thead>
<tr>
<th>Communications</th>
<th>6-8 credits</th>
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<tbody>
<tr>
<td>ENG 111 English Composition and either BUS 231, ENG 112, or ENG 220.</td>
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</table>

<table>
<thead>
<tr>
<th>Humanities</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Humanities course.</td>
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<tr>
<th>Science</th>
<th>3-4 credits</th>
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<tbody>
<tr>
<td>3-4 credits of a <strong>Group 1</strong> Science lecture/lab course.</td>
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</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Social Science course.</td>
<td></td>
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</table>

**Total Degree Credits: Minimum of 60**

**MATH COMPETENCY**

*Math Competency may be fulfilled in one of two ways:

- Placement scores into MTH 111 or higher, or
- Successful completion of MTH 23 with a grade of 2.0 or higher.

**OTHER REQUIREMENTS**

- Complete at least 60 credit hours with a 2.0 or higher cumulative grade point average.
- Complete one course designated as Cultural Perspective/Diversity. Courses are listed on pages 13-14 and are marked with an asterisk (*).
- Complete a minimum of 15 of the 60 credits through NMC classes.

**NOTES**

- A maximum of two physical education credits, two professional development seminar credits, and four Academic Service Learning Internship credits may be used toward a degree.
- Courses with numbers below 100 level do not count toward graduation, but the grades do count toward your cumulative GPA. They may be prerequisites for other courses needed to complete degree or certificate requirements and may add to the total number of credits taken. Review course prerequisites carefully.
- To count toward graduation, a course must be completed with a grade of 1.0 or higher, unless otherwise stated.

**Electives:** Additional credit courses in the college curriculum for a combined total of no less than 60 earned semester hours.

Math Competency required.*

**A list of courses in Group 1 and 2 begins on page 13.**
## Associate in Applied Science Degree (AAS)

The Associate in Applied Science degree is generally pursued by those students who plan to enter the workforce following graduation from NMC. A career specialty emphasis is the dominant characteristic of the Applied Science Degree. View the list of specialty programs on pages 20-58. Although some students pursuing the AAS degree may transfer to a four-year college or university to pursue a baccalaureate degree, many AAS courses are not granted transfer equivalency credit at Michigan universities. Students considering the AAS degree who may wish to transfer should see an advisor.

### MATH COMPETENCY

*Math Competency may be fulfilled in one of two ways:
- Placement scores into MTH 111 or higher, or
- Successful completion of MTH 23 with a grade of 2.0 or higher.

Note: Program of Study may specify a higher level of math.

### OTHER REQUIREMENTS

- Complete at least 60 credit hours with a 2.0 or higher cumulative grade point average.
- Complete a minimum of 15 of the 60 credits through NMC classes.

### Total Degree Credits: Minimum of 60

<table>
<thead>
<tr>
<th>Communications</th>
<th>6-8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 English Composition and either BUS 231, ENG 112 or ENG 220. (Program of Study may specify.)</td>
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<table>
<thead>
<tr>
<th>Humanities</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Humanities course. (Program of Study may specify.)</td>
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<table>
<thead>
<tr>
<th>Science</th>
<th>3-4 credits</th>
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</thead>
<tbody>
<tr>
<td>3-4 credits of a <strong>Group 1</strong> Science lecture/lab course. (Program of Study may specify.)</td>
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<table>
<thead>
<tr>
<th>Social Science</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Social Science course. (Program of Study may specify.)</td>
<td></td>
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### Major Area Requirements

27 or more earned occupational specialty semester credits. See specific Programs of Study beginning on page 20.

Math Competency required.*

A list of courses in **Group 1** and 2 begins on page 13.

### NOTES

- A maximum of two physical education credits, two professional development seminar credits, and four Academic Service Learning Internship credits may be used toward a degree.
- Courses with numbers below 100 level do not count toward graduation, but the grades do count toward your cumulative GPA. They may be prerequisites for other courses needed to complete degree or certificate requirements and may add to the total number of credits taken. Review course prerequisites carefully.
- To count toward graduation, a course must be completed with a grade of 1.0 or higher, unless otherwise stated.
Associate Degree in Nursing (ADN)

The Associate Degree in Nursing program is generally pursued by those students who plan to enter the nursing workforce following graduation. After successful completion of this program, graduates take the National Council Licensure Examination (NCLEX-RN). With passing scores, graduates are awarded licensure as a Registered Nurse.

Some students pursuing the ADN degree may decide to transfer to a four-year college or university to pursue a baccalaureate degree. Students considering the ADN degree who may wish to transfer should see an advisor.

MATH COMPETENCY
*Math Competency may be fulfilled in one of two ways:
- Placement scores into MTH 121 or higher, or
- Successful completion of MTH 111 with a grade of 2.0 or higher.

OTHER REQUIREMENTS
- Complete a minimum of 68-70 credit hours with a cumulative grade point average of 2.0.
- Complete each nursing course at 2.0 or higher.
- Complete a minimum of 16 degree credits through NMC classes.

NOTES
- A maximum of two physical education credits, two professional development seminar credits, and four Academic Service Learning Internship credits may be used toward a degree.
- Courses with numbers below 100 level do not count toward graduation, but the grades do count toward your cumulative GPA. They may be prerequisites for other courses needed to complete degree or certificate requirements and may add to the total number of credits taken. Review course prerequisites carefully.
- To count toward graduation, a course must be completed with a grade of 1.0 or higher. Grades of 2.0 or higher are required for courses with the HNR prefix, CHM 101, ENG 111 and PSY 101. Grade of 2.5 or higher required for each of the courses in Anatomy and Physiology sequence (BIO 227, BIO 228).

<table>
<thead>
<tr>
<th>Communications</th>
<th>6-8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 English Composition and ENG 112 English Composition.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 202 Contemporary Ethical Dilemmas.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>11 credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101 Introduction to Psychology.</td>
<td></td>
</tr>
</tbody>
</table>

Total Degree Credits: Minimum of 68-70

Major Area Requirements
45 semester credit hours in HNR and HAH courses as listed in the Associate Degree in Nursing Program requirements.

Math Competency required.*

Admission requirements are on page 49 of this catalog.
Bachelor of Science (BS)

The Bachelor of Science (BS) is for students whose goal is to pursue a select professional field of study at the baccalaureate level. The program requirements for Maritime Deck Officer, Maritime Engineering Officer, Maritime Power System and Marine Technology are listed on pages 45-48.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 30 <strong>Group 1</strong> credits with at least a 2.0 grade for each course</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Communications</th>
<th>6-8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 English Composition and either ENG 112 or ENG 220. (Program of Study will specify.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Humanities course. (Program of Study will specify.)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credits of a <strong>Group 1</strong> Science lecture/lab course. (Program of Study will specify.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits of a <strong>Group 1</strong> Social Science course. (Program of Study will specify.)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Degree Credits: Minimum of 120**

**MATH COMPETENCY**

*Math Competency may be fulfilled in one of two ways:
- Placement scores into MTH 121, or higher, or
- Successful completion of MTH 111 with a grade of 2.0 or higher.

**OTHER REQUIREMENTS**

- Complete a minimum of 120 credit hours with a minimum grade of 2.0 or higher in all required courses.
- Complete one course designated as Cultural Perspective/Diversity, see program of study requirements. Courses are listed on pages 13-14 and are marked with an asterisk (*).
- Complete a minimum 30 of the 120 credits through NMC courses.
## Group 1 Courses

Excess credits may be applied toward Group 2 requirements.

### Communications

**ENGLISH DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Composition</td>
<td>4</td>
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</table>

### Humanities

**ART DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 111*</td>
<td>History of Western Art I</td>
<td>4</td>
</tr>
<tr>
<td>ART 112*</td>
<td>History of Western Art II</td>
<td>4</td>
</tr>
<tr>
<td>ART 213</td>
<td>Modern Art History</td>
<td>3</td>
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**HISTORY DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HST 101*</td>
<td>Western Civilization to 1500</td>
<td>4</td>
</tr>
<tr>
<td>HST 102*</td>
<td>Western Civilization from 1500</td>
<td>4</td>
</tr>
<tr>
<td>HST 111*</td>
<td>US History to 1865</td>
<td>4</td>
</tr>
<tr>
<td>HST 112*</td>
<td>US History Since 1865</td>
<td>4</td>
</tr>
<tr>
<td>HST 211*</td>
<td>Native American History</td>
<td>3</td>
</tr>
<tr>
<td>HST 212*</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HST 213*</td>
<td>American Women's History</td>
<td>3</td>
</tr>
<tr>
<td>HST 225</td>
<td>American Civil War</td>
<td>3</td>
</tr>
<tr>
<td>HST 228</td>
<td>The Vietnam War</td>
<td>3</td>
</tr>
<tr>
<td>HST 230</td>
<td>A History of Michigan</td>
<td>3</td>
</tr>
<tr>
<td>HST 235</td>
<td>20th Century Europe</td>
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**HUMANITIES DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUM 101*</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 102*</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 116*</td>
<td>World Cultures</td>
<td>4</td>
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</table>

**LITERATURE DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 210*</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 241*</td>
<td>World Mythology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 242*</td>
<td>Introduction to Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 245*</td>
<td>Native American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 246*</td>
<td>British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 247*</td>
<td>British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 254</td>
<td>Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 256</td>
<td>Environmental Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 262</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 263*</td>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 264</td>
<td>Detective Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 265</td>
<td>Science Fiction and Fantasy</td>
<td>3</td>
</tr>
<tr>
<td>ENG 266</td>
<td>Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENG 267</td>
<td>Film as Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 271*</td>
<td>Adolescence and Cultural Diversity</td>
<td>3</td>
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</table>

**MUSIC DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS 110</td>
<td>Music Appreciation Standard Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Music Appreciation Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUS 129</td>
<td>History of Rock &amp; Roll</td>
<td>3</td>
</tr>
<tr>
<td>MUS 201</td>
<td>Theory of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 202</td>
<td>Theory of Music</td>
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</table>

### Humanities (continued)

**PHILOSOPHY/RELIGION DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 101*</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHL 105*</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHL 121*</td>
<td>Western Religions</td>
<td>4</td>
</tr>
<tr>
<td>PHL 122*</td>
<td>Eastern Religions</td>
<td>4</td>
</tr>
<tr>
<td>PHL 201*</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHL 202*</td>
<td>Contemporary Ethical Dilemmas</td>
<td>3</td>
</tr>
</tbody>
</table>

**WORLD LANGUAGE (INTERMEDIATE LEVEL) DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRN 201*</td>
<td>Intermediate French I</td>
<td>4</td>
</tr>
<tr>
<td>FRN 202*</td>
<td>Intermediate French II</td>
<td>4</td>
</tr>
<tr>
<td>GRM201*</td>
<td>Intermediate German I</td>
<td>4</td>
</tr>
<tr>
<td>GRM202*</td>
<td>Intermediate German II</td>
<td>4</td>
</tr>
<tr>
<td>SPN 201*</td>
<td>Intermediate Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>SPN 202*</td>
<td>Intermediate Spanish II</td>
<td>4</td>
</tr>
<tr>
<td>SPN 227A*</td>
<td>Spanish for Environmental Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Not all four-year schools will accept second year World Language courses as Humanities Distribution credits.*

### Mathematics

**MATHEMATICS DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 116</td>
<td>Intro to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Mathematical Explorations</td>
<td>3</td>
</tr>
<tr>
<td>MTH 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 122</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 131</td>
<td>Intro to Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 141</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MTH 142</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MTH 241</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MTH 251</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

### Natural Science

**ASTRONOMY DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 109 - AST 109L</td>
<td>Planetary Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>AST 119 - AST 119L</td>
<td>Astronomy</td>
<td>4</td>
</tr>
</tbody>
</table>

**BIOLOGY DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106 - BIO 106L</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 108 - BIO 108L</td>
<td>Plant Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110 - BIO 110L</td>
<td>Essential Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 115 - BIO 115L</td>
<td>Cell, Plant and Ecosystem Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 116 - BIO 116L</td>
<td>Genetic, Evolution and Animal Bio</td>
<td>4</td>
</tr>
<tr>
<td>BIO 208 - BIO 208L</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 215</td>
<td>Genetics (no lab)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 227 - BIO 227L</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 228 - BIO 228L</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 255</td>
<td>Pathophysiology (no lab)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 268</td>
<td>Biochemistry (no lab)</td>
<td>3</td>
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**CHEMISTRY DEPT.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHM 101 - CHM 101L</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 150 - CHM 150L - 150R</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 151 - CHM 151L - 151R</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHM 201 - CHM 201L</td>
<td>Intro to Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHM 250 - CHM 250L</td>
<td>Organic Chemistry I</td>
<td>5</td>
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</table>
## Natural Science (continued)

CHM 251 - CHM 251L  Organic Chemistry II ............... 5

### ENVIRONMENTAL SCIENCE DEPT.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENV 103</td>
<td>ENV 103L  Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>ENV 104</td>
<td>ENV 104L  Life of the Past</td>
<td>4</td>
</tr>
<tr>
<td>ENV 111</td>
<td>ENV 111L  Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>ENV 112</td>
<td>ENV 112L  Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>ENV 117</td>
<td>ENV 117L  Meteorology and Climatology</td>
<td>4</td>
</tr>
<tr>
<td>ENV 131</td>
<td>ENV 131L  Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>ENV 140</td>
<td>ENV 140L  Watershed Science</td>
<td>4</td>
</tr>
<tr>
<td>ENV 270A</td>
<td>ENV 270A Michigan Basin Geology (lab only)</td>
<td>2</td>
</tr>
<tr>
<td>ENV 270B</td>
<td>ENV 270B Field Mapping Techniques (lab only)</td>
<td>2</td>
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### PHYSICS DEPT.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 105</td>
<td>PHY 105L  Physics of the World Around Us</td>
<td>4</td>
</tr>
<tr>
<td>PHY 121</td>
<td>PHY 121L  General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 122</td>
<td>PHY 122L  General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>PHY 221L - 221R  Prob &amp; Prin of Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 222</td>
<td>PHY 222L - 222R  Prob &amp; Prin of Physics II</td>
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## Social Science

### ANTHROPOLOGY DEPT.

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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 113*</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
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### ECONOMICS DEPT.

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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### GEOGRAPHY DEPT.

<table>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEO 101*</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>GEO 105L  Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEO 108</td>
<td>Geography of U.S. and Canada</td>
<td>3</td>
</tr>
<tr>
<td>GEO 109*</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 115</td>
<td>Introduction to GIS</td>
<td>3</td>
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### POLITICAL SCIENCE DEPT.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PLS 101*</td>
<td>Intro to American Politics</td>
<td>3</td>
</tr>
<tr>
<td>PLS 132*</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>PLS 211*</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>PLS 222</td>
<td>Intro to Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>PLS 233*</td>
<td>U.S. Foreign Policy</td>
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### PSYCHOLOGY DEPT.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 221</td>
<td>Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 223</td>
<td>Intro to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 225</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Psychology of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Abnormal Psychology</td>
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### SOCIOLOGY DEPT.

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOC 101*</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Modern Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 211</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220*</td>
<td>Gender and Society</td>
<td>3</td>
</tr>
<tr>
<td>SOC 231*</td>
<td>Deviance and Criminal Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

*Cultural Perspective/Diversity

One Cultural Perspective/Diversity course is required for the ASA, AGS and, BS degrees. To meet this requirement, choose any course marked with an asterisk (*) or a 100 level French or Spanish course.

## Group 2 Courses

All 100-level or higher courses not listed in the Group 1 section are Group 2 courses.
Course Learning Options

Work-Based Learning

NMC provides various work-based learning options.

Internships

Internship opportunities are offered for students who wish to integrate academics with professional work experience. Students can earn college credit while working in positions related to their academic and career goals. Contact the Office Manager in the academic area where you would like to pursue your internship.

Service Learning (For credit or non-credit)

Service Learning is a nationwide initiative to instill a sense of civic responsibility in students. It’s volunteerism with a learning twist, centered on the benefits students receive while providing services to their community and/or college. It is an opportunity for students to explore career or interest areas, apply classroom theory to a real situation, and gain practical experience for resume building. Up to four service learning elective credits can be applied to graduation. Students may also do non-credit volunteering using the same process. Information: (231) 995-2524.

International Services

www.nmc.edu/student-services/international-services/
(231) 995-2524

Seeking to prepare students with a foundation to create a broader understanding of the world in which we live, International Services includes:

Global Endorsement

NMC offers a Global Endorsement on the college transcript for students who have acquired a minimum of 100 Global Endorsement points prior to graduation. Depending on one’s degree, points may be earned in a variety of ways, but must be made up of a minimum number in each of the three following categories: academic coursework, on- and off-campus global experiences, and international events. Visit the International Services web page for complete details on the requirements needed to complete the endorsement. For a list of qualifying courses please visit www.nmc.edu/international-services.

Study Abroad

NMC offers short-term opportunities to multiple destinations affiliated with various academic programs. Check online for current opportunities.

Global Events on Campus

International Affairs Forum lectures, Dennos Museum Center concerts and exhibits and more. Current events are posted online.

Michigan Transfer Agreement (MTA)

In an effort to improve the transferability of college courses between Michigan public community colleges and universities, MTA took effect beginning the fall of 2014. Students who began prior to fall of 2014 will be able to complete the existing MACRAO agreement until the end of summer 2019. If a student already has the MACRAO agreement stamp on their transcript it is expected that the receiving institution will still honor it.

To fulfill the Michigan Transfer Agreement (MTA) students must successfully complete at least 30 Group 1 semester credits. Students must earn a grade of 2.0 or higher in each MTA course in order for it to count toward the minimum MTA requirements. Credits are distributed as follows:

- English Composition: Two courses - 6 credits.
- Humanities: Two Group 1 courses - 6 credits taken from two different departments excluding studio and performance classes.
- Mathematics: One Group 1 course – 3 credits – MTH 120 or higher.
- Natural Sciences: Two Group 1 courses - 6 credits from two different departments. One course must include a laboratory.
- Social Sciences: Two Group 1 courses - 6 credits from two different departments.

Students are required to complete at least one for-credit course at NMC before requesting the MTA Satisfied endorsement. It must be a college level course but need not be from the areas represented in the MTA. When students have completed the MTA requirements, they should notify the NMC Records Office so their transcripts will be noted “MTA SATISFIED.” Students are not required to complete an associate degree in order to satisfy the MTA.

Some students select a course of study that requires a four-year degree of which two years may be completed at NMC through completion of the Associate in Science and Arts degree (ASA). Students completing the ASA will also complete the MTA. See page 8 for ASA degree requirements. Visit www.nmc.edu/student-services/records-registration/policies/michigan-transfer-agreement for additional information.
Transfer Options

Accounting  
NMC Code 733
The Accounting Program contains a blend of specialized classes and liberal arts studies to prepare students for today’s competitive, complex, and changing business world. Students who plan to pursue a bachelor’s degree should refer to NMC’s degree requirements for the Associate in Science and Arts (ASA) degree. Also, transfer students should familiarize themselves with the requirements of the school where they plan to complete their bachelor’s degree. Students interested in a bachelor’s degree may also elect to stay in Traverse City and transfer to the University Center.

Anthropology
Anthropology is the study of humanity. Archaeology is the study of the material humans leave behind. Students planning to pursue degrees in anthropology or archaeology at four-year colleges or universities should take these courses. Introduction to Cultural Anthropology (ANT 113) is a required course for many areas of study.

NMC offers specialty courses in Nautical and Underwater Archaeology that may not be found at larger institutions. The Nautical Archaeology Society courses that are taught at NMC offer an internationally recognized certificate in nautical archaeology. This area of study can include fieldwork and research activities in northwestern Michigan, as well as application of advanced technologies. Students planning careers in the following field may find these courses useful: offshore oil and gas industry, underwater search and recovery (such as police divers), maritime and naval, university research, homeland security, commercial surveying, remote sensing (applied water-related technologies), cultural heritage development and management. Contact Mark Holley for more information at mholley@nmc.edu. See course descriptions beginning with ANT at www.nmc.edu/programs/course-descriptions/

Art/Fine Arts  
NMC Code 711
The Fine Arts and Visual Communications courses are designed for students who plan to transfer to a four-year college or university for a Bachelor’s or Master’s degree in Fine Arts (BFA or MFA). Careers for students specializing in Fine Arts include education, museum/gallery management, commercial illustration, animation and character development, film and graphic arts.

Students specializing in Fine Arts while completing an Associate in Science and Arts degree at NMC will pursue a program of study which includes Drawing, 2-D Design and 3-D Design while offering tracks in Fine Studio Arts and Ceramics, Illustration, Photo, Animation/Character Design, Photography, Visual Communications, Painting and Art History. Students are urged to discuss course selection early with transfer schools since portfolio requirements for admission vary. See page 8 for Associate in Science and Arts degree requirements.

Astronomy  
NMC Code 717
NMC offers courses that focus on Observational, Planetary, and Stellar Astronomy. Students planning on transferring to pursue a bachelor’s degree in this area should also take coursework in Mathematics and Physics. See course descriptions at www.nmc.edu/programs/course-descriptions/

Biology  
NMC Code 702
Individuals planning to pursue a bachelor’s degree in Biology should select from courses beginning with BIO at www.nmc.edu/programs/course-descriptions/. In addition, students should select courses in Math, Chemistry and Physics.

Business Administration  
NMC Code 734
Students planning to pursue a four-year degree in Business Administration should follow NMC’s degree requirements for the ASA and familiarize themselves with the requirements of the school of choice for their bachelor’s degree.

Chemistry  
NMC Code 727
Students planning to pursue a bachelor’s degree in Chemistry will choose coursework that includes credits selected from courses beginning with CHM at www.nmc.edu/programs/course-descriptions/. In addition to taking Chemistry courses, students with an emphasis in Chemistry gain a solid background in Math and Physics.

Communications  
NMC Code 704
Communications as a separate field of study may include a variety of careers and specialties, ranging from media and public relations to technical writing. It is also an important component of other programs of study and careers, including computer science, human services, health occupations and art therapy.
Criminal Justice

Students can complete an Associate in Science and Arts degree from Northwestern Michigan College (NMC) with a focus in Criminal Justice. Students will take 24 credits in criminal justice related courses and gain career opportunities at the local, state and national level in criminal justice; the profession is turning to college educated personnel. It is recommended that students wishing to transfer to a four-year college review the transfer guides for the college of choice since transfer requirements might differ between institutions.

NMC and Ferris State University (FSU) have partnered to offer the Bachelor of Science degree in Criminal Justice where students complete 85 credits at NMC and 35 credits at FSU, which can be completed at the University Center in Traverse City.

NMC also offers a Criminal Justice program in collaboration with other colleges through the Michigan Colleges Online. Visit www.nmc.edu/online for current information on the status of this program, the courses, program requirements, or articulation agreements.

Early Childhood Education

Early Childhood Education courses are designed to prepare students to work with children and their families in early care and education settings. Students may seek a career as the director of a child care program, a paraprofessional/teacher’s aide in the school system, a lead teacher in a daycare/preschool setting, a daycare teacher’s aide, or preparing for a bachelor’s degree in child development. If you are pursuing elementary education, please consult the Elementary Education transfer guide from the transfer school or see an advisor.

Economics

The most basic and enduring strength of economics is that it provides a logical and orderly way of analyzing contemporary economic issues. It draws upon geography, history, philosophy, and mathematics to address topics ranging from how an individual, household or firm, can make rational decisions regarding spending, saving, investment and profits to how a society can make optimal decisions regarding economic growth, inflation, unemployment, trade, and environment. As a result, economics is widely recognized as a solid background for many jobs and professions in the private and public sectors. Students interested in this field of study will select courses beginning with ECO at www.nmc.edu/programs/course-descriptions/

Engineering

The NMC engineering curriculum parallels engineering programs offered during the first two years at other colleges and universities. Traditionally, these first two years emphasize the tools and theories that provide background for all engineering fields. It is important to follow specific requirements for each engineering program available in transfer guides at www.nmc.edu/advising. Students who plan to earn an associate degree at NMC before transferring should consult an advisor for assistance in developing a schedule.

Northwestern Michigan College has joined with Michigan Technological University, Kettering University, and Lake Superior State University to offer a two plus two program whereby a student attends NMC for the first two years and then completes the final two years of an engineering degree at one of the participating four-year institutions. A student admitted into the two plus two program at NMC has the added advantage of a guaranteed place in the major of their choice at one of the four year institutions.

Engineering Certificate

ENGINEERING REQUIREMENTS

<table>
<thead>
<tr>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Chemistry: CHM 150</td>
</tr>
<tr>
<td>18</td>
<td>Mathematics: MTH 141, 142, 241, and 251</td>
</tr>
<tr>
<td>10</td>
<td>Physics: PHY 221 and 222</td>
</tr>
<tr>
<td>14</td>
<td>Engineering: EGR 101, 113, 201, 202, 203</td>
</tr>
<tr>
<td>4-9</td>
<td>EGR 131 and/or MTH 116 based on program choice</td>
</tr>
</tbody>
</table>

English

Students wishing to concentrate their studies in the field of English may be preparing for careers in writing or teaching. English is also crucial to many other careers since writing and reading are high-demand skills in most professions. Students planning to transfer to complete a bachelor's degree in English should pursue an Associate in Science and Arts degree program that includes credits selected from among the courses beginning with ENG at www.nmc.edu/programs/course-descriptions/

Environmental Science

The study of Environmental Science includes courses in Geology, Biology, Meteorology, Chemistry, Soils, Oceanography and Watershed Science. Students planning on transferring to pursue a bachelor's degree in any of these areas will choose a program of study which includes courses selected from those beginning with ENV at www.nmc.edu/programs/course-descriptions/. Students are encouraged to contact a faculty member in the Science department to learn more about employment opportunities and for assistance with class scheduling.
Students wishing to pursue an interest in the field of dance should take courses beginning with DNC at www.nmc.edu/programs/course-descriptions/ and consult with an advisor and the dance faculty member before their first semester at NMC.

Students planning to pursue a four-year degree in Freshwater Studies should follow NMC’s degree requirements for the ASA degree on page 8. Students are strongly encouraged to consult a Freshwater Studies advisor for scheduling guidelines and degree selection.

NMC offers coursework in Physical Geography and Introduction to Geography. Regional courses are also offered that focus on the United States and Canada and the world. In addition, a tools course concentrating on Geographic Information Systems (GIS) is offered. Students planning on pursuing a rewarding career in Geography are encouraged to meet with the Geography Department Head for help in course selection. Course descriptions for GEO courses are available at www.nmc.edu/programs/course-descriptions/

Students interested in pursuing a career as a Geologist will take Environmental Studies courses, including Physical and Historical Geology. In addition, students will complete coursework in Chemistry, Physics, and Math.

As a separate field of study within the humanities, history will prepare students to enter secondary education, journalism, the archival and museum professions, and a variety of public history positions upon completion of at least a bachelor’s degree. It will also prepare students for entering professional and graduate schools in law and in fields that will enable graduates to teach and do research in institutions of higher learning.

Students interested in transferring to pursue a bachelor’s degree should enroll in the General Liberal Arts/Science area of study if they are undecided. Students planning on pursuing this avenue will select at least 30 credits of Group 1 courses from the course list beginning on page 13.

Students planning on transferring to complete a bachelor’s degree in Mathematics will pursue coursework that includes MTH 141, MTH 142, MTH 241, and MTH 251. Other suggested courses include PHY 221, PHY 222 & MTH 116.

Professional opportunities for a skilled musician are endless in that music, in some way, touches our lives every day in many ways. The study of music offers a vast variety of career options including: music education, instrumental music, vocal performance, conducting, composing, music for worship, music business, instrument making and repair, music publishing, music communications, recording industry, and in the TV and radio industry.

NMC offers students the opportunity to complete the first two years of music-major coursework in a creative and supportive environment. Students receive individualized instruction from our dynamic faculty in classes designed for students’ success. Standard music-major coursework includes: Music Theory, Sight Singing and Ear Training, Group Piano Instruction, Applied Instruction (private lessons), and participation in NMC Music Ensembles. Upon successful completion of the two-year program, students will have earned an Associate in Science and the Arts degree that is transferable to most four-year institutions of higher learning.

NMC also offers many opportunities for those students pursuing non-music degree paths, but interested in continuing their participation in a music program. Any NMC student (music-major or not) may enroll for Applied Instruction and may participate in any of our NMC Music Ensembles: NMC Chamber Singers, NMC Grand Traverse Chorale, NMC Concert Band, NMC Jazz Ensemble, and the NMC Vocal Jazz Ensemble. Other opportunities (chamber groups, percussion ensembles, jazz combos, etc.) are also available for interested NMC students.

Careers in the fields of philosophy and religion include college teaching and research, secondary education, as well as positions as ministers, priests, or rabbis. Other potential careers for those who specialize in religion are pastoral administration, religious education, church office management, and church mission work. The fields of clinical medicine and medical research as well as commercial business fields like accounting are employing ethicists, a specialized branch of philosophy.

Students seeking to transfer to a four-year college or university to major in philosophy or religion may complete basic coursework while at NMC. That coursework will include credits selected from those courses that begin with PHL at www.nmc.edu/programs/course-descriptions/

Physical Education

Physical Education activity courses are offered to students wishing to expand personal interests, health and fitness, re-creation, and sports skills. Most physical education courses provide a starting point for students transferring to four-year institutions and who seek a physical education major or minor.
Physics  NMC Code 717
Students planning on transferring to complete a bachelor’s degree in physics will pursue coursework, which includes credits selected from those courses that begin with PHY at www.nmc.edu/programs/course-descriptions/. These students should also include Calculus I, II, & III, Differential Equations, and General Chemistry I & II.

Plant Science, Applied

Fruit and Vegetable Crop Management  NMC Code 581
Landscape Management  NMC Code 582
Viticulture  NMC Code 580
Students interested in pursuing a four-year degree in Plant Science should follow a general education curriculum with courses in science, including Chemistry and Biology. In addition, students may take technical courses in soils, plants and plant diseases from Michigan State University at the NMC University Center. See page 54 for course requirements.

Political Science  NMC Code 725
Political science as a field includes the study of American politics, comparative politics, international relations, political theory, and political economy. Undergraduate courses in political science are an important component of any liberal arts education as students gain important knowledge concerning the political structures that shape our world. Courses in political science are especially useful for students pursing careers or advanced degrees in public policy, law, business, economics, social work, education, history, and, of course, politics. Bachelor’s and graduate degrees in political science and public policy offer career opportunities in a variety of areas such as education, policy research, law, and international business. Students interested in political science courses select courses that begin with PLS at www.nmc.edu/programs/course-descriptions/

Pre-Law  NMC Code 718
Pre-law is a major often selected by students interested in pursuing careers in government or law.

Pre-Med, Pre-Dental, Pre-Vet  NMC Code 713
The medical sciences major is designed for pre-professional students interested in graduate training in the medical field.

Psychology  NMC Code 724
Students interested in the following fields of psychology, such as counseling, social work, research or teaching, may select from courses such as Introduction to Psychology, Introduction to Social Psychology, Developmental Psychology, Human Sexuality, Abnormal Psychology, Psychology of Personality and Psychology of Adjustment.

Social Work  NMC Code 723
The social work courses are designed to transfer to other four-year schools with certified social work programs. It is specifically designed to fit into the Ferris State University Social Work Program at the University Center in Traverse City and on the Ferris main campus in Big Rapids. When choosing this program of study, it is highly recommended to meet with the social work coordinator; call (231) 995-1294. This will assist you in building a program that will transfer smoothly. Social work is a rapidly growing field that employs people in many different areas of work and requires very specific training and coursework. Students interested in this field of study will select courses from among those beginning with SWK at www.nmc.edu/programs/course-descriptions/

Sociology  NMC Code 720
Sociology is the study of the social context of human behavior. It includes the study of social change; socialization of group attributes such as social class, race, gender and age; and the workings of our social institutions. Courses in sociology are an important component of any liberal arts education, especially involving critical thinking and an understanding of diversity. It is also a major study for those interested in a wide variety of careers including teaching, social work, public policy, criminal justice, law, non-profit organizations, and social research. Students interested in sociology courses select courses that begin with SOC at www.nmc.edu/programs/course-descriptions/

World Languages  NMC Code 731
World Languages as a field of study at NMC includes specialization in American Sign Language, French, German and Spanish. In a world of international telecommunications and interdependent economies, language specialization is an important component for those planning careers in business, communication, or teaching.

www.nmc.edu  |  19
Occupational Programs

Occupational degrees and certificate programs prepare students to enter the workforce through development of technical specialties and related skills appropriate to the chosen occupational area. See the following program listings for specific program requirements.

Each occupational program has specific learning outcomes that are assessed each year. Specific outcomes are available on the course syllabus. Students who would like to know how a specific academic area meets those outcomes should contact the instructor.

Accounting

Associate in Applied Science Degree

General .......................................................... NMC Code 103
This program will prepare students to begin a career in accounting. Graduates will be prepared to work as bookkeepers and entry-level accountants in accounts receivable, accounts payable, payroll, and other entry-level areas of accounting. Students considering transfer should see an advisor.

Fraud Investigation .............................................. NMC Code 133
An exclusive partnership between Northwestern Michigan College and Davenport University allows us to offer students interested in forensic accounting the ability to earn an ASA in Fraud Investigation, which leads to further coursework at Davenport University before completing a Bachelor of Business Administration degree in Accounting Fraud Investigation. You will gain experience in communication, teamwork and leadership, as well as the skills necessary for criminal investigation techniques needed by the fraud examination professional.

General Education Requirements Credits: 17-18
Communications: ENG 111 and either BUS 231 or ENG 112* .............................................. 7-8
Humanities: PHL 105 or PHL 201 or PHL 202 .............. 3
Math competency: Placement into MTH 111*** or higher, or completion of MTH 23**** with a 2.0 or higher
Science: Any Group 1 course with a lab ...................... 4
Social Sciences: ECO 201 ........................................ 3

Occupational Specialty Requirements 30
ACC 121 Accounting Principles I** ...................... 4
ACC 122 Accounting Principles II ....................... 4
ACC 221 Intermediate Accounting I .................... 4
ACC 222 Intermediate Accounting II ................... 4
ACC 225 Cost/Management Accounting ................ 3
BUS 101 Introduction to Business ....................... 3
BUS 261 Business Law I .................................. 3
CIT 210 Microsoft Office - Excel ........................ 3
CIT 216 Computerized Accounting Systems .......... 2

Concentration Requirements ............................... 15
Accounting - General
ACC 199 Accounting Practicum ......................... 3
BUS 105 Business Math** ................................. 3
BUS 155 Interpersonal Communications .............. 3
Directed Electives - Chose any combination ........... 6

Accounting - Fraud Investigation
ACC 231 Federal Income Tax Problems .............. 3
ACC 241 Principles Fraud Examination ............... 3
CJ 211 Criminal Law ...................................... 3
ECO 202 Principles of Microeconomics .............. 3
MG 211 Principles of Management .................. 3
MKT 201 Principles of Marketing ...................... 3
MTH 111 Intermediate Algebra ......................... 4
MTH 131 Intro to Probability and Statistics .......... 3

Directed Electives for Accounting - General
(Choose any combination) 6
ACC 231 Federal Income Tax Problems .............. 3
ACC 241 Principles Fraud Examination ............... 3
ACC 290 Accounting Internship ....................... 3
ECO 202 Principles of Microeconomics .............. 3
MG 241 Principles of Management .................. 3
MKT 201 Principles of Marketing ...................... 3
MTH 111 Intermediate Algebra ......................... 4
MTH 131 Intro to Probability and Statistics .......... 3

* Transfer students will want to take ENG 112 to complete the ENG 111/112 sequence.
** It is recommended that BUS 105 be taken before or concurrently with ACC 121.
*** Or a higher level math course, excluding MTH 116.
**** These credits do not count toward the degree requirements.

Program Requirements 62-63

To apply, use the three-digit NMC Code on your admissions application.
Accounting

Certificate of Achievement (Level II)  

The accounting certificate helps meet demand for qualified and knowledgeable people in today’s workplace. It helps students to acquire the necessary skills to begin entry-levels of accounting. Students may elect to continue their education and obtain their Associate in Applied Science degree in accounting.

**Level II Certificate Requirements**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Accounting Principles II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 199</td>
<td>Accounting Practicum</td>
<td>3</td>
</tr>
<tr>
<td>ACC 225</td>
<td>Cost/Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Math**</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155</td>
<td>Interpersonal Communications or</td>
<td>3</td>
</tr>
<tr>
<td>CIT 210</td>
<td>Microsoft Office - Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIT 216</td>
<td>Computerizing Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>PHL 105</td>
<td>Critical Thinking or</td>
<td>2</td>
</tr>
<tr>
<td>PHL 201</td>
<td>Ethics or</td>
<td></td>
</tr>
<tr>
<td>PHL 202</td>
<td>Contemporary Ethical Dilemmas</td>
<td>3</td>
</tr>
</tbody>
</table>

**It is recommended that BUS 105 be taken before or concurrently with ACC 121.**

Audio Technology

Associate in Applied Science Degree  

The NMC Audio Tech program will help prepare students for a career in the audio technology field. Careers in the audio technology field include: Sound Engineer, Recording Engineer, Sound Designer, Live and Theater Sound Engineer, Composer, Mixing Engineer, Mastering Engineer, Archivist, Audio and Visual Equipment Technician, Producer, Broadcast Technician, Pro Tools Operator, Audio Editor, and Audio Post Production.

At NMC, we believe our Audio Tech students will be better prepared for the workforce and the ever-changing music industry by combining aspects of a traditional music education, hands-on training on the newest technology, and opportunities to learn in a variety of environments and experiences – the studio, the stage, and the classroom. Students will have the opportunity to learn, and work with, industry-standard hardware and software recording platforms including: Pro Logic, Studio One, and Pro Tools. Students will also have practical real-world experience in studio and live recording, sound design, composing, mixing, and mastering. The NMC Audio Tech Program is designed to be completed in four semesters. While completing coursework in the Audio Tech program, students will have the opportunity to earn platform-specific certification, professional credentials of value, and an Associate in Applied Science degree.

General Education Requirements  

**Credits: 17-18**

- Communications: ENG 111 or ENG 112  
  (and either BUS 231 or ENG 112)  
  7-8
- Humanities: MUS 110, MUS 111 or MUS 129  
  3
- Math competency: Placement into MTH 111 or higher, or completion of MTH 23  
  4
- Science: Any Group 1 course with lab  
  4
- Social Sciences: Any Group 1 course  
  3

Occupational Specialty Requirements  

**44**

- AUD 100  
  Applied Music - Audio Tech  
  2
- AUD 101  
  Theory for Studio Engineers  
  2
- AUD 110  
  Sound Recording I  
  2
- AUD 111  
  Sound Recording II  
  2
- AUD 120  
  Digital Audio I  
  2
- AUD 121  
  Digital Audio II  
  2
- AUD 130  
  Live Sound I  
  2
- AUD 131  
  Live Sound II  
  2
- AUD 210  
  Sound Recording III  
  2
- AUD 220  
  Digital Audio III  
  2
- AUD 230  
  Live Sound III  
  2
- AUD 250  
  Audio Tech Practicum  
  2
- AUD 260  
  Audio Tech Internship  
  3
- AUD 270  
  Audio Tech Final Project  
  3
- MUS 101  
  Theory of Music or  
  2
- MUS 102  
  Theory of Music or  
  2
- MUS 103  
  Sight Singing and Ear Training or  
  1
- MUS 105A  
  Intro to Ear Training I**  
  1
- MUS 104  
  Sight Singing and Ear Training or  
  1
- MUS 105B  
  Intro to Ear Training II**  
  1
- MUS 106  
  Class Piano I  
  2
- MUS 107  
  Class Piano II  
  2
- MUS 112  
  Class Guitar I  
  2

**Students will take a Music Theory Placement Test at the start of the semester.**

Program Requirements  

**61-62**
Audio Technology

Certificate of Achievement (Level I)  

The Audio Technology field is a dynamic industry offering a variety of career opportunities. Upon successful completion of the core Audio Technology coursework, students may earn the Audio Technology Level I Certificate of Achievement.

Certificate Requirements  

Credits: 16

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD 100</td>
<td>Applied Music - Audio Tech</td>
<td>2</td>
</tr>
<tr>
<td>AUD 101</td>
<td>Theory for Studio Engineers</td>
<td>2</td>
</tr>
<tr>
<td>AUD 110</td>
<td>Sound Recording I</td>
<td>2</td>
</tr>
<tr>
<td>AUD 111</td>
<td>Sound Recording II</td>
<td>2</td>
</tr>
<tr>
<td>AUD 120</td>
<td>Digital Audio I</td>
<td>2</td>
</tr>
<tr>
<td>AUD 121</td>
<td>Digital Audio II</td>
<td>2</td>
</tr>
<tr>
<td>AUD 130</td>
<td>Live Sound I</td>
<td>2</td>
</tr>
<tr>
<td>AUD 131</td>
<td>Live Sound II</td>
<td>2</td>
</tr>
</tbody>
</table>

Audio Technology

Certificate of Achievement (Level II)  

The Audio Technology field is a dynamic industry with new technologies being introduced at a rapid pace. To stay abreast of the latest tools and trends, students may enroll in advanced Audio Technology coursework and earn the Audio Technology Level II Certificate of Achievement.

The Audio Technology Level II Certificate of Achievement builds upon the skills learned in the Level I Certificate of Achievement.

Level II Certificate Requirements  

Credits: 32

Prerequisites: Completion of Audio Technology Level I Certificate (16 credits)

Level I Certificate Requirements  

Credits: 16

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUD 210</td>
<td>Sound Recording III</td>
<td>2</td>
</tr>
<tr>
<td>AUD 220</td>
<td>Digital Audio III</td>
<td>2</td>
</tr>
<tr>
<td>AUD 230</td>
<td>Live Sound III</td>
<td>2</td>
</tr>
<tr>
<td>AUD 250</td>
<td>Audio Tech Practicum</td>
<td>2</td>
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<tr>
<td>AUD 260</td>
<td>Audio Tech Internship</td>
<td>3</td>
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<tr>
<td>AUD 270</td>
<td>Audio Tech Final Project</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106</td>
<td>Class Piano I or II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Class Guitar I</td>
<td>2</td>
</tr>
</tbody>
</table>

Automotive - Automotive Service Technology

Associate in Applied Science Degree  

NMC Code 560

This program is designed for either the person with little or no prior experience or the skilled technician who needs to keep pace with current technology. Students may take the classes they need to update skills, pursue an Associate in Applied Science degree, which combines automotive technician classes with courses in the liberal arts and sciences, or work toward a Master Technician Certificate, which qualifies graduates to enter the workplace as entry-level state-certified technicians. Students may also choose from three specialized certificates: Hybrid Technology, Under Car Specialist or Electrical and Drivability Specialist. The certificates are explained in more detail in the proceeding pages. All eight state or ASE certifications must be passed to be awarded the AAS degree or Master Technician Certificate.

Day and evening classes allow technicians at every level to develop new skills at convenient times. The program is a series of modules, each designed to teach an individual system. This flexibility allows the more experienced technician to learn a specific system while the beginning technician can combine the modules for a complete course in automotive technology.

General Education Requirements  

Credits: 17-18

Communications: ENG 111 and either BUS 231 or ENG 112 or ENG 220  

Humanities: Any Group 1 course  

Math competency: Placement into MTH 111 or higher, completion of MTH 23 with a 2.0 or higher

Science: Any Group 1 course with lab  

Social Sciences: Any Group 1 course

Occupational Specialty Requirements  

Credits: 59

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Automotive Service Basics**</td>
<td>2</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brake Systems</td>
<td>5</td>
</tr>
<tr>
<td>AT 120</td>
<td>Automotive Electrical I**</td>
<td>5</td>
</tr>
<tr>
<td>AT 130</td>
<td>Engine Performance I</td>
<td>5</td>
</tr>
<tr>
<td>AT 140</td>
<td>Suspension and Steering</td>
<td>4</td>
</tr>
<tr>
<td>AT 150</td>
<td>Automatic Transmissions</td>
<td>6</td>
</tr>
<tr>
<td>AT 160</td>
<td>Engine Repair</td>
<td>6</td>
</tr>
<tr>
<td>AT 170</td>
<td>Heating and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Manual Drivetrain and Axles</td>
<td>6</td>
</tr>
<tr>
<td>AT 200</td>
<td>Service Department Management</td>
<td>2</td>
</tr>
<tr>
<td>AT 210</td>
<td>Hybrid Technology</td>
<td>5</td>
</tr>
<tr>
<td>AT 220</td>
<td>Automotive Electrical II</td>
<td>5</td>
</tr>
<tr>
<td>AT 230</td>
<td>Engine Performance II</td>
<td>4</td>
</tr>
</tbody>
</table>

All eight state or ASE certifications must be passed to be awarded the AAS degree or Master Technician Certificate.

** May be waived with appropriate work experience or education.

Program Requirements  

Credits: 76-77

NMC. Find it here.
Automotive - Electrical & Drivability Specialist

Certificate of Achievement (Level II)  NMC Code 031

This certificate is designed to train students in the automotive systems related to the operation of the engine and its control systems. Emphasis is placed on the automotive electrical and electronic control systems. For students to be awarded this Electrical and Drivability Specialist certificate, they must pass the related State of Michigan exams or ASE test for all five of the required automotive courses.

Foundation Requirements
For successful completion of the AT courses, placement into ENG 111 and completion of MTH 08 or placement into MTH 23 is recommended.

Certificate Requirements
Credits: 32

AT 100  Automotive Service Basics* .............................................2
AT 120  Automotive Electrical I………………………………...5
AT 130  Engine Performance I…………………………………...5
AT 160  Engine Repair…………………………………………….6
AT 220  Automotive Electrical II ……………………………….5
AT 230  Engine Performance II…………………………………4
Elective course(s)………………………………………………………5
* May be waived with appropriate work experience or education.

Program Completion Requirements
A minimum of 32 AT credit hours are required to receive this certificate. Students must choose elective courses from the Automotive Program course list to reach the required credit level. Must pass the related State of Michigan or ASE test for all of the required automotive courses.

Automotive - Hybrid Technology Specialist

Certificate of Achievement (Level II)  NMC Code 034

Hybrid electric vehicles are a fast-growing section of the market. This certificate is the direct result of local automotive repair companies requesting NMC provide hybrid technician training. For current students, the certificate is an additional credential opportunity that will expand employment options.

Foundation Requirements
For successful completion of the AT courses, placement into ENG 111 and completion of MTH 08 or placement into MTH 23 is recommended.

Certificate Requirements
Credits: 32-34

AT 100  Automotive Service Basics* .........................................2
AT 120  Automotive Electrical I……………………………………5
AT 130  Engine Performance I……………………………………5
AT 150  Automatic Transmissions or
AT 230  Engine Performance II ……………………………..4-6
AT 160  Engine Repair…………………………………………………..6
AT 210  Hybrid Technology……………………………………..5
AT 220  Automotive Electrical II ……………………………..5
* May be waived with appropriate work experience or education.

Program Completion Requirements
A minimum of 32 AT credit hours are required to receive this certificate. Students must choose elective courses from the Automotive Program course list to reach the required credit level. Must pass the related State of Michigan or ASE test for all of the required automotive courses.
Automotive - Master
Automotive Technician

Certificate of Achievement (Level III) NMC Code 001

To apply, use the three-digit NMC Code on your admissions application.

From bumper to bumper, under the hood to under the hoist, you’ll get your hands on every part of a car in NMC’s Automotive – Master Automotive Technician program. This comprehensive certificate includes classes in brakes, electrical, engine performance and repair, suspension and steering, automatic transmissions, heating and air conditioning, manual drivetrain and axles. Classes are offered both days and evenings to fit your schedule. You’ll use the latest technology and diagnostic equipment to work on real cars for real customers in NMC’s 13 bay auto shop. In-house testing for state certification completes the program.

State and federal levels of certification are offered.

Foundation Requirements
For successful completion of the AT courses, placement into ENG 111 and completion of MTH 08 or placement into MTH 23 is recommended.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>Automotive Service Basics*</td>
<td>2</td>
</tr>
<tr>
<td>AT 110</td>
<td>Automotive Brake Systems</td>
<td>5</td>
</tr>
<tr>
<td>AT 120</td>
<td>Automotive Electrical I*</td>
<td>5</td>
</tr>
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<td>AT 130</td>
<td>Engine Performance I*</td>
<td>5</td>
</tr>
<tr>
<td>AT 140</td>
<td>Suspension and Steering</td>
<td>4</td>
</tr>
<tr>
<td>AT 150</td>
<td>Automatic Transmissions</td>
<td>6</td>
</tr>
<tr>
<td>AT 160</td>
<td>Engine Repair</td>
<td>6</td>
</tr>
<tr>
<td>AT 170</td>
<td>Heating and Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AT 180</td>
<td>Manual Drivetrain and Axles</td>
<td>6</td>
</tr>
<tr>
<td>AT 200</td>
<td>Service Department Management</td>
<td>2</td>
</tr>
<tr>
<td>AT 210</td>
<td>Hybrid Technology</td>
<td>5</td>
</tr>
<tr>
<td>AT 220</td>
<td>Automotive Electrical II</td>
<td>5</td>
</tr>
<tr>
<td>AT 230</td>
<td>Engine Performance II</td>
<td>4</td>
</tr>
</tbody>
</table>

Must pass all eight (8) State or ASE certification tests to be awarded this certificate.

*May be waived with appropriate work experience or education.

Automotive - Under Car Specialist

Certificate of Achievement (Level II) NMC Code 032

This certificate is designed to train students in the systems underneath the automobile, including brakes, suspension, and drive train. For students to be awarded this Under Car Specialist certificate, they must pass the related State of Michigan or ASE test for all five of the required automotive courses.

Foundation Requirements
For successful completion of the AT courses, placement into ENG 111 and completion of MTH 08 or placement into MTH 23 is recommended.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<tr>
<td>AT 140</td>
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<tr>
<td>AT 150</td>
<td>Automatic Transmissions</td>
<td>6</td>
</tr>
<tr>
<td>AT 180</td>
<td>Manual Drivetrain and Axles</td>
<td>6</td>
</tr>
</tbody>
</table>

Elective course........................................................................... 4

*May be waived with appropriate work experience or education.

Program Completion Requirements
A minimum of 32 AT credit hours are required to receive this certificate. Students must choose elective courses from the Automotive Program course list to reach the required credit level. Students must pass the related State of Michigan or ASE test for all of the required automotive courses.
Aviation

Associate in Applied Science Degree

NMC Code 562

Admission Required
A special application for Aviation is required. Contact program advisor for details.

General Education Requirements Credits: 17-18

Communications: ENG 111 and either ENG 112 or ENG 220 or BUS 231 ........................................ 7-8
Humanities: Any Group 1 Course ........................................ 3
Math competency: Placement into MTH 111 or higher, or completion of MTH 23
Science: Any Group 1 Course with lab .................................. 4
Social Sciences: Any Group 1 course ..................................... 3

Occupational Specialty Requirements 23

AVF 111 Private Flight ............................................. 5
AVF 118 Instrument Flight I ......................................... 1
AVF 130 Instrument Flight II ......................................... 2
AVG 101 Private Ground School ................................. 5
AVG 161 Mechanics for Pilots or
AVG 190 Aviation Weather ......................................... 3
AVG 202 Advanced Aircraft Systems .......................... 3
AVG 252 Instrument Ground School .......................... 4

Choose at least 24 credits from the following list of courses: ........................................... 24

AVF 141 Remote Pilot Flight ....................................... 3
AVF 211 Commercial Drone Operations ....................... 4
AVF 230 Commercial Flight I ..................................... 2
AVF 232 Commercial Flight II .................................... 3
AVF 234 Commercial Flight III ................................... 2
AVF 241 Advanced Drone Operations ........................... 3
AVF 271 Multi-Engine Flight ...................................... 1
AVF 274 Tailwheel Flight .......................................... 1
AVF 275 Seaplane Flight .......................................... 2
AVF 281 Advanced Cross Country Flight ....................... 2
AVF 283 Upset Maneuver Training ................................ 1
AVF 284 Instrument Flight Instructor ............................ 2
AVF 285 CRM Flight ............................................... 2
AVF 382 Flight Instructor Rating ................................. 4
AVG 142 Remote Pilot Ground ................................... 3
AVG 161 Mechanics for Pilots .................................... 3
AVG 204 Airline Aircraft Ground School .................... 3
AVG 231 Aviation Law .............................................. 3
AVG 240 Corporate Aviation Ground ........................... 3
AVG 251 Commercial Ground School ......................... 4
AVG 285 Crew Resource Management ........................ 3
AVG 381 Instructor Ground School ............................. 5

Students seeking an AAS Degree in Aviation from NMC shall earn the required aviation credits listed for their degree or a combination of three methods:

1. Aviation courses listed in the NMC catalog;
2. Approved transfer credit;
3. NMC competency testing - maximum of 17 aviation credits may be obtained through competency testing, not including AVF 271, AVF 284, AVF 382 and AVG 381. Testing allowed only with director’s approval.

To obtain the Associate in Applied Science Degree, students must complete a minimum of three flight courses listed in this catalog through the normal process for obtaining credit. All AVF and AVG courses must be completed with a 2.0 grade or higher. Please consult an aviation advisor for scheduling guidelines.

Independent study and specialty courses are also available. Examples: Airline Transport Pilot (ATP), Unmanned Systems, and Advanced Aviation topics.

Before beginning flight training, students must obtain a medical certificate from an FAA-approved doctor. Visit www.flightphysical.com or www.faa.gov for a list of FAA-approved doctors. Students must be cleared to fly by the TSA before receiving flight instruction.

Program Requirements 64-65

To apply, use the three-digit NMC Code on your admissions application.
Business Administration

Associate in Applied Science Degree  
NMC Code 105

This program prepares students for the challenges of the ever-changing world of business. Specialized courses and liberal arts studies provide students with a foundation needed to pursue careers characterized by technology, constant change, and increasing competition.

The order in which courses are taken is not critical except where prerequisites are involved. Course substitutions may be made only with the approval of the program coordinator or the academic area chair.

Students planning to pursue a four-year degree in Business Administration should follow NMC’s degree requirements for the ASA degree and familiarize themselves with the requirements of the school of choice for their bachelor’s degree. Students intending to transfer to another college should take ENG 112.

Students planning to enter the business world upon completion of a two-year degree should pursue an AAS degree in Business Administration.

General Education Requirements  
Credits: 17

Communications: ENG 111 and BUS 231 .................7
Humanities: PHL 202 or PHL 201.........................3
Math competency: Placement into MTH 111 or higher, or completion of MTH 23 with a 2.0 or higher
Science: Science Group 1 course with a lab ..................4
Social Sciences: ECO 201 ................................3

Occupational Specialty Requirements  
38

ACC 121 Accounting Principles I ......................4
ACC 122 Accounting Principles II .....................4
BUS 101 Introduction to Business ......................3
BUS 105 Business Math ................................3
BUS 155 Interpersonal Communications ............3
BUS 261 Business Law I ................................3
BUS 290 Business Administration Internship ....3
CIT 100 Computers in Business-An Intro ........3
CIT 210 Microsoft Office - Excel ............3
MGT 241 Principles of Management ................3
MKT 251 Human Resources Management ........3
MKT 201 Principles of Marketing ................3

Directed Electives (Choose any combination)  
5

ACC 225 Cost/Management Accounting .................3
ACC 231 Federal Income Tax Problems ................3
ACC 241 Principles Fraud Examination .................3
CIT 119 Microsoft Office - Word .........................3
CIT 122A Computer & Internet Basics I ................1
CIT 124 Microsoft Office - PowerPoint ..............2
CIT 170 Microsoft Office - Access .....................3
CIT 213 Networking Technologies ......................4
CIT 216 Computerized Accounting Systems .........2
CIT 233 Project Management .........................3
ECO 202 Principles of Microeconomics .............3
ENG 112 English Composition .....................4
MGT 245 Principles of Entrepreneurship ..........3
MGT 246 Entrepreneur Marketing/Finance ..........4
MKT 208 Digital Marketing .........................2
MKT 241 Principles of Advertising ................3
MTH 111 Intermediate Algebra* ...................4
MTH 131 Intro to Probability and Statistics ....3
VCA 150 Digital Graphics Design I .................3

* Or a higher level math course, excluding MTH 116.

Program Requirements 60

NMC. Find it here.
Business Administration - Online

Associate in Applied Science Degree  NMC Code 105

NMC offers an online alternative for students pursuing an Associate in Applied Science degree in Business Administration. Students are strongly encouraged to meet with an academic advisor because not all classes are offered online every semester, and students must complete an internship, which requires on-site attendance.

General Education Requirements  Credits: 17
Communications: ENG 111 and BUS 231 7
Humanities: PHL 202 or PHL 201 3
Math competency: Placement into MTH 111 or higher, or completion of MTH 23 with a 2.0 or higher
Science: Science Group 1 course with a lab 4
Social Sciences: ECO 201 3

Occupational Specialty Requirements 38
ACC 121 Accounting Principles I 4
ACC 122 Accounting Principles II 4
BUS 101 Introduction to Business 3
BUS 105 Business Math 3
BUS 155 Interpersonal Communications 3
BUS 261 Business Law I 3
BUS 290 Business Administration Internship** 3
CIT 100 Computers in Business-An Intro 3
CIT 210 Microsoft Office - Excel 3
MGT 241 Principles of Management 3
MKT 251 Human Resources Management 3
MKT 201 Principles of Marketing 3

Directed Electives (Choose any combination) 5
Any 5 credits from the following:
ACC 225 Cost/Management Accounting 3
CIT 119 Microsoft Office - Word 3
CIT 122A Computer and Internet Basics I 1
CIT 124 Microsoft Office - PowerPoint 2
CIT 170 Microsoft Office - Access 3
ECO 202 Principles of Microeconomics 3
ENG 112 English Composition 4
MKT 208 Digital Marketing 2
MKT 241 Principles of Advertising 3
MTH 111 Intermediate Algebra* 4
MTH 131 Intro to Probability and Statistics 3

Program Requirements 60

If you are seeking online courses for your specific program that are not currently offered online, visit Michigan Colleges Online at www.micollegesonline.org for online course options.

Computer Studies - Computer Information Technology - Developer

Associate in Applied Science Degree  NMC Code 108

As everyone and everything becomes networked, the demand for software applications continues to expand. The CIT Developer program targets this need by producing graduates who are effective programmers and solution architects. The Microsoft .NET framework is utilized to deliver practical knowledge of data access and application development. A solid understanding of good design enables students to easily transition into other development platforms such as Java. Students considering transfer should see an advisor.

General Education Requirements  Credits: 17-18
Communications: ENG 111 and either ENG 112 or ENG 220 7-8
Humanities: PHL 105 or PHL 202 3
Math competency: Placement into MTH 121 or higher, or completion of MTH 111
Science: Any Group 1 with a lab 4
Social Sciences: Any Group 1 course 3

Occupational Specialty Courses 41
CIT 110 Programming Logic and Design 3
CIT 178 Relational Databases 3
CIT 180 HTML and CSS Programming 3
CIT 190 JavaScript Programming** 3
CIT 195 .NET App and Game Programming 3
CIT 213 Networking Technologies** 4
CIT 218 Web App Programming ASP.NET 3
CIT 228 Data Sources* 3
CIT 233 Project Management 3
CIT 255 .NET Object-Oriented Programming 3
CIT 280 Systems Analysis and Design 4
CIT 290 CIT Internship*** 3
CIT Elective 3

Directed Elective (Choose one) 3-4
ACC 121 Accounting Principles I 4
BUS 155 Interpersonal Communications 3
BUS 231 Professional Communications 3
COM 111 Public Speaking 4

Program Requirements 61-63

* Microsoft Technology Associates Certification Exams Required
** CIW Certification Exam Required.
*** Students planning to take the internship class require department approval and are required to have a GPA of 3.0 in their CIT classes. It is also recommended that students have 20 credits in CIT classes and an overall GPA of 2.0.

While a 3.0 GPA in CIT classes is required for this internship, an alternative, campus-based internship opportunity is available for students who do not meet this requirement.
Computer Studies - Assistant Developer

Certificate of Achievement (Level I)  NMC Code 091

The CIT Assistant Developer Certificate prepares students for the workplace by concentrating on foundational level skills in web, programming and database technologies. Students in this program will have an opportunity to develop a systems portfolio as well as earn several industry recognized certifications.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 110</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT 178</td>
<td>Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CIT 180</td>
<td>HTML and CSS Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 190</td>
<td>JavaScript Programming**</td>
<td>3</td>
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<tr>
<td>CIT 195</td>
<td>.NET App and Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIT 213</td>
<td>Networking Technologies</td>
<td>4</td>
</tr>
</tbody>
</table>

* Microsoft Technology Associate Certification Exam required.
** CIW Certification Exam required.

Computer Studies - Associate Developer

Certificate of Achievement (Level II)  NMC Code 094

Students completing the CIT Assistant Developer Certificate may elect to continue their education and obtain a Level II Certificate. This program prepares students for careers as software and web developers using the latest industry technologies.

Level I Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 218</td>
<td>Web App Programming ASP.NET</td>
<td>3</td>
</tr>
<tr>
<td>CIT 228</td>
<td>Data Sources</td>
<td>3</td>
</tr>
<tr>
<td>CIT 233</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 255</td>
<td>.NET Object-Oriented Programming</td>
<td>3</td>
</tr>
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</table>

Total Level I Certificate Requirements  7

Level II Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 218</td>
<td>Web App Programming ASP.NET</td>
<td>3</td>
</tr>
<tr>
<td>CIT 228</td>
<td>Data Sources</td>
<td>3</td>
</tr>
<tr>
<td>CIT 233</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 255</td>
<td>.NET Object-Oriented Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Level II Certificate Requirements  31

Computer Studies - Computer Information Technology-Infrastructure

Associate in Applied Science Degree  NMC Code 125

This program provides students with comprehensive background in computer hardware, operating systems, security, local area networking, and internetwork routing and switching. This degree is designed to prepare students for the following internationally recognized certifications:

- CompTIA A® Certification
- CompTIA Cloud® Certification
- CompTIA Network® Certification
- CompTIA Security® Certification
- Cisco CCNA (Cisco Certified Network Associate)
- MCP - Microsoft Certified Professional
- MTA - Microsoft Technology Associate

Successful associate degree graduates are qualified for positions as hardware technicians, network administrators, system administrators, and infrastructure support specialists. Students considering transfer should see an advisor.

General Education Requirements  17-18

Communications: ENG 111 and either ENG 112 or ENG 220 7-8

Humanities: PHL 105 or PHL 202 3

Math competency: Placement into MTH 121 or higher, or completion of MTH 111 3

Science: Any Group 1 course with a lab 4

Social Sciences: Any Group 1 course 3 (ECO 201 recommended)

Occupational Specialty Courses  49-50

BUS 155 Interpersonal Communications or BUS 231 Professional Communications or

COM 111 Public Speaking 3-4

CIT 156 CompTIA A+ Certification I 3

CIT 157 CompTIA A+ Certification II 3

CIT 160 Cisco Internetworking I 3

CIT 161 Cisco Internetworking II 3

CIT 213 Networking Technologies 4

CIT 215 Windows Server Environment 3

CIT 233 Project Management 3

CIT 240 Network Security Management 3

CIT 243 Cloud Technologies 3

CIT 246 Windows Server Infrastructure 3

CIT 247 Enterprise Solutions 3

CIT 256 Linux Administration 3

CIT 260 Cisco Internetworking III 3

CIT 261 Cisco Internetworking IV 3

CIT 290 CIT Internship* 3

* Students planning to take the internship class require department approval and are required to have a GPA of 3.0 in their CIT classes. It is also recommended that students have 20 credits in CIT classes and an overall GPA of 2.0.

While a 3.0 GPA in CIT classes is required for this internship, an alternative, campus-based internship opportunity is available for students who do not meet this requirement.
Computer Studies - Infrastructure Specialist III

Certificate of Achievement (Level III)  NMC Code 024

After completing the Infrastructure Specialist II Certificate students may elect to obtain a level III certificate. The CompTIA Security+ certification is an industry-recognized certification focusing on computer security.

Level I Certificate Requirements  Credits: 19-20

Level II Certificate Requirements  12

Level III Certificate Requirements  18

CIT 246  Windows Server Infrastructure  3
CIT 247  Enterprise Solutions  3

For CompTIA Security+® Certification:
CIT 240  Network Security Management  3

Occupational Requirements
CIT 233  Project Management  3
CIT 256  Linux Administration  3
CIT 290  CIT Internship*  3

Total Level III Certificate Requirements  49-50

* Students planning to take the internship class require department approval and are required to have a GPA of 3.0 in their CIT classes. It is also recommended that students have 20 credits in CIT classes and an overall GPA of 2.0.

While a 3.0 GPA in CIT classes is required for this internship, an alternative, campus-based internship opportunity is available for students who do not meet this requirement.

Computer Studies - Infrastructure Specialist II

Certificate of Achievement (Level II)  NMC Code 030

Students completing the Infrastructure Specialist I Certificate may elect to continue their education and obtain a Level II Certificate. The Cisco CCNA certification is an industry recognized certification in internetwork routing and switching. NMC is a Cisco Networking Academy Program.

Level I Certificate Requirements  Credits: 19-20

Level II Certificate Requirements  12

CIT 160  Cisco Internetworking I  3
CIT 161  Cisco Internetworking II  3
CIT 260  Cisco Internetworking III  3
CIT 261  Cisco Internetworking IV  3

Total Level II Certificate Requirements  31-32

Computer Studies - Infrastructure Specialist I

Certificate of Achievement (Level I)  NMC Code 033

The Infrastructure Specialist I Certificate of Achievement prepares computer professionals to assemble, upgrade, maintain and repair personal computers and work with Local Area Networks. The program is designed to prepare students for the following internationally recognized certifications:

- CompTIA A+® Certification
- CompTIA Cloud+® Certification
- CompTIA Network+® Certification
- MCP - Microsoft Certified Professional
- Microsoft MTA Certification

Certificate Requirements  Credits: 19-20

BUS 155  Interpersonal Communications  or
BUS 231  Professional Communications  or
COM 111  Public Speaking  3-4

For CompTIA A+® Certification:
CIT 156  CompTIA A+® Certification I  3
CIT 157  CompTIA A+® Certification II  3

For CompTIA Cloud+® Certification:
CIT 243  Cloud Technologies  3

For CompTIA Network+® Certification:
CIT 213  Networking Technologies  4

For Microsoft Certified Professional Certification:
CIT 215  Windows Server Environment  3

NMC. Find it here.

www.nmc.edu

2017 - 2018 NMC CATALOG
Computer Studies - Microsoft Office™ Applications Specialist

Certificate of Achievement (Level I)  
NMC Code 035

The Microsoft Office™ Applications Specialist Certificate helps meet the demand for qualified and knowledgeable people in today's workplace. It helps students to acquire the desktop applications expertise and basic computer skills needed to work more productively and efficiently with Microsoft Office™.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

This NMC credential also serves to train candidates for the globally recognized Microsoft Specialist series of certifications. NMC is a Microsoft Office approved testing center, and the certification exams are administered at the Aero Park campus. For more information: (231) 995-2017.

Certificate Requirements  
Credits: 17

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUS 155</td>
<td>Interpersonal Communications</td>
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<tr>
<td>CIT 119</td>
<td>Microsoft Office - Word</td>
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<tr>
<td>CIT 122A</td>
<td>Computer and Internet Basics I</td>
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<td>CIT 124</td>
<td>Microsoft Office - PowerPoint</td>
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<td>CIT 170</td>
<td>Microsoft Office - Access</td>
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<tr>
<td>CIT 210</td>
<td>Microsoft Office - Excel</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Digital Marketing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Note:** Students selecting this certificate program need beginning keyboarding skills.

---

Computer Studies - Computer Support Specialist

Certificate of Achievement (Level III)  
NMC Code 006

Students complete course work in business and computer operations leading to a certificate. This program is designed to provide students with the necessary skills to work as support specialist or computer technician. Students will have an opportunity to acquire skills using current operating system and application software and gain experience using Local Area Networks. Students will also learn troubleshooting methodologies and develop project management skills.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

Completion of Microsoft Office™ Applications Specialist Certificate  
Credits: 17

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS 105</td>
<td>Business Math</td>
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<tr>
<td>BUS 231</td>
<td>Professional Communications</td>
<td>3</td>
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<tr>
<td>CIT 156</td>
<td>CompTIA A+ Certification I</td>
<td>3</td>
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<tr>
<td>CIT 157</td>
<td>CompTIA A+ Certification II</td>
<td>3</td>
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<tr>
<td>CIT 213</td>
<td>Networking Technologies</td>
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<tr>
<td>CIT 215</td>
<td>Windows Server Environment</td>
<td>3</td>
</tr>
<tr>
<td>CIT 233</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 243</td>
<td>Cloud Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIT 292</td>
<td>Support Specialist Internship</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHL 105</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Computer Support Specialist Requirements:** 51

**Note:** Students selecting this certificate program need beginning keyboarding skills.
Computer Studies - Industry Certifications

For additional information on testing and/or training for any of the certification opportunities listed below, call (231) 995-1169 or email CIT@nmc.edu. NMC is an authorized Certiport, Pearson-VUE, and Prometric testing center.

Cisco CCNA Routing & Switching Certification – The CCNA certification (Cisco Certified Network Associate) indicates a foundation in, and apprentice knowledge of networking. CCNA certified professionals can install, configure, operate LAN, WAN and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, EIGRP, OSPF, Frame Relay, Ethernet, Access Lists.

Cisco Internetworking I through Cisco Internetworking IV are courses offered by the NMC Cisco Networking Academy and provide training for the CCNA Routing & Switching Exam.

CIW Advanced HTML5 and CSS3 Specialist – Validates technical competency in the latest HTML, CSS, and JavaScript technologies. NMC courses in HTML, CSS, and JavaScript programming provide the necessary preparation to pass the CIW Advanced HTML5 and CSS3 Specialist certification exam.

Microsoft Certified Professional (MCP) – The Microsoft Certified Professional certification is an internationally recognized certification focusing on Microsoft Technologies. Windows Server Environment is an NMC course that provides the necessary preparation to pass the Microsoft 70-740 certification exam.

Microsoft Office Specialist – Microsoft Office Specialist certification proves expertise in Microsoft applications. Microsoft Office-Word, Microsoft Office-Excel, Microsoft Office-PowerPoint and Microsoft Office-Access are NMC courses that provide the necessary preparation to pass Microsoft Office Specialist certifications.

Microsoft Technology Associate – Microsoft Technology Associate (MTA) certification is an entry-level credential from Microsoft that validates essential technology knowledge, enabling students to explore academic and career options, and take the first step toward building a successful career in technology. MTA certifications are embedded into the CIT Developer, and CIT Infrastructure degree programs and certificates.

CompTIA A+ Certification® – This certification is the industry standard for validating vendor-neutral skills expected of an entry-level IT technician. CompTIA A+ Certification I and CompTIA A+ Certification II are NMC courses and provide the necessary preparation to pass the A+ Essentials and A+ Technician Certification exams.

CompTIA Network+ Certification® – This certification validates technical competency in network infrastructure and support. Those holding Network+ certification demonstrate critical knowledge of network concepts, network installation and configuration, network media and topologies, network management and network security. Network Technologies is an NMC course that provides the necessary preparation to pass the Network+ Certification exam.

CompTIA Security+ Certification® – This certification validates technical knowledge of an individual with experience in network security. The CompTIA Security+ certification validates technical competency in security and covers industry-wide topics including communication security, infrastructure security, cryptography, access control, authentication, external attack, operational and organization security. Network Security Management provides the necessary preparation to pass the Security+ Certification exam.

CompTIA Cloud+ Certification® – This certification validates the skills and expertise of IT practitioners in implementing and maintaining cloud technologies. Cloud+ accredits IT professionals with the constantly changing and advancing knowledge they need to be successful in today's cloud environment.

Microsoft Certified Professional (MCP) – The Microsoft Certified Professional certification is an internationally recognized certification focusing on Microsoft Technologies. Windows Server Environment is an NMC course that provides the necessary preparation to pass the Microsoft 70-740 certification exam.
Computer Studies - Assistant Web Developer

Certificate of Achievement (Level I)  
NMC Code 039

This series of Web Developer certificates provides an introduction to both website design and website development. Visual Communication courses enable students to create visually effective sites using graphic design principles and tools. Information Technology courses provide the technical ability to develop interactive, data-driven sites and applications. Students interested in this profession are usually detail and result oriented, self-directed and enjoy working with both people and technology. The certificates may be completed as stand-alone certificates, taken in order, or applied to electives or major area requirements for an Associate in General Studies or an Associate in Applied Science degree.

Level I Certificate Requirements Credits: 18
CIT 110 Programming Logic and Design .................3
CIT 180 HTML and CSS Programming ................3
CIT 190 JavaScript Programming* .....................3
VCA 127 Digital Imaging ..................................3
VCA 147 Web Design I ..................................3
VCA 150 Digital Graphics Design I ......................3
* CIW Certification Exam Required

Computer Studies - Associate Web Developer

Certificate of Achievement (Level II)  
NMC Code 040

The Associate Web Developer Certificate is designed for students seeking entry level employment, and includes advanced web design and development skills such as data connectivity, responsive design, interactive graphics and animation.

Level I Certificate Requirements Credits: 18
Level II Certificate Requirements 12
ART 131 2-D Design ......................................3
CIT 195 .NET App and Game Programming ..........3
VCA 125 Typography I ..................................3
VCA 146 Interactive Animation ........................3
Total Level II Certificate Requirements 30

Computer Studies - Web Developer

Certificate of Achievement (Level III)  
NMC Code 041

The Web Developer Certificate is design for students seeking employment requiring more advanced skills including server-side development, advanced database connectivity, and advanced animation. The certificate also includes a semester long internship experience.

Level I Certificate Requirements Credits: 18
Level II Certificate Requirements 12
Level III Certificate Requirements 15-16
BUS 155 Interpersonal Communications or
BUS 231 Professional Communications or
COM 111 Public Speaking ...................3-4
CIT 178 Relational Databases ..................3
CIT 218 Web App Programming ASP.NET ....3
CIT 255 .NET Object-Oriented Programming ....3
CIT 291 Web Developer Internship* ...........3
Total Level III Certificate Requirements 45-46

* Students planning to take the internship class require department approval and are required to have a GPA of 3.0 in their CIT classes. It is also recommended that students have 20 credits in CIT classes and an overall GPA of 2.0.

While a 3.0 GPA in CIT classes is required for this internship, an alternative, campus-based internship opportunity is available for those students who do not meet this requirement.

NMC.  
Find it here.
Construction Technology - 
Carpentry Technology
Certificate of Achievement (Level I)  
NMC Code 061

Skilled carpenters must knowledgeably use specialized tools; read blueprints; frame structures; install doors, windows, cabinets, insulation, and finish trim; and construct roofs, decks, and stairways. Being versatile opens a wide range of employment opportunities. The curriculum is designed by the industry and aligned with national competency standards. Students receive hands-on training in our state-of-the-art facilities. Information: (231) 995-2777.

Level I Certificate Requirements Credits: 19
CAR 101 Introduction to Carpentry .......................... 3
CAR 103 Construction Blueprint Reading .................. 3
CAR 105 Foundations and Framing ......................... 3
CAR 121 Exterior Construction .............................. 3
CAR 125 Interior Construction .............................. 3
CMT 107 Construction Supervision .......................... 4

Construction Technology - 
Carpentry Technology
Certificate of Achievement (Level II)  
NMC Code 068

After completing the Carpentry Technology Level I Certificate students may elect to obtain a level II certificate. Skilled carpenters must knowledgeably use specialized tools; read blueprints; frame structures; install doors, windows, cabinets, insulation, and finish trim; and construct roofs, decks, and stairways. Being versatile opens a wide range of employment opportunities. The curriculum is designed by the industry and aligned with national competency standards. Students receive hands-on training in our state-of-the-art facilities. Information: (231) 995-2777.

Level I Certificate Requirements Credits: 19
Level II Certificate Requirements Credits: 22
CAR 101 Introduction to Carpentry .......................... 3
CAR 103 Construction Blueprint Reading .................. 3
CAR 105 Foundations and Framing ......................... 3
CAR 121 Exterior Construction .............................. 3
CAR 125 Interior Construction .............................. 3
CMT 107 Construction Supervision .......................... 4
CAR 102 Introduction to Woodworking ..................... 3
CAR 104 Woodworking Applications I ...................... 3
CIT 100 Computers in Business - An Intro ................ 3
CMT 207 Construction Cost Estimating ..................... 3
EGY 105 Sustainable Building Design ..................... 3
EGY 115 Residential Energy Efficiency ...................... 3
MTH 111 Intermediate Algebra ............................. 4

Total Level II Certificate Requirements 41

Construction Technology - 
Construction Management
Associate in Applied Science Degree  
NMC Code 368

The Construction Management program provides graduates with the technical and managerial skills needed in today's commercial and residential construction industry, from the planning stage with architects and engineers, to the budgeting stage with cost estimators, to the production stage with laborers. Construction managers also obtain work permits, hire contractors, troubleshoot emergencies, schedule walkthroughs and keep clients informed on work timetables and progress.

Students are prepared for the management responsibilities they will face on the job, creating an opportunity to move into supervision and construction management. Information: (231) 995-2777.

General Education Requirements Credits: 21
Communications: ENG 111 and BUS 231 .................. 7
Humanities: PHL 202 .............................................. 3
Math competency: Placement into MTH 122 or higher, 
or completion of MTH 121 .................................. 4
Science: PHY 105 ................................................. 4
Social Sciences: ECO 201 ................................. 3

Business/Management Requirements Credits: 20
CIT 100 Computers in Business - An Intro ............. 3
CMT 107 Construction Supervision .......................... 4
CMT 207 Construction Cost Estimating ..................... 3
COM 111 Public Speaking ...................................... 4
MGT 241 Principles of Management ........................ 3
MKT 201 Principles of Marketing ............................ 3

Completion of any Construction Technology Certificate* Credits: 18-24

Program Requirements 60

* Completion of any construction technology certificate in carpentry, electrical, facilities maintenance, HVAC/R or PLC. The HVAC/R and PLC certificates will require one additional construction technology elective.
Construction Technology - Electrical

Associate in Applied Science Degree  
NMC Code 653

The AAS in Electrical provides depth training and knowledge to those students who seek to have a well-balanced foundation of not only technical skills but soft skills as well. Students completing this degree will find a wide range and availability of job opportunities. Electrical technicians have been in demand for installations, maintenance, repair, and support for industries ranging from private home owners to hospitals, manufacturers, and breweries. Technical training includes electrical theory, National Electrical Code, motors, generators, lighting, and control systems for residential through commercial/industrial applications. The curriculum is designed by the industry and aligned with State of Michigan electrical apprenticeship requirements. Information: (231) 995-2777.

General Education Requirements  
Credits: 21-22
Communications: ENG 111 and either BUS 231 or ENG 112 or ENG 220 ........................................... 7-8
Humanities: PHL 202 ........................................ 7-8
Math competency: Placement into MTH 122 or higher, or completion of MTH 121.......................... 3
Science: ENV 103 or ENV 117 or PHY 121 ....................... 4
Social Sciences: Any Group 1 course ..................... 3

Occupational Specialty Requirements  
39
EGY 141 Solar Photovoltaic Technology I .................. 3
ELE 101 Introduction to Electrical ......................... 3
ELE 105 Beg. Residential Electrical ...................... 3
ELE 110 Electrical Code Studies I ....................... 3
ELE 111 Electrical Code Studies II .................... 3
ELE 121 Adv. Residential Electrical ...................... 3
ELE 125 Pre-Commercial Electrical .................... 3
ELE 131 Commercial Electrical ......................... 3
ELE 135 Adv Commercial Electrical .................... 3
ELE 142 Industrial Electrical ............................ 3
ELE 146 Adv Industrial Electrical ....................... 3
Construction Technology Electives
(See Elective list on page 36) ............................. 6

Program Requirements  
60-61

Construction Technology - Electrical Technology

Certificate of Achievement (Level I)  
NMC Code 062

Qualified electricians install, troubleshoot, and repair electrical systems in residential and commercial settings. There is high demand for well-trained electricians nationwide. The curriculum is designed by the industry and aligned with national competency standards. Students receive hands-on training in our state-of-the-art facilities. This certificate program is approved by the State of Michigan to meet the electrical apprenticeship requirements. Information: (231) 995-2777.

Certificate Requirements  
Credits: 24
ELE 101 Introduction to Electrical ......................... 3
ELE 105 Beg. Residential Electrical ...................... 3
ELE 121 Adv. Residential Electrical ...................... 3
ELE 125 Pre-Commercial Electrical .................... 3
ELE 131 Commercial Electrical ......................... 3
ELE 135 Adv. Commercial Electrical .................... 3
ELE 142 Industrial Electrical ............................ 3
ELE 146 Adv. Industrial Electrical ....................... 3
* ELE 110 - Electrical Code Studies I and ELE 111 - Electrical Code Studies II are additional courses offered for those seeking National Electrical Code references to daily work or those who would like structured study preparation for the Journeymen or Master Electrician License Exam.

Construction Technology - Facilities Maintenance

Certificate of Achievement (Level II)  
NMC Code 063

Performing facilities maintenance requires knowledge in several areas. This level II certificate covers reading blueprints, general carpentry, tools of the trade, electrical wiring and schematics, and thermodynamics of refrigeration. Also required will be 14 technical elective credits that can range from drafting to alternative energy integration into a facility. The curriculum is designed by the industry and aligned with national competency standards. Students receive hands-on training in our state-of-the-art facilities. Information: (231) 995-2777.

Certificate Requirements  
Credits: 32
CAR 101 Introduction to Carpentry ......................... 3
CAR 105 Foundations and Framing ....................... 3
ELE 101 Introduction to Electrical ...................... 3
ELE 105 Beg. Residential Electrical ...................... 3
HVA 101 Introduction to HVAC/R ......................... 3
HVA 106 Fundamentals of Heating ....................... 3
PLU 101 Introduction to Plumbing ....................... 3
PLU 105 Plumbing Components ......................... 3
Construction Technology Electives
(See Elective list on page 36) ............................. 8
Construction Technology - HVAC/R

Associate in Applied Science Degree  NMC Code 654

The AAS in HVAC/R provides in depth training and knowledge to those students who seek to have a well-balanced foundation of not only technical skills but soft skills as well. Students completing this degree will find a wide range and availability of job opportunities. HVAC/R technicians have been in demand for installations, maintenance, repair, and support for industries ranging from private home owners to hospitals, manufacturers, and breweries. Technical training includes heating, ventilating, air-conditioning, and refrigeration systems for residential through commercial/industrial applications. The curriculum is designed by the industry and aligned with national competency standards (EPA certification). Focus is on hands-on training in our state-of-the-art facility. Information: (231) 995-2777.

General Education Requirements  Credits: 21-22

Communications: ENG 111 and either BUS 231 or ENG 112 or ENG 220.................................7-8
Math competency: Placement into MTH 122 or higher, or completion of MTH 121..................................4
Science: ENV 117 or PHY 121 or ENV 103 .........................4
Social Sciences: Any Group 1 course .........................3

Occupational Specialty Requirements  39

EGY 145 Geothermal Technology ...........................................3
ELE 105 Beg Residential Electrical.................................3
ELE 142 Industrial Electrical...........................................3
ELE 146 Adv Industrial Electrical.................................3
HVA 101 Introduction to HVAC/R.........................3
HVA 106 Fundamentals of Heating.................................3
HVA 122 Refrigeration Fundamentals .................................3
HVA 126 Residential and Commercial A/C.........................3
HVA 132 Commercial A/C & Refrigeration.........................3
HVA 136 EPA Certification...........................................3
PLU 101 Introduction to Plumbing.................................3
PLU 105 Plumbing Components.................................3
PLU 121 Commercial Plumbing.................................3

Program Requirements  60-61

Construction Technology - HVAC/R Technology

Certificate of Achievement (Level I)  NMC Code 064

There is high demand for qualified technicians in the heating and cooling industry. HVAC/R technicians install, maintain, and repair heating, ventilating, air-conditioning, and refrigeration systems. Because of continuing demand, HVACR technicians can usually find employment with good beginning salaries. The curriculum is designed by the industry and aligned with national competency standards. Students receive hands-on training in our state-of-the-art facilities. Information: (231) 995-2777.

Certificate Requirements  Credits: 18

HVA 101 Introduction to HVAC/R..................................3
HVA 106 Fundamentals of Heating..................................3
HVA 122 Refrigeration Fundamentals .................................3
HVA 126 Residential and Commercial A/C.........................3
HVA 132 Commercial A/C & Refrigeration.........................3
HVA 136 EPA Certification...........................................3

Construction Technology - Programmable Logic Controllers (PLC)

Certificate of Achievement (Level I)  NMC Code 076

Trained personnel who design, program, operate, service and maintain these devices are performing duties that fit the job description of a programmable logic controller technician. They have the technical knowledge to set up electronic control systems for mechanical equipment, including integrating electrical wiring requirements to pneumatic and hydraulic systems. They also will learn system monitoring, debugging and troubleshooting operational problems, making repairs and performing preventive maintenance activities. There is a very high demand for trained individuals in this field as many industries have automated processes in which equipment and machines are computer-controlled. The curriculum is designed by industry experts to meet employer demands. Students receive hands-on training in our state-of-the-art science lab. For more information call (231) 995-2777.

Certificate Requirements  Credits: 18

EET 103 Electrical Studies I.................................3
EET 204 Electrical Studies II..................................3
EET 221 Industrial Controls.....................................3
EET 232 Programmable Logic Controllers.........................3
EET 233 PLC Applications I..................................3
EET 234 PLC Applications II.................................3
### Construction Technology - Renewable Energy Technology - Electrical

**Certificate of Achievement (Level II)**  
NMC Code 065

This certificate is designed for someone with introductory interest or for someone who is currently working in the electrical field and wants to enhance their job prospects. With a very narrow focus on the fundamentals of renewable energy, the specific applications as related to producing electricity, and a few electrical courses, the individual who completes this certificate will greatly enhance their job market skills. Information: (231) 995-2777.

**Certificate Requirements**  
**Credits:** 30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGY 101</td>
<td>Principles of Renewable Energy</td>
<td>3</td>
</tr>
<tr>
<td>EGY 105</td>
<td>Sustainable Building Design</td>
<td>3</td>
</tr>
<tr>
<td>EGY 115</td>
<td>Residential Energy Efficiency</td>
<td>3</td>
</tr>
<tr>
<td>EGY 141</td>
<td>Solar Photovoltaic Technology I</td>
<td>3</td>
</tr>
<tr>
<td>ELE 101</td>
<td>Introduction to Electrical</td>
<td>3</td>
</tr>
<tr>
<td>ELE 105</td>
<td>Beg. Residential Electrical</td>
<td>3</td>
</tr>
<tr>
<td>ELE 121</td>
<td>Adv. Residential Electrical</td>
<td>3</td>
</tr>
<tr>
<td>ELE 125</td>
<td>Pre-Commercial Electrical</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111</td>
<td>Intermediate Algebra</td>
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</tr>
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<td><strong>Elective</strong></td>
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</tbody>
</table>

**Note:** ELE 110 - Electrical Code Studies I and ELE 111 - Electrical Code Studies II are additional courses offered for those seeking National Electrical Code references to daily work or those who would like structured study preparation for the Journeymen or Master Electrician License Exam.

### Construction Technology - Renewable Energy Technology - HVAC/R

**Certificate of Achievement (Level II)**  
NMC Code 066

This certificate is designed for someone with introductory interest or for someone who is currently working in the HVAC/R career field and wants to enhance their job prospects. With a very narrow focus on the fundamentals of renewable energy, the specific applications as related to HVAC/R, and a few HVAC/R courses, the individual who completes this certificate will greatly enhance their job market skills. Information: (231) 995-2777.

**Certificate Requirements**  
**Credits:** 31

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>EGY 143</td>
<td>Solar Thermal Technology I</td>
<td>3</td>
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<tr>
<td>EGY 145</td>
<td>Geothermal Technology</td>
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<td>HVA 101</td>
<td>Introduction to HVAC/R</td>
<td>3</td>
</tr>
<tr>
<td>HVA 106</td>
<td>Fundamentals of Heating*</td>
<td>3</td>
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<tr>
<td>HVA 122</td>
<td>Refrigeration Fundamentals*</td>
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</tr>
<tr>
<td>HVA 126</td>
<td>Residential and Commercial A/C</td>
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</tr>
<tr>
<td>MTH 111</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
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</table>

* Denotes courses with required prerequisites.
Culinary Arts

Great Lakes Culinary Institute

Associate in Applied Science Degree  NMC Code 109

The Great Lakes Culinary Institute believes in the principle of learning by doing. Extensive hands-on training will give students a competitive advantage in this highly competitive field.

This program is designed to provide rigorous and concentrated study for those students who plan careers in the rapidly-growing food service industry. The program’s main emphasis is to prepare students for entry-level chef and kitchen management positions. Consideration is given to the science and techniques associated with the selection, preparation, and serving of foods to large and small groups.

The Great Lakes Culinary Institute’s facility is located on NMC’s Great Lakes Campus. It is comprised of five culinary labs including a bakery, introductory and food skills kitchen, an advanced cooking kitchen, a garde manger kitchen, an a la carte kitchen, and Lobdell’s; a 90-seat training restaurant. Upon graduation, students will have a combination of knowledge, skills, and work experience.

The Great Lakes Culinary Institute is accredited by the American Culinary Federation. The Institute has been awarded Exemplary Program designation by the American Culinary Federation.

**Note:** Admission to the Culinary Arts program requires placement into MTH 08 or higher and placement into ENG 99 or higher.

General Education Requirements  Credits: 17-18

- Communications: ENG 111 and either BUS 231 or ENG 112  7-8
- Humanities: Any Group 1 course  3
- Math competency: Placement into MTH 111 or higher, or completion of MTH 23  3
- Science: Any Group 1 course with a lab  4
- Social Sciences: Any Group 1 course  3

Occupational Specialty Requirements  49

- CUL 101 Today’s Hospitality Industry  3
- CUL 110 Safety and Sanitation  2
- CUL 111 Professional Cookery  4
- CUL 118 Introduction to Baking  4
- CUL 190 Culinary Internship  2
- CUL 210 Nutrition for Culinary Arts  2
- CUL 211 Menu Planning and Purchasing  3
- CUL 213 World Cuisine  6
- CUL 215 Garde Manger  4
- CUL 217 Kitchen and Dining Room Mgmt  3
- CUL 218 Advanced Baking  4
- CUL 295 Contemporary Service & Cuisine  12

Program Requirements  66-67

Culinary Arts

Great Lakes Culinary Institute

Certificate of Achievement (Level III)  NMC Code 029

This program is designed to provide rigorous and concentrated study for those students who plan to enter the culinary industry. GLCI Certificate students receive practical training in all aspects of commercial food preparation and presentation. The program includes laboratory courses in classical and American regional cookery, baking and, in our teaching restaurant, Lobdell’s, dining room service restaurant operations. The curriculum also includes lecture courses in nutrition, sanitation, purchasing, and management. Graduates of this program are prepared to accept jobs as prep cooks and line cooks in fine restaurants, hotels, resorts and institutions. Promotions are often rapid and salaries are often high for talented and enthusiastic people. The Great Lakes Culinary Institute is accredited by the American Culinary Federation. The Institute has been awarded Exemplary Program designation by the American Culinary Federation.

See note under AAS degree for admission requirements.

Certificate Requirements  Credits: 49

- CUL 101 Today’s Hospitality Industry  3
- CUL 110 Safety and Sanitation  2
- CUL 111 Professional Cookery  4
- CUL 118 Introduction to Baking  4
- CUL 190 Culinary Internship  2
- CUL 210 Nutrition for Culinary Arts  2
- CUL 211 Menu Planning and Purchasing  3
- CUL 213 World Cuisine  6
- CUL 215 Garde Manger  4
- CUL 217 Kitchen and Dining Room Mgmt  3
- CUL 218 Advanced Baking  4
- CUL 295 Contemporary Service & Cuisine  12
Dental Assistant

**Associate in Applied Science Degree**  
**NMC Code 300**

Dental Assistants are members of a highly qualified health team whose varied duties require knowledge of the basic dental sciences, proficiency in laboratory and clinical skills, and practical experience in meeting patient needs. Both the associate and the certificate programs are accredited by the Commission on Dental Accreditation (CODA) and approved by the Michigan Board of Dentistry. Completion of the program qualifies students for the state board exam and after passing the exam, they may practice as Registered Dental Assistants. In addition, program completers are eligible for the National Certification exam, which is recognized nationwide.

Few jobs offer the diversity and flexibility found in dental assisting. While most dental assistants work as chairside or business assistants in general or specialty dental practices such as orthodontics or oral surgery, other career paths include the following: lab technicians; sales representatives in dental supply companies; and as teachers in vocational or college dental auxiliary programs.

Enrollment in any Dental Assistant (HDA) course requires admission to the dental assistant program OR approval from the dental assistant program director.

The following are required for admission:
1. High school or college transcript 2.0 minimum GPA, or successful GED completion.
2. Mathematics: MTH 23 or placement into MTH 111 or higher.
3. Communications: Placement into ENG 111 or higher.

**General Education Requirements**  
**Credits: 21-22**

- Communications: ENG 111 and ENG 112 ......................... 8
- Humanities: Any Group 1 course .................................. 3
- Math competency: Placement into MTH 111 or higher, or completion of MTH 23
- Science: BIO 106 .................................................. 4
- Social Science: PSY 101 ............................................. 3
- Group 1 Elective ...................................................... 3-4

**Occupational Specialty Requirements**  
39-40

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS</td>
<td>155</td>
<td>Interpersonal Communications or</td>
</tr>
<tr>
<td>COM</td>
<td>111</td>
<td>Public Speaking ..................................</td>
</tr>
<tr>
<td>HAH</td>
<td>120</td>
<td>Infection Control ..................................</td>
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<tr>
<td>HDA</td>
<td>101</td>
<td>Introduction to Dentistry ......................</td>
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<tr>
<td>HDA</td>
<td>112</td>
<td>Dental Materials ..................................</td>
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<td>HDA</td>
<td>113</td>
<td>Dental Materials Lab ................................</td>
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<td>HDA</td>
<td>120</td>
<td>Dental Anatomy ....................................</td>
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<td>HDA</td>
<td>140</td>
<td>Oral Pathology/Pharmacology ....................</td>
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<td>HDA</td>
<td>150</td>
<td>Dental Office Management .......................</td>
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<td>HDA</td>
<td>160</td>
<td>Dental Emergencies ................................</td>
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<tr>
<td>HDA</td>
<td>170</td>
<td>Preventive Dentistry ............................</td>
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<tr>
<td>HDA</td>
<td>240</td>
<td>Chairside Procedures ................................</td>
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<tr>
<td>HDA</td>
<td>241</td>
<td>Chairside Procedures Lab ........................</td>
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<tr>
<td>HDA</td>
<td>242</td>
<td>Dental Radiography ................................</td>
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<tr>
<td>HDA</td>
<td>243</td>
<td>Dental Radiography Lab ..........................</td>
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<tr>
<td>HDA</td>
<td>282</td>
<td>CDA/RDA Written Exam Prep ......................</td>
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<tr>
<td>HDA</td>
<td>286</td>
<td>RDA Clinical Exam Prep ...........................</td>
</tr>
<tr>
<td>HDA</td>
<td>290</td>
<td>Dental Assistant Internship ....................</td>
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<tr>
<td>HPD</td>
<td>110</td>
<td>Basic Life Support for Health Care Providers (or equivalent) ..................</td>
</tr>
</tbody>
</table>

**Note:** A 2.0 grade or higher is required in HDA & HAH courses.

**Minimum Program Requirements**  
60
Dental Assistant

Certificate of Achievement (Level II)  NMC Code 070

The following coursework must be taken in order to qualify for the Certificate of Achievement in Dental Assisting. Completion of the program qualifies students for the state board exam and after passing the exam, they may practice as Registered Dental Assistants. In addition, program completers are eligible for the National Certification exam, which is recognized nationwide. While the associate degree is not required for either of these exams, students can complete the associate degree after completion of the certificate.

Admission Requirements
Enrollment in any Dental Assistant (HDA) course requires admission to the dental assistant program OR approval from the dental assistant program director.

The following are required for admission:
1. High school or college transcript 2.0 minimum GPA, or successful GED completion.
2. Mathematics: MTH 23 or placement into MTH 111 or higher.
3. Communications: Placement into ENG 111 or higher.

Placement Requirements (to complete certificate)
Math competency: Placement into MTH 111 or higher, or completion of MTH 23.
Communications: Placement into ENG 111 or higher ...

Certificate of Achievement  Credits: 39-40

BUS 155 Interpersonal Communications or
COM 111 Public Speaking........................................3-4
HAA 120 Infection Control........................................2
HDA 101 Introduction to Dentistry................................2
HDA 112 Dental Materials........................................2
HDA 113 Dental Materials Lab..................................1
HDA 120 Dental Anatomy.........................................3
HDA 140 Oral Pathology/Pharmacology........................2
HDA 150 Dental Office Management..........................2
HDA 160 Dental Emergencies....................................1
HDA 170 Preventive Dentistry....................................2
HDA 240 Chairside Procedures..................................5
HDA 241 Chairside Procedures Lab............................2
HDA 242 Dental Radiography....................................2
HDA 243 Dental Radiography Lab..............................1.5
HDA 282 CDA/RDA Written Exam Prep.......................2
HDA 286 RDA Clinical Exam Prep...............................1
HDA 290 Dental Assistant Internship.........................5
HPD 110 Basic Life Support for Health Care Providers (or equivalent) .........................0.2

Note: A grade of 2.0 or higher is required in HDA and HAH courses.

Early Childhood Education

Associate in Applied Science Degree  NMC Code 321

This program prepares students for the challenges of the ever-changing world of early care and education. Specialized courses and liberal arts studies provide students with a foundation needed to pursue careers in early childhood education, childcare, and preschool education. The order in which courses are taken is not critical except where prerequisites are involved. Course substitutions may be made only with the approval of the program coordinator or the academic area chair.

Students planning to pursue a four-year degree in Child Development or Early Childhood Education should follow NMC’s degree requirements for the ASA degree and familiarize themselves with the requirements of the school of choice for their bachelor’s degree.

General Education Requirements  Credits: 17-18
Communications: ENG 111 and either BUS 231 or ENG 112 ................................................7-8
Humanities: ENG 210 ..................................................3
Math competency: Placement into MTH 111 or higher, or completion of MTH 23
Science: Any Group 1 course with a lab..........................4
Social Sciences: PSY 101 ............................................3

Occupational Specialty Requirements  41-42
ECE 101 Early Childhood Education...........................3
ECE 202 Human Development and Learning................5
ECE 203 Curriculum for Child Guidance......................3
ECE 204 Early Childhood Curriculum .........................3
ECE 206 Infant Toddler Care Curriculum ......................3
ECE 220 Early Education Administration......................3
ECE 230 Early Literacy and Learning............................3
ECE 290 Early Education Internship............................3-4
EDU 212 Educating Exceptional Children.....................3
SOC 101 Introduction to Sociology.............................3
SOC 211 Marriage and the Family...............................3
General Electives .....................................................6

Minimum Program Requirements  60

NMC. Find it here.
Early Childhood Education and Care

Certificate of Achievement (Level I)

Infant and Toddler ........................................ NMC Code 042
Pre-School .................................................... NMC Code 043

These certificates are designed to meet the National CDA credentialing requirements for students currently employed working with young children. These courses are approved by the National CDA (Child Development Associates) credentialing program, which means that they meet the requirements for professional development hours in the various functional areas. Receiving NMC’s Certificate of Achievement (Level I) qualifies individuals to meet the Early Childhood Lead Teacher requirements for the State of Michigan Licensing Rules for Child Care Centers.

This CDA credential sequence is designed as a building block program, which means that by adding certain additional courses, students may meet Michigan Child Care Licensing requirements for Program Manager, complete the certificate or get an AAS in Early Childhood Education.

These certificates are designed to complete the application requirements for the National CDA credentials process in the first semester and support successful completion of the National CDA credentials in the second semester.

Early Childhood Education and Care Certificate of Achievement Outcomes:

Students completing the Early Childhood Education and Care Certificate are able to reliably demonstrate a working knowledge of child development from conception to 12 years of age; possess observational skills and tools to assess, evaluate, and build individualized plans for children; apply curriculum development knowledge to provide age-appropriate/multi-cultural activities and materials; apply environmental design knowledge; possess working knowledge of program management and philosophy building; apply knowledge in working with families, including diverse/multicultural systems.

Early Childhood Education for Preschool (Center Based):

Certificate Requirements Credits: 15
ECE 101 Early Childhood Education ......................... 3
ECE 202 Human Development and Learning ............. 5
ECE 203 Curriculum for Child Guidance or* .......... 5
ECE 204 Early Childhood Curriculum .................... 3
ECE 290 Early Education Internship* ..................... 4

Early Childhood Education for Infant & Toddler (Center Based):

Certificate Requirements Credits: 15
ECE 101 Early Childhood Education ......................... 3
ECE 202 Human Development and Learning ............. 5
ECE 206 Infant Toddler Care Curriculum ................ 3
ECE 290 Early Education Internship* ..................... 4

* The Service Learning Internship credits are split between two semesters and meet some of the requirements for observation and demonstration for the CDA credential verification visit.

Early Childhood Education and Care

Certificate of Achievement (Level II) NMC Code 002

Receiving NMC’s Certificate of Achievement (Level II) in Early Childhood Education and Care qualifies individuals to meet the Early Childhood Program Director requirements for the State of Michigan Licensing Rules for Child Care Centers. In addition, the following classes are approved by the National Child Development Associates (CDA) Program. Students completing NMC’s Early Childhood Education and Care certificate program and the CDA credentialing process will meet qualifications for Michigan’s Licensing Rules for Early Childhood and/or School Age Care Program Director.

Students are encouraged to work closely with the Early Childhood coordinator to complete this certificate. A 2.0 GPA must be maintained to receive the certificate.

This program is designed to be a building block program. By adding certain classes, a student may complete the requirements for an associate’s degree and students may transfer to a college or university to complete a bachelor’s degree. Students may also elect to stay in Traverse City and transfer to the University Center.

Early Childhood Education and Care Certificate of Achievement Outcomes:

Students completing the Early Childhood Education and Care Certificate are able to reliably demonstrate a working knowledge of child development from conception to 12 years of age; possess observational skills and tools to assess, evaluate, and build individualized plans for children; apply curriculum development knowledge to provide age-appropriate/multi-cultural activities and materials; apply environmental design knowledge; demonstrate a working understanding of special need children/families in inclusion/self-contained classrooms; possess working knowledge and skills in discipline management, development of self-esteem and prosocial behaviors; process working knowledge of program management and philosophy building; apply knowledge in working with families, including diverse/multi-cultural systems.

Certificate Requirements Credits: 35-36
ECE 101 Early Childhood Education ......................... 3
ECE 202 Human Development and Learning ............. 5
ECE 203 Curriculum for Child Guidance ................ 3
ECE 204 Early Childhood Curriculum .................... 3
ECE 206 Infant Toddler Care Curriculum ................ 3
ECE 220 Early Education Administration ................ 3
ECE 230 Early Literacy and Learning ..................... 3
ECE 290 Early Education Internship* ..................... 2-3
EDU 212 Educating Exceptional Children ................ 3
ENG 111 English Composition ............................ 4
PSY 101 Intro to Psychology ............................... 3

Placement into MTH 111 or higher,
or completion of MTH 23.

* This internship can be split over more than one semester.
Engineering Technology

Associate in Applied Science Degree

Biomedical Technician ........................................ NMC Code 546
Computer Technology ......................................... NMC Code 545
Electronics Technology ........................................ NMC Code 557
General Technology ........................................... NMC Code 556
Marine Technology ............................................. NMC Code 541
Photonics Technology .......................................... NMC Code 559
Robotics & Automation Technology ....................... NMC Code 544
Unmanned Aerial Systems Technology .................... NMC Code 542
Unmanned Ground Vehicles Technology ................. NMC Code 543

Engineering technology education focuses primarily on the applied aspects of science and engineering aimed at preparing graduates for practice in that portion of the technological spectrum closest to product improvement, manufacturing, construction, and engineering operational functions.

The NMC Engineering Technology degree offers students a broad-based curriculum across all areas of technical education, preparing the graduates for emerging job markets and highly technical fields. The program is designed to allow students to choose courses of interest or specialize in one of the following specialty areas: Computer Technology, Electronics Technology, Photonics Technology, Robotics & Automation Technology, Unmanned Aerial Systems (UAS) Technology, Marine (ROV) Technology, Unmanned Ground Vehicles (UGV) Technology.

Note: Industry standards may require that students have First Aid/CPR certification and HAZWOPER certification.

General Education Requirements Credits: 21-22
Communications: ENG 111 and ENG 112 or ENG 220 or BUS 231 .................. 7-8
Humanities: PHL 105 .................. 3
Math competency: Placement into MTH 122 or higher, or completion of MTH 121 .................. 4
Science: BIO 106 or PHY 105 .................. 4
Social Science: GEO 115 .................. 3

Technical Specialty Requirements Credits: 21
DD 170 CADD/Computer Modeling .................. 4
EET 102 Intro to Engineering Technology .................. 2
EET 103 Electrical Studies I .................. 3
MFG 103 Manufacturing Processes .................. 3
MFG 104 Fluid Power .................. 3
RAM 155 Microcontroller Programming .................. 3
RAM 205 Microcontroller Systems .................. 3

General Technology 17-18
Select at least 17-18 credits from any of the specializations listed below:

Biomedical Technician Credits: 19
EET 180 Biomedical Equipment I .................. 3
EET 190 Biomedical Internship .................. 1
EET 204 Electrical Studies II .................. 3
EET 281 Biomedical Equipment II .................. 3
EET 290 Engineering Tech Internship .................. 3
HAH 101 Medical Terminology .................. 3
Approved Elective (see advisor) .................. 3

Computer Technology Credits: 21
CIT 178 Relational Databases .................. 3
CIT 180 HTML and CSS Programming .................. 3
CIT 190 JavaScript Programming .................. 3
CIT 195 .NET App and Game Programming .................. 3
CIT 228 Data Sources .................. 3
CIT 233 Project Management .................. 3
CIT 255 .NET Object-Oriented Programming .................. 3

Electronics Technology Credits: 19
EET 161 Fundamentals of Light & Lasers .................. 4
EET 204 Electrical Studies II .................. 3
EET 221 Industrial Controls .................. 3
EET 232 Programmable Logic Controllers .................. 3
EET 260 System Engineering in Practice .................. 3
Approved Elective (see advisor) .................. 3

Marine Technology (ROV) Credits: 19
EET 204 Electrical Studies II .................. 3
ENV 131 Oceanography .................. 4
WSI 200 GL Research Technologies .................. 3
WSI 210 Underwater Acoustics and Sonar .................. 3
WSI 215 Marine GIS & Data Processing .................. 3
WSI 240 ROV Systems and Operations .................. 3

Photonics Technology Credits: 17
EET 161 Fundamentals of Light & Lasers .................. 4
EET 204 Electrical Studies II .................. 3
EET 212 Elements of Photonics .................. 4
EET 221 Industrial Controls .................. 3
EET 260 System Engineering in Practice .................. 3

Robotics & Automation Technology Credits: 18
EET 204 Electrical Studies II .................. 3
EET 221 Industrial Controls .................. 3
EET 232 Programmable Logic Controllers .................. 3
EET 233 PLC Applications I .................. 3
EET 234 PLC Applications II .................. 3
EET 260 System Engineering in Practice .................. 3

Unmanned Aerial Systems (UAS) Technology Credits: 19
AVF 141 Remote Pilot Flight .................. 3
AVF 211 Commercial Drone Operations .................. 4
AVF 241 Advanced Drone Operations .................. 3
AVG 142 Remote Pilot Ground .................. 3
EET 204 Electrical Studies II .................. 3
Approved Elective (see advisor) .................. 3

Unmanned Ground Vehicles (UGV) Technology Credits: 17
AT 130 Engine Performance I .................. 5
AT 220 Automotive Electrical II .................. 5
AT 240 Unmanned Ground Vehicles .................. 4
EET 260 System Engineering in Practice .................. 3

Please consult an NMC Engineering Technology program advisor for scheduling guidelines.

Note: Internship opportunities are available for additional credits.

Minimum Program Requirements 60

www.nmc.edu | 41
To apply, use the three-digit NMC Code on your admissions application.

### Entrepreneurship Certificate

**Certificate of Achievement (Level I)**  
**NMC Code 051**

The Entrepreneurship certificates help students manage and market a business and take an entrepreneurial perspective of business management. They offer an entrepreneur tool set of business knowledge and practices needed for competing in today’s global marketplace. These certificate courses could also apply to the course requirements for the Business Administration AAS degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Accounting Principles I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MGT 245</td>
<td>Principles of Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate Requirements**  
**Credits: 16**

### Entrepreneurship Certificate

**Certificate of Achievement (Level II)**  
**NMC Code 052**

After completing the Entrepreneurship Certificate Level I students may elect to obtain an Entrepreneurship Certificate Level II. The additional classes required for the Level II Certificate provide an entrepreneur with additional tools needed to compete in today’s global marketplace. These certificate courses could also apply to the course requirements for the Business Administration AAS degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 155</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 261</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 216</td>
<td>Computerized Accounting Systems</td>
<td>2</td>
</tr>
<tr>
<td>MKT 241</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MGT 246</td>
<td>Entrepreneur Marketing/Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGT 251</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Digital Marketing</td>
<td>2</td>
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**Directed Elective** (Choose 3-4 credits)  
**3-4**

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 233</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 241</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 246</td>
<td>Entrepreneur Marketing/Finance</td>
<td>4</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Digital Marketing</td>
<td>2</td>
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</tbody>
</table>

**Total Credits for Level II**  
**30-31**

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**NMC.**  
**Find it here.**
Freshwater Studies

Associate in Applied Science Degree  NMC Code 490

The Freshwater Studies program is offered by NMC’s Great Lakes Water Studies Institute. The program is designed to prepare students for both current and emerging career pathways in water related fields. The Freshwater Studies degree program combines unique courses and opportunities for field experiences available through Northwestern Michigan College and our University partners. In addition to the partners in the Great Lakes region, our program has collaborators in selected sites overseas. This freshwater focused program has an interdisciplinary approach designed to offer students the ability to gain unique competencies and credentials of value. The core program of study includes Introduction to Freshwater Studies, Watershed Science, Geographic Information Systems (GIS), Oceanography, Meteorology and Climatology, Water Policy and Sustainability, and an Internship experience either locally or overseas. The degree is intended both for students who plan to enter professional fields as well as those who wish to further their studies and complete a bachelor’s degree with university partners located in Traverse City and offshore.

General Education Requirements  Credits:  17-18
Communications: ENG 111 and either BUS 231 or
   ENG 112 or ENG 220.......................................................7-8
Humanities: PHL 105 or PHL 202.................................3
Math competency: Placement into MTH 111 or higher,
   or completion of MTH 23
Science: ENV 117.................................................................4
Social Sciences: GEO 115......................................................3

Core Requirements**  15-17
ENV 131 Oceanography..................................................4
ENV 140 Watershed Science...........................................4
WSI 105 Introduction to Freshwater Studies.....................3
WSI 230 Water Policy and Sustainability........................3
WSI 290 Freshwater Studies Internship.........................1-3

Approved Electives by Areas of Concentration:**

Economy and Society
BIO 110 Essential Biology .............................................4
BUS 101 Introduction to Business....................................3
BUS 261 Business Law I or
MGT 241 Principles of Management.............................3
ECO 201 Principles of Macroeconomics or
ECO 202 Principles of Microeconomics........................3
MGT 245 Principles of Entrepreneurship.......................3
MTH 131 Intro to Probability and Statistics...............3

Global Freshwater Policy and Sustainability
BIO 110 Essential Biology .............................................4
GEO 109 World Regional Geography............................3
MTH 131 Intro to Probability and Statistics...............3
SPN 202 Intermediate Spanish II or
SPN 227A Spanish for Environmental Mgmt...........3-4

Science and Technology
BIO 115 Cell, Plant & Ecosystem Biology or
CHM 150 General Chemistry I or
PHY 121 General Physics I..................4-5
MTH 141 Calculus I.......................................................5

General
ANT 113 Intro to Cultural Anthropology..............3
BIO 115 Cell, Plant & Ecosystem Biology............4
BIO 116 Genetic, Evolution, Animal Biology........4
CHM 150 General Chemistry I..............................4
ECO 202 Principles of Microeconomics.............3
MTH 121 College Algebra...........................................4
MTH 131 Intro to Probability and Statistics.........3

** Core and Concentration credits can also be applied to General Education requirements.

Please consult an NMC Freshwater Studies program advisor for scheduling guidelines.

Minimum Program Requirements 60
Law Enforcement

Associate in Applied Science Degree  
NMC Code 352

1. Graduates of this program are eligible to take the state law enforcement officer examination. Students who anticipate transferring to a four-year college or university need to see an NMC advisor during their first semester, as some courses may be acceptable for transfer credit. Students may enroll in the Law Enforcement Preservice Police Academy upon completing first year requirements or with a college degree. Completion of the Police Academy (LWE courses) must occur within two semesters, beginning fall semester and completed the following spring semester. A minimum grade of 2.0 must be achieved in each LWE course, satisfying prerequisites for licensing and qualifying the student to take the state examination to be hired by a law enforcement agency, which activates the license. The Police Academy is approved and regulated by the Michigan Commission on Law Enforcement Standards (MCOLES).

2. It is mandatory that students meet with the Law Enforcement Coordinator prior to beginning LWE courses to register with MCOLES. Students must pass MCOLES reading/writing and physical agility tests prior to starting the LWE courses. Visit www.michigan.gov/mcoles for online registration or call (231) 995-1283 with questions.

3. General Education Requirements

   Credits: 18

   Communications: ENG 111 and ENG 112 ................. 8
   Humanities: PHL 201 or PHL 202 ......................... 3
   Math competency: Placement into MTH 111 or higher, or completion of MTH 23
   Science: Any Group 1 course with lab .................. 4
   Social Sciences: PLS 101 or PLS 132 ................. 3

4. Core Requirements

   13

   CJ 101 Introduction to Criminal Justice ............... 4
   PSY 101 Introduction to Psychology .................. 3
   PSY 250 Abnormal Psychology or ......................
   SOC 231 Deviance and Criminal Behavior .......... 3
   SOC 101 Introduction to Sociology .................. 3

5. Occupational Specialty Requirements

   39

   HAH 200 Emergency Assessment and Intervention .... 3
   LWE 102 Police Operations ................................ 4
   LWE 210 Cultural Awareness/Diversity ............... 2
   LWE 212 Criminal Investigation ........................ 3
   LWE 214 Firearms ......................................... 4
   LWE 215 Defensive Driving ............................... 3
   LWE 216 Traffic Enforcement and Investigation .... 3
   LWE 218 Physical Training/Wellness ................... 4
   LWE 225 Defensive Tactics ................................ 4
   LWE 226 Michigan Criminal Law ....................... 3
   LWE 227 Criminal Procedures ............................ 3
   LWE 228 Speed Measurement/PBT ...................... 3

6. Recommended Course:

   LWE 195* Police Practicum ................................ 4
   *Recommended for students with no police field experience.

7. Program Requirements

   70

Note: A 2.0 grade or higher is required in LWE Courses.

Law Enforcement

Certificate of Achievement (Level II)  
NMC Code 049

The following coursework may be taken in order to qualify for the Certificate of Achievement in Law Enforcement. Completion of the program qualifies students for the Michigan Commission on Law Enforcement Standards (MCOLES), State of Michigan Post-test exam and after passing the exam students are certifiable to work as Police Officers throughout the State of Michigan as well as other States in the United States with reciprocity agreements. An Associate degree is required to qualify to take the MCOLES licensing exam.

ADMISSION REQUIREMENTS

Enrollment in the Law Enforcement Certificate program requires approval of the NMC Law Enforcement Director and MCOLES.

The following are required for admission:

• Must be a U.S. Citizen
• Must have normal color vision
• Must have a valid driver’s license
• Must pass a pre-service physical Fitness test
• Must pass a Reading/Writing Exam
• Must pass a Physical Exam
• Must pass a Psychological Exam

*Admission is contingent on a one-on-one interview with MCOLES representatives, NMC Law Enforcement Director, and a college degree audit.

Certificate of Achievement Credits: 39

   LWE 102 Police Operations ................................ 4
   LWE 210 Cultural Awareness/Diversity ............... 2
   LWE 214 Firearms ......................................... 4
   LWE 218 Physical Training/Wellness ................... 4
   LWE 226 Michigan Criminal Law ....................... 3
   HAH 200 Emergency Assessment & Intervention .... 3
   LWE 212 Criminal Investigation ....................... 3
   LWE 215 Defensive Driving ............................... 3
   LWE 216 Traffic Enforcement ............................. 3
   LWE 225 Defensive Tactics ................................ 4
   LWE 227 Criminal Procedure ............................ 3
   LWE 228 Speed Measurement / PBT ..................... 3

Note: A 2.0 grade or higher is required in LWE Courses.
Manufacturing Technology

Associate in Applied Science Degree

The Manufacturing Technology program is designed to provide a multi-disciplined technical background in fields for which NMC does not offer a specific program. For instance, students interested in pursuing careers in advanced manufacturing or welding may enroll in the Manufacturing Technology program and design a model schedule that emphasizes their major area of interest. The program has the flexibility to match the student's interest with the skills necessary for job entry.

Students, with assistance from an advisor, will select a major area of technical emphasis. These technical courses plus supporting courses from other disciplines comprise the Manufacturing Technology program requirements.

Each student's proposed Manufacturing Technology program must be approved by a committee consisting of the appropriate department head, the academic chair, and the registrar.

General Education Requirements

Credits: 17-18

Communications: ENG 111 and either BUS 231 or ENG 112* or ENG 220 .................................7-8
Humanities: Any Group 1 course .........................................................3
Math competency: Placement into MTH 111 or higher, or completion of MTH 23
Science: Any Group 1 course with a lab ........................................4
Social Sciences: Any Group 1 course .............................................3
*Students intending to transfer to another college or university should take ENG 112.

Occupational Specialty Requirements 39

Electives 4-9
Choose any courses from Group 1 and/or Group 2.

Program Requirements 60-65

Marine Technology

Bachelor of Science

The Marine Technology major at NMC prepares students to meet the needs of the global marine industry. Graduates will be in high demand for global employment opportunities in extremely diverse and fast-growing industries. This four-year bachelor’s program builds on NMC’s Marine Technology concentration of the Engineering Technology program. Technical training will occur at numerous campus labs, NMC’s Great Lakes campus harbor and aboard research vessels operating throughout the Great Lakes. Program emphasis is focused on project management, technical competencies and hands-on learning with students having direct access to remotely operated vehicles, multiple SONAR platforms, marine instrumentation and marine data processing software. Instruction will be provided by highly trained instructors with experience in the industry.

Note: Students must also complete First Aid/CPR certification and HAZWOPER certification.

General Education Requirements

Credits: 42

Communications: ENG 111 and ENG 220 ......................................7
Humanities: PHL 105 and PHL 202 .................................................6
Math competency: MTH 121, MTH 122, MTH 131 and MTH 141 .........................................................15
Science: PHY 121 and PHY 122 .................................................8
Social Science: ECO 202 and GEO 115 .....................................6

Marine Technology Requirements

Credits: 76

DD 170 CADD/Computer Modeling ......................................4
EET 102 Intro to Engineering Technology .........................2
EET 103 Electrical Studies I ..................................................3
EET 204 Electrical Studies II ..................................................3
EET 304 Marine Electronics ..................................................3
ENV 117 Meteorology & Climatology ..................................4
ENV 131 Oceanography .........................................................4
MFG 103 Manufacturing Processes ....................................3
MFG 104 Fluid Power .............................................................3
MFG 304 Marine Hydraulics ..................................................3
RAM 155 Microcontroller Programming ...........................3
RAM 205 Microcontroller Systems ....................................3
WSI 200 GL Research Technologies ..................................3
WSI 210 Underwater Acoustics and Sonar ........................3
WSI 215 Marine GIS & Data Processing ...............................3
WSI 240 ROV Systems and Operations ...............................3
WSI 300 Remote Sensing and Sensors ...............................3
WSI 310 Sonar Systems and Operations ...............................4
WSI 315 Advanced Marine Survey & Data .........................3
WSI 390 Internship .................................................................3
WSI 400 Marine Technology Capstone ..............................4
WSI 405 Marine Industry .......................................................3
WSI 433 Marine Project Management ..................................3
WSI 440 AUV Systems & Operations .................................3
Approved Elective (see advisor) ...........................................2

Program Requirements 120
Maritime
Great Lakes Maritime Academy

Bachelor of Science  NMC Code 850 / 851

The Great Lakes Maritime Academy is more than just a college experience. As Michigan’s State Maritime Academy, our college educates and trains the finest Deck and Engineering Officers available to the commercial shipping industry.

As you learn more about us, you will discover a professional environment based on pride and tradition. The Academy prepares future merchant marine officers/business professionals for the challenge of operating ships of unlimited tonnage. Our training ship, State of Michigan, is utilized daily as a floating classroom and hands-on learning environment. We set sail with our ship at various times throughout the academic year to reinforce the skills taught shoreside. As cadets progress through the Academy, they learn our industry first hand by completing essential sea time aboard the training ship and commercial vessels of the Great Lakes and oceans.

Cadets earn their maritime credentials and a bachelor’s degree. We offer a condensed core maritime curriculum for those who enter with a bachelor’s degree. Cadets are prepared to write the U.S. Coast Guard examination for licensing as Third Mate Great Lakes and Oceans Unlimited Tonnage and First Class Great Lakes Pilot (Deck Officer), or Third Assistant Engineer, Steam and Motor Vessels of any Horsepower (Engineering Officer). Graduates are fully compliant with Standards of Training, Certification and Watchkeeping (STCW).

Great Lakes Maritime Academy is proud of the quality education and training we have provided since 1969. Curricula range from seamanship, navigation and piloting to steam and diesel engineering together with up to 300 days of sea time. Our alumni sail with the fleets of the Great Lakes and oceans with many having reached the pinnacle of their professions as a Captain or Chief Engineer. With exceptional employment and salaries upon graduation, the time is now to consider a career as a professional mariner. The Admissions Office is open weekdays from 8:00 am to 5:00 pm. Please visit www.nmc.edu/maritime for additional information.

This program is approved by the U.S. Maritime Administration, the U.S. Coast Guard, and the Michigan Department of Education. A new class begins each year in mid August (Pre-Fall semester).

In addition to the above, the Maritime Academy offers a Bachelor of Science in Maritime Technology - Power Systems program (see page 48).

ADMISSION REQUIREMENTS

Admission to the Great Lakes Maritime Academy requires candidates meet the following:

1. Minimum age 17, with high school diploma or GED.
2. United States Citizen.
3. Academic placement at freshman English and Intermediate Algebra level determined by minimum composite ACT score of 20, SAT score of 1440, transferable college credits or placement testing.
4. No misdemeanors, felonies or legal expungements.

Acceptance to the Great Lakes Maritime Academy is competitive, with the incoming class of 60 cadets beginning in the fall of each year. Admissions decisions are made without regard to age, sex, marital status, national origin, or ethical/racial background. Applicants may apply at www.nmc.edu/maritime to submit online application. An application checklist is provided. If you have questions, please call the Maritime Admissions Office at (231) 995-1213 or (231) 995-1209.

GENERAL PROGRAM REQUIREMENTS

In addition to NMC rules and regulations, Maritime cadets must comply with the rules and regulations specified under the “Maritime Cadet Rules and Regulations.”
DEPARTMENT OF NAVAL SCIENCE
The Department of Naval Science is staffed by an active duty Naval officer. The Department offers training designed to acquaint the cadet with the mutual dependence of the Navy and the Merchant Marine in accomplishing their common objectives through the MNS 100 course. Additionally, Strategic Sealift Officer Program (SSOP) Midshipmen will receive Navy professional development training through the MNS 200 and MNS 250 courses. Upon completion of the SSOP, graduates will be commissioned as an Ensign in the United States Navy Reserve.

GRADUATION REQUIREMENTS
In addition to NMC graduation requirements, Maritime Academy cadets must:

1. Successfully complete all components of the program.
2. Pass the U.S. Coast Guard license exam (not applicable to Power Systems Program).
3. Achieve a 2.0 (76%) grade or higher in all courses.
4. Deck cadets must complete Great Lakes pilotage exams as per the Academy's Rules and Regulations.

CURRICULUM
NMC's Great Lakes Maritime Academy offers three bachelor degree programs of study:

- Bachelor of Science - Maritime Technology: Deck Officer
- Bachelor of Science - Maritime Technology: Engineering Officer
- Bachelor of Science - Maritime Technology: Power Systems

Each program provides the cadet with coursework in math, physical science, humanities, and social studies in addition to the maritime curriculum.

Federal regulations require that each cadet obtain up to 300 sailing days of practical training as a cadet observer aboard ship. Sea time is arranged by the Academy and spread over the program. In addition to shipboard duties, the cadets are required to complete written assignments, sea projects, for evaluation and grading. Great Lakes Maritime reserves the right to revise the program in accord with industry needs and government agency requirements (not applicable to Power Systems program).

The following program requirements are for a high school graduate or a person without transfer credits from another institution. A condensed maritime curriculum for students with a bachelor's degree is available.

Maritime - Deck Officer
Great Lakes Maritime Academy
Bachelor of Science
NMC Code 850

General Education Requirements Credits: 35
Communications: ENG 111 and ENG 112 ................................. 1
Humanities: PHL 202 and one additional
  Group 1 Humanities course ........................................... 6
Math competency: Placement into MTH 141 or higher, or completion of MTH 121 and MTH 122 ......................... 7
Science: ENV 117 and PHY 105 ...................................... 8
Social Science: ECO 201 and ECO 202 ............................ 6

Maritime Requirements 82
MDK 100 Survival at Sea ................................................ 1
MDK 104 Rigging and Ship Maintenance Lab ...................... 1
MDK 106 Watchstanding I ............................................. 1
MDK 112 Rules of the Nautical Road ............................... 2
MDK 121 Navigation I .................................................. 3
MDK 122 Navigation I Lab ........................................... 1
MDK 149 Damage Control & Safety ................................ 2
MDK 200 Ship Business & Labor Relations ...................... 3
MDK 206 Watchstanding II ........................................... 1
MDK 210 Sea Project Deck .......................................... 6
MDK 221 Lakes Piloting .............................................. 2
MDK 222 River Piloting ................................................ 3
MDK 242 Ship Stability ................................................ 3
MDK 311 Sea Project Deck .......................................... 6
MDK 312 Sea Project Deck .......................................... 6
MDK 324 Navigation III ............................................... 3
MDK 330 STCW Elementary First Aid ............................ 2
MDK 331 Electronic Navigation ..................................... 3
MDK 332 Electronic Navigation Lab ................................ 1
MDK 333 Automatic Radar Plotting Aids ......................... 1
MDK 341 Ship Construction ......................................... 2
MDK 345 Dry Cargo Stowage ........................................ 3
MDK 404 Marine Supervisory Lab ................................ 1
MDK 411 Marine Communications ................................ 2
MDK 431 ECDIS .......................................................... 3
MDK 444 Cargo Systems ............................................. 2
MDK 445 Liquid Cargo Stowage .................................... 2
MDK 446 Bridge Team Management ............................... 3
MDK 448 Pilot/Mate License Prep .................................. 4
MDK 454 GMDSS ........................................................ 3
MNG 100 Intro to Marine Engineering .............................. 1
MNG 105 Shipboard Information Systems ...................... 3
MNS 100 Naval Science ............................................. 2

Occupational Specialty Requirements 3
MGT 241 Principles of Management ............................. 3

Program Requirements 120

To apply, use the three-digit NMC Code on your admissions application.
### Maritime - Engineering Officer
**Great Lakes Maritime Academy**

**Bachelor of Science**

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Credits: 30-31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications: ENG 111 and either ENG 220</td>
<td>7-8</td>
</tr>
<tr>
<td>or ENG 220</td>
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</tr>
<tr>
<td>Humanities: PHL 202</td>
<td>3</td>
</tr>
<tr>
<td>Math competency: Placement into MTH 141 or higher, or completion of MTH 121 and MTH 122</td>
<td>7</td>
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<tr>
<td>Science: CHM 101</td>
<td>4</td>
</tr>
<tr>
<td>Social Science: PLS 101</td>
<td>3</td>
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<tr>
<td>Maritime program electives (must be approved by department)</td>
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<table>
<thead>
<tr>
<th>Occupational Specialty Requirements</th>
<th>89-90</th>
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</thead>
<tbody>
<tr>
<td>MDK 100 Survival at Sea</td>
<td>1</td>
</tr>
<tr>
<td>MDK 149 Damage Control &amp; Safety</td>
<td>2</td>
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<tr>
<td>MDK 250 Stability for the Engineer</td>
<td>1</td>
</tr>
<tr>
<td>MDK 330 STCW Elementary First Aid</td>
<td>2</td>
</tr>
<tr>
<td>MDK 341 Ship Construction</td>
<td>2</td>
</tr>
<tr>
<td>MNG 100 Intro to Marine Engineering</td>
<td>1</td>
</tr>
<tr>
<td>MNG 104 Engine Systems Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MNG 105 Shipboard Systems</td>
<td>3</td>
</tr>
<tr>
<td>MNG 110 Engineering Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MNG 234 Electronic Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNG 250 Unloading Systems</td>
<td>3</td>
</tr>
<tr>
<td>MNG 260 Maritime Machining</td>
<td>2</td>
</tr>
<tr>
<td>MNG 271 Maritime Welding</td>
<td>2</td>
</tr>
<tr>
<td>MNG 275 Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>MNG 314 Diesel Engineering</td>
<td>7</td>
</tr>
<tr>
<td>MNG 317 Engineering Sea Project I</td>
<td>3</td>
</tr>
<tr>
<td>MNG 318 Engineering Sea Project II</td>
<td>6</td>
</tr>
<tr>
<td>MNG 319 Engineering Sea Project III</td>
<td>6</td>
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<tr>
<td>MNG 321 Marine Boilers</td>
<td>3.5</td>
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<tr>
<td>MNG 322 Marine Turbines</td>
<td>2.5</td>
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<tr>
<td>MNG 323 Marine Steam Lab</td>
<td>1</td>
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<tr>
<td>MNG 335 Electric Machines &amp; Controls</td>
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</tr>
<tr>
<td>MNG 336 Electric Machines &amp; Controls Lab</td>
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<tr>
<td>MNG 455 Watchstanding</td>
<td>2</td>
</tr>
<tr>
<td>MNG 466 Engine Room Business</td>
<td>2</td>
</tr>
<tr>
<td>MNG 496 License Preparation Engine</td>
<td>2</td>
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<tr>
<td>MNS 100 Naval Science</td>
<td>2</td>
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<tr>
<td>GLMA Program Electives</td>
<td>14-15</td>
</tr>
</tbody>
</table>

| Program Requirements | 120 |

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### Maritime - Power Systems
**Great Lakes Maritime Academy**

**Bachelor of Science**

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Credits: 24</th>
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<tbody>
<tr>
<td>Communications: ENG 111 and ENG 220</td>
<td>7</td>
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<tr>
<td>Humanities: Any Group 1 Course</td>
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<tr>
<td>Math competency: Placement into MTH 141 or higher, or completion of MTH 121 and MTH 122</td>
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</tr>
<tr>
<td>Science: CHM 101</td>
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<tr>
<td>Social Science: Any Group 1 Course</td>
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</table>

<table>
<thead>
<tr>
<th>Occupational Specialty Requirements</th>
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</tr>
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<tbody>
<tr>
<td>DD 110 Basic Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>EET 211 Industrial Controls</td>
<td>3</td>
</tr>
<tr>
<td>EET 232 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>MGT 241 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MNG 104 Engine Systems Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MNG 105 Shipboard Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MNG 110 Engineering Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>MNG 234 Electronic Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MNG 250 Unloading Systems</td>
<td>3</td>
</tr>
<tr>
<td>MNG 260 Maritime Machining</td>
<td>2</td>
</tr>
<tr>
<td>MNG 270 Issues in Power Production</td>
<td>3</td>
</tr>
<tr>
<td>MNG 271 Maritime Welding</td>
<td>2</td>
</tr>
<tr>
<td>MNG 275 Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>MNG 321 Marine Boilers</td>
<td>3.5</td>
</tr>
<tr>
<td>MNG 322 Marine Turbines</td>
<td>2.5</td>
</tr>
<tr>
<td>MNG 323 Marine Steam Lab</td>
<td>1</td>
</tr>
<tr>
<td>MNG 335 Electric Machines &amp; Controls</td>
<td>4</td>
</tr>
<tr>
<td>MNG 336 Electric Machines &amp; Controls Lab</td>
<td>2</td>
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<tr>
<td>Internship I</td>
<td>6</td>
</tr>
<tr>
<td>Internship II</td>
<td>6</td>
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<tr>
<td>Internship III</td>
<td>3</td>
</tr>
<tr>
<td>GLMA Program Electives</td>
<td>28</td>
</tr>
</tbody>
</table>

| Program Requirements | 120 |

* Courses under development.
Nursing - Associate Degree Program Requirements

Associate Degree in Nursing  NMC Code 302

Nursing students admitted to the nursing program prior to fall 2009 must follow the catalog requirements in effect the year they began unless they are returning as re-admitted students.

The NMC Associate Degree in Nursing (ADN) offers students the advantage of college-level academic and professional instruction in the classroom and clinical areas, and the preparation needed for employment after graduation. The associate degree program is a two-year course of study that begins each fall and spring semesters. All nursing courses in the ADN program must be completed within five years. Student clinical experiences may include assignments at Munson Medical Center and a variety of other agencies.

The program is approved by the Michigan Board of Nursing and accredited through the Accreditation Commission for Education in Nursing (ACEN). Graduates are eligible to apply for the National Council Licensure Examination (NCLEX-RN) for licensing as a registered nurse.

ADMISSION REQUIREMENTS

First students complete an NMC application with Pre-ADN as a current program of study. Once prerequisites are met, students are considered eligible to submit a competitive ADN application for admission to the Nursing Program. Completed competitive applications are submitted to the nursing office assistant by February 1 for Fall semester (August) and July 1 for Spring semester (January). Space in the nursing program is limited. Completion of prerequisites does not guarantee admission to the nursing program. Enrollment in any Nursing (HNR) course requires admission to the nursing program or approval of the nursing department director. HNR 100 and HNR 106 may be taken ahead of program admission if course prerequisites are met.

The following are required for the application process:

1. A 2.5 college GPA.
2. A 2.0 grade or above in each of the following prerequisite courses and/or demonstrated competency or equivalent college course transfer
   - English Composition (ENG 111)
   - Introduction to Psychology (PSY 101)
   - Introductory Chemistry (CHM 101), two semesters of high school chemistry (2.5 combined average), or equivalent college chemistry course with a 2.0 grade or above within ten years of program entry. Chemistry requirement for classes older than 10 years may be waived by passing the Chemistry competency exam.
3. Human Anatomy and Physiology I (BIO 227), with a 2.5 grade, within five years of program entry or successfully complete a competency exam if the class is older than five years.
4. Accuplacer Test Scores:
   - Math-80 or above in Elementary Algebra (or equivalent course work)
   - Students must place into MTH 121-College Algebra. If not, students must take MTH 111-Intermediate Algebra (or equivalent course work) within five years of program entry.
5. ACT Scores:
   - 24 or above (or equivalent course work) in math within five years of program entry.
6. SAT Scores:
   - 530 or above (or equivalent course work) in math within five years of program entry.

Note: Any math and/or science class may only be repeated once. This includes fails, drops, audits or transferred classes.

Recommended courses to take prior to Nursing Program Admission

- BIO 228 – Human Anatomy and Physiology II with a 2.5 grade, within five years of program entry
- BIO 240 – Normal and Clinical Nutrition
- PHL 202 – Contemporary Ethical Dilemmas
- ENG 112 – English Composition
- HRP 110 – AHA Basic Life Support for Health Care Workers (CPR and AED) Equivalent courses are: American Red Cross BLS for Health Care Providers or CPR/AED for Professional Rescuers and Health Care Providers or HeartCode® BLS

Note: Current CPR certification must be documented by the start of the program, and maintained throughout the program.

GENERAL INFORMATION

- A physical examination and completion of the Certificate of Health documenting good mental and physical health is required prior to clinical course work.
- Criminal background checks and drug screens are required on all students entering the Associate Degree of Nursing and the Practical Nursing programs at Northwestern Michigan College. The costs associated with the background check and drug screen will be the sole responsibility of the nursing student and must be completed prior to the start of the program.
- The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978.
- The clinical facilities have the right to accept or reject a student. This action could result in a student being delayed or unable to complete the nursing program. This decision may be made just prior to the clinical rotation.
- Nursing program tuition is charged by the contact hour.

General Education Requirements  Credits: 23-25

Communications: ENG 111 and ENG 112 .......................6-8
Humanities: PHL 202 .................................................................3
Math competency: Placement into MTH 121 or higher, or completion of MTH 111
Science: BIO 227, BIO 228, BIO 240 .................................11
Social Sciences: PSY 101 .....................................................3
Program Information

To apply, use the three-digit NMC Code on your admissions application.

NMC Catalog 2017 - 2018

Nursing Specialty Requirements  Credits: 45

HAH 100C  Informatics Essentials .......................... 1
HNR 100  Introduction to Nursing ................................ 1
HNR 101  Fundamentals of Nursing-Lecture ............ 4
HNR 102  Fundamentals of Nursing-Clinical ............ 4
HNR 106  Pharmacology I ........................................ 1
HNR 107  Pharmacology II ....................................... 2
HNR 125  Lifespan Nursing-Lecture ......................... 5
HNR 126  Lifespan Nursing-Clinical ......................... 5
HNR 247  Complex Patient Mgmt I-Lecture ............. 3
HNR 248  Complex Patient Mgmt I-Clinical ............. 4
HNR 251  Mental Health Nursing-Lecture .............. 2
HNR 252  Mental Health Nursing-Clinical ............. 1
HNR 261  Complex Patient Mgmt II-Lecture .......... 3
HNR 262  Complex Patient Mgmt II-Clinical .......... 4
HPD 110  BLS for Health Care Providers*, ** .......... (0.2)

*Equivalent classes are: American Red Cross BLS for Health Care Providers or CPR/AED for Professional Rescuers and Health Care Providers or HeartCode® BLS.

** These credits do not count toward degree requirements.

Note: A 2.0 grade or higher is required in all Nursing (HNR) courses. A minimum of 68 credits are required to receive the Associate Degree in Nursing. Any HNR course failure counts as a nursing program fail and requires readmission. A second course failure is a nursing program dismissal.

Program Requirements  68-70

Online Nursing Option

NMC admits students to an online version of its traditional nursing curriculum each fall. This option is intended for full-time ADN students. It provides all of the nursing theory of academic classes in an online format. It will still require attendance in person for the lab and clinical courses. The labs and clinical courses are generally scheduled in the Traverse City area and will require 2-3 days per week of attendance.

Once students begin the online option, the college will ensure that the online courses will be available until students complete the program as long as the full-time model schedule is followed.

If students need to change from the model online schedule or become out of sequence for any reason, students will need to move into the traditional program.

The ADN-Completion Program for Licensed Practical Nurses is designed to expand upon the previous education of the LPN. Upon completion of all non-nursing required coursework, the LPN who has current clinical work experience in acute or extended care or who has graduated within the past three years can complete the nursing course work in two semesters. The technology and patient acuity in the agencies utilized for clinical course work have changed greatly in recent years. Recent experience in these settings is important to the success of students pursuing this coursework.

Student clinical experiences may include assignments at Munson Medical Center and a variety of other agencies.

The program is approved by the Michigan Board of Nursing and accredited through the Accreditation Commission for Education in Nursing (ACEN). Graduates are eligible to apply for the National Council Licensure Examination (NCLEX-RN) for licensing as a registered nurse.

ADMISSION REQUIREMENTS

First students complete an NMC application with Pre-ADN for LPN as a current program of study. Once prerequisites are met, students are considered eligible to be placed on the waitlist. Pre-requisites are to be completed by February 1 for Fall semester (August) and July 1 for Spring semester (January). Space in the nursing program is limited. Completion of prerequisites does not guarantee admission to the nursing program. Should qualified applicants exceed space available, competitive admission criteria may apply. Enrollment in any Nursing (HNR) course requires admission to the nursing program and/or approval of the nursing department director.

The following are required for the application process:
2. Graduation from an accredited Practical Nursing Program with evidence of an official transcript with a grade of 2.0 or above. Applicants must have work experience in the field of nursing or clinical coursework within the last three (3) years. Applicants who do not meet the work experience criteria will be required to complete the first year nationally normed nursing exam with a minimum competency as identified by the testing service before progressing in the program. If this minimum competency is not achieved, HNR 126 will be required. Additional assessments may be used to determine course placement.
3. Introductory Chemistry (CHM 101), two semesters of high school chemistry (2.5 combined average), or equivalent college chemistry course with a 2.0 grade or above within 10 years of program entry. Chemistry requirement for classes older than 10 years may be waived by passing the chemistry competency examination.

(Continued on next page)
4. **Accuplacer scores:** Math-80 or above in Elementary Algebra (or equivalent course work) within five years of program entry. Students must place into MTH 121-College Algebra. If not, students must take MTH 111-Intermediate Algebra.

5. **Courses required for Admission Consideration:**
   - ENG 111 – English Composition (2.0 required)
   - BIO 227 – Human Anatomy & Physiology I* (2.5 required)
   - BIO 228 – Human Anatomy & Physiology II* (2.5 required)
   - BIO 240 – Normal and Clinical Nutrition
   - PSY 101 – Introduction to Psychology (2.0 required)
   - HPD 110 – BLS for Healthcare Providers**

*Completed within five years of program entry or successfully complete a competency exam if the class is older than five years.

**Equivalent classes: American Red Cross BLS for Health care providers or CPR/AED for Professional Rescuers and Health Care Providers or HeartCode® BLS.

*Note: Any math and/or science class may only be repeated once. This includes fails, drops, audits or transferred classes.

**GENERAL INFORMATION**

- A physical examination and completion of the Certificate of Health documenting good mental and physical health is required prior to clinical course work.
- Criminal background checks and drug screens are required on all students entering the Associate Degree of Nursing and the Practical Nursing programs at Northwestern Michigan College. The costs associated with this background check and drug screen will be the sole responsibility of the nursing student and must be completed prior to the start of the program.
- The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978.
- The clinical facilities have the right to accept or reject a student. This action could result in a student being delayed or unable to complete the nursing program. This decision may be made just prior to the clinical rotation.
- Nursing program tuition is charged by the contact hour.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
<th>Courses Required</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6-8</td>
<td>ENG 111 (2.0 or higher)</td>
</tr>
<tr>
<td>and</td>
<td>6-8</td>
<td>ENG 112</td>
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<tr>
<td>Humanities</td>
<td>3</td>
<td>PHL 202</td>
</tr>
<tr>
<td>Math competency</td>
<td>11</td>
<td>Placement into MTH 121 or higher, or completion of MTH 111</td>
</tr>
<tr>
<td>Science</td>
<td>11</td>
<td>BIO 227, 228, 240</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
<td>PSY 101</td>
</tr>
</tbody>
</table>

**Level One Nursing Coursework**

**Note:** Credit for the practical nursing level coursework (HNR 100-145) must be established prior to admission to the program. At least 23 nursing credits must be established through NMC course completion or transfer equivalencies to meet the program requirements. Additional coursework may be required and will be arranged by the Nursing Director if needed.

**Level Two Nursing Coursework**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HAH 100C</td>
<td>Informatics Essentials</td>
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<tr>
<td>HNR 241</td>
<td>Adv. Maternal Child Nursing-Lecture</td>
<td>3</td>
</tr>
<tr>
<td>HNR 242</td>
<td>Adv. Maternal Child Nursing-Clinical</td>
<td>2</td>
</tr>
<tr>
<td>HNR 246</td>
<td>Complex Patient Mgmt I-Lecture</td>
<td>3</td>
</tr>
<tr>
<td>HNR 248</td>
<td>Complex Patient Mgmt I-Clinical</td>
<td>4</td>
</tr>
<tr>
<td>HNR 251</td>
<td>Mental Health Nursing-Lecture</td>
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<td>HNR 252</td>
<td>Mental Health Nursing-Clinical</td>
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</tr>
<tr>
<td>HNR 261</td>
<td>Complex Patient Mgmt II-Lecture</td>
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<tr>
<td>HPD 110</td>
<td>BLS for Health Care Providers*</td>
<td>(0.2)</td>
</tr>
</tbody>
</table>

*Equivalent courses are: American Red Cross BLS for Health Care Providers or CPR/AED for Professional Rescuers and Healthcare Providers or HeartCode® BLS.

**Note:** A 2.0 grade or higher is required in all Nursing (HNR) courses. A minimum of 68-70 credits are required to receive the Associate Degree in Nursing.
Nursing - Practical

Certificate of Achievement (Level II)  NMC Code 010

The NMC Practical Nursing Program is a two-semester certificate program after prerequisites are met. It is designed to give the student basic health care provider skills, which will enable them to become eligible to take the National Council Licensure Examination (NCLEX-PN). After successfully completing the NCLEX-PN exam, students are able to enter the workforce in various healthcare settings. License Practical Nurses often work in offices, long-term care and home health care facilities. All nursing courses must be completed within five years.

The program is approved by the Michigan Board of Nursing and accredited through the Accreditation Commission for Education in Nursing (ACEN).

ADMISSION REQUIREMENTS
First students complete an NMC application with Pre-PN as a current program of study. Once prerequisites are met, students are considered eligible to be placed on the waitlist. Pre-requisites are to be completed by February 1 for Fall semester (August) and July 1 for Spring semester (January). Space in the nursing program is limited. Completion of prerequisites does not guarantee admission to the nursing program. Should qualified applicants exceed space available, competitive admission criteria may apply. Enrollment in any Nursing (HNR) course requires admission to the nursing program OR approval of the Nursing Program Director. HNR 100 and HNR 106 may be taken ahead of program admission if course prerequisites are met and space available.

The following are required for the application process:

1. 2.0 college GPA.*
2. Accuplacer scores: Math-80 on Elementary Algebra (or equivalent coursework) within five years of program entry. Students must place into MTH 121-College Algebra. If not, students must take MTH 111-Intermediate Algebra, OR have an ACT math score of 24 or above (or equivalent course work).*
3. Courses required for admission consideration. Introductory Chemistry (CHM 101)*, two semesters of high school chemistry (2.5 combined average), or equivalent college chemistry course with a 2.0 grade or above within ten years of program entry. Chemistry requirement for classes older than 10 years may be waived by passing the Chemistry competency examination.
   BIO 227-Anatomy and Physiology I* – 2.5 grade required.
   Must be taken within five years of program entry. If not, students may retake BIO 227 and BIO 228 or successfully complete a competency exam. BIO 227 has specific prerequisites that may require additional coursework.
4. Courses recommended to be completed prior to starting the PN program.
   • BIO 228 - Anatomy and Physiology II with a 2.5 grade required.
   • BIO 240 - Normal and Clinical Nutrition
   • HNR 110 - BLS for Health Care Providers* Eligible for waitlist once these prerequisites are completed.

Note: Any math and/or science class may only be repeated once. This includes fails, drops, or transferred classes.

GENERAL INFORMATION
• A physical examination and completion of the Certificate of Health documenting good mental and physical health is required prior to clinical coursework.
• Criminal background checks and drug screens are required on all students entering the Associate Degree of Nursing and the Practical Nursing programs at NMC. The costs associated with this background check and drug screen will be the sole responsibility of the nursing student and must be completed prior to the start of the program.
• The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978.
• The clinical facilities have the right to accept or reject a student. This action could result in a student being delayed or unable to complete the nursing program. This decision may be made just prior to the clinical rotation.
• Nursing program tuition is charged by the contact hour.

Certificate Requirements  Credits: 35

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 227</td>
<td>Human Anatomy &amp; Physiology I w/ Lab</td>
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</tr>
<tr>
<td>BIO 228</td>
<td>Human Anatomy &amp; Physiology II w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 240</td>
<td>Normal and Clinical Nutrition</td>
<td>3</td>
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<tr>
<td>HNR 100</td>
<td>Introduction to Nursing</td>
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<tr>
<td>HNR 101</td>
<td>Fundamentals of Nursing-Lecture</td>
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<td>HNR 102</td>
<td>Fundamentals of Nursing-Clinical</td>
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</tr>
<tr>
<td>HNR 106</td>
<td>Pharmacology I</td>
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<td>Pharmacology II</td>
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<td>HNR 125</td>
<td>Lifespan Nursing-Lecture</td>
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<td>HNR 126</td>
<td>Lifespan Nursing-Clinical</td>
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</tr>
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<td>HNR 145</td>
<td>Practical Nursing Role &amp; Issues</td>
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</tr>
<tr>
<td>HAH 100C</td>
<td>Informatics Essentials</td>
<td>1</td>
</tr>
<tr>
<td>HPD 110</td>
<td>BLS for Health Care Providers*</td>
<td>0.2</td>
</tr>
</tbody>
</table>

*Equivalent courses are: American Red Cross BLS for Health Care Providers or CPR/AED for Professional Rescuers and Health Care Providers or HeartCode® BLS.

**These credits do not count toward degree requirements.

Note: A 2.0 grade or higher is required in all Nursing (HNR) courses.
Office Administration

Certificate of Achievement (Level II)  NMC Code 003

Well-trained office professionals continue to be in demand and play an integral role in the successful operation of an organization. They work as a team with managers, professionals, and other support staff to control and manage administrative operations.

The Office Administration Certificate builds on the Microsoft Office™ Applications Specialist Certificate and focuses on specific skills that area employers consider essential.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

Level II Certificate Requirements  Credits:  30
Completion of all courses required for the Microsoft Office™ Applications Specialist Certificate (see page 29)..................17
ACC  121  Accounting Principles I .............................4
BUS  101  Introduction to Business .............................3
BUS  231  Professional Communications ....................3
PHL  105  Critical Thinking  or
PHL  201  Ethics  or
PHL  202  Contemporary Ethical Dilemmas ..................3

Note: Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Education class if needed.

Paramedic

Associate in Applied Science Degree in partnership with Munson Medical Center  NMC Code 310

Northwestern Michigan College (NMC) and Munson Regional EMS have partnered to offer an Associate in Applied Science Degree (AAS) with a Paramedic focus. All general education classes are offered at NMC. All paramedic classes are offered through Munson Regional EMS. The program is designed to allow the transfer of 43 paramedic credits from Munson Regional EMS to NMC. With the completion of 18 or more general education credits as identified in the NMC program map, the student will earn an AAS – Paramedic.

ADMISSION REQUIREMENTS
To earn an AAS - Paramedic students must obtain a Basic EMT license and complete two years’ experience or 200+ documented emergency patient contacts. This can be completed concurrently while taking NMC classes. Students interested in pursuing a degree in Paramedic would follow the guidelines below for application to NMC and registration of classes.

1. Complete an application for admission through NMC at www.nmc.edu/admissions/future-students/
2. Request to have an official high school transcript sent to the Admissions Office.
3. Schedule an orientation session after an admission letter is obtained.
4. Take the placement test or submit your ACT or SAT scores prior to orientation.
5. Meet with an academic advisor
6. Bring placement scores to paramedic program contact at Munson Regional EMS.

The following are required for application:
Students must complete either the Accuplacer, ACT or SAT Test:
1. Accuplacer: Math: 50 or above in Elementary Algebra.
   Students must place into MTH 111 Intermediate Algebra (or equivalent course work) within 5 years. If they do not, students must take MTH 23 Beginning Algebra and earn a 2.0 or better.
2. ACT: 21 for math (or equivalent course work) within 5 years.
3. SAT: 530 or above (or equivalent course work) within 5 years.

Degree Requirements
1. Complete at least 60 credit hours with a 2.0 or higher cumulative grade point average. A model schedule can be found at www.nmc.edu/programs/academic-programs/paramedic/
2. Complete a minimum of 15 of the 60 credits at NMC.
3. Apply for graduation by completing the Application for Degree available online or in the Records & Registration Office on the main floor of the Tanis Building.
4. Request an official document from Munson Regional EMS contact to confirm successful completion of the Paramedic program.
5. Submit a copy of your Paramedic license the NMC Records & Registration Office.
Plant Science
Associate in Applied Science Degree

Fruit and Vegetable Crop Management …….. NMC Code 581
Landscape Management ………………………. NMC Code 582
Viticulture …………………………………………….. NMC Code 580

NMC and MSU offer a joint program that can lead to an Associate in Applied Science degree in the areas of Fruit and Vegetable Crop Management, Landscape Management or Viticulture through NMC. Students dual enroll with NMC and MSU at the University Center. After completing a minimum of 48 credits in the program, a certificate is awarded from the MSU Institute of Agricultural Technology. Upon meeting the program requirements for the AAS, students may transfer to the MSU East Lansing Campus as a junior to complete a Bachelor of Science degree. The AAS degree is awarded upon completion of the MSU certificate and completion of the following additional NMC courses. See your MSU advisor prior to enrolling each semester.

MSU Institute of Agricultural Technology
2200 Dendrinos Drive, Suite 203, Traverse City, MI 49684
Phone: (231) 995-1719
Email: matchet4@msu.edu

General Education Requirements …….. Credits: 17-19
Communications: ENG 111 and either BUS 231 or
ENG 112 or ENG 220………………………………………..7-8
Humanities: Any Group 1 course……………………………3-4
Math competency: Placement into MTH 111 or higher,
or completion of MTH 23
Science: BIO 108……………………………………………4
Social Science: ECO 201 or ECO 202 …………………….3

NMC Occupational Specialty Requirements
Credits: 8-16
CIT 100 Computers in Business-An Intro (or equivalent)…3
NMC directed electives (see program coordinator for appropriate selection)………………………………………..5-13

MSU Occupational Specialty Requirements
Credits: 27-35
(Select from the following MSU areas of interest.)

MSU Fruit and Vegetable Crop Management Requirements
Credits: 27
AT 202 Agricultural Regulation, Compliance and Safety………………………………………..3
AT 293 Professional Internship in Agricultural Technology………………………………………..3
CSS 210 Fundamentals of Soil Science ………………………3
ENT 110 Applied Entomology of Economic Plants ………3
HRT 206 Training and Pruning Plants……………………1
HRT 207 Horticulture Career Development………………1
HRT 218 Irrigation Systems for Horticulture………………3
PLP 200 Plant Diseases and Their Pathogens………………3
A minimum of seven additional IAT approved CANR (College of Agriculture and Natural Resources) credits must be completed with approval from the program coordinator……..7

MSU Transfer Students: Students wishing to transfer to MSU as juniors must meet with the program coordinator during their first semester to alter general education courses to meet MSU transfer requirements.

MSU Landscape Management Requirements
Credits: 27
AT 202 Agricultural Regulation, Compliance and Safety………………………………………..3
AT 293 Professional Internship in Agricultural Technology………………………………………..3
CSS 210 Fundamentals of Soil Science ………………………3
ENT 110 Applied Entomology of Economic Plants ………3
HRT 211 Landscape Plants I………………………………..3
HRT 212 Landscape Plants II ………………………………3
HRT 213 Landscape Maintenance ………………………2
HRT 218 Irrigation Systems for Horticulture………………3
PLP 200 Plant Diseases and Their Pathogens………………3

MSU Viticulture Requirements
Credits: 32
AT 202 Agricultural Regulation, Compliance and Safety………………………………………..3
AT 293 Professional Internship in Agricultural Technology………………………………………..3
ENT 110 Applied Entomology of Economic Plants ………3
HRT 232 Principles & Practices of Grape Production I…………………3
HRT 234 Current Issues in Viticulture & Enology………..1
PLP 200 Plant Diseases & Their Pathogens………………3
Viticulture and Enology Science and Technology Alliance (VESTA) requires students to complete 16 credits as approved by the program coordinator……………………………….16

Program Requirements 60

NMC. Find it here.
Respiratory Therapy - RT
Associate in Applied Science Degree through
Muskegon Community College NMC Code 712

Northwestern Michigan College is a partner with Muskegon Community College and Munson Medical Center to offer a collaborative program leading to an Associate in Applied Science degree. All liberal arts and science courses can be taken through NMC. All didactic respiratory classes will be offered at Munson Medical Center via live interactive television from Muskegon Community College. Most clinical courses can be completed at Munson Medical Center. This program is fully accredited by the Joint Review Committee for Respiratory Therapy Education.

The respiratory therapy program begins each fall semester. Enrollment in the program is based on the student meeting the following criteria: overall GPA of 2.0 and proficiency testing in Beginning Algebra and successful completion of ENG 111. Depending on placement test results and high school and/or college transcript evaluation, some prerequisite classes may be required. Class sizes generally begin with eight students in the Munson interactive classroom.

After completing more than two years of instruction, the therapist student receives the Associate in Applied Science degree (AAS) from Muskegon Community College. The student must pass the advanced practical examination given by the National Board for Respiratory Therapy in order to receive credentials.

ADMISSION REQUIREMENTS
Enrollment in any Respiratory Therapy (RT) course requires admission to the Respiratory Therapy program. Consideration for admission requires satisfactory completion of program prerequisites and admission to both Muskegon Community College and the Respiratory Therapy program. Space in the Respiratory Therapy program is limited. Completion of prerequisites does not guarantee admission to the Respiratory Therapy program. Students interested in pursuing a degree in Traverse City for Respiratory Therapy from Muskegon Community College would follow these guidelines for application and registration in the program.

1. Submit an application to Northwestern Michigan College. Applications are available at www.nmc.edu/admissions or at the Admissions Office (231) 995-1054.
2. Meet with an NMC advisor or Health Occupations Respiratory Therapy Advisor to complete your educational development plan for completing your degree.
3. Complete the basic criteria for admissions to the Respiratory Therapy program including: overall GPA of 2.0 and proficiency testing in Beginning Algebra and successful completion of ENG 111.
4. Apply for Admission to Muskegon Community College and the Respiratory Therapy program at www.muskegoncc.edu/allied-health/respiratory-therapy-program-admission-application/ or applications are also available by calling (231) 995-1235.

Surgical Technology
Associate in Applied Science Degree NMC Code 311

Northwestern Michigan College’s Surgical Technology program is designed to give students the necessary skills and preparation for employment after graduation. Graduates of the program will be eligible to apply for the Certified Surgical Technologist exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The program includes 36 credit hours of classroom, lab and clinical components over four semesters after prerequisites are met. Cohorts will typically begin in the fall semester and graduate in December (fall, spring, summer, and fall).

ADMISSION REQUIREMENTS
• Follow the current NMC admission process, selecting program code 921 as the program of study.
• A completed NMC application, testing and all supporting documentation must be on file before student eligibility can be determined. This includes submission of an official high school transcript.
• Students must maintain eligibility throughout the application and admission process, which includes maintaining the required GPA and ensuring biology skills do not expire.

GPA REQUIREMENTS:
• College GPA of 2.0. (Overall GPA is defined as a combination of NMC GPA and any transfer courses counted toward the AAS degree.)
• General education course equivalents may be transferred from another institution according to the college transfer policy.
• Catalog pre-requisites for all courses may be found at www.nmc.edu/programs/course-descriptions

MATH COMPETENCY:
• Placement score into MTH 121 – College Algebra or higher, or
• Successful completion of MTH 111 – Intermediate Algebra (2.0 or above required)

COURSES REQUIRED FOR ADMISSION CONSIDERATION:
Must be completed with a 2.0 or above, unless noted.
• ENG 111 – English Composition I
• HAH 101 – Medical Terminology
• BIO 227/227L – Human Anatomy & Physiology I* (must be within last seven years)

COURSES RECOMMENDED PRIOR TO STARTING THE SURGICAL TECHNOLOGY PROGRAM:
• BIO 228/228L – Human Anatomy & Physiology II* (2.0 or above required)
If not successfully completed prior to beginning the program, must be taken during Semester I.

* Transfer students must have completed course work equivalent to BIO 227 and BIO 228 with a 2.0 or better within the last seven years before transfer credit will be considered.

(Continued on next page)
ADDITIONAL REQUIREMENTS:

May be taken concurrently with surgical technology courses.

- BUS 231 – Professional Communications* or ENG 112 – English Composition II
- HPD 110 – BLS for Healthcare Providers
(grade required: S) or equivalent courses are: American Heart Association BLS for Healthcare Providers (CPR and AED), or American Red Cross: Basic Life Support for Healthcare Providers or CPR/AED for Professional Rescuers and Healthcare Providers.
- PSY 101 – Introduction to Psychology or SOC 101 – Introduction to Sociology
- Humanities Group I course

* BUS 231 is recommended to meet the communications requirement for the AAS degree; however, students who anticipate transferring credits to another school or who plan to pursue a four-year degree at some point in the future are advised to take ENG 112.

**Technical Management Administration**

_Associate in Applied Science Degree_  
_NMC Code 573_

Adding technical training to a business background has long been recognized as a powerful combination in the job market. Technicians often work with non-technical personnel such as accountants, managers, and data processors.

In order to obtain this successful combination of technical and business skills, students who have earned an Associate in Applied Science degree in a technical program may earn a second AAS degree in Technical Management Administration by completing 32 additional credits with a business emphasis.

Please note: This program is available only to students who have already completed an associate degree program in a technical area (Technical, Health, and Visual Communications programs). This program is not available to the student whose first degree is from a Business program.

**Occupational Specialty Requirements**  
_Credits: 60-64_

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 121</td>
<td>Accounting Principles I</td>
<td>4</td>
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<tr>
<td>ACC 122</td>
<td>Accounting Principles II</td>
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<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Principles of Management</td>
<td>3</td>
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<td>MGT 241</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Any Business Area Elective (BUS, MGT, MKT)</td>
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<td>3</td>
</tr>
</tbody>
</table>

**Program Requirements**  
_Credits: 63-64_

**Visual Communications**

_Associate in Applied Science Degree_  
_NMC Code 351_

Students in this program explore a full range of skills: drawing, typography, photography, graphic design, illustration technique, animation, film, new media and social media design. In unique, studio-like classrooms there are plentiful opportunities for hands-on work including customized projects based on portfolio goals and real-world pieces published in the community. Students participate and lead critiques and reviews with peers as well as clients/instructors. Several of the digital courses are led by Apple and Adobe Certified trainers. Apple and Adobe Certification and testing is available and is part of the Time Based Media, Digital Imaging, Digital Graphic Design and Typography classes.

**General Education Requirements**  
_Credits: 18-19_

- Communications: ENG 111 _and_ ENG 112 ......................... 8
  - or ART 111 _or_ ART 112 (preferred) ......................... 3-4
- Math competency: Placement into MTH 111 _or_ higher,  
  _or_ completion of MTH 23 ......................................... 4
- Science: Any Group 1 course with a lab ......................... 4
- Social Sciences: Any Group 1 course ............................ 3

**Occupational Specialty Requirements**  
_Credits: 45_

<table>
<thead>
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<tr>
<td>ART 121</td>
<td>Drawing I</td>
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<tr>
<td>ART 131</td>
<td>2-D Design</td>
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<tr>
<td>VCA 100</td>
<td>Materials and Techniques</td>
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<tr>
<td>VCA 125</td>
<td>Typography I</td>
<td>3</td>
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<tr>
<td>VCA 126</td>
<td>Typography II</td>
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<tr>
<td>VCA 127</td>
<td>Digital Imaging</td>
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<tr>
<td>VCA 146</td>
<td>Interactive Animation <em>or</em></td>
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<tr>
<td>ART 174</td>
<td>Digital Photography</td>
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<td>VCA 147</td>
<td>Web Design I</td>
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<td>VCA 150</td>
<td>Digital Graphic Design I</td>
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<td>VCA 200</td>
<td>Visual Communications II</td>
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<tr>
<td>VCA 220</td>
<td>Visual Communications III</td>
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<td>VCA 225</td>
<td>Visual Communications Studio</td>
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<td>VCA 230</td>
<td>Visual Communications V</td>
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<tr>
<td>VCA 235</td>
<td>Visual Communications Portfolio</td>
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<tr>
<td>VCA 250</td>
<td>Time Based Media I</td>
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</tr>
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</table>

**Program Requirements**  
_Credits: 63-64_
Visual Communications - Creative Management in Art Direction

Associate in Applied Science Degree

NMC Code 251

This Visual Communications program is designed for students who have already earned the VCA Associate in Applied Science degree and are looking to expand their skills for local employment opportunities instead of transferring to a four-year BFA or university program. This degree focuses on a tailored set of courses from other disciplines that will expose students to marketing, copywriting, small business management, digital photography and other practical skills that will help them enter the work force. A 180 hour summer internship with a local marketing/design/advertising or film firm is a required part of this program.

Previous Visual Communications AAS degree 64

General Education Requirements

Credits: 31-32

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 174</td>
<td>Digital Photography or</td>
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<tr>
<td>VCA 146</td>
<td>Interactive Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 175</td>
<td>Color Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 181</td>
<td>Printmaking I</td>
<td>3</td>
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<tr>
<td>ART 213</td>
<td>Modern Art History</td>
<td>3</td>
</tr>
<tr>
<td>BUS 155</td>
<td>Interpersonal Communications or</td>
<td>3</td>
</tr>
<tr>
<td>BUS 231</td>
<td>Professional Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIT 180</td>
<td>HTML and CSS Programming</td>
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<tr>
<td>ENG 220</td>
<td>Technical Writing or</td>
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<tr>
<td>ENG 221</td>
<td>Creative Writing</td>
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<td>ENG 266</td>
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<td>COM 201</td>
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<td>MKT 201</td>
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<td>3</td>
</tr>
<tr>
<td>MKT 241</td>
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</tr>
<tr>
<td>VCA 290</td>
<td>Visual Communications Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

NMC Code 251

Find it here.
**Welding Technology**

**Associate in Applied Science Degree**  
NMC Code 386

Welding is one of the foundations upon which our industrial world is built. The ability to form and join metals has been a critical need in our society for thousands of years and, with the rapid pace of technological advancement, is as in demand now as it ever was. Northwestern Michigan College is proud to offer three paths by which students will gain the competence and skill necessary to embark on a rewarding career in the welding world. Students will develop their skills through lecture and laboratory experiences in Gas Metal Arc Welding, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Flux Cored Arc Welding, Oxy-Fuel Processes, and Plasma Arc Cutting as well as additional skills that are in high demand for welding professionals. All programs incorporate industry recognized AWS Qualification testing. No prior experience needed.

**General Education Requirements**  
Credits: 21

- Communications: ENG 111 and ENG 112 .................................. 8
- Humanities: Any Group 1 course ......................................... 3
- Math competency: Placement into MTH 141 or higher,  
or completion of MTH 122 with a 2.0 or higher .................. 3
- Science: PHY 105 .......................................................... 3
- Social Sciences: Any Group 1 course .............................. 3

**Occupational Specialty Requirements**  
41

- DD 101 Print Reading & Sketching .................................. 3
- DD 110 Basic Metallurgy .................................................. 3
- EET 103 Electrical Studies I ............................................ 3
- MFG 113 Machining I .................................................... 3
- WPT 111 Welding Theory I .............................................. 3
- WPT 112 Welding Lab I .................................................. 4
- WPT 113 Welding Theory II ............................................ 3
- WPT 114 Welding Lab II .................................................. 4
- WPT 160 Welding Qualification Prep ............................... 3

**Program Requirements**  
62

*Courses under development

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**Welding Technology**

**Certificate of Achievement (Level I)**  
NMC Code 036

The Welding Technology courses are designed to meet the needs of beginning welding students as well as the needs of people who are upgrading their welding skills. Students will develop their skills in this area through laboratory experience using equipment representative of the welding industry. Welding classes can prepare students to be a certified welder or provide either a certificate or an Associate in Applied Science degree. The welding curriculum includes Oxyacetylene, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), on both ferrous and nonferrous materials.

**Certificate Requirements**  
Credits: 17

- WPT 111 Welding Theory I .............................................. 3
- WPT 112 Welding Lab I .................................................. 4
- WPT 113 Welding Theory II ............................................ 3
- WPT 114 Welding Lab II .................................................. 4
- WPT 160 Welding Qualification Prep ............................... 3

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**Welding Technology**

**Certificate of Achievement (Level II)**  
NMC Code 016

After completing the Welding Certificate Level I students may elect to obtain a Welding Certificate Level II. Students will advance their skills in this area through more laboratory experience using equipment representative of the welding industry. Welding classes can prepare students to be a certified welder or provide either a certificate or an Associate in Applied Science degree. The welding curriculum includes Oxyacetylene, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), on both ferrous and nonferrous materials.

**Level I Certificate Requirements**  
Credits: 15

- DD 101 Print Reading and Sketching .................................. 3
- DD 110 Basic Metallurgy .................................................. 3
- EET 103 Electrical Studies I ............................................ 3
- MFG 111 Math for Manufacturing ................................... 3
- MFG 113 Machining I .................................................... 3

**Level II Certificate Requirements**  
15

- DD 101 Print Reading and Sketching .................................. 3
- DD 110 Basic Metallurgy .................................................. 3
- EET 103 Electrical Studies I ............................................ 3
- MFG 111 Math for Manufacturing ................................... 3
- MFG 113 Machining I .................................................... 3

**Total Level II Certificate Requirements**  
32
Course Prefixes by Academic Area

Aviation
AVF  Aviation Flight
AVG  Aviation Ground

Business
ACC  Accounting
BUS  Business Administration
CIT  Computer Information Technology
CUL  Culinary Arts
MGT  Management
MKT  Marketing

Communications
ASL  World Language - American Sign Language
COM  Communications
ENG  English
FRN  World Language - French
GRM  World Language - German
SPN  World Language - Spanish

Construction Technology
CAR  Carpentry Technology
CMT  Construction Management
EGY  Renewable Energy
ELE  Electrical Technology
HVA  HVAC/R Technology
PLU  Plumbing Technology

Health Occupations
HAH  Allied Health
HDA  Dental Assistant
HNR  Nursing
HPD  Health Professional Development
SRG  Surgical Technology

Humanities
ART  Art
AUD  Audio Technology
DNC  Dance
HST  History
HUM  Humanities
MUS  Music
PHL  Philosophy
VCA  Visual Communications

Maritime
MDK  Maritime-Deck
MNG  Maritime-Engineering
MNS  Naval Science

Physical Education
HF  Health and Fitness
OUT  Outdoor Pursuits
PE  Physical Education

Science and Mathematics
AST  Astronomy
BIO  Biology
CHM  Chemistry
EGR  Engineering
ENV  Environmental Science
MTH  Mathematics
PHY  Physics

Social Sciences
ANT  Anthropology
CJ  Criminal Justice
ECE  Early Childhood Education
ECO  Economics
EDU  Education
GEO  Geography
LWE  Law Enforcement
PLS  Political Science
PSY  Psychology
SOC  Sociology
SWK  Social Work

Technical
AT  Automotive
DD  Drafting and Design
EET  Electical/Electronics Technology
MFG  Manufacturing Technology
RAM  Robotics and Automation
WPT  Welding Process Technology

Water Studies
WSI  Water Studies
Reading a Course Description

The semester credit hours followed by (contact hours) are listed on the first line of the course description. Student tuition, in most cases, is based on the course contact hour. Exceptions are MDK, MNG, MNS, Applied Music, Ensembles and private lessons. At the end of the description the course is identified by group number. See graduation requirements on page 48.

In addition to the courses listed in this section, each instructional area within Northwestern Michigan College may offer the following courses:

291 Special Topics
Seminars, lectures, etc. on a selected topic within a field are sometimes offered as special courses. Students may enroll in more than one Special Topics offering but not all four-year schools accept special topics credits. Group 2 course.

NMC Course Descriptions

ACC  Accounting

ACC 121, Accounting Principles I  Division: Business
This course covers basic principles and procedures in accounting for both a service and merchandising business. It includes the accounting cycle, financial statement preparation, manual accounting systems, petty cash, bank reconciliations, receivables, inventories, and property, plant, and equipment. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: MTH 08 with a 2.0 or higher, or placement into MTH 23 Co-Requisites: None
Recommended Prerequisites: BUS 105

ACC 122, Accounting Principles II  Division: Business
Second semester accounting continues with payroll, current liabilities, partnerships, corporations, investments, bonds, cash flow statements, and financial statement analysis. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: ACC 121 Co-Requisites: None
Recommended Prerequisites: None

ACC 199, Accounting Practicum  Division: Business
This course expands upon previously learned computerized general ledger accounting. Focuses on developing skills for application through the continued use of accounting software; including chart of accounts, journal entries, sales/receivables, expenses/accounts payable, payroll, and automated general ledger. Various projects are used and integrated to guide students through the accounting cycle including financial statements and a variety of special reports. Special emphasis is placed upon the interpretation and evaluation of financial information. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ACC 122, ACC 225, CIT 210; CIT 216 - with 2.0 or higher Co-Requisites: None
Recommended Prerequisites: None

ACC 221, Intermediate Accounting I  Division: Business
A detailed analysis of the content of financial statements covering problems related to revenue recognition, time value of money, cash, receivables, and inventories including calculation and analysis of financial ratios. US and international reporting standards are compared. The course begins with a brief review of the fundamental accounting process. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: ACC 122 Co-Requisites: None
Recommended Prerequisites: Students should possess the ability to write business communications, such as research memos and reports to management. Students should also have competency in algebra at the intermediate level.
ACC 222, Intermediate Accounting II  Division: Business
A detailed analysis of the content of financial statements covering problems related to property, plant and equipment, investments, current liabilities and contingencies, bonds and long-term notes, leases, income taxes, and shareholders’ equity. US and international reporting standards are compared. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: ACC 221 must be taken before ACC 222
Co-Requisites: None
Recommended Prerequisites: Students should have the ability to write business communications, such as research memos and reports to management. Students should also have competency in algebra at the intermediate level.

ACC 225, Cost/Management Accounting  Division: Business
This course introduces the basic concepts and terminology of cost/managerial accounting, its nature and tasks. Both job order cost systems and process cost systems are analyzed. The student begins building a knowledge base for cost/managerial accounting through the analysis of the theory and practical applications of cost-volume-profit analysis, job costing, budgets and standard costing, and study of internal control systems in a manufacturing setting. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ACC 121 must be taken before ACC 225
Co-Requisites: None
Recommended Prerequisites: ACC 122 and MTH 111 are recommended courses that the student should have before taking this course but are not required.

ACC 231, Federal Income Tax Problems  Division: Business
In this course, the student will learn income tax practices and procedures necessary to prepare an accurate individual income tax return. Basic tax research and planning will be incorporated. Payroll tax laws and procedures will be examined including computing wages and withholdings, computing unemployment taxes and analyzing and journalizing payroll transactions. The course includes preparation of individual and payroll tax returns. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ACC 122  Co-Requisites: None
Recommended Prerequisites: None

ACC 241, Principles Fraud Examination  Division: Business
This course is an introduction to the field of forensic accounting. Topics include the history of forensic accounting, the fraud triangle theory, financial statement misrepresentation, and fraud examination techniques, including fraud prevention and control. Students will be exposed to real-world cases in the area of forensic accounting. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ACC 122 must be taken, with a 2.0 grade or higher, before taking ACC 241
Co-Requisites: None
Recommended Prerequisites: ACC 221, ACC 222 and ENG 112 are recommended courses that students should have before taking this course but are not required.

ACC 290, Accounting Internship  Division: Business
The accounting work experience is an elective of the two-year Associate in Applied Science degree in Accounting.
The purpose of this work experience course is to provide an opportunity for students to acquire accounting work experience, to apply their skills in a real work setting, and to build ties with the business/professional community. Students spend 10 hours per week in a supervised on-the-job training experience. In addition to the required 150 hours in an accounting site, students participate in brief reflective writing assignments. Students must apply at least one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: 12 semester credits in accounting in addition to a spreadsheet course. This internship requires the approval of the accounting instructor, a GPA of 3.0 in accounting and a minimum of eight hours per week spent on-site
Co-Requisites: None
Recommended Prerequisites: ACC 221, ACC 222, MTH 111

ANT Anthropology

ANT 102, Underwater Archaeology  Division: Social Science
This course will provide students with an introduction to theory, method, technologies, and practice in underwater archaeology, with case studies of prehistoric and historical sites worldwide, including the Michigan Great Lakes. This is a lecture-based course that provides a specialization in anthropology and the applied social sciences. This course also qualifies for NAS Part 3 credits. No diving is required. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None
Co-Requisites: None
Recommended Prerequisites: ENG 99 or placement into ENG 11/111

ANT 113, Intro to Cultural Anthropology  Division: Business
Description: The study of the role of society and culture in humankind’s adaptation to a variety of environments is the focus of this course. A variety of cultures are studied, utilizing cross-cultural comparisons. This is an introductory course which provides a broad overview of the four fields of anthropology with some concentration on archaeology. Among topics considered are field methods, theories of cultural evolution, the family, kinship, economics, religion, political organization and language. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 99 or placement into ENG 11/111
Co-Requisites: None
Recommended Prerequisites: None
ANT 201, Nautical Archaeology I  Division: Social Science
This is an entry level course to the Nautical Archaeology Society Training Program and is aimed at introducing nautical archaeology to divers and non-divers, and promoting their interest in the subject. It provides the basic training in archaeological survey and project management with the aim of teaching students how to design, plan and run their own field work projects. The curriculum will be presented in the classroom and in an open water setting (or foreshore site for non-divers) in the field. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 99 or placement into ENG 11/111  Co-Requisites: None
Recommended Prerequisites: ANT 102, The minimum diving qualification level for those taking part in the pool exercises is CMAS 1-Star or equivalent, e.g. BSAC Ocean Diver, SAA Open Water Diver, or PADI Open Water.

ANT 202, Nautical Archaeology II  Division: Social Science
This is a field archaeology course that allows students the opportunity to practice skills they learned in ANT 201. Students will design and execute a maritime archaeology project in the Grand Traverse region or other maritime landscape. Students may also participate in larger projects during special summer field schools hosted at NMC and abroad. Beach projects will be developed for non divers. The course will be offered throughout the summer semester on a flexible time schedule and is based on individual availability and weather conditions. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ANT 201, ENG 99 or placement into ENG 11/111.

ART  Art/Fine Arts

ART 100, Art Appreciation  Division: Humanities
Art Appreciation is a course which allows for a great deal of exploration into the world of art as we see it. The course provides an avenue for understanding this world by investigating technique, media, idea, personal expression and meaning. In examining personal expression, surrounding issues and their effect upon society will also be analyzed. Students in this course will develop a foundation for understanding art through analytical observation, examination, interpretation and writing about art. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

ART 101, History of Western Art I  Division: Humanities
The course will introduce major trends of Western Art from Pre-History through Greece, Rome and the Middle Ages. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 102, History of Western Art II  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 103, History of Western Art III  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 104, History of Western Art IV  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 105, History of Western Art V  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 106, History of Western Art VI  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 107, History of Western Art VII  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 108, History of Western Art VIII  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 109, History of Western Art IX  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 110, History of Western Art X  Division: Humanities
This course is designed to introduce major trends in Western Art from the 20th century to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 111, History of Western Art I  Division: Humanities
The course will introduce major trends of Western Art from Pre-History through Greece, Rome and the Middle Ages. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 112, History of Western Art II  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 113, History of Western Art III  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 114, History of Western Art IV  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 115, History of Western Art V  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 116, History of Western Art VI  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 117, History of Western Art VII  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 118, History of Western Art VIII  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 119, History of Western Art IX  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 120, History of Western Art X  Division: Humanities
This course is designed to introduce major trends in Western Art from the Renaissance through Modernism to the present. Significant works of painting, sculpture and architecture will be presented within the social, political and cultural context of each period. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 121, Drawing I  Division: Humanities
Drawing I introduces the students to basic drawing skills and techniques through the use of line, form, composition, perspective and the use of chiaroscuro. The course emphasis is on using drawing as a vehicle for seeing and communicating. Students will learn to judge proportions, create volume, depict the illusion of space and to analyze their own work as well as others. Black and white dry medium will be used for all assignments. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 122, Drawing II  Division: Humanities
Course will explore advanced methods in drawing including the effects of lighting, multiple panel design and conceptualizing of compositions with an emphasis on the use of new media and developing a personal style. Advanced use of color media and theory will be explored in this course. Assignments will include still life and object studies designed by both the instructors and students. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 121  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 131, 2-D Design  Division: Humanities
A problem-solving course covering the principles of composition and design. Course will study the concepts and theory of two-dimensional design, pattern, and color as they apply to visual perception and communication. Uses predominately abstract shapes and black, white, and achromatic gray ranges. Students will study visual structure, color and their application. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.
ART 132, 3-D Design  Division: Humanities
An introduction to the elements of construction and production of three-dimensional design. Shape, volume, mass, and interaction of forms and colors will be studied within a variety of conceptual modes, e.g. architecture, sculpture, package design, display, etc. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites:  Students are encouraged to have good reading skills or seek help.

ART 151, Ceramics I  Division: Humanities
This is an introductory course consisting of instruction and development of hand building skills and basic ceramic design. Students prove critical thinking and development of technical skills by completing hand building projects that include: sets, complex shapes (made from multiple shapes), relief, pouring vessels, and a detailed sketchbook that includes research and design focused on each project. Functional pottery, sculpture, and hybrids of these forms will be the focus of this course. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

ART 152, Ceramics II  Division: Humanities
This course is an advanced studio intensive class that builds on the skills and knowledge developed in Ceramics I. Advanced projects using hand building and wheel throwing techniques will be completed for assessment. Projects will include the concepts of sets, bottle forms, wheel throwing, the human figure, and large stacking forms. Sketchbook/sourcebook documentation of research and design will be required. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 151  Co-Requisites: None
Recommended Prerequisites: None

ART 161, Painting I  Division: Humanities
This course will introduce concepts of painting as well as principles of design, and the development of painting techniques. Students will be given painting projects/problems throughout the semester ending with a painting that incorporates the combined skills. Oils and/or acrylic paint will be used. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 162, Painting II  Division: Humanities
This course will continue to investigate the concepts of Painting I as well as elements of design, including the development of a personal style. Students will deal with more complex painting concepts, including a deeper understanding of color challenges. This course is designed to give a more independent/individual approach (than Painting I). Students will work in either oil or acrylic paint. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 161  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 165, Watercolor Painting I  Division: Humanities
An introduction to the techniques and materials of watercolor painting. Includes use of creative effects, additive and subtractive approaches, and mixing of color to create effective paintings in a step-by-step manner. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

ART 166, Watercolor Painting II  Division: Humanities
Watercolor II deals with advanced problems in watercolor painting with special emphasis on individual development and creativity particularly in the area of compositional conceptualization. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 165  Co-Requisites: None
Recommended Prerequisites: None

ART 174, Digital Photography  Division: Humanities
The learner will gain a strong understanding of light, and how it illuminates the subject, become proficient in the use of the adjustable digital camera and demonstrate, explain and craft both the history and the creative process of photography. Visual learning will allow the development of a b+w and color core of composition. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: College level reading and writing. Computer operation skills, some knowledge of Photoshop is helpful.

ART 175, Color Photography I  Division: Humanities
Color Photography I is an intermediate photography course covering the basics of working with photographs in digital color form. Specific topics will include understanding the digital process and the controls available to maximize image quality, image enhancement using software programs (Adobe Photoshop), color theory as it applies to both image making and image enhancement, color management, and output to digital prints. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 174  Co-Requisites: None
Recommended Prerequisites: College level reading and writing.
ART 181, Printmaking I  Division: Humanities
Printmaking I is an introductory survey course that introduces the student to a wide variety of print media: relief, intaglio, embossing and monotype. Students will gain knowledge of the history, conception, production and presentation of achromatic prints. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 182, Printmaking II  Division: Humanities
Printmaking II expands on processes and concepts explored in Printmaking I with the emphasis on more complex techniques including lithography, drypoint, and collagraphs. Students will refine their technical skills and concepts begun in Printmaking I. Students will explore contemporary printing techniques and issues. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 181  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 213, Modern Art History  Division: Humanities
This course examines the history of art from the beginning of the 20th century to the present. Emphasis is placed on the continuing connection between modern art movements and the relationship of art to current social and cultural contexts. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: ENG 111

ART 221, Life Drawing I  Division: Humanities
Life Drawing I involves comprehensive studies in drawing the human figure with a variety of materials and discusses the solution of the problems of figure drawing used to advance the general qualities of grace, rhythm, and form. Explorations include gesture drawing, contour drawing and drawing the figure in motion. Life Drawing I will work primarily in charcoal and pencil. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 121  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 222, Life Drawing II  Division: Humanities
Life Drawing II is an advanced study of problems in drawing the human figure in multiple views and in longer studies with an accent on composition and dealing not only with the model but the environment the model is in. Life Drawing II will include the introduction of color and wet media. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 221  Co-Requisites: None
Recommended Prerequisites: Students are encouraged to have good reading skills or seek help.

ART 275, Color Photography II  Division: Humanities
Color Photography II is an advanced photography course dealing with the use of digital photographic tools and techniques to create artistic work. On the technical side, specific topics will include advanced tools for image control, advanced features in software digital imaging programs (Adobe Photoshop and plug-ins), color management in the digital environment, and multiple options for the output of work in a variety of forms. On the artistic side, the work will be to create an extended, coherent visual project that reflects the interests of the student. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: ART 175  Co-Requisites: None
Recommended Prerequisites: College level reading and writing.

ASL 101, American Sign Language I
Division: Communications
ASL 101 introduces students to the language and culture of Deaf people in the United States and most of Canada. This course will focus on building vocabulary and dialogue structures needed for introductory conversation about purposeful topics, the use of non-manual grammatical markers such as facial expression, use of fingerspelling and numbers, and an introduction to the rich history and culture of the Deaf Community. Students will participate in interactive classroom activities using a "voices off" policy to ensure ASL immersion. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: You will be required to communicate in sign language; need a minimal amount of technological knowledge and skill to take advantage of outside-of-class requirements; need to be able to play a course-required DVD; and need internet access as much of the course is supported by Moodle.
ASL 102, American Sign Language II
Division: Communications
ASL 102 furthers student knowledge and experience of the language and culture of Deaf people in the United States and most of Canada. The introduction of additional vocabulary and grammar structures furthers students' ability to communicate meaningfully with ASL users. Students will develop greater insight into the Deaf culture through the context of ASL literature and current topics relevant to the Deaf community are explored. "Voice off" policy is used for more extended periods of time. While developing communication skills, students will simultaneously mature in their understanding of the Deaf experience. Group 2 course.

Credit Hours: 4 Contact Hours: 4
Required Prerequisites: ASL 101 or instructor permission
Co-Requisites: None
Required Prerequisites: You will be required to communicate in sign language; need a minimal amount of technological knowledge and skill to take advantage of outside-of-class requirements; need to be able to play a course-required DVD; and need internet access as much of the course is supported by Moodle.

ASL 103, American Sign Language III
Division: Communications
ASL 103 is a continuation of ASL 101 and ASL 102, expanding the emphasis on ASL grammar, vocabulary development, and Deaf culture. Dialogue, short stories, narratives, and short conversation, both receptive and expressive, will be featured through the course. Meaningful conversational topic development is emphasized. Group 2 course.

Credit Hours: 4 Contact Hours: 4
Required Prerequisites: ASL 102 or instructor permission
Co-Requisites: None
Required Prerequisites: You will be required to communicate in sign language; need a minimal amount of technological knowledge and skill to take advantage of outside-of-class requirements; need to be able to play a course-required DVD; and need internet access as much of the course is supported by Moodle.

ASL 104, American Sign Language IV
Division: Communications
ASL 104 is a continuation of ASL 101, ASL 102, and ASL 103. Students will further develop ASL grammar, vocabulary development, and Deaf culture. Dialogue, short stories, narratives, and short conversation, both receptive and expressive, will be featured through the course. Meaningful conversational topic development is emphasized. Group 2 course.

Credit Hours: 4 Contact Hours: 4
Required Prerequisites: ASL 103 or instructor permission
Co-Requisites: None
Required Prerequisites: You will be required to communicate in sign language; need a minimal amount of technological knowledge and skill to take advantage of outside-of-class requirements; need to be able to play a course-required DVD; and need internet access as much of the course is supported by Moodle.

AST 100, Observational Astronomy
Division: Science & Math
This is an introduction to astronomy. The goal of this course is to acquaint the student with the constellations, solar system objects, and their motions, the celestial sphere concept and co-orodinate system. Stars, star clusters, nebulae and galaxies are also studied. Students will use naked-eye observations as well as telescopes, spectrograph, photometer and CCD camera to observe and report findings. Each session includes training in the operation of equipment. Group 2 course.

Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None
Co-Requisites: None
Required Prerequisites: Students are encouraged to have high school reading and writing skills, mathematical skills to perform simple single-variable computations, and minimal geometric understanding.

AST 109, Planetary Astronomy
Division: Science & Math
AST 109L, Planetary Astronomy Lab
Characteristics and properties of the solar system and its components are presented to students in the context of the history of discovery. This information is integrated with student observational data to develop a mathematical model in the laboratory. The model is developed by incorporating equations used to compute characteristics and properties of solar system components. The model is utilized by students to encourage understanding of why the solar system has evolved to its current state by evaluating the effects of changes in values of fundamental measured properties and characteristics. Group 1 lab course.

Credit Hours: 4 Contact Hours: 5
Required Prerequisites: ENG 99
Co-Requisites: AST 109L
Recommended Prerequisites: ENG 11/111, may be taken concurrently, and MTH 111.

AST 119, Astronomy
Division: Science & Math
AST 119L, Astronomy Lab
History of discovery of the nature of the cosmos and its contents is the format utilized to develop understanding of the nature of stars and the universe, and the physical principles determining this nature. These principles underlie our proficiency for prediction of the nature of the universe and our ability to make observations of our universe. The principles are analyzed by means of a student developed mathematical model incorporating the quantitative relationships derived by physicists and astronomers. Observations provide students with the sky knowledge and data necessary for prediction of stellar characteristics. Group 1 lab course.

Credit Hours: 4 Contact Hours: 5
Required Prerequisites: ENG 99
Co-Requisites: AST 119L
Recommended Prerequisites: ENG 11/111, may be taken concurrently, and MTH 111.
AT 100, Automotive Service Basics  Division: Technical
This is the first course in the Automotive Service Program. Engine theory, cooling systems, and lube requirements will be covered. Bolts, micrometers and basic specialty tools are integrated into the class. Training in the use of acetylene torch equipment will be taught along with its use in the automotive field. Group 2 course.
Credit Hours:  2  Contact Hours:  2
Required Prerequisites:  None  Co-Requisites:  None
Recommended Prerequisites:  ENG 99, MTH 08

AT 110, Automotive Brake Systems  Division: Technical
This course covers theory, components, nomenclature, and service of automotive brake systems. Students will use standard skills to diagnose hydraulic systems, drum and disk brakes, power assist units and systems. The study and repair of modern ABS systems along with the replacement of associated parts such as wheel bearings will also be covered. Group 2 course.
Credit Hours:  5  Contact Hours:  7
Required Prerequisites:  AT 100, may be taken concurrently
Co-Requisites:  None
Recommended Prerequisites:  None

AT 120, Automotive Electrical I  Division: Technical
This course covers basic electricity, circuits, testing equipment, and solid state electronics. Group 2 course.
Credit Hours:  5  Contact Hours:  8
Required Prerequisites:  AT 100, may be taken concurrently
Co-Requisites:  None
Recommended Prerequisites:  None

AT 130, Engine Performance I  Division: Technical
This course is designed to familiarize the student with the theory and operation of the automotive ignition system and fuel system. Group 2 course.
Credit Hours:  5  Contact Hours:  8
Required Prerequisites:  AT 220  Co-Requisites:  None
Recommended Prerequisites:  None

AT 140, Suspension and Steering  Division: Technical
This course is designed to familiarize the student with the nomenclature, theory, and service techniques for the modern steering and suspension system. Group 2 course.
Credit Hours:  4  Contact Hours:  6
Required Prerequisites:  AT 100, may be taken concurrently
Co-Requisites:  None
Recommended Prerequisites:  None

AT 150, Automatic Transmissions  Division: Technical
This course is designed to familiarize the student with hydraulic theory, internal transmission powerflow, electronic control and torque converter operation. All aspects of transmission operation will be covered as well as removal, overhaul, and installation procedures. Students will remove, dyno-test, and install actual failed units in the lab. Group 2 course.
Credit Hours:  6  Contact Hours:  9
Required Prerequisites:  Instructor signature required
Co-Requisites:  None
Recommended Prerequisites:  None

AT 160, Engine Repair  Division: Technical
This course covers the theory, construction, and repair of the four stroke automotive engine. This will include the proper use of compression leakage and test equipment, precision measuring tools, special engine tools and valve grinding equipment. Group 2 course.
Credit Hours:  6  Contact Hours:  8
Required Prerequisites:  AT 100, may be taken concurrently
Co-Requisites:  None
Recommended Prerequisites:  None

AT 170, Heating and Air Conditioning  Division: Technical
This course covers the principles of refrigeration with emphasis on the particular problems of application to automotive air conditioning. The course also covers automotive heating systems which include heater cores, blower motors, vent systems and the electronic controls for them. The student will learn how to use refrigerant recovery and charging equipment and will have hands-on experience in the lab with that equipment. Group 2 course.
Credit Hours:  4  Contact Hours:  6
Required Prerequisites:  AT 120  Co-Requisites:  None
Recommended Prerequisites:  None

AT 180, Manual Drivetrain and Axles  Division: Technical
This course covers the basic operating principles, construction, power flow and repair of clutches, manual transaxles, and drive shafts. Differential theory and overhaul will be covered including ring and pinion replacement and set up. Group 2 course.
Credit Hours:  6  Contact Hours:  9
Required Prerequisites:  AT 100, may be taken concurrently
Co-Requisites:  None
Recommended Prerequisites:  None

AT 200, Service Department Management  Division: Technical
This course is designed to acquaint the student who plans a career in the automotive service industry with the duties, responsibilities, qualifications, and problems of service department manager. The student will learn general shop organization, types of service, and cost and returns by department. Time will be devoted to employer-employee and customer relations, and instruction in the use of the service manual. Group 2 course.
Credit Hours:  2  Contact Hours:  2
Required Prerequisites:  None  Co-Requisites:  None
Recommended Prerequisites:  None
AT 210, Hybrid Technology  Division: Technical
This course provides a comprehensive systems overview of the operating principles, maintenance, and service of hybrid electric vehicles. Group 2 course.
Credit Hours: 5  Contact Hours: 8
Required Prerequisites: AT 130 or Certification in Electrical and Engine Tune Up  Co-Requisites: None
Recommended Prerequisites: None

AT 220, Automotive Electrical II  Division: Technical
This course covers advanced automotive electronics with the emphasis placed on operation, troubleshooting, and repair of lighting, gauges, accessories, and power option circuits. Body hardware is covered including diagnostics of modern systems with body control modules. Group 2 course.
Credit Hours: 5  Contact Hours: 8
Required Prerequisites: AT 120  Co-Requisites: None
Recommended Prerequisites: None

AT 230, Engine Performance II  Division: Technical
This course covers computerized engine controls including the latest emission control systems. The student will become proficient with the use of scanners, scopes, and the latest engine analyzers. The art of diagnostics and troubleshooting will be stressed. The student will have hands-on experience in this area including practice using the computer as a source of information. Group 2 course.
Credit Hours: 4  Contact Hours: 6
Required Prerequisites: AT 130  Co-Requisites: None
Recommended Prerequisites: None

AT 240, Unmanned Ground Vehicles  Division: Technical
This course is designed to be a capstone project for students in the Engineering Technology unmanned ground vehicle curriculum specialization. Students enrolled in this project will design and build an unmanned ground vehicle. The specifics on the type of vehicle will be developed by the instructor and students as part of the course. Students will gain experience in all areas of engineering technology, including design, project management, scheduling, budgeting and fundraising. Group 2 course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: AT 130, AT 220, ENG 111, MTH 111, RAM 205  Co-Requisites: None
Recommended Prerequisites: ENG 112, MTH 121

AT 290, Automotive Internship  Division: Technical
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this paid, supervised on-the-job training experience.
In addition to the required 50 hours at a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: AT 130 or Certification in Electrical and Engine Tune Up  Co-Requisites: None
Recommended Prerequisites: None

AUD  Audio Technology

AUD 100, Applied Music - Audio Tech  Division: Humanities
This course consists of one-on-one mentoring in audio technology with our NMC Audio Technology staff. It is designed to customize the audio tech training experience for each student, helping to identify interests and aptitude, or to provide tutoring as needed. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

AUD 101, Theory for Studio Engineers  Division: Humanities
This course is a study of song forms, notation of rhythms, chord symbols, key and time signatures, and familiarization with lead sheets and scores as commonly used in Pop and Jazz. This course will provide students the knowledge needed to work in a variety of musical genres and mediums. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

AUD 110, Studio Recording I  Division: Humanities
This course is a combination of the study of audio and recording theory with instruction and practice in audio studio recording techniques. There is an emphasis on developing skills in the use of current technology. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None
AUD 111, Studio Recording II  Division: Humanities  
This course is a study of audio signal processing theory, history, and application using current industry standard technology. There is an emphasis on developing skills in the operation of hardware and software to manipulate digital audio recordings. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 110  Co-Requisites: None  
Recommended Prerequisites: None

AUD 120, Digital Audio I  Division: Humanities  
This course includes a brief history of MIDI, the MIDI specification and setting up a MIDI studio. Students will learn techniques of MIDI and audio recording and editing, creating MIDI and audio tracks using MIDI software sequencers and Digital Audio Workstations (DAW). This course will present the content required for taking the Logic Level One User Certification exam. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

AUD 121, Digital Audio II  Division: Humanities  
Digital Audio II is a the continuation of AUD 120, Digital Audio I. This course explores Pro Tools, MIDI recording and editing, then delves further into advanced MIDI editing techniques. The use and operation of control surfaces and MIDI session strategies are explored. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 120  Co-Requisites: None  
Recommended Prerequisites: None

AUD 130, Live Sound I  Division: Humanities  
This course is an introduction to live sound techniques, including basic properties of sound, sound equipment, signal flow, and system engineering. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

AUD 131, Live Sound II  Division: Humanities  
Description: This course is a continuation of live sound techniques, including acoustic properties of sound, sound equipment, signal flow, and system engineering. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 130  Co-Requisites: None  
Recommended Prerequisites: None

AUD 200, Digital Audio III  Division: Humanities  
This course further explores MIDI and audio recording and editing in Logic and Pro Tools, and also delves into an exploration of software sound synthesizers and sampler instruments found in Digital Audio Workstations. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 121  Co-Requisites: None  
Recommended Prerequisites: None

AUD 210, Studio Recording III  Division: Humanities  
This course builds on the topics covered in AUD 110 and AUD 111, focusing on the refining and addition of skills in digital audio recording. Students develop competencies in working with hardware and software in audio project-based settings. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 111  Co-Requisites: None  
Recommended Prerequisites: None

AUD 220, Digital Audio IV  Division: Humanities  
Digital Audio III is the continuation of AUD 121, Digital Audio II. This course further explores MIDI and audio recording and editing in Logic and Pro Tools, and also delves into an exploration of software sound synthesizers and sampler instruments found in Digital Audio Workstations. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 121  Co-Requisites: None  
Recommended Prerequisites: None

AUD 230, Live Sound III  Division: Humanities  
This course is an advanced exploration of live sound techniques, including room acoustics, digital sound equipment, software analysis, and system engineering. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 131  Co-Requisites: None  
Recommended Prerequisites: None

AUD 240, Audio Tech Practicum  Division: Humanities  
This course is designed to give students practical experience in digital audio recording. Students participate in a variety of recording situations using various hardware and software recording techniques. Students apply techniques used in previous recording and digital audio courses. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: AUD 110, AUD 120, AUD 130  
Co-Requisites: None  Recommended Prerequisites: None

AUD 250, Audio Tech Internship  Division: Humanities  
This course is required for the Associate of Applied Science degree in Audio Technology. The purpose of the internship is to provide on-the-job experience for the student who wishes to pursue a career in audio related fields. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firms. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: AUD 210, AUD 220, AUD 230; or instructor approval  Co-Requisites: None  
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search | 69
AUD 270, Audio Tech Final Project  Division: Humanities
This course is required for the Associate of Applied Science degree in Audio Technology. The purpose of the Audio Tech Final Project course is to provide in-depth intensive training experience in an area of specialization in audio technology. The student will be paired with staff in their area of expertise. Examples are Audio for Worship, Mastering, Audio for Film, Scoring, etc. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: AUD 210, AUD 220, AUD 230
Co-Requisites: None
Recommended Prerequisites: None

AVF  Aviation Flight

AVF 111, Private Flight  Division: Aviation
A flight course structured to provide a minimum of 40 dual and solo flight hours to meet the aeronautical experience requirements for a private pilot. Upon completion of this course, the student will have attained the FAA Private Pilot Rating. Course requires 42.4 hours of flight time and 17.5 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $223/hour for the aircraft and flight instructor. Group 2 course.

Credit Hours: 5  Contact Hours: 5
Required Prerequisites: Instructor permission required to enroll
Co-Requisites: None
Recommended Prerequisites: None

AVF 118, Instrument Flight I  Division: Aviation
This course is the beginning stage of the Instrument Pilot Rating. The ground work will be laid for students to safely fly by the instruments. Skills and techniques will be gained to effectively move to Instrument Flight II where holding, tracking, and approaches will be learned. Both the aircraft and flight simulator will be used to obtain skills required for this course. Objectives learned will go toward the FAA Instrument Rating. Course requires 17.9 flight hours and 8.7 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $223/hour for the aircraft and flight instructor. Group 2 course.

Credit Hours: 1  Contact Hours: 1
Required Prerequisites: Private Pilot Rating
Co-Requisites: None
Recommended Prerequisites: None

AVF 130, Instrument Flight II  Division: Aviation
The aircraft and the simulator will be used to teach the required skills. The student will learn tracking and instrument approaches. At the culmination of this course the student will have gained actual instrument flight time and be a competent instrument pilot and will be signed off for the FAA Instrument check ride. Course requires 25.5 flight hours and 8.5 hours of ground instruction. Hourly rates for 2017–18 are $52/hour for ground instruction and $223/hour for the aircraft and flight instructor. Group 2 course.

Credit Hours: 2  Contact Hours: 2
Required Prerequisites: AVF 118, may be taken concurrently
Co-Requisites: None
Recommended Prerequisites: None

AVF 141, Remote Pilot Flight  Division: Aviation
Students will be introduced to the world of Unmanned Aerial Systems. This course takes a look at everything from current Unmanned Aircraft Systems to future civilian applications. In addition to learning about this new industry, students will be introduced to flying remotely piloted aircraft and operating entry level Unmanned Aerial Vehicles. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None
Co-Requisites: None
Recommended Prerequisites: None

AVF 211, Commercial Drone Operations  Division: Aviation
This course will guide students deeper into the Unmanned Aerial Systems Industry. Topics will include Federal Regulations for UAS, components of Unmanned Aircraft Vehicles, autopilot programming and flight plan development. Students will be working with UAS autopilot simulators and also introduced to flying professional UAS systems. Group 2 course.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites: AVF 141, may be taken concurrently
Co-Requisites: None
Recommended Prerequisites: AVG 101 or AVG 142

AVF 230, Commercial Flight I  Division: Aviation
The student will advance their skills required by the FAA to obtain a Commercial Pilot Certificate. They will gain experience in different aircraft with the opportunity to gain a Tailwheel Endorsement or Seaplane Rating. Students will increase their instrument proficiency while conducting cross country flights. Course requires 44.4 flight hours and 1.3 hours of ground instruction. Hourly rates for 2016 – 17 are $52/hour for ground instruction and $220/hour for the aircraft and flight instructor. Group 2 course.

Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None
Co-Requisites: None
Recommended Prerequisites: None

AVF 232, Commercial Flight II  Division: Aviation
A flight course structured to provide a dual and solo flight hours to partially fulfill the flight hour requirements for the FAA Commercial Pilot Certificate. This course will provide a review of VFR and IFR cross country navigation procedures and introduce the student to multi-engine flight. Course
requires 33.4 flight hours and 10.3 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for single engine ground instruction and $62/hour for multi-engine flight instruction and $223/hour for the single aircraft and flight instructor and $333/hour for the multi-engine aircraft and instructor. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** AVF 230  **Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 234, Commercial Flight III  Division: Aviation
This course is the last of three flight courses required to obtain the FAA Commercial Pilot Certificate. This course consists of flight hours with an emphasis on commercial flight maneuvers in preparation for the Commercial Pilot FAA Practical Test. Upon completion of this course, the student will have attained the FAA Commercial Pilot Certificate. Course requires 17.2 flight hours and 8.5 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $205/hour for the aircraft and flight instructor. Multi-engine training lessons will be charged at $62/hour for ground instruction and $333/hour for the aircraft and flight instructor. Group 2 course.

**Credit Hours:** 2  **Contact Hours:** 2  
**Required Prerequisites:** AVF 232, may be taken concurrently  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 241, Advanced Drone Operations  Division: Aviation
Students will apply what they have learned in previous courses by working largely in the field conducting simulated and real life flight missions. This course focuses on applying Unmanned Aerial Systems to future civilian applications such as inspections, aerial mapping, and aerial photography. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** AVF 141, AVG 210  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 271, Multi-Engine Flight  Division: Aviation
This flight course is designed to give the student the aeronautical knowledge, proficiency, and experience required to meet the FAA Practical Test Standards for the Private or Commercial Multi-engine rating. Upon completion of this course, the student will have attained the FAA Multi-engine Land Rating. Course requires 4 flight hours and 1 ground hour. Hourly rates for 2017-18 are $62/hour for ground instruction and $333/hour for the aircraft and flight instructor. Group 2 course.

**Credit Hours:** 1  **Contact Hours:** 1  
**Required Prerequisites:** Private Pilot Rating  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 274, Tailwheel Flight  Division: Aviation
This course is designed to provide the student with the skills, knowledge, and experience to receive a logbook endorsement to fly tailwheel aircraft. Course requires 4 flight hours. Hourly rate for 2017-18 is $202/hour for the aircraft and flight instructor. Group 2 course.

**Credit Hours:** 1  **Contact Hours:** 1  
**Required Prerequisites:** Private Pilot Rating  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 275, Seaplane Flight  Division: Aviation
In this course, the student will gain the skills, knowledge, and experience to receive endorsement for the FAA Practical Test. Students will learn in a Piper Super Cub on floats as they demonstrate maneuvers and landings. Course requires 5 flight hours and 1 hour of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $202/hour for the aircraft and flight instructor. Group 2 course.

**Credit Hours:** 2  **Contact Hours:** 2  
**Required Prerequisites:** Private Pilot Rating  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 278, Seaplane Flight  Division: Aviation
This course is designed to provide the student with the skills, knowledge, and experience to receive endorsement for the FAA Practical Test. Students will learn in a Piper Super Cub on floats as they demonstrate maneuvers and landings. Course requires 5 flight hours and 1 hour of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $202/hour for the aircraft and flight instructor. Group 2 course.

**Credit Hours:** 2  **Contact Hours:** 2  
**Required Prerequisites:** Private Pilot Rating  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

AVF 281, Advanced Cross Country Flight  Division: Aviation
Students will be exposed to various terrain and weather conditions while accomplishing 50 hours of multi-engine cross-country flight. They will be responsible for all aspects of flight planning, ground handling of aircraft, and management of cargo and passengers as necessary. All flight lessons will be conducted with a Multi-Engine Flight instructor. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** Multi-Engine Rating  
**Co-Requisites:** None  
**Recommended Prerequisites:** Commercial Pilot Rating
AVF 283, Upset Maneuver Training  Division: Aviation
In this course, the student will learn the foundations to safely perform basic aerobatic maneuvers. Also, the student will gain confidence and skills necessary to recover from various unusual flight attitudes that will increase the students’ overall flight safety. Course requires 6 flight hours and 2 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $202/hour for the aircraft and flight instructor. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: Private Pilot Rating
Co-Requisites: None
Recommended Prerequisites: None

AVF 284, Instrument Flight Instructor  Division: Aviation
Division: Aviation  Description: The student perfects both teaching and instrument flying skills while sitting in the right seat of the cockpit. The student develops the knowledge and ability to teach others instrument flying procedures. Course requires 6 flight hours and 8 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $223/hour for the aircraft and flight instructor. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: Flight Instructor Rating
Co-Requisites: None
Recommended Prerequisites: None

AVF 285, CRM Flight  Division: Aviation
Students will learn the principles of Crew Resource Management (CRM) with 50 hours of flight in a multi-engine aircraft, including the challenge and response concepts used in corporate, regional, or major airlines. Lessons will explore decision making during normal, adverse, or unplanned conditions during all phases of flight. Students will be in the role of both Captain and First Officer. All flight lessons will be conducted in a multi-engine aircraft with a Certified Flight instructor. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: Multi-Engine Rating
Co-Requisites: None
Recommended Prerequisites: Commercial Pilot Rating

AVF 382, Flight Instructor Rating  Division: Aviation
In this course the student will learn the skills to be a Certified Flight Instructor (CFI). They will master the skills of the Private and Commercial Pilot ratings. In addition they will learn how to be an effective teacher and understand all FAA rules and regulations that accompany being an instructor. Course requires 18 flight hours and 20 hours of ground instruction. Hourly rates for 2017-18 are $52/hour for ground instruction and $205/hour for the aircraft and flight instructor. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: Commercial Pilot with Instrument Rating  Co-Requisites: None
Recommended Prerequisites: None

AVG 101, Private Ground School  Division: Aviation
A course of study that will provide the aeronautical knowledge required of a private pilot and prepare the student to take the FAA Private Pilot written examination. Topics include: aerodynamics, engine and aircraft systems, airport operations, weight and balance, aircraft performance, Federal Aviation Regulations, meteorology, airspace, navigation, and flight physiology. Group 2 course.
Credit Hours: 5  Contact Hours: 5
Required Prerequisites: Instructor permission required to enroll  Co-Requisites: None
Recommended Prerequisites: None

AVG 142, Remote Pilot Ground  Division: Aviation
An online course structured to provide the aeronautical knowledge required of a remote pilot and to prepare the student to take the FAA Unmanned Aircraft General written examination. Topics include: airport operations, aircraft performance, regulations, meteorology, airspace, maintenance, sUAS operations, risk assessment/management. This course will be completed upon the student passing the FAA Unmanned Aircraft General written examination. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

AVG 161, Mechanics for Pilots  Division: Aviation
This course will teach the students about the systems, components, safe repair, and regulations involved with maintaining and operating small aircraft. Students will learn in the classroom and in the maintenance hangar. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

AVG 190, Aviation Weather  Division: Aviation
This course offers thorough coverage in the application and analysis of meteorological charts and how they pertain to aviation. It emphasizes the need for advanced knowledge on how NWS/NOAA charts are derived and how to understand their use in aviation today. Additional emphasis will be placed on predominant weather patterns, associated weather and planning flights to avoid severe weather. A basic understanding in the theory of meteorology is desired. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: AVG 101
AVG 201, International Aviation Division: Aviation
This course will provide an overview and analysis of the international aviation industry. International oversight organizations will be reviewed along with interactions with national regulations. Students will evaluate country differences with regard to aviation regulations, global safety records and business forecasts. An overview of cultural differences, which can effect International Aviation Operations, will be covered with case studies from current international pilots. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111

AVG 202, Advanced Aircraft Systems Division: Aviation
This course is designed to prepare those students seeking to be career pilots to be successful in the intense aircraft systems ground schools offered by the airlines, manufacturers, and private training providers such as Flight Safety. Each major system of large turbine aircraft will be studied, first, in a general overview and then for a specific model, large transport category, jet aircraft. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVG 101

AVG 204, Airline Aircraft Ground School Division: Aviation Description: This course is designed to prepare those students seeking to be career pilots to be successful in the intense aircraft ground schools offered by the airlines. Canadair Regional Jet systems, limitations, normal and emergency checklist, and flows and flight procedures will be covered in this course. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVG 202

AVG 231, Aviation Law Division: Aviation
A study of fundamental legal and aviation law principles as they apply to the various segments of the aviation industry. There will be special emphasis on contemporary aviation legal issues. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

AVG 240, Corporate Aviation Ground Division: Aviation
Students taking this course will learn about the aspects of business aviation. Aircraft types, regulations, business customs, and future outlooks of corporate aviation will be presented. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVG 202

AVG 241, Private Pilot Ground School Division: Aviation Description: This course provides the basic education principles and a review of the aeronautical knowledge required for the private pilot certificate. Topics include: flight instruments, radio navigation, departure, en route, and arrival procedures, VOR, NDB, ILS, and GPS approaches, IFR emergencies, aviation weather, and IFR cross-country flight planning. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVF 101 or Private Pilot Rating

AVG 251, Commercial Ground School Division: Aviation
This course provides the aeronautical knowledge required for the instrument rating and prepare the student to take the FAA Instrument Rating-Airplane written examination. Topics include: flight instruments, radio navigation, departure, en route, and arrival procedures, VOR, NDB, ILS, and GPS approaches, IFR emergencies, aviation weather, and IFR cross-country flight planning. Group 2 course.
Credit Hours: 4 Contact Hours: 4
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVF 111 or Private Pilot Rating

AVG 252, Instrument Ground School Division: Aviation
This course provides the aeronautical knowledge required for the instrument rating and prepare the student to take the FAA Instrument Rating-Airplane written examination. Topics include: flight instruments, radio navigation, departure, en route, and arrival procedures, VOR, NDB, ILS, and GPS approaches, IFR emergencies, aviation weather, and IFR cross-country flight planning. Group 2 course.
Credit Hours: 4 Contact Hours: 4
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

AVG 253, Instrument Flight Rating Division: Aviation Description: This course is an introduction to the principles of crew resource management (CRM) and will acquaint students with the concepts and skills required of aircrew members in safely operating multi-place aircraft. Topics will include flight safety concepts, communications skills, effective teamwork principles, and aircraft accident case studies. Students will practice CRM concepts in the Frasca flight training device. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: AVG 251, may be taken concurrently Co-Requisites: None
Recommended Prerequisites: None

AVG 285, Crew Resource Management Division: Aviation
This course provides basic education principles and a review of the aeronautical knowledge required for the flight instructor (airplane single engine) certificate. Students will prepare to take the FAA Fundamentals of Instruction (FOI) and the Flight Instructor-Airplane Single Engine written examinations. Through classroom presentations and one-on-one student teaching, students will gain practical teaching experience. Group 2 course.
Credit Hours: 5 Contact Hours: 5
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: AVG 251
How to select a first course in Biology:
If you are in a transfer program requiring a full year of introductory biology such as pre-med, pre-dental, pre-vet, agriculture, wildlife and fisheries, or environmental programs, you should choose:
• BIO 115 Cell, Plant and Ecosystem Biology
• BIO 116 Genetics, Evolution and Animal Biology

If you need a one semester laboratory science course to fulfill a basic education requirement, you should choose:
• BIO 110 Essential Biology

All of the above include a common core that is basic to the understanding of any branch of biology. The core topics include cell structure and function, genetics, the chemical and physical principles governing life processes, and evolution. Any 100-level Biology course may serve as a prerequisite for 200-level Biology courses.

It has been the experience of the Biology Department that students with placement scores below MTH 23 and ENG 111 levels have difficulty successfully completing introductory-level biology courses. If your placement scores are below these levels, the Biology Department recommends that you complete ENG 99, ENG 108 or ENG 111/111 and MTH 08 before enrolling in any biology course. If your placement scores are below these levels and you decide to enroll in a Biology course, allow yourself additional time for study and preparation. If you are unsure of your ability, consult your advisor, or a biology instructor.

BIO 106, Human Biology  Division: Science & Math
BIO 106L, Human Biology Lab
A survey of Human Anatomy and Physiology with a primary focus on health and disease. Topics to be discussed will include the cell structure, simple chemistry of biology, homeostasis, the organ systems, genetics, evolution, nutrition, exercise physiology, cancer, heart disease, immunology, AIDS, and other topics of current interest. This course does not meet the requirements for the Nursing program. Consult an advisor before enrolling. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: None  Co-Requisites: BIO 106L
Recommended Prerequisites: Students scoring below MTH 23 & ENG 111 on the placement test should plan on additional study time.

BIO 108, Plant Biology  Division: Science & Math
BIO 108L, Plant Biology Lab
In this class, we will examine some of the major ideas biologists use to study the living world. These will include the scientific method, biology of cells, and genetics. The emphasis in this course will be on: plant anatomy, the life cycle of plants, growth and its regulation, metabolism, and reproduction. Field and laboratory exercises, as well as experiments in the greenhouse, will allow the student to observe these principles, and practice the skills required to cultivate and propagate plants. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: None  Co-Requisites: BIO 108L
Recommended Prerequisites: It is highly recommended that students have completed, or are concurrently enrolled in MTH 23 and ENG 111.

BIO 110, Essential Biology  Division: Science & Math
BIO 110L, Essential Biology Lab
Essential Biology is geared toward the non-major. The course will cover broad areas of biology, engage the student in how biology relates to their own life, and how science and society interact. Core concepts covered include: Evolution, Structure and Function, Information Flow, Exchange and Storage, Pathways and Transformations of Energy and Matter, and Living Systems. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: None  Co-Requisites: BIO 110L
Recommended Prerequisites: It is highly recommended that students have completed, or are concurrently enrolled in MTH 23 and ENG 111.

BIO 115, Cell,Plant & Ecosystem Biology
BIO 115L, Cell, Plant, Ecosystem Bio Lab
Division: Science & Math
An introduction to the fundamental concepts of biology, including an investigation of the major kingdoms of life, classification, ecology, botany, cellular anatomy and biochemistry, DNA structure and function, genetic engineering, cloning and stem cell technologies. Laboratory includes field work and investigative exercises which illustrate lecture topics. Group 1 lab course.
Credit Hours: 4  Contact Hours: 6
Required Prerequisites: None  Co-Requisites: BIO 115L
Recommended Prerequisites: MTH 111
BIO 116, Genetic, Evolution, Animal Bio  
BIO 116L, Genetic, Evolu, Animal Bio Lab  
Division: Science & Math  
The lecture and laboratory portions of this course focus on cell division, classical genetics, evolution and phylogeny as well as the classification and Phyla-level natural history of invertebrate and vertebrate animals. Also, the course covers the anatomy and physiology of organisms found in the Animal Kingdom. The treatment of the topics in this course necessarily assumes a degree of familiarity with the basic biological concepts covered in BIO 115. Students who have not completed BIO 115 should expect to spend extra time reviewing these concepts throughout the course. Group 1 lab course.  
**Credit Hours:** 4  
**Contact Hours:** 6  
**Required Prerequisites:** None  
**Co-Prerequisites:** BIO 116L  
**Recommended Prerequisites:** BIO 115, MTH 111  

BIO 208, Microbiology  
BIO 208L, Microbiology Lab  
This course reviews the two types of cells (prokaryotic and eukaryotic). Microbial anatomy, physiology, and diversity are introduced. Microbiological disease pathology and the role of microbes in food production are also discussed. This class includes an oral presentation on a disease caused by microbes. Laboratory work culminates with the identification of an unknown bacterial solution. Group 1 lab course.  
**Credit Hours:** 4  
**Contact Hours:** 6  
**Required Prerequisites:** Completion of any 100-level BIO course  
**Co-Prerequisites:** BIO 208L  
**Recommended Prerequisites:** ENG 111, MTH 111  

BIO 215, Genetics  
Division: Science & Math  
A comprehensive treatment of classical genetics will be covered in addition to an in-depth study of molecular genetics, research techniques and applications of recombinant DNA technology. A major emphasis will be on the current results of genetic research as it applies to the molecular mechanisms of inheritance, and other topics such as gene therapy, cloning stem cell research and genetically modified organisms. Population genetics will also be covered. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** Completion of any 100 level BIO course  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ENG 111, MTH 111  

BIO 220, Nutrition in Human Health  
Division: Science & Math  
This course is an exploration of the fundamentals of nutrition: energy nutrients, vitamins and minerals. Function and sources of each is presented, as well as the role each plays in maintaining health. Students complete their own Food Intake Record and use this information throughout the semester so as to better understand human nutrition. In addition, study is made of the role nutrition along with other lifestyles plays in the prevention and protection from disease. Discussion also includes the relationship between nutrition and fitness. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ENG 111, MTH 111, and completion of any 100-level Biology course.  

BIO 227, Human Anatomy & Physiology I  
BIO 227L, Human Anatomy & Phys I Lab  
Division: Science & Math  
This course will include an introduction to cells, histology, biochemistry, and homeostasis. In addition, the following systems will be discussed: integumentary, skeletal, muscle, nervous, and special senses. Lecture will be accompanied by lab work and applications, which will stress the anatomy, histology and function of these organ systems. Group 1 lab course.  
**Credit Hours:** 4  
**Contact Hours:** 6  
**Required Prerequisites:** MTH 111; ENG 11/111 or ENG 111 may be taken concurrently  
**Co-Prerequisites:** BIO 227L  
**Recommended Prerequisites:** CHM 101, HAH 101, and completion of any 100-level Biology course. It is highly recommended that students have college level reading skills. Students enrolling in BIO 227 who have not completed these requirements should plan on additional study time.  

BIO 228, Human Anatomy & Physiology II  
BIO 228L, Human Anatomy & Phys II Lab  
Division: Science & Math  
This is the second part of a two-semester course. The second semester will continue major systems in the body including: the endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, metabolism, urinary system, fluid balance, reproduction and inheritance. Lecture will be accompanied by lab work, which will stress the anatomy and histology of these organ systems. Group 1 lab course.  
**Credit Hours:** 4  
**Contact Hours:** 6  
**Required Prerequisites:** BIO 227, BIO 227L  
**Co-Prerequisites:** BIO 228L  
**Recommended Prerequisites:** None  

BIO 240, Normal and Clinical Nutrition  
Division: Science & Math  
Nutrition is considered from a strong biological point of view. Discussions will include a brief overview of principles of normal nutrition and then will proceed to how these principles apply to cause and treatment of specific disease states and the nutrition care process required. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** MTH 111  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** BIO 227, MTH 08 or equivalent
BIO 255, Pathophysiology  Division: Science & Math  
This course covers the etiology, progression, and treatment of disease in the human body. Cellular and tissue structure and function are addressed along with the role of the immune system in body defenses. Disorders and diseases for each body system are covered, including investigation of clinical case studies of pathophysiology. Group 1 course.  
Credit Hours: 4 Contact Hours: 4  
Required Prerequisites: BIO 228, BIO 228L with grade of 2.0 or better  
Co-Requisites: None  
Recommended Prerequisites: BIO 208, HNR 108

BIO 268, Biochemistry  Division: Science & Math  
This course is a study of the basic fundamentals of the chemical composition of living matter with application of concepts to normal and abnormal human function. Structure and function of proteins, lipids, carbohydrates and nucleic acids will be covered as well as their metabolic interrelationships. The course also covers the most current biochemical techniques, and an investigation of molecular genetics and published findings in the field of biochemistry. Group 1 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: CHM 101, CHM 101L  
Co-Requisites: None  
Recommended Prerequisites: BIO 227, BIO 227L, MTH 23

BUS 101, Introduction to Business  Division: Business  
American business in the twenty-first century is exciting and challenging. Students will be introduced to the variety of opportunities by exploring ownership, free enterprise, the world economy, management, marketing, international business, social responsibility and business ethics, and entrepreneurship. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: Placement into ENG 99

BUS 105, Business Math  Division: Business  
Apply basic mathematical principles to solve problems in modern business practice. Topics include trade pricing, markups, profit and loss, interest, payroll, taxes, and investments. Designed for day-to-day business applications. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: MTH 08 with grade 2.0 or higher, or placement into MTH 23  
Co-Requisites: None  
Recommended Prerequisites: None

BUS 155, Interpersonal Communications  Division: Business  
To be well prepared for employment in the 21st century it will be mandatory for students to demonstrate effective human relations. Individuals who enter the workforce in any field will need to possess interpersonal and customer service skills.  
The global workplace will demand competence in interpersonal or "soft" skills. Excellent customer service and relationship building skills are a necessary component of overall business communications. Topics include: communication and identity, conflict and communication climates, and how to build and maintain effective relationships with external and internal customers. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: Placement into ENG 99

BUS 231, Professional Communications  Division: Business  
Communicating professionally is a critical skill in today's world. This course is designed to help students understand communication theory and its application in their professional lives. Students will develop effective writing skills by analyzing complex issues, organizing thoughts logically, and communicating those ideas concisely--in verbal and written form. Students will also practice effective listening skills, understand the components of a successful job search, and use teamwork skills in solving communication problems. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: Placement into ENG 111

BUS 261, Business Law I  Division: Business  
This course is a study of the U.S. legal system and specific areas of law related to business, with an emphasis on the techniques of legal decision-making. Topics include the judicial system, torts, contracts, and criminal law. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: Placement into ENG 111

BUS 290, Business Admin Internship  Division: Business  
This course is a requirement for the Associate of Applied Science degree in Business Administration. The objective of the internship is to assess the Business Administration Program Outcomes, and to provide an on-the-job experience for the student pursuing a career in business. At the end of the semester students take a third party assessment to measure their knowledge of business operations, the business organization and business procedures. Students will spend 150 hours over the semester in a supervised training experience. In addition students will meet with the Experiential Learning Coordinator as needed throughout the semester for: internship support, feedback, review of professional employment documents and an internship exit interview. Group 2 course.  
Credit Hours: 3 Contact Hours: 3  
Required Prerequisites: 30 credit hours towards program requirements and a 2.0 GPA in occupational courses  
Co-Requisites: None  
Recommended Prerequisites: None
CAR  Carpentry

CAR 101, Introduction to Carpentry
Division: Construction Tech
This course provides an introduction to residential carpentry. Through structured classroom and hands-on skill building, the student will learn about the construction industry, building materials, fasteners and adhesives, hand and power tools, introduction to print reading, and floor systems. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 or higher, or co-enrollment in the recommended developmental math course. Placement into ENG 11/111 or higher, or co-enrollment in the recommended English course.

CAR 102, Intro to Woodworking
Division: Construction Tech
This course is for the student who has a desire to experience woodworking in the area of basic cabinet making and furniture. Techniques in the usage and maintaining of basic hand and power tools, understanding of how wood movement will affect design of an assembly, application of basic joinery, adhesives, and fasteners in the woodworking completion of this class establishes a foundation in which the student can build simple furniture and cabinets. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Students will greatly benefit from having competency up to MTH 111.

CAR 103, Construction Blueprint Reading
Division: Construction Tech
Students will learn the skills needed to read and understand construction drawings, as well as an understanding of manufacturers' literature of component parts used in buildings. Both commercial and residential construction materials and drawings are studied. Problems encountered in design development such as site limitations, zoning restrictions, utility availability, coordination of product specifications, adherence to building codes and life safety are explored. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 111 or co-enrollment in MTH 08 or MTH 23, placement into ENG 111 or co-enrollment in ENG 99.

CAR 104, Woodworking Applications I
Division: Construction Tech
This course is for the student with a strong understanding of hand and power tools used in the craft of woodworking. A desire to expand their knowledge in the aspects involved with basic furniture and cabinet building is a must. Students will be constructing projects that, by design, will challenge those of the advanced beginner and intermediate skill abilities. Students will plan and implement the necessary steps to address the projects' hardware and joinery requirements. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: CAR 102  Co-Requisites: None
Recommended Prerequisites: MTH 23

CAR 105, Foundations and Framing
Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn foundation design, lay-out, concrete materials, forms and applications, floor, wall, ceiling and roof framing and basic stair layout. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 or higher, or co-enrollment in the recommended developmental math course. Placement into ENG 11/111 or higher, or co-enrollment in the recommended English course.

CAR 121, Exterior Construction
Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn about various roofing materials and applications, window and door installation, siding, cornice design and installation, gutters, downspouts, decks and fences. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 or higher, or co-enrollment in the recommended developmental math course. Placement into ENG 11/111 or higher, or co-enrollment in the recommended English course.

CAR 125, Interior Construction
Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn about drywall products, installation, and finishing, wall panels, tile, suspended ceilings, finish trim, flooring, and cabinet and countertop installation. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: CAR 121, may be taken concurrently  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 or co-enrollment in the recommended developmental Math course, placement into ENG 11/111 or co-enrollment in the recommended English course.
CHM Chemistry

CHM 101, Introductory Chemistry Division: Science & Math
CHM 101L, Introductory Chemistry Lab
A one-semester chemistry course for the non-science major exploring the language, concepts and methods of chemistry. Topics include atomic theory, chemical periodicity, chemical bonding, stoichiometry, gases, nuclear energy, equilibrium, and acid/base chemistry. The laboratory will include descriptive and analytical experiments, focusing on measurement, physical and chemical properties of materials, acids and bases, laboratory procedures and calculations. Science, engineering, and premedical students must select CHM 150 and 151 to meet chemistry requirements. Consult with an advisor before enrolling. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5  
Required Prerequisites: MTH 111  Co-Requisites: CHM 101L  
Recommended Prerequisites:  ENG 111; It is highly recommended that students have college level reading and math skills, including the ability to work algebraic problems involving unknown variables, fractions, percents and portions. Students enrolling in CHM 101 who have not completed these requirements should plan on additional study time.

CHM 150, General Chemistry I Division: Science & Math
CHM 150L, General Chemistry I Lab
First semester of a two-semester course covering matter and chemical measurement, basic laws, chemical symbols and formulas, stoichiometry and chemical calculations, gases and the gas laws, thermochemistry, atomic structure, electron configurations and the periodic table, elements, chemical bonding and molecular structure, intermolecular forces, liquids and solids. The laboratory includes descriptive and quantitative experiments illustrating the above topics. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5  
Required Prerequisites: MTH 111  Co-Requisites: CHM 150L, CHM 150R  
Recommended Prerequisites: MTH 121  

CHM 150R, General Chemistry I, Recitation Division: Science & Math
Problem solving quizzes and laboratory preparation to accompany lectures. Group 1 course.
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: MTH 111  Co-Requisites: CHM 150, CHM 150L  
Recommended Prerequisites: MTH 121  

CHM 151, General Chemistry II Division: Science & Math
CHM 151L, General Chemistry II Lab
A second semester course covering chemical reactions in aqueous solution including acid-base and oxidation and reduction reactions, properties of solutions, chemical kinetics, gaseous equilibria, acids and bases, acid-base equilibria, pH, common ion effect, buffer systems, solubility product constant, thermodynamics, enthalpy, entropy, and free energy, electrochemistry, and nuclear, chemistry. The laboratory will cover the above topics using quantitative and qualitative procedures. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5  
Required Prerequisites: CHM 150, CHM 150L, CHM 150R  
Co-Requisites: CHM 151L, CHM 151R  
Recommended Prerequisites: None  

CHM 151R, General Chemistry II Recitation Division: Science & Math
Problem solving, quizzes and laboratory preparation to accompany lectures. Group 1 course.
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: CHM 150, CHM 150L, CHM 150R  
Co-Requisites: CHM 151, CHM 151L  
Recommended Prerequisites: None  

CHM 201, Intro to Organic Chemistry CHM 201L, Intro to Organic Chemistry Lab Division: Science & Math
An introduction to organic chemistry. Topics include the classes of organic compounds, reactions, synthesis, and mechanisms. Includes laboratory. (NOTE: This course is a one semester course and is not appropriate for all majors. Please check with an advisor prior to registration). Group 1 lab course.
Credit Hours: 4  Contact Hours: 5  
Required Prerequisites: CHM 101 with a grade of 2.0 or higher  Co-Requisites: CHM 201L  
Recommended Prerequisites: ENG 111  

CHM 250, Organic Chemistry I Division: Science & Math
CHM 250L, Organic Chemistry I Lab
The first semester of a two-semester course covering the chemistry of carbon compounds. Designed to meet the requirements for majors in chemistry, chemical engineering, biological science, pre-medicine, etc. Topics include nomenclature, structure, aliphatic compounds, free-radical, nucleophilic substitution and elimination reactions, electrophilic addition reaction and mechanisms, alky halides, alkenes, alkyenes and alcohols. The laboratory portion will cover fundamental organic laboratory techniques of synthesis, separation and analysis. Group 1 lab course.
Credit Hours: 5  Contact Hours: 9  
Required Prerequisites: CHM 151, CHM 151L, CHM 151R  
Co-Requisites: CHM 250L  
Recommended Prerequisites: None  

NMC. Find it here.
CIT 100, Computers in Business-An Intro  
Division: Business  
A first exposure to the world of computer applications in business, this course covers the hands-on use of word processing, spreadsheets, database, and presentation graphics programs. In addition, the Windows operating system, file and folder management, basic concepts, terminology and security threats will be covered. This course requires MS Office 2016 on a Windows computer (or on a Mac with a Windows partition). The software is also available at campus computer labs. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: Keyboarding skills; CIT 122A or equivalent experience.

CIT 110, Programming Logic and Design  
Division: Business  
The student is introduced to topics in programming logic and design in preparation for subsequent programming courses. The course lecture material is presented via readings and videos outside of class, with in-class activities being largely focused on coding, testing, debugging, and documenting applications. Emphasis is placed on good coding practices. Topics covered include: Simple Data Types, Control Structures, Decisions and Conditionals, Arrays, Lists, Classes, and Enums. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

CIT 118, Microsoft Office - Word Intro  
Division: Business  
This course is designed to provide students with an introduction to word processing using Microsoft Word. Skills students will learn include preparing documents, formatting characters and paragraphs, customizing paragraphs, and formatting pages. This course requires MS Office 2016 on a Windows computer (or on a Mac with a Windows partition). This software is available at campus computer labs. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: CIT 122A; basic keyboarding and Windows skills including file/folder management.

CIT 119, Microsoft Office - Word  
Division: Business  
This course teaches students how to use Microsoft Word and prepares them to pass the Microsoft Office Specialist (MOS) Word certification exam. Skills students will learn include navigating in a document, customizing and formatting text, paragraphs, and pages, inserting objects, maintaining and proofing documents, performing mail merge operations, document sharing and management, tracking and referencing documents, and managing macros and forms. Students enrolling in this course will take the Microsoft Office certification exam. This course requires Microsoft Office 2016 on a Windows computer (or on a Mac with a Windows partition). This software is available at campus computer labs. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: CIT 122A; basic keyboarding and Windows skills including file/folder management.

CHM 251, Organic Chemistry II  
Division: Science & Math  
A follow-up to CHM 250. Topics include alcohols, aromatics, ethers and epoxides, arenes, carbonyls, carboxylic and sulfonic acids and their derivatives, amines, phenols, aryl halides, carbohydrates, amino acids, biochemical processes, and others together with appropriate mechanistic theories and structural concepts. Instrumental techniques discussed include infrared spectroscopy (IR), nuclear magnetic resonance (NMR), mass spectrometry (MS), and ultraviolet (UV) spectroscopy. The lab exercises will continue the development of organic chemistry laboratory technique on both semi-microscale and microscale. In addition, analytical techniques using infrared spectroscopy and gas chromatography will be developed. Group 1 lab course.  
Credit Hours: 5  Contact Hours: 9  
Required Prerequisites: CHM 250, CHM 250L  
Co-Requisites: CHM 251L  
Recommended Prerequisites: None
CIT 124, Microsoft Office - PowerPoint  Division: Business  
This course teaches students how to use Microsoft PowerPoint and prepares them to pass the Microsoft Office Specialist (MOS) PowerPoint certification exam. Skills students will learn include preparing and modifying a presentation, using help, formatting slides and inserting elements in slides, creating tables, charts, and SmartArt graphics, using slide masters and action buttons, applying custom animation and setting up shows, and integrating, reviewing, protecting and saving presentations. Students enrolling in this course will take the certification exam. This course requires MS Office 2016 or a Windows computer (or a Mac with a Windows partition). This software is available at campus computer labs. Group 2 course.  
**Credit Hours:** 2  **Contact Hours:** 2  
**Required Prerequisites:** None  
**Recommended Prerequisites:** Basic keyboarding, Windows skills, grade 12 reading level or above.

CIT 156, CompTIA A+® Certification I  Division: Business  
This course, in conjunction with CIT 157, covers the objectives of the two CompTIA A+ Certification exams. Major topics areas include PC hardware, networking, laptops, printers, operational procedures, operating systems, security, mobile devices, troubleshooting, safety and professionalism. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** None  
**Recommended Prerequisites:** Windows skills

CIT 157, CompTIA A+® Certification II  Division: Business  
This course, in conjunction with CIT 156, covers the objectives of the two CompTIA A+ Certification exams. Major topic areas include PC hardware, networking, laptops, printers, operational procedures, operating systems, security, mobile devices, troubleshooting, safety and professionalism. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** None  
**Recommended Prerequisites:** None

CIT 160, Cisco Internetworking I  Division: Business  
This course, in conjunction with CIT 161, CIT 260 and CIT 261 provides the necessary preparation to pass the Cisco CCNA Routing & Switching Exam (Cisco Certified Network Associate). The following topics are covered in detail: VLSM, Cisco CLI, IOS, router configuration, static routing, dynamic routing protocols including RIPv1, RIPv2, OSPF, EIGRP, NAT/PAT and DHCP. This course utilizes the Cisco Networking Academy "Exploration: Routing Protocols and Concepts" curriculum and integrates online curriculum, classroom activities and hands-on lab exercises. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** CIT 160, may be taken concurrently  
**Recommended Prerequisites:** None

CIT 170, Microsoft Office - Access  Division: Business  
This course introduces database management using Microsoft Access. Students will design, construct, and administer databases. Students will create and modify database objects including tables, queries, forms and reports. Students will enter, delete, modify, import, and export data. Students will configure database features such as security and backup. Course content is mapped to the current Microsoft Office Specialist (MOS) Access learning objectives and students enrolled in this course will take the certification exam. This course requires MS Office 2016 or a Windows computer (or a Mac with a Windows partition). This software is available at campus computer labs. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  
**Recommended Prerequisites:** CIT 100 or CIT 210

CIT 178, Relational Databases  Division: Business  
This course introduces students to core database concepts including data, data types, and relationships. Students will interpret and create relational data structures and use SQL language to perform basic create, read, update, and delete operations. Students will recognize the value of optimized data and produce normalized designs. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** None  
**Recommended Prerequisites:** None

CIT 180, HTML and CSS Programming  Division: Business  
Students in this course will develop skills in HTML web development with a focus on responsive web design and CSS styling techniques. An emphasis is placed on developing solid coding practices as well as providing for ADA compliance requirements and W3C HTML and CSS validation. Students will develop web projects during the course. A brief introduction to JavaScript and other web-related extended topics are included. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** None  
**Recommended Prerequisites:** None

CIT 161, Cisco Internetworking II  Division: Business  
This course, in conjunction with CIT 160, CIT 260 and CIT 261, provides the necessary preparation to pass the Cisco
CIT 190, JavaScript Programming Division: Business
Students in this course develop web client scripting skills using JavaScript and jQuery. Students use variables, decisions, loops, functions, objects, and other programming concepts as they add robust and powerful interactivity to web pages. Students create responsive web solutions integrating HTML, CSS, JavaScript, jQuery, JSON, and Ajax technologies. Group 2 course.
Credit Hours: 3 Contact Hours: 4
Required Prerequisites: CIT 180 or instructor permission
Co-Requisites: None
Recommended Prerequisites: HTML and CSS coding skills.

CIT 195, .NET App and Game Programming Division: Business
The student is introduced to .NET application and game development. Students use Visual Studio to develop applications and games featuring XAML-based and graphical interfaces, user devices such as game controllers, and database integration. Object-oriented concepts including encapsulation, inheritance, polymorphism, collections, delegates, and events are included. Application design patterns and proper documentation are emphasized. Group 2 course.
Credit Hours: 3 Contact Hours: 4
Required Prerequisites: CIT 110 Co-Requisites: None
Recommended Prerequisites: None

CIT 200, Microsoft Office - Excel Division: Business
This course deals with a comprehensive study of Microsoft Office Excel spreadsheet software and the business applications which can be created and used with the software. The entry of data with different formats, formula creations, file transfer of data, graphing, data tables, solver programs, apply what-if scenarios and an introduction to macros will be covered. Course content is mapped to the current Microsoft Office Specialist (MOS) Excel learning objectives and students enrolled in this course will take the certification exam. This course requires MS Office 2016 on a Windows computer (or on a Mac with a Windows partition). The software is also available at campus computer labs. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

CIT 213, Networking Technologies Division: Business
This course covers terminology, topologies and media necessary for LANs and WANs. The OSI model will be studied and identified to better enhance the understanding of how various parts work together. Included is an in-depth study of TCP/IP and the characteristics for maintaining a network and ensuring its security. This course maps to the CompTIA Network certification exam objectives. Group 2 course.
Credit Hours: 4 Contact Hours: 5
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: CIT 156, CIT 157, may be taken concurrently.

CIT 215, Windows Server Environment Division: Business
In this course students will learn about the latest Windows Server operating system. Students will install many server roles and features. Concepts studied include remote administration, storage, virtualization, Windows Containers, Windows Server Update Services, and high-availability. Students will have an opportunity to work with different types of server installations. Windows PowerShell and Hyper-V will also be introduced. This course maps to the Microsoft 70-740 Installation, Storage and Compute with Windows Server 2016 certification exam. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: CIT 213 Co-Requisites: None
Recommended Prerequisites: None

CIT 216, Computerized Acctg Systems Division: Business
This course introduces general ledger accounting using QuickBooks. The focus is taking accounting procedures previously learned and developing skills for their application through the use of accounting software, including sales/receivables, expenses/accounts payable, payroll, journal entries, chart of accounts, and automated general ledger. Various projects are used to guide students through the conversion of a manual accounting system to an automated computer system, including the preparation of computer-generated financial statements and various special reports. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: ACC 121 Co-Requisites: None
Recommended Prerequisites: None

CIT 218, Web App Programming ASP.NET Division: Business
The student will develop multi-tier web applications using dynamic web pages and the ASP.NET framework. The architecture of the web application will be based on the MVC pattern with students writing client-side and server-side code to create a functional, consistent, and robust web application. As a capstone project, the students will develop and deploy a functional web application. Group 2 course.
Credit Hours: 3 Contact Hours: 4
Required Prerequisites: CIT 190, CIT 255 Co-Requisites: None
Recommended Prerequisites: CIT 228
CIT 228, Data Sources  Division: Business
This course continues with relational data concepts introduced in CIT 178 with a focus on administration, backup, and security. The course then extends to other data sources and connection technologies. Students will be able to identify and evaluate data options and access data via code. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: CIT 110 and either CIT 178 or CIT 248  Co-Requisites: None
Recommended Prerequisites: None

CIT 233, Project Management  Division: Business
This course is intended for CIT students and business professionals who need to manage project activities or resources on time, on budget, and according to performance standards. Students use a variety of project management tools to schedule tasks, and monitor resources, cost, and project progress. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Basic keyboarding and Windows skills including file/folder management.

CIT 240, Network Security Management  Division: Business
This course examines the fundamentals of computer network security and explores current practices for securing network resources. Course content is mapped to the CompTIA Security+ certification exam objectives, which include network security, compliance and operational security, threats and vulnerabilities, application and data host security, access control and identity management, and cryptography. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

CIT 243, Cloud Technologies  Division: Business
Students will explore cloud topics including cloud concepts, virtualization, infrastructure, resource and security management, security, and cloud system management. Several cloud services will be explored throughout the course, including Microsoft Azure, Microsoft Office 365 and Intune, and Amazon Web Services. This course will prepare students for the CompTIA Cloud+ certification exam. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

CIT 246, Windows Server Infrastructure  Division: Business
Students taking this course will learn how to setup, configure, and maintain a Windows Server Infrastructure. Topics covered include operating systems, deployment, maintenance and administering and troubleshooting DHCP, DNS, Network Access Protection, IPSec, and Virtual Private Networks. System performance and reliability will also be studied. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: CIT 215  Co-Requisites: None
Recommended Prerequisites: None

CIT 247, Enterprise Solutions  Division: Business
This course is the capstone for the CIT Infrastructure Associates degree program. In this course students will gain practical experience building enterprise solutions using a team based approach. These solutions will include concepts such as high-availability, failover clustering, shared storage, virtualization, business continuity, disaster recovery, and cloud computing. Students will apply their knowledge of networking, security, and Windows Active directory in the design and implementation of these projects. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: CIT 246  Co-Requisites: None
Recommended Prerequisites: None

CIT 255, .NET Object-Oriented Program  Division: Business
The student builds on .NET programming fundamentals learned in CIT 195, focusing on object-oriented concepts throughout the course including extensive work with generics, interfaces, unit testing, and various design patterns. Development of applications that feature robust user interfaces, multiple forms of persistence, and integration with technologies beyond .NET is emphasized throughout each project in the course. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: CIT 178, CIT 195  Co-Requisites: None
Recommended Prerequisites: None

CIT 256, Linux Administration  Division: Business
In this course students will take an in-depth look at Linux, focusing on proper installation, command line usage, and administration of the Operating System. Students will examine the concepts common to all Linux systems, which have increased its popularity. Exploration will take the form of a practical, hands-on approach, using a mix of hands-on projects as well as web resources. This course will prepare students for the first CompTIA Linux+ Exam. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: CIT 213  Co-Requisites: None
Recommended Prerequisites: None
CIT 260, Cisco Internetworking III  Division: Business  
This course, in conjunction with CIT 160, CIT 161 and CIT 261 prepares the student for the Cisco CCNA Exam (Cisco Certified Network Associate). Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. This course utilizes the Cisco Networking Academy "CCNA Routing & Switching: Scaling Networks" curriculum and integrates online curriculum, classroom activities and hands-on lab exercises. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: CIT 161  Co-Requisites: None  
Recommended Prerequisites: None

CIT 261, Cisco Internetworking IV  Division: Business  
This course, in conjunction with CIT 160, CIT 161, and CIT 260, provides the necessary preparation to pass the Cisco CCNA Exam (Cisco Certified Network Associate). Topics covered in detail: WAN design, HDLC, PPP, Frame Relay, ATM, cable, network management and CCNA exam review. This course utilizes the Cisco Systems Networking Academy "Exploration: Accessing the WAN" curriculum and integrates online curriculum, classroom activities, and hands-on exercises. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: CIT 260, may be taken concurrently  Co-Requisites: None  
Recommended Prerequisites: None

CIT 280, Systems Analysis and Design  Division: Business  
This is the capstone course in the CIT Developer AAS. Students will gain practical knowledge in systems analysis through participation in a team-based software project that follows the systems development life cycle using agile development with industry patterns and practices. A capstone project will be developed and presented to a review group. Students will conduct a feasibility study, perform requirements analysis, model objects and data, and communicate effectively. Group 2 course.  
Credit Hours: 4  Contact Hours: 5  
Required Prerequisites: CIT 255  Co-Requisites: None  
Recommended Prerequisites: CIT 228, CIT 233

CIT 290, CIT Internship  Division: Business  
Work experience is an integral part of the CIT student's program. In this course, students are placed in settings that utilize their business and CIT skills. Students will work 150 hours during the semester in a supervised on-the-job training experience. Students must meet with their academic advisor and submit a resume for review before they will be allowed to enroll in this course. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: 20 credits with a minimum of 3.0 GPA in CIT courses and instructor permission  
Co-Requisites: None  
Recommended Prerequisites: None

CIT 291, Web Developer Internship  Division: Business  
Work experience is an integral part of the Web Developer Certificate program. In this course, students are placed in settings that utilize their web installation and development skills as well as business and CIT skills. Students will work 150 hours during the semester in a supervised on-the-job training experience. In addition to the required 150 hours in the internship placement, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Instructor permission  
Co-Requisites: None  
Recommended Prerequisites: None

CIT 292, Support Specialist Internship  Division: Business  
Work experience is an integral part of the Support Specialist Certificate program. Students are placed in settings that utilize their technical, business applications, and interpersonal communications skills. Students will work 150 hours during the semester in a supervised on-the-job training experience. Students must meet with their academic advisor and submit a resume for review before enrolling. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: 27-30 hours in the Administrative Support Specialist certificate and instructor permission  
Co-Requisites: None  
Recommended Prerequisites: None

CJ 101, Intro to Criminal Justice  Division: Social Science  
The student is introduced to the criminal justice system and the criminal justice process. Includes the history, present structure, current functions and contemporary problems of the police, the prosecution, the courts, corrections, and security agencies. Group 2 course.  
Credit Hours: 4  Contact Hours: 4  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: None

CJ  Criminal Justice

For course availability, refer to www.nmc.edu/class-search
CJ 202, Police Administration  Division: Social Science  
This course will present an overview of public administration with the emphasis on the vitality and capacity for pragmatic change within our American police system. This understanding will be brought about by the comprehensive and analytical study of the structures, processes, and behavior of the typical police infrastructure in the United States. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** CJ 101

CJ 211, Criminal Law  Division: Social Science  
This course will study the history and nature of criminal law, defenses to criminal conduct, and substantive criminal offenses. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** Placement into ENG 111.

CJ 221, Juvenile Delinquency  Division: Social Science  
This course is a study of juvenile delinquency theories of causation and current preventive programs. It will explore the nature and extent of delinquency and examine suspected causes of delinquent behavior. It will also cover critical issues in juvenile delinquency and examine crucial policies and programs in the Criminal Justice system that addresses juvenile delinquency. It will also include issues facing juvenile probation officers and it will look at the role of police agencies and their relationship to juvenile courts. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** SOC 101, placement into ENG 11/111. Students are encouraged to have good reading, writing, and organizational skills or seek help through the resources available to them through the NMC Writing Center and academic counseling.

CJ 231, Survey of Corrections  Division: Social Science  
This course will examine the historical and philosophical development of corrections in the United States. Special consideration is given to the theoretical approaches to changing and controlling criminal behavior. Practical limitations and justification to probation, parole, and the operational functions of institutional supervision are also studied. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** Placement into ENG 111

CJ 242, Evidence & Criminal Procedures  Division: Social Science  
An overview of the criminal court system and the process of a criminal proceeding from incident to disposition and appeal, including the rules of evidence affecting the trial of a criminal case. It also includes an overview of the criminal procedure rules concerning arrest, search and seizure, and interrogation and confession, which regulate law enforcement and protect citizens’ rights of privacy and presumed innocence. The course includes pertinent Supreme Court decisions. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** Placement into ENG 111.

CMT  Construction Management  

CMT 107, Construction Supervision  
Division: Construction Tech  
Students will learn the skills needed for construction management including: business management, estimating and job costing, design and building science, contracts, liability and risk management, marketing and sales, project management and scheduling, the Michigan Residential Code, MISOA construction safety standards, and effective communication for construction project management. Group 2 course.  
**Credit Hours:** 4  **Contact Hours:** 4  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** It is recommended that students have taken or are co-enrolled in MTH 08 or 23 and ENG 99.

CMT 207, Construction Cost Estimating  
Division: Construction Tech  
In this course students will explore topics pertaining to the processes of construction estimating and bidding techniques. Those topics will include, but are not limited to, the discussion and exploration of the identification and quantification of construction materials, labor, and equipment for the construction bidding process. Some computer estimation programs and/or cost data publications will be used to develop estimates. Group 2 course.  
**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** CAR 103, CIT 100, CMT 107, MTH 111 or higher  **Co-Requisites:** None  
**Recommended Prerequisites:** ENG 111-may be taken concurrently, math and reading skills are necessary for success in this course.

COM  Communications  

COM 101, Introduction to Communication  
Division: Communications  
The course is designed to introduce the student to the basic components of the communication process as they operate in four contexts: interpersonal, group, organizational and mass media. The four contexts will be integrated under the rubric of Meaning Theory in the latter part of the course. The direct application of theories to the student’s individual career choice or personal life experience is stressed. Group 2 course.  
**Credit Hours:** 4  **Contact Hours:** 4  
**Required Prerequisites:** None  **Co-Requisites:** None  
**Recommended Prerequisites:** None
COM 111, Public Speaking  Division: Communications  
Designed to acquaint students with the fundamentals of the discipline and to give them confidence in speech situations. This course considers voice, platform technique, message organization and audience analysis. Emphasis is upon the formal speaking situation. Group 2 course.  
Credit Hours: 4  Contact Hours: 4  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

COM 121, Broadcasting Practicum I  Division: Communications  
Practical experience in underwriting, announcing, script writing, "on-air" studio operations and the management of the non-profit college radio station are all part of this course. Internships with local radio stations may be arranged. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: College level reading and writing skills

COM 122, Broadcasting Practicum II  Division: Communications  
This course continues practical experience in underwriting, announcing, script writing, "on-air" studio operations and management. Internships with local radio stations may be arranged. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: College level reading and writing skills

COM 150, Global Information Strategies  Division: Communications  
In this course students will explore the role of information in contemporary society and discover its implications and uses in the global workplace. Students will discover how to identify information sources and learn advanced online research strategies for locating, retrieving and evaluating these sources using current technologies. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: ENG 111, can be taken concurrently or instructor permission  Co-Requisites: None  
Recommended Prerequisites: Ability to use computers and familiarity with basic computer software, including Microsoft Word, Excel and Internet browsers. Basic reading and writing skills

COM 201, Mass Communication & Culture  Division: Communications  
The course is designed to introduce the student to various perspectives on the analysis, evaluation and understanding of mediated communication in mass culture. The course is divided into two major parts. The first focuses on industrial-age theories of mass communication and culture. The second part is designed to give the student the necessary tools to make information-age adaptations to the explanatory/predictive models of the effects of mass communication and culture. The direct application of theories, critical thinking and analysis of communication having relevance to the student's individual career choice of life experience is stressed. Group 2 course.  
Credit Hours: 4  Contact Hours: 4  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

CUL Culinary Arts

CUL 101, Today's Hospitality Industry  Division: Business  
This course is designed for students who wish to pursue a career in the hospitality industry. It introduces the student to segments of the industry and the different career tracks within each one. The course will acquaint the student with the rigors of hospitality and the particular nature of this people-oriented industry. A foundation course in the study of resort and resort settings, the course provides the student with an awareness of the unique problems associated with the development, management and marketing of a resort. Also, the seasonal nature of most resorts and the challenges presented by this issue are discussed. The nature and unique characteristics of the hospitality industry as a career choice are discussed. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: Placement into MTH 08 or higher and ENG 99 or higher

CUL 110, Safety and Sanitation  Division: Business  
This course is designed for students who wish to pursue a career in culinary arts or hotel and restaurant management. With today's complex safety and health laws, it is essential as well as required by many firms to have an in-depth understanding and certification in safety and sanitation. This course provides the students with both. Students study food service safety including fire safety and kitchen and dining room safety. Students will earn an American Red Cross Certification in adult CPR. Students also learn all aspects of food service sanitation and earn both the Michigan and NRA Educational Institute Sanitation Certificate. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None
CUL 111, Professional Cookery  Division: Business
An intensive study of foods and cooking, this course exposes the student to commercial equipment, quality food production, and professional presentation. It provides the chef training student with the practice and theory involved in the preparation of foods in a commercial operation. Basic cooking terminology, methods and procedures are introduced. The course also includes kitchen safety and sanitation, knife and equipment identification and technique, preparation of stocks, soups, and mother sauces, meats, poultry and seafood, and the presentation of a complete meal. Uniforms and knives will need to be purchased through the department for this course. Group 2 course.

Credit Hours: 4  Contact Hours: 8
Required Prerequisites: CUL 110, may be taken concurrently
Recommended Prerequisites: Placement into ENG 99

CUL 118, Introduction to Baking  Division: Business
This course is designed for students seeking a career in Culinary Arts. In this intensive study of fundamental baking techniques, students will become familiar with baking operation and production. This course covers fundamental pastry and dessert recipes as well as the preparation of yeast dough. Also included are tortes, pies, tarts, and other desserts. Group 2 course.

Credit Hours: 4  Contact Hours: 8
Required Prerequisites: None  Co-Prerequisites: None
Recommended Prerequisites: None

CUL 190, Culinary Internship  Division: Business
A culinary internship integrates academics with professional work experience. Students earn college credit while working in fine dining properties, gaining valuable hands-on experience. Students are encouraged to contact the internship coordinator at least two months prior to the semester they are requesting placement. Culinary internships are 40 hours per week for an eight-week summer session. Group 2 course.

Credit Hours: 2  Contact Hours: 2
Required Prerequisites: CUL 110, CUL 111, CUL 118, CUL 213 and Culinary staff approval  Co-Prerequisites: None
Recommended Prerequisites: None

CUL 210, Nutrition for Culinary Arts  Division: Business
This course is designed for students who wish to pursue a career in culinary arts. Healthy eating is attracting more attention as Americans struggle with the problems of obesity and disease prevention. In this atmosphere it is essential for prospective chefs to be aware of the needs of their customers. This course presents the principles of nutrition within the context of professional food preparation. Various ingredients and their role in good nutrition, spa cuisine, planning healthy menus and alternative eating styles are discussed. Group 2 course.

Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None  Co-Prerequisites: None
Recommended Prerequisites: None

CUL 211, Menu Planning and Purchasing  Division: Business
This course provides the student with the understanding of the menu as the center of the food outlet, around which is important in determining the facility and staff needs. Menu theme is the driver for food, non-food, equipment purchases, staffing, location and floor plan. An understanding of this complex item is vital to anyone involved in Culinary Arts. This course is designed to familiarize the student with all aspects of planning a modern menu - from market research to the physical layout of the document. Various types of menus are covered including A'La Carte, Table d’Hote, Institutional and Special Occasion. Menus will be analyzed for effectiveness and pricing strategies along with the menu planning. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: CUL 110, CUL 111
Co-Prerequisites: None
Recommended Prerequisites: Placement into ENG 99.

CUL 213, World Cuisine  Division: Business
This course is designed for the student who wishes to be a chef. It comprises the study, preparation and presentation of foods and cooking methods from selected countries. These countries have been selected based on their current popularity in restaurants. In this course, students develop knowledge and basic understanding of ethnic cooking including the cooking styles of Italy, France, Mexico, China, and various other Asian and American regions. In the process of learning these multi-national cuisines, the student develops additional technical skills in the preparation of the different foods. Group 2 course.

Credit Hours: 6  Contact Hours: 12
Required Prerequisites: CUL 110, CUL 111
Co-Prerequisites: None
Recommended Prerequisites: None

CUL 215, Garde Manger  Division: Business
This course is designed for students who wish to pursue a career in culinary arts. As America's sophistication regarding food has increased, it is essential that students training to be chefs be exposed to the most up-to-date cooking and presentation techniques. Students prepare cold foods for display: pates, galantines, terrines and mousses. Decorative garnishes and other functional banquet presentations are covered in this course. Meat and seafood fabrication is also practiced. Projects made will be used and displayed at various functions and events at the Great Lakes Campus and at other special occasions. Group 2 course.

Credit Hours: 4  Contact Hours: 8
Required Prerequisites: CUL 110, CUL 111, CUL 118, CUL 213  Co-Prerequisites: None
Recommended Prerequisites: None
CUL 217, Kitchen and Dining Room Mgmt
Division: Business
This course is designed for students who wish to pursue a career in the food service industry. Its focus is the control of the dynamics of the kitchen and dining room in a modern restaurant. In the highly competitive restaurant business, it is necessary for prospective food and beverage professionals to have a thorough understanding of this aspect of the industry. Many restaurants fail because of a lack of coordination between the front and back of the house. The course focuses on the basic principles of management as applied to kitchen and dining room situations. Other topics include TQM management techniques, team building, motivational techniques, stress management, production management, and styles of table service. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: CUL 101

CUL 218, Advanced Baking Division: Business
This course is designed for students seeking a career in Culinary Arts. In this intensive study of advanced baking techniques, students will become familiar with baking operation and production as well as dessert and pastry finishing and plate presentation. This course covers more advanced pastry and dessert recipes as well as the preparation of yeast dough. Pastries, desserts and dessert sauces will be served to guests at Lobdell’s, the Great Lakes Culinary Institute’s teaching restaurant. Cake icing and finishing is also included as are tortes, mousses, Bavarians, tarts and other desserts. Group 2 course.
Credit Hours: 4 Contact Hours: 8
Required Prerequisites: CUL 110, CUL 118 Co-Requisites: None
Recommended Prerequisites: None

CUL 221, Chocolate and Cake Design Division: Business
This course is designed for students who wish to pursue a career in pastry arts. It is designed for students that would like to expand their creative talents in areas of chocolate artistry and cake decorating. In this course students will learn through lecture, demonstrations and lab work the characteristics of chocolate, chocolate tempering and modeling, candies, fillings, centerpieces, molds & decorations. The cake decoration portion of the course will cover buttercream recipes, history of cake decorating and tools, preparation of boards, papers, columns, boxes, etc., the art of icing a cake, basic cake covering using combs and spatulas, basic piping skills and the use of decorating tips, border skills, floral piping skills, art of swag and drapery applications, art of writing and coloring on a cake. Course includes how to create and display wedding cakes, icings, fondant, pastillage, and gum paste. Group 2 course.
Credit Hours: 4 Contact Hours: 8
Required Prerequisites: CUL 118 Co-Requisites: None
Recommended Prerequisites: None

CUL 295, Contemporary Service & Cuisine Division: Business
This course focuses on practical hands-on training. Students rotate through the front-of-the-house and the restaurant kitchen in this intensive semester-long course. Front-of-the-house students learn various styles of table, wine and beverage service. Menu merchandising is stressed throughout the course. Guest relations and timing of service are also emphasized as advanced students serve lunch to guests in Lobdell’s, the Great Lakes Culinary Institute’s teaching restaurant. Heart-of-the-house students learn classical food preparation preparing designated menu items. Other areas covered include recipe construction and costing, the use and care of equipment, the pressure of a la carte preparation and service, and the effective handling and use of supplies. Group 2 course.
Credit Hours: 12 Contact Hours: 24
Required Prerequisites: CUL 110, CUL 111, CUL 211, CUL 213 Co-Requisites: None
Recommended Prerequisites: None

DD Drafting & Design

DD 101, Print Reading and Sketching Division: Technical
Students will learn to read engineering drawings of products and tooling used in today's manufacturing. Basic drawing format and layout are presented using product, tooling assembly, and tooling detail drawings. Students learn methods of three dimensional shape description, dimensioning and tolerancing. Types of fasteners along with related terminology and manufacturing processes are presented. An overview of common manufacturing processes, material specifications, and welding symbols are presented. Students learn the presentation skills of orthographic projection, isometric and oblique pictorial drawings using straight line and free hand sketches. Group 2 course.
Credit Hours: 3 Contact Hours: 4
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

DD 110, Basic Metallurgy Division: Technical
This course presents the making and forming of steel and the classification of steel and cast iron. Mechanical and physical properties are presented along with hardness and tensile testing labs. Principles of alloying, crystal structure, and the iron-carbon diagram help students understand how annealing, hardening, and tempering processes alter the mechanical properties of steel. Non-ferrous metallurgy is presented with an emphasis on aluminum. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 and ENG 99 recommended for entry.
DD 170, CADD/Computer Modeling  Division: Technical
This course is a graphic communication course using 3D parametric modeling techniques. Topics include 3D modeling using SolidWorks software in an engineering design environment. Students will also develop 2D drafting skills including proper organization and layout of component drawing views, dimensioning and tolerancing, sectioning and detailing, detail descriptive geometry and rapid prototyping. Group 2 course.

Credit Hours: 4  Contact Hours: 5
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 and ENG 99 recommended for entry.

DD 290, Drafting Internship  Division: Technical
The Drafting Internship will provide on-the-job training for the student pursuing a career in Drafting. The appropriate site will be chosen based on the specific sector the student indicates as their field of choice in the manufacturing drafting industry. Students will spend 20 hours per week in this paid or unpaid internship for a full 15 week semester. In addition to the 300 hours on the job, the student will be required to attend bi-weekly seminars for additional skills training, group discussion and debriefing. Bi-weekly reports indicating job specific skills will be submitted to the internship coordinator.

Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

DNC  Dance

DNC 101, Beg. Dance: An Exploration  Division: Humanities
This course will introduce the major disciplines of dance: ballet, jazz, and modern. Basic dance skills will be acquired through the practice of exercises, steps, and techniques. This course is designed for those with little or no background in dance. Group 2 course.

Credit Hours: 2  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

DNC 110, Modern Dance I  Division: Humanities
This course is designed to introduce students to the physical training and the creative thought process involved in executing modern dance as an art form. This course will consist of technique, improvisation, and creative problem solving through movement. Modern dance and its relationship to music and the historical development of modern dance will also be explored. Group 2 course.

Credit Hours: 2  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: DNC 101 or previous experience.

DNC 111, Modern Dance II  Division: Humanities
This course is designed as an extension of Modern Dance I. This class will consist of increasing proficiency in modern dance through extended studies in technique, improvisation, creative problem-solving, and performance. Dance history and critical perspectives in dance will also be explored. Group 2 course.

Credit Hours: 2  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: DNC 110 or previous experience.

DNC 120, Choreography and Performance  Division: Humanities
Study choreography by participating in an instructor-led choreographed dance, created through structured improvisation and creative problem-solving techniques. Students will also create and develop their own dances through the exploration of a wide range of approaches to choreography. Performance and its relationship to community and cultural values will also be explored. The culmination of the class work will be a dance performance for the public. Group 2 course.

Credit Hours: 2  Contact Hours: 4
Required Prerequisites: DNC 101, DNC 110 or previous experience  Co-Requisites: None
Recommended Prerequisites: None

ECE  Early Childhood Education

ECE 101, Early Childhood Education  Division: Social Science
This course familiarizes students with the history and present state of early childhood education, from birth to 10 years of age. An overview of child development theories is presented in the context of the role of the educator/caregiver. Resources and careers, and contemporary issues such as school readiness and exploration of various education philosophies are also included. Early Education environment observations are required as well as a working general education philosophy. The observations are set by students to meet their schedules. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None
ECE 202, Human Development and Learning  
Division: Social Science  
This course focuses on the issues related to child development. It examines the reasons for child study and its influence on families and education. The interactions between all the developmental domains will be studied from conception up to adolescence. Students will become familiar with the most recent research, and design their own field observation and projects that support and test current theories of development. In addition, students will explore how professional work with children is changing and how they can become advocates for the well-being of children and families in their community, nation and the world. Group 2 course.  
**Credit Hours:** 5  
**Contact Hours:** 5  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101, PSY 101  

ECE 203, Curriculum for Child Guidance  
Division: Social Science  
This course examines the preparation of a positive learning environment. The development and use of equipment with children birth through 10 years of age is explored. Special emphasis on the development of techniques in personal interactions with children is also examined. Current concepts and approaches that directly relate to the mental health of the child and his/her family are explored. Anger management and conflict resolution skills are especially emphasized through the building of positive environments. Field observations are required and are set by students to meet their schedules. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101  

ECE 204, Early Childhood Curriculum  
Division: Social Science  
An active learning approach is used to develop student's skills in planning, implementing and evaluating developmentally appropriate learning experiences for children ages two-and-a-half to 10. Various curriculum areas are covered: science, pre-math, math, drama and music, creative art, sensory, gross and fine motor, social studies and language arts. Basic skills and concepts, resource materials and teaching methods (developmental) are explored for each curriculum area. There is a strong emphasis on individualizing curriculum using the child's interests, modality of learning and intelligence theories. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101  

ECE 206, Infant Toddler Care Curriculum  
Division: Social Science  
This hybrid course provides an in-depth study for the support of the physical, cognitive, social and emotional development and education of the infant and toddler. There will be a focus on attachment and bonding and how that relates to brain development and later social and academic success. Students will develop skills to build a respectful and responsive curriculum and learning environment. They will learn how to use best practice methods with infants and toddlers and their families. Course includes time in class and hours outside class online and doing observation and applicable in-service work. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101  

ECE 220, Early Education Administration  
Division: Social Science  
This course provides information and experiences to gain knowledge in program administration for establishing policies, implementing and evaluating programs, assessing, recording and reporting children's progress, scheduling activities, promoting good support systems between home and school. In addition, focus will be aimed at understanding administrative organization, leading and managing personnel, financing and budgeting and contributing to the profession. Course instruction is based on the quality principles/standards required by Child Development Associate Credential and the National Association of the Education of the Young Child (NAEYC). Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101  

ECE 230, Early Literacy and Learning  
Division: Social Science  
This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. This group of skills includes expressive and receptive language, concepts of print and appreciation of literature, emergent writing, letter knowledge, and phonological awareness. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101  

ECE 240, Integrated Arts in Curriculum  
Division: Social Science  
The integration of the arts in early education will be explored and implemented. There will be a focus on the integration of studio art, music, dance and drama in early childhood curriculum planning, practice and implementation. Observation and practicum hours in a early care setting will be required. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Prerequisites:** None  
**Recommended Prerequisites:** ECE 101 or CD 101
ECE 201, Principles of Macroeconomics
Division: Social Science
This course provides an in-depth overview and analysis of macroeconomic theory and concepts; and applies them to the contemporary economic issues, problems, and policies in the United States and other economies. Topics include the nature and scope of economics; national income accounting; government revenues, expenditures, and national debt; unemployment, inflation, and interest rates; economic growth; and monetary, fiscal and international trade policies. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MTH 23  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

It is recommended that students take ECO 201 before ECO 202.

ECO 202, Principles of Microeconomics
Division: Social Science
This course analyzes microeconomic theory and concepts; and applies them to contemporary economic issues, problems, and policies. Topics include supply and demand analysis, productivity and the firm's costs of production, price and output determination under various market structures, government interventions in markets, factor allocation and pricing, and international trade. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MTH 23  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

It is recommended that students take ECO 201 before ECO 202.

EDU 101, Introduction to Teaching
Division: Social Science
This course will serve as an introduction to teaching as a career. It will provide an overview of students' behaviors and effective teachers' responsibilities in preparation for further study in the field of education. This course includes 30 hours of classroom observation in a K-12 classroom. Instructor permission is needed for non-high school graduates. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

EDU 212, Educating Exceptional Children
Division: Social Science
This course is designed to address the complexity of understanding and teaching the exceptional child (one with special needs, disabilities and differing abilities including gifted and talented). Exceptional child development and family dynamics will be explored. In addition, this course will address the unique challenges related to creating developmentally appropriate accommodations and inclusion practices in the educational and early care setting. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: PSY 101 or CD 202  Co-Requisites: None
Recommended Prerequisites: None
EET 103, Electrical Studies I  Division: Technical
Explore the fundamentals of electricity and electronics by developing introductory analysis, construction and troubleshooting techniques for DC and AC circuits. Safe electrical practices will be emphasized throughout the course as the student constructs circuits from schematics and diagrams using proper wiring and soldering techniques. Electrical measurements will be performed using multimeters and oscilloscopes. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: MTH 23, can be taken concurrently
Co-Requisites: None
Recommended Prerequisites: None

EET 161, Fundamentals of Light & Lasers  Division: Technical
This course introduces the elements of a laser, operation of a helium-neon gas laser, laser physics, optical-cavities, properties of laser light and a survey of laser systems. Safety procedures concerning lasers and related equipment are presented in this course. Group 2 course.
Credit Hours: 4  Contact Hours: 6
Required Prerequisites: MTH 111 or higher
Co-Requisites: None
Recommended Prerequisites: None

EET 180, Biomedical Equipment I  Division: Technical
This course introduces the learner to the field of the biomedical equipment technology and the role of the technician. Safety, patient care, ethics, regulatory requirements, healthcare equipment technology and function will be emphasized. Proper procedures and protocols for the calibration, test and troubleshooting of medical equipment will be developed. Common diagnostic equipment will be used for signal analysis. The course will begin the preparation for the CBET certification exam.
Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: BIO 106, EET 204, HAH 101
Co-Requisites: None
Recommended Prerequisites: None

EET 190, Biomedical Internship  Division: Technical
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this paid, supervised on-the-job training experience. In additional to the required 50 hours per credit in a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: EET 180  Co-Requisites: None
Recommended Prerequisites: None

EET 204, Electrical Studies II  Division: Technical
A systems level approach to electronics and electrical devices will be used to analyze semiconductor applications including integrated circuits, power supplies, transistors, amplifiers, and digital logic families. Circuits will be bench tested, and integrated with others to meet system requirements. Design modifications, circuit improvements, component protection and application to other areas of engineering technology will be emphasized as designs are developed into working prototypes. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 103  Co-Requisites: None
Recommended Prerequisites: None

EET 212, Elements of Photonics  Division: Technical
Elements of Photonics builds upon and applies principles presented in Fundamentals of Light and Lasers. The course includes modules on operational characteristics of lasers, specific laser types, optical detectors and human vision, principles of optical fiber communications, photonics devices for imaging, storage and display, and laser welding and surface treatment. Group 2 course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: EET 161  Co-Requisites: None
Recommended Prerequisites: None

EET 221, Industrial Controls  Division: Technical
This course studies control circuits, electrical schematics and line diagrams. Motor circuits utilizing motor starters, contactors, timers and counters are used to demonstrate control circuitry. Industrial control devices are examined, including solid-state control devices, electro-mechanical relays, proximity sensors, photoelectric sensing devices and programmable logic controllers. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 103 or ELE 105
Co-Requisites: None
Recommended Prerequisites: None

EET 232, Programmable Logic Controllers  Division: Technical
This course studies programmable logic controllers (PLCs). Basic models and complete applications are applied to control inputs and outputs of PLCs. Ladder logic and device wiring techniques are studied, along with advanced program instructions such as counters, timers, sequencers and integer moves. Input/output devices are used to examine PLC program logic during the control process. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 221  Co-Requisites: None
Recommended Prerequisites: None
EET 233, PLC Applications I   Division: Technical
This course is a study of the integration of program styles and components used in industry. Program structures and instructions will be used in lab projects to simulate how PLCs can be used to create a variety of useful functions. A mixture of textbook and component manuals will be used to learn the necessary information to complete these functions. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 232, ELE 142
Co-Requisites: None
Recommended Prerequisites: None

EET 234, PLC Applications II   Division: Technical
This course is a continuation of the study of the integration of program styles and components used in industry. Program structure and project development will be studied. Installation of different types of components integrated with PLCs will also be studied. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 233, ELE 146
Co-Requisites: None
Recommended Prerequisites: None

EET 260, System Engineering in Practice
Division: Technical
This class introduces students to the practice of system design and development. Students apply specific methodologies for problem-based learning and project management. Technical content from prior courses is applied to address challenges and create solutions. Student teams create prototypes and communicate results with classroom activities supporting teamwork, project planning, requirements analysis, design, development, testing, demonstration, and reporting. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 102, EET 103, RAM 155
Co-Requisites: None
Recommended Prerequisites: AVF 141 or RAM 205 or WSI 200

EET 281, Biomedical Equipment II   Division: Technical
This course continues the study of biomedical equipment technology and the role of the technician. Healthcare problem solving techniques will be developed through the analysis, testing and troubleshooting of medical equipment. Information technology needs and requirements will be reviewed as they pertain to the healthcare environment as well as anatomy and physiology specific to the field. Students will continue preparing for the CBET certification exam. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 180  Co-Requisites: None
Recommended Prerequisites: None

EET 290, Engineering Tech Internship   Division: Technical
The purpose of this internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10 hours per week in this paid, supervised on-the-job training experience. In addition to the required 150 hours at a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: 30 credits of program specific courses with a GPA of 2.0 or higher  Co-Requisites: None
Recommended Prerequisites: None

EET 292, Technical Career Development
Division: Technical
This course provides the career tools necessary for the student to reach their full professional potential. The student will develop essential career success skills through class activities and direct practice in the technical community. Hands-on assignments in each session will allow the student to research employers; learn about application requirements, practice meeting professionals in their field, and practice successful interviewing techniques. Group 2 course.

Credit Hours: 1  Contact Hours: 1
Required Prerequisites: 30 Technical division program credits  Co-Requisites: None
Recommended Prerequisites: None

EET 304, Marine Electronics   Division: Technical
Marine Electronics focuses on the systems, applications, electronics, and safety requirements specific to the marine and ROV environments. The design, repair and integration of cabling, tether, communication devices, sensors, and components into electrical systems will be emphasized. Students will use test equipment and protocols to develop troubleshooting methods to analyze and integrate this technology. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 204  Co-Requisites: None
Recommended Prerequisites: None

EET 304, Marine Electronics   Division: Technical
Marine Electronics focuses on the systems, applications, electronics, and safety requirements specific to the marine and ROV environments. The design, repair and integration of cabling, tether, communication devices, sensors, and components into electrical systems will be emphasized. Students will use test equipment and protocols to develop troubleshooting methods to analyze and integrate this technology. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 102, EET 103, RAM 155
Co-Requisites: None
Recommended Prerequisites: None

EET 281, Biomedical Equipment II   Division: Technical
This course continues the study of biomedical equipment technology and the role of the technician. Healthcare problem solving techniques will be developed through the analysis, testing and troubleshooting of medical equipment. Information technology needs and requirements will be reviewed as they pertain to the healthcare environment as well as anatomy and physiology specific to the field. Students will continue preparing for the CBET certification exam. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 180  Co-Requisites: None
Recommended Prerequisites: None

EET 290, Engineering Tech Internship   Division: Technical
The purpose of this internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10 hours per week in this paid, supervised on-the-job training experience. In addition to the required 150 hours at a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.

Credit Hours: 3  Contact Hours: 3
Required Prerequisites: 30 credits of program specific courses with a GPA of 2.0 or higher  Co-Requisites: None
Recommended Prerequisites: None

EET 292, Technical Career Development
Division: Technical
This course provides the career tools necessary for the student to reach their full professional potential. The student will develop essential career success skills through class activities and direct practice in the technical community. Hands-on assignments in each session will allow the student to research employers; learn about application requirements, practice meeting professionals in their field, and practice successful interviewing techniques. Group 2 course.

Credit Hours: 1  Contact Hours: 1
Required Prerequisites: 30 Technical division program credits  Co-Requisites: None
Recommended Prerequisites: None
EGR 101, Introduction To Engineering  Division: Science & Math  This course is a general overview of the field of engineering. Emphasis is on curricula, categories of engineering and the role of the engineer. Required for all first-year students in the engineering program. Group 2 course.  **Credit Hours:** 1  **Contact Hours:** 1  **Required Prerequisites:** None  **Co-Requisites:** None  **Recommended Prerequisites:** College level reading and writing skills.

EGR 113, Engineering Graphics I  Division: Science & Math  This course is designed to satisfy the engineering graphics requirement for most engineering majors. Topics covered include the principles of orthographic projection, auxiliary views, sectional views, sketching; relationship of lines, planes, and points in space, space vectors and force systems are discussed from an engineer's point of view. Graphic methods are applied to problem solving and communication of ideas. Two and three dimensional computer graphics are used throughout the course to reinforce the basic concepts. Group 2 course.  **Credit Hours:** 3  **Contact Hours:** 4  **Required Prerequisites:** None  **Co-Requisites:** None  **Recommended Prerequisites:** College level reading and writing skills; along with basic math skills are recommended.

EGR 131, Elementary Surveying  Division: Science & Math  EGR 131L, Elementary Surveying Lab  This course is designed to satisfy the elementary surveying requirement for a student entering engineering. In this course the students will learn the theory involved in plane and geometric surveying including both linear and angular measurement, differential leveling, trigonometric leveling, traverse computations, electronic distant measurements, GPS mapping, topographical mapping and the design of horizontal and vertical curves as related to construction surveys. Students are expected to perform lab experiments in which they demonstrate their knowledge of the concepts learned in lecture, incorporating the basic skill learned in lecture to field settings. Care, adjustment, and use of basic surveying instruments: leveling, taping, horizontal angle measurements, traverse surveys, use of EDM’s, GPS usage, topographic mapping, and layout of horizontal curves. Computer software will be used throughout the semester. Group 2 course.  **Credit Hours:** 5  **Contact Hours:** 5  **Required Prerequisites:** MTH 122  **Co-Requisites:** EGR 131L  **Recommended Prerequisites:** College level reading and writing skills.

EGR 201, Statics  Division: Science & Math  This is the first in a three-course sequence in Engineering Mechanics. This course covers those topics usually included under the study of statics, such as forces acting upon a particle and rigid bodies at rest, analysis of structures, frictional forces, centroids and moments of inertia. It also covers shear moment diagrams, tread analysis, trusses and beams. Vector algebra and first semester calculus is used throughout the course. Group 2 course.  **Credit Hours:** 3  **Contact Hours:** 3  **Required Prerequisites:** MTH 141 or higher  **Co-Requisites:** None  **Recommended Prerequisites:** College level reading and writing skills.

EGR 202, Mechanics of Materials  Division: Science & Math  This is the second in a three-course sequence in Engineering Mechanics. This course covers those topics included in the study of mechanics of materials. This includes stress and strain of engineering materials, torsion, Hooke’s Law, and shear and moment diagrams, combined stresses, beam deflection, columns, pressure vessels, structural connections and buckling of structures. Vector algebra and differential calculus are used throughout this course. Group 2 course.  **Credit Hours:** 3  **Contact Hours:** 3  **Required Prerequisites:** EGR 201  **Co-Requisites:** None  **Recommended Prerequisites:** College level reading and writing skills.

EGR 203, Dynamics  Division: Science & Math  This is the third and final course in a three-semester sequence in Engineering Mechanics. Covers those topics usually included under the study of dynamics, such as kinematics and kinetics of particles and rigid bodies, Newton’s Laws of Motion, work-energy principles, impulse-momentum, combination of work/energy and imp/mom, multiple particle applications, space mechanics, simple harmonic motion, driven harmonic motion, and damped vibrations. Group 2 course.  **Credit Hours:** 4  **Contact Hours:** 4  **Required Prerequisites:** EGR 201  **Co-Requisites:** None  **Recommended Prerequisites:** College level reading and writing skills.

EGY 101, Principles of Renewable Energy  Division: Construction Technology  This course covers the basic principles and history of renewable energy sources. Industry and governmental perspectives on geothermal, wind, solar, biomass, fuel cells, and other energy sources are highlighted. Group 2 course.  **Credit Hours:** 3  **Contact Hours:** 3  **Required Prerequisites:** EGY 115  **Co-Requisites:** None  **Recommended Prerequisites:** Placement in MTH 23 or co-enrollment in the recommended developmental Math course, placement into ENG 11/111 or co-enrollment in the recommended English course.

For course availability, refer to www.nmc.edu/class-search
EGY 105, Sustainable Building Design  
Division: Construction Technology  
This course provides a great introduction to sustainable building practices. Through structured classroom activities, the student will learn about the structure of matter and the material world, whole system thinking, site and natural energy mapping, water resources, building orientation, materials and resources, indoor air quality, innovation and design. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: Placement in MTH 23 or co-enrollment in the recommended developmental Math course, placement into ENG 11/111 or co-enrollment in the recommended English course.

EGY 115, Residential Energy Efficiency  
Division: Construction Technology  
This course provides a broad spectrum of information regarding basic residential energy conservation. Through structured classroom and hands-on skill building, the student will learn about the principles of energy, building shell construction, air leakage, insulation, windows and doors, heating, lighting, cooling, water heating, health, and safety. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: Placement in MTH 23 or co-enrollment in the recommended developmental Math course, placement into ENG 11/111 or co-enrollment in the recommended English course.

EGY 141, Solar Photovoltaic Tech I  
Division: Construction Technology  
Through structured lecture and practical skill building, students will become familiar with Solar Photovoltaic applications, solar radiation, basics of a site survey, system components, system sizing, and preparation of a solar installation. Group 2 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: ELE 105-can be taken concurrently  Co-Requisites: None  
Recommended Prerequisites: MTH 23 or placement into MTH 111, ENG 111.

EGY 143, Solar Thermal Technology I  
Division: Construction Technology  
This course provides an introduction to solar hot water heating systems. Through structured classroom and hands-on skill building, the student will learn the history of solar thermal heating systems, components, drainback systems, glycol systems, start up and maintenance procedures, savings and performance estimates, system control, monitoring and testing and solar space heating design. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: PLU 101  Co-Requisites: None  
Recommended Prerequisites: MTH 23 or placement into MTH 111, ENG 111.

EGY 145, Geothermal Technology  
Division: Construction Technology  
This course introduces the basic principles of geothermal energy production and technology. Essentials on how to utilize geothermal technology as an energy source will be analyzed and demonstrated. Examples of residential and commercial applications will be shown and reviewed. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: PLU 105, can be taken concurrently  Co-Requisites: None  
Recommended Prerequisites: MTH 23 or placement into MTH 111, ENG 111.

ELE 101, Introduction to Electrical  
Division: Construction Tech  
This course provides an introduction to the electrical. Through structured classroom and hands-on skill building, the student will learn safety, basic electricity, Ohm’s law, basic electric circuits, meters and wire sizes. Group 2 course.  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: Placement in MTH 111 or higher, or co-enrollment in the appropriate developmental Math course, placement into ENG 11/111 or higher or co-enrollment in the appropriate developmental English course.

ELE 105, Beg Residential Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn general information for electrical installations in the residential field to include: electrical symbols and outlets, determining the required number of lighting and receptacle outlets, conductor sizing and connections, switch control, bonding/grounding, ground-fault circuit interrupters and similar devices, and begin calculations for wiring various rooms in a common residential building. Group 2 course  
Credit Hours: 3  Contact Hours: 4  
Required Prerequisites: ELE 101 or EET 103 or HVA 101  Co-Requisites: None  
Recommended Prerequisites: None
ELE 110, Electrical Code Studies I  
Division: Construction Tech  
This preparatory course reflects many of the important changes that appear in the current edition of the National Electrical Code. The changes are presented as they pertain to Single Family Dwellings, Multifamily Dwellings, Commercial Locations, Industrial Locations, and Hazardous Locations. It is designed to enable the student to learn electrical printreading and become familiar with applicable sections of the National Electrical Code. Group 2 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: ELE 105  
Recommended Prerequisites: None  
Co-Requisites: None

ELE 111, Electrical Code Studies II  
Division: Construction Tech  
This course will help the student in learning to read and interpret the meaning of the Code, and to find information about how to do wiring installations. Upon completion of this course, the student will be able to find information from the Code needed to do residential, commercial, farm, and industrial wiring and to be successful with electrical examinations. Group 2 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: ELE 110  
Recommended Prerequisites: None  
Co-Requisites: None

ELE 121, Adv Residential Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn advanced residential wiring techniques including: workshop circuits, special purpose outlets, gas and oil central heating systems, low-voltage wiring, alarms and security systems, service entrance equipment, overcurrent protection, service entrance calculations, swimming pools, home automation systems, and standby power systems. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 110  
Recommended Prerequisites: None

ELE 125, Pre-Commercial Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn small sources of electricity, basics of alternating current, AC circuits containing inductance, AC circuits containing capacitors, AC circuits containing resistance-inductance-capacitance, three-phase power, transformers, DC machines, and AC machines. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 121  
Recommended Prerequisites: None

ELE 131, Commercial Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn commercial building plans and specifications, reading electrical drawings, calculating the electrical load, branch circuits, wiring methods, motor and appliance circuits, feeders, special systems, and working drawings. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 105  
Co-Requisites: None  
Recommended Prerequisites: None

ELE 135, Adv Commercial Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn special circuits, panelboards selection and installation, the electric service, lamps and ballasts for lighting, luminaires, emergency, standby and optional standby systems, overcurrent protection, short-circuit calculations, equipment and conductor short-circuit protection, low-voltage remote-control, and the cooling system. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 131  
Co-Requisites: None  
Recommended Prerequisites: None

ELE 142, Industrial Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn plans and sitework, the unit substation, feeder bus system, panelboards, trolley busways, using wire tables, signaling systems, basic motor controls, motors and controllers, and motor installation. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 105  
Co-Requisites: None  
Recommended Prerequisites: None

ELE 146, Adv. Industrial Electrical  
Division: Construction Tech  
Through structured classroom and hands-on skill building, the student will learn power factor, ventilating, air conditioning, and other facilities, system protection, lightning protection, site lighting, programmable logic controllers, developing a program for a PLC, fiber optics, hazardous locations, and harmonics. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: ELE 142  
Co-Requisites: None  
Recommended Prerequisites: None

ENG  English

ENG 11, English/Writing Methods  
Division: Communications  
This course is to be taken concurrently with ENG 111, and helps facilitate the objectives of ENG 111. Special attention is given to individual student needs in the conventions of standard written prose.  
Credit Hours: 2  
Contact Hours: 2  
Required Prerequisites: ENG 99 with 2.0 or higher and ENG 108 which may be taken concurrently. Based on placement testing. See advisor.  
Co-Requisites: ENG 111  
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
ENG 12, English/Writing Methods  
Division: Communications  
This course is to be taken concurrently with ENG 112 and will help to facilitate the objectives of ENG 112. Special attention is given to individual student needs in the conventions of standard written prose, argumentation, and research.  
Credit Hours: 2  
Contact Hours: 2  
Required Prerequisites: Successful completion of ENG 111 or ENG 111/11.  
Co-Requisites: ENG 112  
Recommended Prerequisites: None

ENG 97, Fundamentals of Reading/Writing  
Division: Communications  
This course is to be taken concurrently with ENG 107 and will provide an overview to reading, writing and college readiness. The course will provide students with basic reading skills required for college success, thereby empowering them to become more responsible and actively engaged in their own education. Students will learn and practice basic reading skills such as annotation, think-aloud, and main idea identification. Students will also be introduced to the writing process and learn a variety of methods such as free writing, invention, essay planning, drafting, and revision. In addition, they will learn strategies to assist them in successful college completion by learning the following skills: time management, goal setting, note taking, organization, and motivation.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: None  
Co-Requisites: ENG 107  
Recommended Prerequisites: None

ENG 99, Intro to College Writing  
Division: Communications  
This is an introductory writing course. Students will engage with the writing process as they write a variety of responses, analyses and thesis-driven essays. This course builds on skills students already have and prepares them for college composition courses. It also focuses on grammar, punctuation and sentence construction and variety. ENG 99 also covers a broad range of thematic topics to help students develop critical writing and thinking skills.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: ENG 107  
Recommended Prerequisites: None

ENG 107, Academic Study Methods  
Division: Communications  
This course is designed to provide students with the strategies necessary to succeed in college. Participants will examine the characteristics of successful students as well as learn strategies for taking greater responsibility for their own learning. Additionally, the course will provide ways of developing greater intrinsic motivation, increased perseverance, and more effective time management skills, as well as help them discover and revise limiting beliefs and self-defeating behaviors. Practical skills will include a variety of note taking and study strategies as well as confident and effective test preparation. Group 2 course.  
Credit Hours: 2  
Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 108, Critical Reading Strategies  
Division: Communications  
The focus of this course is on improving college-level reading skills. Students read and interact with complex texts across different academic disciplines, and learn to employ a variety of reading strategies to enhance comprehension and critical thinking. Group 2 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: Students are placed in this course according to placement guidelines set by NMC, or successful completion of ENG 99.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 111, English Composition  
Division: Communications  
ENG 111 is the first semester of a two-semester composition sequence introducing analytical and information literacy skills that lay a foundation for success in all disciplines. ENG 111 introduces and emphasizes rhetorical knowledge (including audience and purpose), invention, and reading/writing processes. Group 1 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: Placement into ENG 111, placement into ENG 111/11, or successful completion of ENG 99/108.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 112, English Composition  
Division: Communications  
This is a writing course based on critical reading from various fields. Writing assignments reinforce skills in summary, analysis, evaluation, and synthesis. Emphasis is on argumentation, research methods, and information literacy. Group 1 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: Successful completion of ENG 111 or ENG 111/11  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 210, Children's Literature  
Division: Communications  
Focus is on developing criteria, terminology and resources for evaluation and selection of good quality children's literature and on developing methods for sharing that literature with children. The course surveys both picture books and novels from a variety of genres and cultures and also examines the impact of social change on children's literature. Humanities or English credit. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None
ENG 211, Introduction to Linguistics
Division: Communications
This course is designed to acquaint students with modern developments in the science and philosophy of language, and to improve their understanding of the intersection of culture and language. It addresses issues of sound, word formation, syntax, semantics, language acquisition, language variation and change, and more. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 220, Technical Writing  Division: Communications
This course introduces students to a variety of technical writing situations in business, industry, science, and education. It emphasizes audience awareness, research methods, problem solving, critical thinking, professional ethics, and types of formal reports including proposals, analytical reports, progress reports, and technical instructions and descriptions. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 111  Co-Requisites: None
Recommended Prerequisites: None

ENG 221, Creative Writing  Division: Communications
Study and practice of the basic techniques of effective imaginative prose: concrete language, conflict, characterization, point of view, narrative arc, pace, and setting. Focus of fiction, but allowance for nonfiction. Employs workshop format to develop reading and feedback skills. Skills developed include close reading, close observation, craft techniques, revision, discipline and practice, giving and receiving feedback, developing access to imaginative powers. Text is supplemented with additional examples of fiction and nonfiction. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 112 or permission of instructor.
Co-Requisites: None
Recommended Prerequisites: None

ENG 222, Advanced Creative Writing
Division: Communications
Continued study and practice of basic techniques of effective imaginative prose learned in ENG 221: concrete language, conflict, characterization, point of view, narrative arc, pace and setting. Focus on fiction, but allowance for nonfiction. Employs workshop format to develop reading and feedback skills. Skills developed include close reading, close observation, craft techniques, revision, discipline and practice, giving and receiving feedback, developing access to imaginative powers. Explores ways to suggest and shape meaning in fiction. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 221 or instructor permission.
Co-Requisites: None
Recommended Prerequisites: Students should have language skills at least equivalent to ENG 112.
ENG 228, Advanced Writing and Rhetoric  
Division: Communications  
This course examines ancient rhetoric and applies its principles and analytical tools to the language of everyday life. Using terms and concepts from ancient Greek and Roman rhetoricians, students undertake an intensive exploration of language and its persuasive dimensions. Throughout the semester, students discover how a variety of texts (such as news programs, literary works, advertisements, political slogans, college textbooks, course syllabi, and other official documents) persuade audiences to believe in a particular reality. Formal written analyses will rely on a working knowledge of terms and concepts discussed throughout the semester. In essence, this course is theoretical in nature— as it investigates how language works on consciousness and culture. Group 2 course.  
Credit Hours: 4  Contact Hours: 4  
Required Prerequisites: ENG 112  
Co-Requisites: None  
Recommended Prerequisites: Because the class rests on the assumption that students are comfortable with basic research strategies, academic argumentation, and evaluation of secondary sources, students should have completed ENG 112 with a 2.0 or better.

ENG 240, Introduction to Literature  
Division: Communications  
An introduction to a variety of literary styles, themes, and forms such as fiction, drama, and poetry. Intended to develop an understanding and enjoyment of reading as well as an understanding of current critical approaches to the study of literature. Humanities or English credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 241, World Mythology  
Division: Communications  
This course features a study of central and recurring patterns of human concern as revealed in the mythic content of various forms of literature. Examination of archetypal structures embedded in works of culture ranging from ancient Babylonian to contemporary eras is central to course goals and outcomes. Areas to be investigated will include myths of the quest, of power, of origins, of love, and of art. Humanities or English credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 242, Introduction to Women Writers  
Division: Communications  
This course features an examination of essays, novels, stories, and poems written by women from various socio-economic, racial, and historical backgrounds. Examination of how women writers have reshaped definitions of literary genres and themes. Humanities or English credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 245, Native American Literature  
Division: Communications  
This is a general introductory survey course that will explore various Native American literary genres, including fiction, non-fiction, biography and critical essays. Students will be encouraged to develop a critical stance toward non-Native depiction of Native literature and to look beneath the "surface" for hidden socioeconomic messages in fiction. Students will evaluate past and present expectations of Native American literature and develop an understanding of new more aggressive forms of fiction and non-fiction that are becoming more commonplace English or Humanities credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 246, British Literature I  
Division: Communications  
This course offers intensive readings of works from British authors spanning from early medieval works such as Beowulf through the Neoclassical era. Literature will be analyzed as artifacts within sociocultural and historical contexts and as representatives of styles and genres within this literary tradition. English or Humanities credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None

ENG 247, British Literature II  
Division: Communications  
This course offers intensive readings of works from British authors spanning from the Romantic era through contemporary times. Literature will be analyzed as artifacts within sociocultural and historical contexts and as representatives of styles and genres within this literary tradition. English or Humanities credit. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: Placement into ENG 111.  
Co-Requisites: None  
Recommended Prerequisites: None
ENG 254, Shakespeare  Division: Communications
This course is an introduction to representative major dramatic works of Shakespeare and the Elizabethan Age, and includes lecture, film, and discussion. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 256, Environmental Literature  Division: Communications
This course will explore the changing perceptions and definitions of wilderness and nature in American literature and culture. Students will read and discuss poetry, fiction, and nonfiction by American authors, including Emerson, Thoreau, Muir, Leopold, Austin, Carson, Stegner, Jeffers, Silko, Snyder, Oliver, Abbey, and Williams. We will also explore the interaction between literature and environmental activism, and consider the impact of nature and wilderness on the American art. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 262, American Literature  Division: Communications
Students in this course study the American tradition, early and modern, in prose and poetry. Selections will emphasize the cultural and intellectual background giving rise to our national literature, the major phases or movements in that literature, and how certain writers transcended those movements to create work of universal value. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 263, World Literature  Division: Communications
This course exposes students to a variety of readings drawn from Africa, Asia, Europe, and Latin America, and/or Oceania. While the reading and writing assignments will certainly require close literary analysis, the class will also attempt to situate the works culturally, historically, and theoretically. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 264, Detective Fiction  Division: Communications
The primary emphases of this course are reading and writing about detective fiction and the historical and cultural development of this genre of literature. Multimedia story formulas analyzed include avenger stories, private eye fiction, police procedurals, gentleman thieves, psychic detectives, stories of magician detectives and spy fiction. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 265, Science Fiction and Fantasy  Division: Communications
The primary emphasis of this course are reading and writing about Science Fiction and Fantasy stories as they are found in a range of cultural texts like print, motion pictures, radio drama, television, and more. Students will learn to identify and discuss mythologies and related symbols, and genre and formula conventions such as icons, stereotypes, rituals, plots, motifs, settings, and more as they investigate the social history of these stories. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 266, Popular Culture  Division: Communications
The primary emphases of this course center on the critical reading of and writing about popular culture and its historical development in United States and world cultures. Topics to be addressed include myth and mythmaking, iconography, stereotypes, rituals, genres and formulas, the mass media and more. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 267, Film as Literature  Division: Communications
This course offers students the opportunity to examine and critique a selection of films through discussion and writing by employing techniques similar to those used in literary analysis. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None
Recommended Prerequisites: None

ENG 271, Adolescence/Cultural Diversity  Division: Communications
This course provides a study of universal and diverse themes and ideas expressed through adolescent literature. It features protagonists and authors from a variety of cultures both within and outside of the United States, and emphasizes the relationship between culture and the lives of young people. Humanities or English credit. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Placement into ENG 111.
Co-Requisites: None  Recommended Prerequisites: None
**ENV  Environmental Science**

**ENV 103, Earth Science**  Division: Science & Math  
ENV 103L, Earth Science Lab 
Designed for the student who does not intend to major in a physical science. Subject matter deals with features of the planet earth, astronomy, and weather. The laboratory portion includes a practical study of rocks and minerals as well as a study of topographic, geologic and weather maps. Field trips investigate landforms in the Grand Traverse area. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** None  
**Recommended Prerequisites:** ENV 103L 
**Enrollment Restrictions:** MTH 08 and ENG 99 or equivalent placement score. Students scoring below ENG 111 levels on the placement test should plan on additional study time.

**ENV 104, Life of the Past**  Division: Science & Math  
ENV 104L, Life of the Past Lab  
This course introduces students to the record of life on Earth. The roles of global change, origins, evolution, and extinction in life history are examined. Great Lakes and North American fossil records with Pre-Paleozoic micro-organisms and Paleozoic invertebrates and vertebrates are highlighted. Appearance, evolution, and disappearance of dinosaurs during the Mesozoic era, human evolution, and the recent demise of the giant Ice Age mammals are analyzed in depth. Laboratory and class activities are included. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** Successful completion of MTH 08 or equivalent.  
**Co-Requisites:** ENV 104L 
**Recommended Prerequisites:** None

**ENV 111, Physical Geology**  Division: Science & Math  
ENV 111L, Physical Geology Lab  
This course explores processes which transform planet Earth. Landforms, minerals, rocks, and geologic structures are examined in classroom, laboratory, and field studies, which focus on these geologic processes, and on the techniques of geology. Lab studies apply the methodology and techniques of geology by introduction of map reading, field and map study, study of surficial processes, and study of minerals and rocks. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** Successful completion of MTH 23 or equivalent.  
**Co-Requisites:** ENV 111L 
**Recommended Prerequisites:** None

**ENV 112, Historical Geology**  Division: Science & Math  
ENV 112L, Historical Geology Lab  
Rocks and fossils of North America, the Great Lakes and the Grand Traverse region which reveal the physical, chemical, and biological evolution of the planet Earth are explored in classroom, laboratory, and field studies (including a required 4-day field excursion to Elliot Lake, Ontario). Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** None  
**Co-Requisites:** ENV 112L 
**Recommended Prerequisites:** ENV 103 or ENV 111 or GEO 105, ENG 111, MTH 111

**ENV 117, Meteorology & Climatology**  
ENV 117L, Meteorology & Climatology Lab  
Division: Science & Math  
Designed to acquaint the student with the science and art of weather analysis, this course includes studies of the basic properties of gases, organization and composition of the atmosphere, basic energy flow, and general weather phenomena that result. Global climates are also investigated. The laboratory portion presents the function and effect of selected physical processes, and includes the use of weather instruments and weather maps. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** MTH 23  
**Co-Requisites:** ENV 117L 
**Recommended Prerequisites:** Students scoring below ENG 111 levels on the placement test should plan on additional study time.

**ENV 131, Oceanography**  Division: Science & Math  
ENV 131L, Oceanography Lab  
This course explores the origins, structure, and evolution of ocean basins and their role in global climate dynamics. It shall include an investigation of the physical properties that govern waves, currents, tides, air-sea interactions as well as the physical and chemical properties of seawater. It also explores plant and animal life within the oceans including impacts of human activities on the marine environment. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** MTH 23  
**Co-Requisites:** ENV 131L 
**Recommended Prerequisites:** None

**ENV 140, Watershed Science**  Division: Science & Math  
ENV 140L, Watershed Science Lab  
This course is designed for the learner who wishes to gain an in-depth understanding of watersheds. It will focus on the physical and biological systems that are responsible for the quality and characteristics of a watershed. Human interactions, stewardship, management and impacts on our local water resources will also be explored. The laboratory portion of the course will place emphasis on field investigations and the analysis of data and water samples collected. Basic scientific principles will be incorporated throughout the course. Group 1 lab course.  
**Credit Hours:** 4  **Contact Hours:** 5  
**Required Prerequisites:** None  
**Co-Requisites:** ENV 140L 
**Recommended Prerequisites:** MTH 111; Students scoring below ENG 111 levels on the placement test should plan on additional study time.
ENV 270A, Michigan Basin Geology  
Division: Science & Math  
This course is a six-day field study of the Michigan Basin. The class focuses on the Paleozoic geologic history, fossil record, and economic geology of the lower Peninsula and eastern Upper Peninsula. The relationships of bedrock layers to recent surficial geologic processes and their associated landforms will also be explored. Group 1 course.  
Credit Hours: 2  
Contact Hours: 3  
Required Prerequisites: Completion of any science course with laboratory, instructor permission required.  
Co-Requisites: None  
Recommended Prerequisites: ENG 111, MTH 23

ENV 270B, Field Mapping Techniques  
Division: Science & Math  
This course is a one-week field course. It will focus on the fundamentals of map interpretation and generation. Students will gain a basic understanding of the principles of cartography and field mapping techniques employed by various disciplines in the acquisition of spatial data. Group 1 course.  
Credit Hours: 2  
Contact Hours: 3  
Required Prerequisites: MTH 23, instructor permission.  
Co-Requisites: None  
Recommended Prerequisites: ENG 111, completion of any science course with laboratory.

ENV 270C, Precambrian Geology of MI  
Division: Science & Math  
This course is a six-day field study of the Precambrian geology of the western Upper Peninsula of Michigan. The class will focus on rock and mineral identification, economic geology, and the geologic history of Michigan’s Upper Peninsula. The relationships of ancient bedrock layers to recent surficial geologic processes and their associated landforms will also be explored. Group 1 course.  
Credit Hours: 2  
Contact Hours: 3  
Required Prerequisites: Completion of any science course with laboratory, instructor permission required.  
Co-Requisites: None  
Recommended Prerequisites: ENG 111, MTH 23

FRN 101, Elementary French I  
Division: Communications  
FRN 101 is designed to further develop language proficiency in reading, writing, listening, and speaking. A deeper exploration of French culture is presented in this course, allowing students to transform themselves into truly active and proficient language users. Group 1 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: FRN 102 with a minimum grade of 2.0 or required score on the NMC placement test or instructor permission.  
Co-Requisites: None  
Recommended Prerequisites: You will be required to read, write, listen, and speak in French. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

FRN 102, Elementary French II  
Division: Communications  
FRN 102 is a continuation of FRN 101 and focuses on the expansion of the communication skills of reading, writing, listening, and speaking. Cultural topics are integrated in each unit. Group 2 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: FRN 101 with a minimum grade of 2.0 or required score on the NMC language placement test or instructor permission.  
Co-Requisites: None  
Recommended Prerequisites: You will be required to read, write, listen, and speak in French. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

FRN 201, Intermediate French I  
Division: Communications  
FRN 201 is designed to further develop language proficiency in reading, writing, listening, and speaking. A deeper exploration of French culture is presented in this course, allowing students to transform themselves into truly active and proficient language users. Group 1 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: FRN 202 with a minimum grade of 2.0 or required score on the NMC placement test or instructor permission.  
Co-Requisites: None  
Recommended Prerequisites: You will be required to read, write, listen, and speak in French. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

FRN 202, Intermediate French II  
Division: Communications  
FRN 202 is a continuation of FRN 201 and focuses on the application of the communication skills of reading, writing, listening, and speaking within cultural contexts. Group 1 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: FRN 201 with a minimum grade of 2.0 or required score on the NMC placement test or instructor permission.  
Co-Requisites: None  
Recommended Prerequisites: You will be required to read, write, listen, and speak in French. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

FRN World Language - French

FRN 101, Elementary French I  
Division: Communications  
This course represents a comprehensive introduction to the French language for the true beginner. Students will develop the ability to communicate in French in every day practical situations while acquiring some of the necessary skills for reading, writing, listening, and speaking. Cultural topics are integrated in each unit. Group 2 course.  
Credit Hours: 4  
Contact Hours: 4  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: You will be required to read, write, listen, and speak in French. You will need a minimal ability using technology to take advantage of outside-of-class requirements.
GEO  Geography

GEO 101, Introduction to Geography  Division: Social Science  This course emphasizes both the physical and the cultural aspects of geography. Physical factors such as weather and climate, soil, vegetation and landforms are considered as they determine the natural resources of a region. Various aspects of human culture such as religion, language and economic systems are studied to gain an understanding of the ways in which people have used and misused their resources. Group 1 course.  Credit Hours: 3  Contact Hours: 3  Required Prerequisites: None  Co-Requisites: None  Recommended Prerequisites: MTH 08, students scoring below ENG 111 on the placement test should plan on additional study time.

GEO 105, Physical Geography  Division: Social Science  Physical geography studies selected elements of the physical environment: weather and climate, landforms, soil and vegetation. Particular emphasis is placed upon the nature and distribution of physical features throughout Michigan with respect to humankind. The lab includes field trips and emphasizes the application of physical principles through hands-on study of minerals, rocks, and soils; in conjunction with map and aerial photo interpretation. Group 1 course.  Credit Hours: 3  Contact Hours: 3  Required Prerequisites: None  Co-Requisites: GEO 105L  Recommended Prerequisites: MTH 23, students scoring below ENG 111 on the placement test should plan on additional study time.

GEO 105L, Physical Geography Lab  Division: Social Science  The lab emphasizes the application of selected physical elements through means of field work, map and aerial photo interpretation. Group 1 lab course.  Credit Hours: 1  Contact Hours: 2  Required Prerequisites: None  Co-Requisites: GEO 105  Recommended Prerequisites: None

GEO 108, Geography of U S & Canada  Division: Social Science  The diverse regions of Anglo-America will be investigated in this course. We will consider the relationship between the natural environment, the cultural background, economic conditions, and local problems of the U.S. and Canada. Group 1 course.  Credit Hours: 3  Contact Hours: 3  Required Prerequisites: None  Co-Requisites: None  Recommended Prerequisites: Students scoring below ENG 111 on the placement test should plan on additional study time.

GEO 109, World Regional Geography  Division: Social Science  This course is a study of world regions. For each region we will consider the relationship between the natural environment, cultural background, economic conditions, and local problems that relate to world issues. Group 1 course.  Credit Hours: 3  Contact Hours: 3  Required Prerequisites: None  Co-Requisites: None  Recommended Prerequisites: None

GEO 115, Introduction to GIS  Division: Social Science  This course explores the fundamentals of Geographic Information Systems (GIS) for map reading, interpretation and analysis, in conjunction with the principles of cartography. Computer and Internet technologies are utilized for the generation, manipulation, storage and retrieval of maps and associated geographic attributes. Topics covered include: basic GIS concepts, display of data and attributes, queries, metadata, tabular relationships, data editing, projections and datums, and basic cartography. Group 1 course.  Credit Hours: 3  Contact Hours: 4  Required Prerequisites: MTH 23  Co-Requisites: None  Recommended Prerequisites: Intermediate computer skills (Windows) and Internet experience required.

GRM  World Language - German

GRM 101, Elementary German I  Division: Communications  This course represents a comprehensive introduction to the German language for the true beginner. Students will develop the ability to communicate in German in everyday practical situations while acquiring some of the necessary skills for reading, writing, listening, and speaking. Cultural topics are integrated into each unit. Group 2 course.  Credit Hours: 4  Contact Hours: 4  Required Prerequisites: None  Co-Requisites: None  Recommended Prerequisites: Recommended competencies: You will be required to read, write, listen and speak in German. You will need a minimal ability using technology to take advantage of outside of class requirements.

GRM 102, Elementary German II  Division: Communications  GRM 102 is a continuation of GRM 101 and focuses on the expansion of the communication skills of reading, writing, listening, and speaking. Cultural topics are integrated into each unit. Group 2 course.  Credit Hours: 4  Contact Hours: 4  Required Prerequisites: GRM 101 with a minimum of 2.0, required score on the NMC language placement test or instructor permission.  Co-Requisites: None  Recommended Prerequisites: Recommended competencies: You will be required to read, write, listen, and speak in German. You will need a minimal ability using technology to take advantage of outside of class requirements.
GRM 201, Intermediate German I  
Division: Communications  
GRM 201 is designed to further develop language proficiency in reading, writing, listening, and speaking. A deeper exploration of German culture is presented in this course allowing students to transform themselves into truly active and proficient language users. Group 1 course.  
Credit Hours: 4  
Required Prerequisites: GRM 102 with a minimum grade of 2.0 or the NMC language placement test or instructor permission.  
Recommended Prerequisites: You will be required to read, write, listen, and speak in German. You will need a minimal ability using technology to take advantage of outside of class requirements.  

GRM 202, Intermediate German II  
Division: Communications  
GRM 202 is a continuation of GRM 201 and focuses on the application of the communication skills of reading, writing, listening, and speaking with cultural contexts. Group 1 course.  
Credit Hours: 4  
Required Prerequisites: GRM 201 with a minimum grade of 2.0 or the NMC language placement test or instructor permission.  
Recommended Prerequisites: You will be required to read, write, listen, and speak in German. You will need a minimal ability using technology to take advantage of outside of class requirements.  

HAH Allied Health  
The following courses are appropriate for students in pre-professional medical studies in many health careers, and for those health professionals who wish professional continuing education course work. The content of these courses provides a broad background and can be a useful tool in the medical field. Students who wish credits from these courses transferred to other college or university health programs should consult with a NMC counselor to facilitate the process. Admission to a NMC Health Occupations program is not required to enroll in most of these elective courses.  

HAH 100C, Informatics Essentials  
Division: Health Occupations  
This course will introduce students to informatics in health care and, in particular, nursing. Students will enhance their ability to use modern informatics such as computer and Internet resources as well as Electronic Medical Record (EMR) software, in the health care environment. This course will be offered in a hybrid online and face-to-face format. Group 2 course.  
Credit Hours: 1  
Required Prerequisites: None  
Recommended Prerequisites: HNR 102, may be taken concurrently.  

HAH 101, Medical Terminology  
Division: Health Occupations  
The student will learn the basic construction of medical words through the use of medical prefixes, suffixes, combining vowels and root words. This foundation will facilitate the understanding of new medical vocabulary encountered in other course work or work situations. Group 2 course.  
Credit Hours: 3  
Required Prerequisites: None  
Recommended Prerequisites: None  

HAH 120, Infection Control  
Division: Health Occupations  
This course details the structure of infectious organisms and mechanisms of disease transmission, including host defenses against disease and specific diseases of concern to dental and medical personnel. In addition, the course provides an overview of MIOSHA (Michigan Occupational Safety and Health Act) regulations and occupational safety measures as they relate to the dental and medical fields. Group 2 course.  
Credit Hours: 2  
Required Prerequisites: None  
Recommended Prerequisites: None  

HDA Dental Assistant  

HDA 101, Introduction to Dentistry  
Division: Health Occupations  
Students are introduced to the role of the dental assistant and the dental team and opportunities for employment. Students will be informed of the requirements for certification and registration and the various organizations and associations within dentistry and dental assisting. Other areas studied will include dental specialties, dental terminology, applied psychology in the dental office, office preparedness to manage medical and dental emergencies, instrument and equipment identification and charting. The student will have an opportunity to view a dental office to see the set up and to observe the roles of each person on the dental team. Group 2 course.  
Credit Hours: 2  
Required Prerequisites: None  
Recommended Prerequisites: None
HDA 112, Dental Materials  Division: Health Occupations
Students learn the preparation, manipulation, and use of dental materials commonly found in the dental office. There will be discussion regarding the equipment needed, mixing techniques, and proper usage of waxes, restorative materials, impression materials, gypsum products, cements, metals and therapeutic materials. Preparation of each material will be demonstrated. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: HDA 113

HDA 113, Dental Materials Lab
Division: Health Occupations
This course familiarizes the student with the handling of dental materials commonly used in the dental office. Opportunities are provided in the laboratory to develop skills in mixing techniques, impression taking, construction of study models, bleaching and acrylic trays, and cleaning and polishing appliances. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: HDA 112

HDA 120, Dental Anatomy  Division: Health Occupations
The student will learn the anatomy and physiology of the oral cavity, teeth and head. Students will learn the histology of the teeth and surrounding structures, the bones of the skull, the nerves and blood supply of the head and neck, the muscles of mastication, and the names and functions of the teeth and oral structures. This class will also provide detailed information on the anatomy of the individual teeth. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Recommended Prerequisites: None  Co-Requisites: None

HDA 140, Oral Pathology/Pharmacology  Division: Health Occupations
The purpose of this course is to familiarize the student with disease processes related to the oral cavity and to enable the student to identify these diseases. The student will become familiar with various drugs and their uses in dentistry, prescription writing and documentation, the sources of drugs, routes of administration, and the conditions that modify the reactions of drugs. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None

HDA 150, Dental Office Management  Division: Health Occupations
Students are acquainted with the procedures necessary for efficient dental office management. Topics include appointment book control, accounts receivable and payable, payroll, dental record keeping, third party payment, patient recall, inventory control, telephone techniques, and use of computer hardware and software unique to the dental office. This course is offered in a self-paced format. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None

HDA 160, Dental Emergencies  Division: Health Occupations
This course acquaints the student with the types of emergencies that may arise in the dental office. The students will learn the procedures to follow when medical and dental emergencies occur, the importance and significance of obtaining accurate and complete patient histories, the proper emergency equipment necessary in a dental office to manage these emergencies and the maintenance of that equipment, and the taking and recording of vital signs. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Recommended Prerequisites: None  Co-Requisites: None

HDA 170, Preventive Dentistry  Division: Health Occupations
This course deals with educating dental patients in proper oral hygiene and nutrition. The topics of discussion will include vitamins, minerals, fats, carbohydrates, proteins, food groups, fluoride treatments, oral examinations, pit and fissure sealants, public health dentistry, and oral hygiene instructions. Student demonstration and participation is emphasized. A dietary analysis will be learned and demonstrated by students. Two community presentations will be designed and presented by each student. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None

HDA 240, Chairside Procedures  Division: Health Occupations
This course provides the foundation for dental assistant clinical procedures performed in both general and specialty dental offices. Topics include theory and application of four-handed dentistry; application of infection control procedures; an overview of procedures and techniques unique to dental specialties; and background information and technical skills performed by the Registered Dental Assistant. In addition, local dental specialists serve as guest speakers. Group 2 course.
Credit Hours: 5  Contact Hours: 5
Recommended Prerequisites: None  Co-Requisites: HDA 241

HDA 241, Oral Hygiene and Nutrition  Division: Health Occupations
This course deals with educating dental patients in proper oral hygiene and nutrition. The topics of discussion will include vitamins, minerals, fats, carbohydrates, proteins, food groups, fluoride treatments, oral examinations, pit and fissure sealants, public health dentistry, and oral hygiene instructions. Student demonstration and participation is emphasized. A dietary analysis will be learned and demonstrated by students. Two community presentations will be designed and presented by each student. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None

HDA 242, Dental Radiography and Imaging  Division: Health Occupations
This course deals with educating dental patients in proper oral hygiene and nutrition. The topics of discussion will include vitamins, minerals, fats, carbohydrates, proteins, food groups, fluoride treatments, oral examinations, pit and fissure sealants, public health dentistry, and oral hygiene instructions. Student demonstration and participation is emphasized. A dietary analysis will be learned and demonstrated by students. Two community presentations will be designed and presented by each student. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None

HDA 243, Dental Materials Lab  Division: Health Occupations
This course familiarizes the student with the handling of dental materials commonly used in the dental office. Opportunities are provided in the laboratory to develop skills in mixing techniques, impression taking, construction of study models, bleaching and acrylic trays, and cleaning and polishing appliances. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Recommended Prerequisites: None  Co-Requisites: None
HDA 241, Chairside Procedures Lab
Division: Health Occupations
This is the clinical component of Chairside Procedures. Students learn and practice operative and specialty chairside techniques in a fully-equipped dental clinic. Students assist our staff dentist during simulated dental procedures. Expanded duties for dental assistants are also introduced in this course. Group 2 course.
Credit Hours: 2 Contact Hours: 5
Required Prerequisites: None Co-Requisites: HDA 240
Recommended Prerequisites: None

HDA 242, Dental Radiography
Division: Health Occupations
The fundamentals of radiology as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection and quality control methods. Basic interpretation and radiographic anatomy will also be included. While extraoral techniques are discussed, emphasis will be given to the proper techniques for exposing, processing, and mounting traditional and digital intraoral radiographs of diagnostic quality. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None Co-Requisites: HDA 243
Recommended Prerequisites: HAH 120, HDA 120, HDA 160, all may be taken concurrently.

HDA 243, Dental Radiography Lab
Division: Health Occupations
Clinical component of Dental Radiography lecture. Students will be introduced to a variety of radiography techniques and will learn how to expose, process and mount radiographs of diagnostic quality. Requirements include multiple sets on dental manikins and four FMX sets on dental patients utilizing digital and traditional techniques. Group 2 course.
Credit Hours: 1.5 Contact Hours: 3
Required Prerequisites: None Co-Requisites: HDA 242
Recommended Prerequisites: None

HDA 282, CDA/RDA Written Exam Prep
Division: Health Occupations
The purpose of this course is to prepare students and working dental assistants for the CDA and RDA written exams. Included are review sessions covering General Chairside, Infection Control, and Radiography for both exams and additional specific topics that relate directly to Michigan’s expanded functions for dental assistants. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: HAH 120, HDA 101, HDA 112, HDA 113, HDA 120, HDA 140, HDA 150, HDA 160, HDA 242, HDA 243

HDA 286, RDA Clinical Exam Prep
Division: Health Occupations
This course will provide dental assistant students with study/application sessions for the clinical portion of the state licensure exam. Expanded functions of special interest are dental amalgams, temporary crowns, and dental dams. Must be a current dental assisting student or graduate of a post-secondary dental assisting program approved by the State Board of Dentistry. Group 2 course.
Credit Hours: 1 Contact Hours: 1
Required Prerequisites: HDA 282 Co-Requisites: None
Recommended Prerequisites: None

HDA 290, Dental Assistant Internship
Division: Health Occupations
Students are assigned to dental offices in the community. 300 hours of hands-on experience includes chairside assisting in general offices, office management, laboratory techniques and expanded functions. A minimum of 200 hours must be completed in a general practice and the additional 100 hours can be in a specialty practice. Each student must also observe for four hours in each of the following: endodontics, oral surgery, orthodontics and periodontics. This course includes 6 hours of internship meetings with the instructor and classmates. During the internship experience, students must show progression from "O" (observed) to "W" (with assistance) to "A" (assisted alone) on their journal entries. Group 2 course.
Credit Hours: 5 Contact Hours: 2
Required Prerequisites: HDA 240, HDA 241
Co-Requisites: HDA 286
Recommended Prerequisites: None

HF 101, Fitness Circuit I
Division: Physical Education
Introduction to beginning aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction includes individual fitness evaluation, aerobic fitness, strength training, flexibility, and endurance. Course meets in the NMC Health and Fitness Center using strength training equipment, exercise bicycles, and other aerobic equipment. Two hours per week. Offered summers only. Group 2 course.
Credit Hours: .5 Contact Hours: 1
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

HF 102, Fitness Circuit II
Division: Physical Education
Continuing beginning aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction includes individual fitness evaluation, aerobic fitness, strength training, flexibility, and endurance. Course meets in the NMC Health and Fitness Center using strength training equipment, exercise bicycles, and other aerobic equipment. Two hours per week. Offered summers only. Group 2 course.
Credit Hours: .5 Contact Hours: 1
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: HF 111
HF 105, Personal Trainer Certification
Division: Physical Education
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Recommended Prerequisites: HF 111, knowledge of anatomy and physiology as well as weightlifting experience is helpful.

HF 111, Fitness Circuit I  Division: Physical Education
Introduction to aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction includes individual fitness evaluation, strength training, flexibility, and endurance with an emphasis on aerobic conditioning. Course meets in the NMC Health and Fitness Center using strength training equipment, exercise bicycles, and other aerobic equipment. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Recommended Prerequisites: None

HF 112, Fitness Circuit II  Division: Physical Education
Continuation of aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction emphasizes individual strength training and flexibility. Course meets in the NMC Health and Fitness Center using strength training equipment, exercise bicycles, and other aerobic equipment. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Recommended Prerequisites: None

HF 113, Fitness Circuit III  Division: Physical Education
Continuation of aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction emphasizes individual aerobic fitness options and the reduction of stress. Course meets in the NMC Health and Fitness Center utilizing strength training equipment, exercise bicycles, and other aerobic equipment. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Recommended Prerequisites: None

HF 114, Fitness Circuit IV  Division: Physical Education
Continuation of aerobic conditioning through a fitness circuit designed for varying fitness levels. Instruction emphasizes individual fitness evaluation/workout, weight control, and nutrition. Course meets in NMC Health and Fitness Center using strength training equipment, exercise bicycles, and other aerobic equipment. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Recommended Prerequisites: None

HF 116, Yoga I  Division: Physical Education
Description: Yoga is postural work emphasizing precise and careful body alignment and maximum spinal extension. Yoga works through the concreteness of the body to teach balance and integration. It is an effective way to stretch and strengthen the body. Using movement and breath, yoga brings a therapeutic calm to the body and mind, releasing stress and bringing relaxation. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None

Recommended Prerequisites: None

HF 118, Yoga II  Division: Physical Education
Yoga techniques focus on understanding and controlling the body, the breath, and the mind through exercises (asanas), breathing techniques (pranayamas), and meditation training (quieting the mind and body). Yoga poses are designed to develop strength and give maximum flexibility to the muscular, skeletal, and nervous systems with special emphasis on building a strong, supple spine. Benefits include improved circulation, hormonal balance, poise, and a more stable emotional nature. Learning proper breathing will help you cope with stress and increase your energy level. Wear loose, comfortable, layered clothing and plan to work barefooted. Bring two blankets, a mat, and a bath towel. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None

Recommended Prerequisites: None

HF 118A, Bikram Yoga I  Division: Physical Education
This is the original hot yoga, 105 degrees, pure, powerful, authentic, unchanged, taught exactly as Hatha Yoga Master Bikram Choudhury intends it to be taught. 26 poses, 2 breathing exercises, 90 minutes, plus heat. Prerequisite: Good heart health and not pregnant. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None

Recommended Prerequisites: None

HF 118B, Bikram Yoga II  Division: Physical Education
A continuation of the original Hot Yoga, 105 degrees, pure, powerful, authentic, unchanged, taught exactly as Hatha Yoga Master Bikram Choudhury intends it to be taught. Twenty-six poses, two breathing exercises, 90 minutes, plus heat. Students must be in good heart health and not pregnant. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: HF 118A  Co-Requisites: None

Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
HF 124, Aerobic Dance  Division: Physical Education
Through choreographed dance movements and contemporary music, cardiovascular endurance, flexibility, strength and coordination is promoted. Offered summers only. Group 2 course.
Credit Hours: .5  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

HF 126, Lap Swim I  Division: Physical Education
Description: Use of basic strokes for fitness is reviewed. Emphasis is on aerobic and muscular endurance through swimming a variety of laps. Group 2 course. Prerequisite(s): Ability to swim repeated laps across a pool.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Ability to swim repeated laps across a pool.

HF 127, Lap Swim II  Division: Physical Education
A continuation of the Lap Swim program. Emphasis is on increasing aerobic and muscular endurance through swimming a variety of laps. Group 2 course. Prerequisite(s): HF 126
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Ability to swim repeated laps across a pool.

HF 133, Pilates I  Division: Physical Education
The Pilates method of body conditioning is a unique system of stretching and strengthening exercises used to develop long, lean bodies. This program uses floor exercises to strengthen and tone muscles, flatten abdominals, improve posture, flexibility, balance, agility, and coordination. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: HF 126

HF 143, Pilates II  Division: Physical Education
Building on the fundamentals and exercises of the prerequisite class, Pilates, the intermediate and the advanced series of mat exercises will be added. The body will be challenged with moves that call for more strength, coordination, balance, flexibility, and control. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: HF 133

HNR  Nursing
Completion all HNR courses require admission to the PN, ADN, or LPN to ADN Nursing Program.

HNR 100, Introduction to Nursing
Division: Health Occupations
Presents the history of nursing & nursing education. Introduces professional nursing values and the attitudes and behaviors desired in nurses. Discusses nursing roles, career opportunities, and types of health care delivery settings. Introduces the student to legal and ethical issues related to the role and scope of practice of the licensed practical nurse and the registered nurse. Introduces basic concepts related to professionalism, patient-centered care, health, spirituality, culture, holism, and the impact of illness on the individual and his/her significant others. Covers beginning professional communication skills, collaboration, teamwork, and basic teaching/learning principles.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: ENG 111  Co-Requisites: None
Recommended Prerequisites: None

HNR 101, Fundamentals of Nursing-Lecture
Division: Health Occupations
The students learn the foundation for professional nursing practice. Emphasis is placed on the principles and skills needed to apply the clinical judgment required for safe patient centered care. Communication is emphasized as an essential aspect of the professional role. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: BIO 228 w/grade of 2.5 or higher and HNR 100 - both may be taken concurrently
Co-Requisites: HNR 102
Recommended Prerequisites: None

HNR 102, Fund of Nursing-Clinical
Division: Health Occupations
Through laboratory and/or clinical experience students learn about the professional identity of the nurse while acquiring and applying basic nursing knowledge, judgment, and skills in order to provide safe patient centered care. The student also learns communication and collaboration skills. Group 2 course.
Credit Hours: 4  Contact Hours: 12
Required Prerequisites: BIO 228 w/grade of 2.5 or higher, may be taken concurrently  Co-Requisites: HNR 101, HRP 100 or equivalent
Recommended Prerequisites: None
HNR 106, Pharmacology I  Division: Health Occupations
Students learn an overview of pharmacology with emphasis on clinical applications within the context of the nursing process. The course explores indications, modes of action, side effects, contraindications and interventions for the safe administration of sympathetic nervous system drugs. Specific nursing judgment and collaborative responsibilities to drug administration are emphasized. Legal statutes and standards regulating drug administration within the scope of nursing professional identity are presented. Individualized patient variables across the lifespan will also be a focus of study. Group 2 course.

**Credit Hours:** 1  **Contact Hours:** 1

**Required Prerequisites:** BIO 228 with grade of 2.5 or better—may be taken concurrently.  **Co-Requisites:** None

**Recommended Prerequisites:** None

HNR 107, Pharmacology II  Division: Health Occupations
Students learn an overview of pharmacology with emphasis on clinical applications within the context of the nursing process. The course is organized by medication classification. It explores indications, modes of action, side effects, contraindications and interactions for the safe administration of select drugs. Specific individualized patient care, nursing judgment, and collaborative responsibilities to drug administration are emphasized. Group 2 course.

**Credit Hours:** 2  **Contact Hours:** 2

**Required Prerequisites:** HNR 106 with a grade of 2.0 or higher.  **Co-Requisites:** None

**Recommended Prerequisites:** None

HNR 125, Lifespan Nursing Lecture  Division: Health Occupations
Presentation of nursing management of health care issues related to uncomplicated pregnancy, birth, and neonatal period. Introduction of nursing management of common health alterations found in both chronically and acutely ill clients across the lifespan. Emphasis will be made on utilizing evidence-based practice to identify appropriate nursing interventions to achieve the desired outcome for the client based on their developmental level across the lifespan. Group 2 course.

**Credit Hours:** 5  **Contact Hours:** 5

**Required Prerequisites:** BIO 228, HAH 100C, HNR 100, HNR 101, HNR 102; BIO 240-may be taken concurrently

**Co-Requisites:** HNR 126

**Recommended Prerequisites:** None

HNR 126, Lifespan Nursing-Clinical  Division: Health Occupations
Clinical experiences providing opportunities to apply principles studied in HNR 125. Clinical learning environments will include the opportunity to apply medical-surgical, pediatric, and obstetric nursing interventions in a variety of settings, including acute care and simulation experiences. Group 2 course.

**Credit Hours:** 5  **Contact Hours:** 15

**Required Prerequisites:** BIO 240 and HNR 107, both may be taken concurrently; HAH 100C, HNR 100, HNR 101, HNR 102, BIO 228

**Co-Requisites:** HNR 125

**Recommended Prerequisites:** None

HNR 145, Practical Nursing Roles & Issues  Division: Health Occupations
Reviews ethical/legal responsibilities of the LPN. Presents issues and trends related to LPN practice, nursing organizations, continuing education; and licensure. Discusses occupational opportunities and provides information on employment search, job-seeking skills and transition issues. Group 2 course.

**Credit Hours:** 1  **Contact Hours:** 1

**Required Prerequisites:** HNR 125, HNR 126—both can be taken concurrently  **Co-Requisites:** None

**Recommended Prerequisites:** None

HNR 241, Adv Maternal Child Nursing-Lec  Division: Health Occupations
This course provides information on complex problems facing families coping with complications during the childbearing/childrearing process, including an identification of at-risk families. These concepts will be applied to complex health problems occurring during childhood and the prenatal, intrapartum and postpartum periods. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 3

**Required Prerequisites:** HNR 247, HNR 248, both may be taken concurrently  **Co-Requisites:** HNR 242

**Recommended Prerequisites:** None

HNR 242, Adv Maternal Child Nursing-Clinical  Division: Health Occupations
This course provides for the clinical application of the principles presented in the co requisite: HNR 241. Maternity clinical time will occur in an inpatient unit and pediatric clinical time will be in an acute or community pediatric setting observing and caring for pediatric patients. Students will complete a detailed family assessment, be involved in clinical simulations, and participate in these experiences by observing and/or directly providing care to at-risk families coping with childbearing and/or childrearing stressors/issues. Group 2 course.

**Credit Hours:** 2  **Contact Hours:** 6

**Required Prerequisites:** HNR 247, HNR 248, both may be taken concurrently  **Co-Requisites:** HNR 241

**Recommended Prerequisites:** None
HNR 247, Complex Patient Mgmt I-Lecture
Division: Health Occupations
Presentation of nursing interventions and management concepts required for adult patients with complex medical and/or surgical disorders. Emphasizes advanced assessment, analysis, nursing judgment, and nursing accountability. The focus is on adult patients with multiple complex requirements. Geriatric considerations are presented and integrated throughout. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: BIO 240, HAH 100C, HNR 125, HNR 126
Co-Requisites: HNR 248
Recommended Prerequisites: Admission to the Nursing program, GPA of 2.0 on all prerequisite nursing courses.

HNR 248, Complex Patient Mgt I-Clinical
Division: Health Occupations
Clinical experience providing opportunities to apply principles presented in HNR 247. Emphasis is upon refinement of organization, decision-making, critical thinking, and priority-setting skills in the care of multiple clients with complex medical/surgical disorders. Group 2 course.
Credit Hours: 4 Contact Hours: 12
Required Prerequisites: BIO 240, HAH 100C, HNR 125, HNR 126
Co-Requisites: HNR 247
Recommended Prerequisites: Admission to the Nursing program.

HNR 251, Mental Health Nursing - Lecture
Division: Health Occupations
This course is designed to enable the student to better understand behavior exhibited by persons with mental disorders. Classifications, causes, and symptoms of mental diseases are presented and treatments such as individual, group, and activity therapies are explored. Emphasis is placed on the ways by which the nurse determines, develops, implements, and evaluates a therapeutic environment for the client. The implementing of theories of human behavior is the scientific aspect of mental health-psychiatric nursing; the purposeful use of the self in the performance of care is the artful aspect. The goal is preventative and corrective impact upon mental illness and the restoration of optimal mental health for individuals. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: HNR 241, HNR 242
Co-Requisites: HNR 252
Recommended Prerequisites: None

HNR 252, Mental Health Nursing-Clinical
Division: Health Occupations
Description: Clinical experience providing opportunities to apply principles presented in HNR251. A variety of clinical settings addressing mental health issues in acute care, long-term care, and in community agencies are utilized.

HNR 261, Complex Patient Mgmt II-Lec
Division: Health Occupations
Introduces principles of leadership and management as these relate to providing nursing care to a group of patients. The principles of delegation, communication, and priority-setting are reviewed and a variety of nursing management challenges are discussed, including team building, managing change, conflict resolution, power and authority, political action, economic aspects of health care, legal/ethical issues, and emergency preparedness. Job-seeking skills, NCLEX-RN preparation, and issues related to role transition are discussed. Builds upon the content of HNR 247 with the presentation of nursing management of adult patients with complex endocrine, hepatic, and autoimmune disorders. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: HNR 241, HNR 242
Co-Requisites: HNR 251
Recommended Prerequisites: None

HNR 262, Complex Patient Mgmt II Clinic
Division: Health Occupations
Clinical experience providing opportunities to apply principles presented in HNR 261. Emphasis is placed upon organizational skills, time management, critical thinking, and the exercise of clinical judgment in managing the care for a normal RN caseload of patients. Students perform nursing care in the clinical area 24 hours per week for 7.5 weeks with the goal of promoting a successful role transition from student to entry-level professional nurse. Group 2 course.
Credit Hours: 4 Contact Hours: 12
Required Prerequisites: HNR 251, HNR 252, both can be taken concurrently
Co-Requisites: HNR 262
Recommended Prerequisites: None
HPD  Professional Development
HPD 110, BLS for Health Care Providers
Division: Health Occupations
Provides basic life support training, certification, and re-certification for students in the healthcare field who will need these skills in clinical practice. Students will take an online class through the American Heart Association (AHA), complete the post test, and print the certificate. Once the post test is successfully completed, students will sign up for a lab time to complete a practical exam to demonstrate the skills they learned. The certificate will be required to take the practical exam. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: Admission to the ADN or PN programs or the Dental Assisting program, or by instructor permission. Co-Requisites: None
Recommended Prerequisites: None

HST  History
HST 101, Western Civilization to 1500AD
Division: Humanities
This is the first course in a year-long study of western civilizations from the birth of civilization through the First World War. The main instructional goal is to have students demonstrate an understanding of the diverse societies and culture of the western world. It's important that students recognize that western civilization includes many diverse cultures and has interacted with many other diverse cultures throughout its development. In addition, students will analyze the distinctive characteristics of western civilizations, identify the achievements and limitations of these developments, and develop an awareness of how contemporary problems were caused by past forces. As students achieve these goals, they will develop skills in communication and critical thinking. This course covers the period from the Reformation through the First World War. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

HST 111, U S History to 1865
Division: Humanities
This is the first course in a year-long study of U.S. History from Native American origins to the modern world. A main instructional goal is to have students demonstrate an understanding of how diverse societies and cultures have contributed to the development of the United States. In addition, students will analyze the distinctive characteristics of the development of the United States, identify the achievements and limitations of these developments, and develop an awareness of how contemporary problems were caused by past forces. Students will learn how American society developed from Native American origins through the Civil War, and how society has impacted both individuals and groups in America. As students achieve this goal, they will develop skills in communications and critical thinking. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 102, Western Civilization from 1500
Division: Humanities
This is the second course in a year-long study of western civilizations from the birth of civilization through the First World War. The main instructional goal is to have students demonstrate an understanding of the diverse societies and culture of the western world. It's important that students recognize that western civilization includes many diverse cultures and has interacted with many other diverse cultures throughout its development. In addition, students will analyze the distinctive characteristics of western civilizations, identify the achievements and limitations of western civilizations, and develop an awareness of how contemporary problems were caused by past forces. As students achieve these goals, they will develop skills in communication and critical thinking. This course covers the period from the Reformation through the modern era. A main instructional goal is to have students demonstrate an understanding of how diverse societies and cultures have contributed to the development of the United States. In addition, students will analyze the distinctive characteristics of the development of the United States, identify the achievements and limitations of these developments, and develop an awareness of how contemporary problems were caused by past forces. Students will learn how American society developed from Native American origins through the Civil War, and how society has impacted both individuals and groups in America. As students achieve this goal, they will develop skills in communications and critical thinking. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.
HST 211, Native American History  Division: Humanities
A history of the Native American experience from the pre-Columbian period to the post World War II era. Major emphasis is placed upon the social, political, and economic role of the Native American community in American society and its unique role as a part of that society. Students will also demonstrate an awareness of how contemporary problems were caused by past forces. Students will develop skills in analysis, critical thinking, historical reasoning and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 212, African-American History  Division: Humanities
This course is a history of the African-American experience from African origins to the Modern era in America. Major emphasis is placed upon the social, political, and economic role of the African-American community in American society and its unique role as a part of that society. Students will also demonstrate an awareness of how contemporary problems were caused by past forces. As students achieve this goal, they will develop skills in analysis, critical thinking, historical reasoning, and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 213, American Women's History  Division: Humanities
A history of American women's experience from Native American origins to the Modern Era. Major emphasis is placed upon the social, political, and economic role American women in American society and their unique role as a part of that society. Students will also demonstrate an awareness of how contemporary problems were caused by past forces. As students achieve this goal, they will develop skills in analysis, critical thinking, historical reasoning, and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 225, American Civil War  Division: Humanities
This course is a study of the American Civil War. The instructional goal is to have students demonstrate through discussions and essays the causes of the Civil War in antebellum America, how the war was waged, why the North won and the South lost the war, how the war affected American society, and how the war led to Reconstruction. Students will demonstrate an awareness of how contemporary problems were caused by past forces. As students achieve this goal, they will develop skills in communications and critical thinking. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 228, The Vietnam War  Division: Humanities
This course is a study of the history of the Vietnam War. The instructional goal of this course is to have students demonstrate through discussions and essays how America became involved in Vietnam, how the war was waged, the war's effect on American society, and how the war affected Vietnam. Students will also demonstrate an awareness of how Vietnamese culture affected the war and how Vietnam has affected America's contemporary society. As students achieve this goal, they will develop skills in analysis, critical thinking, historical reasoning, and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 230, A History of Michigan  Division: Humanities
This course is a history of Michigan from Native American origins to the modern era. The instructional goal of this course is to have students demonstrate through discussions and essays the distinctive characteristics of Michigan history, the common characteristics of Michigan history as compared to other states, the identification of achievements and limitations of Native American societies within Michigan, and an awareness of how contemporary problems were caused by past forces. As students achieve this goal, they will develop skills in analysis, critical thinking, historical reasoning, and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HST 235, 20th Century Europe  Division: Humanities
This course is a study of the history of Europe in the 20th Century with emphasis on Germany, England, France, and Russia. The instructional goal of this course is to have students demonstrate through discussions and essays the distinctive characteristics of European civilizations, the common characteristics of European civilizations, and the identification of achievements and limitations of European civilizations. Students will demonstrate an awareness of how contemporary problems were caused by past forces. As students achieve this goal, they will develop skills in analysis, critical thinking, historical reasoning, and writing. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HUM  Humanities

HUM 101, Introduction to Humanities  Division: Humanities
An interdisciplinary study of Western Culture focusing on the interrelationships of art, literature, and philosophy as they reveal the major ideas and values of Classical Greek, Roman, Medieval, and Renaissance civilizations. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

For course availability, refer to www.nmc.edu/class-search
HUM 102, Introduction to Humanities  Division: Humanities
An interdisciplinary study of Western Civilization focusing on the interrelationships of art, literature, and philosophy as they reveal the major ideas and values of the Reformation, Baroque, Neo-Classical, Romantic, Realistic, and Modern periods. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HUM 116, World Cultures  Division: Humanities
The purpose of this course is to introduce major trends of non-Western culture. HUM 116 explores the culture of Asia, Africa, and the Americas utilizing an interdisciplinary and thematic approach focusing on social/political/historical issues, cultural and religious rituals, painting, sculpture, architecture, film, music, and customs and traditions of each region. Lectures focus on how cultures shape the world today, with appropriate references to historical events and trends. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

HVA 101, Introduction to HVAC/R  Division: Construction Tech
This course covers safety concerns associated with the HVAC field, identification and use of trade tools and basic blueprint reading. Students are introduced to different types of pipe and tubing used for equipment and will learn threading and soldering techniques. A strong emphasis is placed on electrical theory and application as well as learning how to read electrical diagrams. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111, both may be taken concurrently.

HVA 106, Fundamentals of Heating  Division: Construction Tech
This course focuses on the variety of heating systems in the HVAC career field. Students are introduced to the principles of combustion and the importance of combustion analysis. Gas furnaces, heating controls, oil fired equipment, humidification and electric heating systems are also explored. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: HVA 101  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111.

HVA 122, Refrigeration Fundamental  Division: Construction Tech
This course introduces students to the relationship between matter and energy as it relates to refrigeration process and discusses the Laws of Thermodynamics and effects of pressures and vacuums on a system. A thorough coverage of the basic refrigeration cycle is discussed along with types of refrigerants and system components they will encounter. Students will also learn basic servicing and testing techniques on refrigeration systems. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: HVA 101  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111.

HVA 126, Residential and Commercial A/C  Division: Construction Tech
This course focuses on different types of air conditioning systems, ventilation and de-humidification equipment used in residential and light commercial applications. Students will learn about air source and geothermal heat pumps, mechanical and electrical troubleshooting techniques for air conditioning systems and explore indoor air quality and planned maintenance issues for all types of equipment. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: HVA 122 with a grade of 2.5 or higher.  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111.

HVA 132, Commercial A/C & Refrigeration  Division: Construction Tech
This course focuses on larger commercial systems encountered in the HVAC field for air conditioning and refrigeration applications. Emphasis is placed on chilled water and hydronic heating systems, boilers, air handling equipment and cooling towers. Students will also learn about larger scale refrigeration systems used in supermarket and cold storage applications, ice machine operation and discussion of control systems used throughout the field. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: HVA 126  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111.

HVA 136, EPA Certification  Division: Construction Tech
This course examines the impact of refrigerants on the environment and focuses on federal regulations regarding the use, recovery and disposal methods. Students are given the opportunity to earn their Type I, Type II or Universal Certification through this course. Upon successful completion of each test, the student will earn levels of certification recognized by the HVAC/R industry nationwide. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: HVA 132  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111 and MTH 111.
LWE  Law Enforcement

Students must meet with Police Academy Director prior to enrolling in all LWE courses.

LWE 102, Police Operations  Division: Social Science
The student is introduced to educational and training requirements for employment in law enforcement, police community relations, the functions and objectives of a police department and the police response and responsibilities to the community. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 195, Police Practicum  Division: Social Science
The course will provide Law Enforcement students with the practical experience of observing five various shifts with officers. This should insure that candidates will understand what law enforcement officers actually do. Recording the experiences will also assist the student in report writing. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

LWE 210, Cultural Awareness/Diversity
Division: Social Science
This course will explore ethics, cultural diversity, interpersonal skills and the laws as they apply to today's modern policing. Title VII or the 1964 Civil Rights Act, Elliot Larson Civil Rights Act, Americans with Disabilities Act, ethnic intimidation, and sexual harassment will also be addressed. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 214, Firearms  Division: Social Science
This course will assist the students in the development of safety skills and the appropriate use of firearms in completing the Michigan Commission on Law Enforcement Standards basic firearms course. Included will be an orientation to firearms, policies, procedures, and liability of firearms use and hands-on firearms range techniques. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 4  Contact Hours: 8
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 215, Defensive Driving  Division: Social Science
Defensive Driving will cover motor vehicle law, its application and jurisdiction and vehicle stops. This course will also include the teaching of driving skills needed by a law officer. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 3  Contact Hours: 6
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 216, Traffic Enforcement & Invest
Division: Social Science
Traffic Enforcement and Investigation will include traffic control enforcement, the law and prosecution of operating under the influence of alcohol. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 218, Physical Training/Wellness
Division: Social Science
This course is designed to give the students a complete understanding of wellness/physical fitness. The goal of the class is to develop a mentality that fitness is long term. Includes course lectures on the following topics: Fitness and wellness, benefits and guidelines for exercise, coronary risk factors, stress management, nutrition, weight control, low back care, motivation and behavior change, and various ways to perform fitness tasks. This class also includes workouts, and testing students against Cooper Standards. Student must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
LWE 225, Defensive Tactics  Division: Social Science
Students learn subject control with new mandatory guidelines from MCOLES (Michigan Commission on Law Enforcement Standards). Students will understand survival mindset, tactical communication, fear/anger management, and post force incident responsibilities. Student will demonstrate proficiencies in 14 defensive tactics outcomes specific to the career of Law Enforcement and will be assessed through written, Practical and Scenario based testing. Student must be registered with LWE coordinator prior to class enrollment and be in excellent physical condition. Group 2 course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 226, Michigan Criminal Law  Division: Social Science
The study of substantive criminal law as a means of defining and preserving social order. Sources of criminal law; classification of crimes against persons, property and public welfare; principles of criminal liability; elements necessary to establish crime and criminal intent; specific crimes and defenses; and constitutional limitations are examined. Students must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

LWE 227, Criminal Procedures  Division: Social Science
Criminal Procedures will study the administration of criminal justice, the nature and scope of police power, the concept of exclusion, laws of arrest, search and seizure and interrogation, the acquisition of evidence, and judicial protection of the accused. Must be registered with LWE coordinator prior to class enrollment. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: LWE 226

LWE 228, Speed Measurement/PBT  Division: Social Science
This course will teach the legal and practical aspects of radar and PBT (preliminary breath tester) operations. Class discussions will primarily be based on relationship between excessive speed, drinking and highway crashes. The course will also explore departmental policies and procedures concerning radar and PBT use. Students will understand and demonstrate basic accident investigation and related accident evidence collection. Must register with the LWE coordinator prior to course enrollment. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: Must be approved by MCOLES and registered with the Director of the Police Academy prior to enrollment. Co-Requisites: None
Recommended Prerequisites: None

MDK  Maritime Deck

MDK 100, Survival at Sea  Division: Maritime
This course of instruction covers the following: concentrated instruction and training for the U.S. Coast Guard certification as Proficiency in survival craft and rescue boats (PSC); including the fundamentals of seamanship, small boat handling with power and sail; construction equipment, and marking of the standard lifeboat; construction, equipment, and operation of inflatable life rafts; abandon ship procedures, man overboard procedures, and survival swimming; the launching and retrieval of lifeboats; sailboat nomenclature and operation. STCW.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 104, Rigging & Ship Maintenance Lab  Division: Maritime
The purpose of this course is to provide the cadet an opportunity to acquire practical experience in general seamanship: including marlinespike seamanship, line handling; splicing line, splicing wire rope; rigging, block and tackle nomenclature and use; vessel maintenance, the practical application of the procedures and equipment used in vessel upkeep.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None
Course Descriptions

MDK 106, Watchstanding I  Division: Maritime
The purpose of this course is to provide an opportunity for the cadet to acquire practical experience in shiphandling with vessels sufficiently large to duplicate shiphandling problems encountered with much larger vessels. Cadets are exercised in line handling, towing, anchoring techniques, landing techniques, and shipboard safety. Cadets will then advance through the use of simulation to shiphandling exercises dealing with the general principles of vessel control and the problems of handling a vessel in narrow channels. STCW.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: MDK 100; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 112, Rules of the Nautical Road  Division: Maritime
Comprehensive study of the international rules of the road -COLREGS- including their origin, purpose, history, technical provisions, and application. Included is a comparative study of both international and inland rules, their interpretation and practical application as well as a study of case histories and legal interpretations resulting from collisions at sea. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: MDK 100; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 121, Navigation I  Division: Maritime
An introduction to principles of piloting and marine navigation. Includes chart projection, the magnetic compass, chart usage, buoyage systems, aids to navigation, fixes and running fixes, and the use of standard tables. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MTH 121; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MDK 122
Recommended Prerequisites: None

MDK 122, Navigation I Lab  Division: Maritime
This lab is taken concurrently with MDK 121 and concentrates on applying the principles of piloting to plotting on the chart. Chart projection and use will be introduced. Dead reckoning, terrestrial fixes, set and drift, lines of position, and the use of navigational instruments will be covered. STCW.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: MTH 121; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MDK 121
Recommended Prerequisites: None

MDK 149, Damage Control & Safety  Division: Maritime
This course is designed to give the cadet a comprehensive knowledge of shipboard safety with particular emphasis on firefighting and damage control. Subject areas include: personal safety, pollution, U.S. Coast Guard rules and regulations, temporary damage repair, shoring principles and practical shoring problems. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: MDK 100; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 200, Ship Business & Labor Relation  Division: Maritime
This course provides instruction in the organization, administrative functions, and management of a merchant vessel as well as the systems of operation of ship’s business. It includes the study of union contracts, grievance procedures and labor management relations.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 206, Watchstanding II  Division: Maritime
The purpose of this course is to begin to develop a cadet’s piloting and watch management skills. The use of the Ship-handling Simulator/Academy Vessels will allow the development of the Bridge Team Concept through piloting exercises.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None
MDK 210, Sea Project Deck  Division: Maritime
During this course the cadet is aboard TS State of Michigan or a Great Lakes commercial vessel. The cadet follows a prescribed course of study of vessel operations, safety and navigation equipment and techniques. In addition, the cadet spends a minimum of eight hours per day under supervision of licensed officers gaining experience in various duties and responsibilities.

Credit Hours: 6  Contact Hours: 6

Required Prerequisites: Must complete first academic year with a 2.0 or higher in all required courses; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 221, Lakes Piloting  Division: Maritime
Study of the Great Lakes and principal ports; this includes currents, depths, aids to navigation, prevailing winds and their effects, recommended courses, shoals, reefs, and high traffic areas. Historic analysis will explain current practices.

Credit Hours: 2  Contact Hours: 2

Required Prerequisites: MDK 121, MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 222, River Piloting  Division: Maritime
An in-depth study of the rivers, channels, and the aids to navigation in these rivers and channels. The focus will be on the rivers that make up the Great Lakes connecting bodies such as the St. Mary’s, St. Clair, Detroit Rivers and the Welland Canal.

Credit Hours: 3  Contact Hours: 3

Required Prerequisites: MDK 121, MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 242, Ship Stability  Division: Maritime
A study of the principles of stability; righting moment and righting arm; calculation of metacentric height; inclining experiment; stability computers and tables; practical stability and trim considerations. STCW.

Credit Hours: 3  Contact Hours: 3

Required Prerequisites: MDK 210, MTH 121; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 250, Stability for the Engineer  Division: Maritime
Principles, terms, and procedures used in the determination of transverse, longitudinal, and damage stability of ships. Investigation of the physical laws affecting a floating body. Effects of cargo operation, free surface, fuel consumption, and flooding on vessel stability. Scrutiny of case studies involving both partial or total loss of stability.

Credit Hours: 1  Contact Hours: 1

Required Prerequisites: MNG 100, MNG 104, MNG 106, MTH 121, MTH 122; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 311, Sea Project Deck  Division: Maritime
This course is a continuation of MDK 210 and is designed to provide the cadet with advanced knowledge and sailing time to meet the licensing requirements prescribed by the U.S. Coast Guard and the criteria established by the Maritime Administration. STCW.

Credit Hours: 6  Contact Hours: 6

Required Prerequisites: Completion to second academic year with 2.0 or higher in all required courses; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None

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MDK 312, Sea Project Deck  Division: Maritime
This course is a continuation of MDK 311 and is designed to provide the cadet with advanced knowledge and sailing time to meet the licensing requirements prescribed by the U.S. Coast Guard and the criteria established by the Maritime Administration. STCW.

Credit Hours: 6  Contact Hours: 6

Required Prerequisites: MDK 311; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.

Co-Requisites: None

Recommended Prerequisites: None
MDK 324, Navigation III  Division: Maritime
An introduction to nautical astronomy concerned with the practical application of celestial navigation, the solving of the spherical triangle, star identification, measurement of time and use of instruments. This course will cover plane, mid-latitude, and Mercator sailings and how to apply them to navigational problems through the various time zones. Sunrise, sunset, twilight, moonrise, and moonset calculations for a moving vessel will be covered. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MDK 221, MTH 122; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MDK 330, STCW Elementary First Aid  Division: Maritime
This course meets the mandatory minimum requirements specified under STCW as related to medical first aid and basic safety training for all merchant mariners. This course is part of the STCW certification process. Cadets will learn to take immediate action upon encountering an accident or other medical emergency. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 331, Electronic Navigation  Division: Maritime
An in depth study of the various electronic navigation systems with emphasis on RADAR. Covers the theory, operation, use, advantages, disadvantages and general maintenance for each system. REQUIRED COURSE that must be completed successfully before the student may receive an original “Radar Observer Certificate”. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MDK 332
Recommended Prerequisites: ENG 111 and MTH 111

MDK 332, Electronic Navigation Lab  Division: Maritime
A practical course to understand the use and operation of a marine radar. This includes: How to avoid collision situations using Rapid Radar Plotting (situational awareness), the use and operation of the gyrocompass, Loran “C”, GPS and EC- DIS. The required course must be successfully completed before the student may receive an original “Radar Observer Certificate”.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MDK 331
Recommended Prerequisites: ENG 111 and MTH 111

MDK 333, Automatic Radar Plotting Aids  Division: Maritime
This course presents the principles and operation of automatic radar plotting aids. It includes the legal aspects of ARPA including IMO and USCG standards, the theory of input and processing characteristics of ARPA, the theory of operation, control functions and adjustments, the acquisition and tracking of contacts, the limitations of and potential errors of ARPA, and special ARPA related features. The cadet will demonstrate the setup and practical use of two actual automatic collision avoidance radars. STCW.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: MDK 331, MDK 332; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MDK 331
Recommended Prerequisites: ENG 111 and MTH 111

MDK 334, Ship Construction  Division: Maritime
A study of hull construction as applied to all types of vessels. Includes construction nomenclature, criteria of design, methods of construction, materials used in construction and stress calculations. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: MTH 122 and completion of first academic year courses with 2.0 or higher in all required courses; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.  Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MDK 345, Dry Cargo Stowage  Division: Maritime
Principles and problems of the stowage and carriage of cargo: bulk cargo, container cargo, refrigerated cargo, grain cargo and dangerous cargo; cargo handling operations, both loading and uploading equipment. Cargo stowage plans will be developed and reviewed. Students will critique loads they were involved with during their time aboard ship. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MDK 210, MDK 242; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111
MDK 404, Marine Supervisory Lab  Division: Maritime
This course will provide senior cadets with the experience of supervising subordinate cadets. This experience will include job planning, sequencing of tasks, tools and equipment needed, and personnel required to complete the job. The student will experience what it will be like to be responsible for the crew both in terms of safety and output.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MDK 411, Marine Communications  Division: Maritime
This course is designed to acquaint the student with communication systems commonly found in the Marine Industry. It includes the basic layout of the Global Maritime Distress and Safety System (GMDSS), communication equipment requirements, licensing requirements, principles and procedures for marine communications, the characteristics of radio wave propagation, frequencies, and modulation. Included also is the Morse Code Flashing Light, and general Distress Signals. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 122

MDK 431, ECDIS  Division: Maritime
The purpose of this course is to meet the training requirements is STCW, as amended, for the operational use of Electronic Chart Display and Information Systems (ECDIS). This course provides the knowledge, skill and understanding of ECDIS emphasizing both the application and learning of ECDIS in a variety of underway contexts. This is achieved through use of a sophisticated navigation simulation integrated with a type-approved ECDIS.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MDK 121, MDK 331, MDK 333; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.  Co-Requisites: None
Recommended Prerequisites: MTH 111 or higher; placement into ENG 111

MDK 444, Cargo Systems  Division: Maritime
An in-depth study of the Great Lakes self-unloading vessel, container vessels, tankers, passenger vessels, regulations concerning hazardous materials, government regulations and the relationship between vessel and shoreside operations.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: MDK 210, MDK 242; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MDK 445, Liquid Cargo Stowage  Division: Maritime
A study of the tanker industry and the operational aspects of the tank vessel, pollution, prevention, precautions and procedures; layouts of different types of tankers; operations sequence and oil tanker construction and terminology. USCG and OPA '90 regulations will be covered. STCW.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: MDK 210, MDK 242; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MDK 446, Bridge Team Management  Division: Maritime
Bridge team management will be taught using small group discussions and case studies. Areas that will be addressed will be route planning, watch management, piloting of specific routes and ship handling from a 3rd mates perspective. The three hour class will start with a 30 minute group discussion of the class objective, then exercises followed by a critique of the exercises.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MDK 206, MDK 210; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MDK 448, Pilot/Mate License Prep  Division: Maritime
A complete review of all professional subjects studied in the Maritime program pragmatically developed to reflect the essentials of the U.S. Coast Guard examinations. The final grade for this course is dependent on taking the U.S. Coast Guard exam. Cadets must complete all MDK courses with a 2.0 or better. (This class is for GLMA cadets only).
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: MDK 312; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111
The purpose of this course is to meet the training requirements in STCW code, as amended, for the General Operator’s Certificate for the Global Maritime Distress and Safety System (GMDSS). A student successfully completing this course and passing the prescribed examination will be licensed and enabled to efficiently operate a ship station’s GMDSS equipment, and to have primary responsibility for radio communications during Distress incidents.

**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** MTH 23 or placement into MTH 111  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

### MFG Manufacturing Technology

#### MFG 103, Manufacturing Processes  Division: Technical
This course explores the principles of production technology as they relate to construction and manufacturing, using four major types of knowledge: science, technology, humanities, and descriptive. Students will learn the entire production cycle used in various industries, from raw materials to consumer products, and develop a heightened awareness of the by-products of those processes. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** Completion of first academic year  
**Co-Requisites:** None  
**Recommended Prerequisites:** Placement into MTH 23 and ENG 99.

#### MFG 104, Fluid Power  Division: Technical
The Fluid Power course is designed to provide students with a basic understanding of the concepts and applications of fluid power technology and the necessary skills for further study in the field. The course is an overview of fluid power technology applications; the general concept of fluid power systems; an introduction to energy input, energy output, energy control, and systems auxiliary components; as well as the design and function of components. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 4  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** Placement into MTH 23 and ENG 99.

#### MFG 111, Math for Manufacturing  Division: Technical
This course will apply principles of mathematics, geometry, and basic trigonometry to applications in manufacturing. Topics will include proportions, calculation of machine speed and feed and geometric relationships of triangles and circles. Problem solving will require the use of the Pythagorean Theorem and the sine, cosine, and tangent functions to solve right triangles. The Law of Sines and Law of Cosines will be used to solve oblique triangle applications. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 3  
**Required Prerequisites:** MTH 23 or placement into MTH 111  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

#### MFG 113, Machining I  Division: Technical
The student will be introduced to measurement and the safe use of layout and bench tools, drill press operations, and basic lathe facing and turning operations. Basic vertical milling operations will also be included. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 5  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

#### MFG 114, Machining II  Division: Technical
This course will introduce students to machining procedures beyond the basic operations. The student should have previously acquired basic machining knowledge and skills. Lathe procedures will include threading and cutting tapers. Milling operations will include the offset boring head, and broaching. Precision grinding of parallel and angular surfaces using gauge blocks and a sine bar will be introduced. Students will study the process and perform hands on operations. Group 2 course.

**Credit Hours:** 3  **Contact Hours:** 5  
**Required Prerequisites:** MFG 113  
**Co-Requisites:** None  
**Recommended Prerequisites:** Print reading, precision measurement, basic machining knowledge and skills, competencies in Communications equal to ENG 99 and Math equal to MTH 23. Students will greatly benefit from having competency up to MTH 111.

#### MFG 217, CNC Operations - Lathe  Division: Technical
This course will introduce students to CNC (Computer Numerical Control) turning machines or CNC lathes. CNC lathe procedures will include set up from a list of guidelines to properly and safely make a part to blueprint specifications. Students will spend lab time going over machine demonstrations with individual practice and support, supplemented with classroom and online learning going over safety procedures and machine set up operations. Group 2 course.

**Credit Hours:** 4  **Contact Hours:** 6  
**Required Prerequisites:** DD 101, MFG 113  
**Co-Requisites:** None  
**Recommended Prerequisites:** ENG 99, MFG 23. Recommended competencies: Print reading, precision measurement, basic machining knowledge and skills, students will greatly benefit from having competency up to MTH 111.
MGT 290, Manufacturing Tech Internship
Division: Technical
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this paid, supervised on-the-job training experience. In addition to the required 50 hours per credit in a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 2-4  Contact Hours: 2-4
Required Prerequisites: 30 credits of program specific courses with a GPA of 2.0 or higher  Co-Requisites: None
Recommended Prerequisites: None

MGT 304, Marine Hydraulics  Division: Technical
Marine Hydraulics focuses on the systems, applications, hydraulics, and safety requirements specific to the marine and offshore Remote Operated Vehicle (ROV) environments. The design, repair and maintenance of launch and recovery equipment, hoses, sensors and components associated with ROV hydraulics systems will be emphasized. Students will use test equipment and protocols to develop troubleshooting methods to analyze and integrate this technology. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: MFG 104, MTH 111
Co-Requisites: None
Recommended Prerequisites: None

MGT 245, Principles of Entrepreneurship  Division: Business
This course provides practical knowledge needed for entrepreneurs with special attention focusing on creativity, opportunity, and feasibility of a new start up. Sources of funding and resources for small ventures are addressed in depth in this course to prepare the learner for practical application. This course primarily focuses on idea generation and start up of the business including risk, funding sources, cash flow, and awareness of external environmental factors that impact the business. The course project is the development of a feasibility study or related project. Feasibility studies include the extent to which an idea is viable, realistic, and the extent to which the entrepreneur is aware of internal and external forces that could affect the business. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, MKT 201

MGT 246, Entrepreneur Marketing/Finance  Division: Business
This course provides the student with a micro-business experience in which team will start, manage, and close an enterprise in 15 weeks. An in-depth focus and experience on marketing and finance issues unique to entrepreneurs will be provided. Topics include niche marketing, guerilla marketing, strategic partnerships, social media, e-marketing to international markets, capital resource acquisition, cash flow, pro-forma planning, strategic ownership models, sales skills and strategy. These topics are put into play by the assignment of a community business mentor. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MGT 245  Co-Requisites: None
Recommended Prerequisites: ACC 121 MKT 201

MGT 251, Human Resources Management  Division: Business
Human Resource managers are especially challenged today navigating employment waters that require expertise in employment legislation, recruitment, selection, training and development, compensation, labor relations, safety and health. Theory and practice of these topics are explored with special emphasis on day-to-day applications in the workplace. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.

MGT 241, Principles of Management  Division: Business
What do managers actually do? This applications-oriented course will teach you the basics of day-to-day managerial work-planning, organization, leading, and controlling. Realistic scenarios are explored in leadership, communication, planning, conflict, strategy, problem solving, and working in teams. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111

MGT 250, Management Internship  Division: Business
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in Management. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this supervised on-the-job training experience. In addition to the required 50 hours per credit in a work site, students participate in three seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.

MGT 245, Principles of Entrepreneurship  Division: Business
This course provides practical knowledge needed for entrepreneurs with special attention focusing on creativity, opportunity, and feasibility of a new start up. Sources of funding and resources for small ventures are addressed in depth in this course to prepare the learner for practical application. This course primarily focuses on idea generation and start up of the business including risk, funding sources, cash flow, and awareness of external environmental factors that impact the business. The course project is the development of a feasibility study or related project. Feasibility studies include the extent to which an idea is viable, realistic, and the extent to which the entrepreneur is aware of internal and external forces that could affect the business. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, MKT 201

MGT 246, Entrepreneur Marketing/Finance  Division: Business
This course provides the student with a micro-business experience in which team will start, manage, and close an enterprise in 15 weeks. An in-depth focus and experience on marketing and finance issues unique to entrepreneurs will be provided. Topics include niche marketing, guerilla marketing, strategic partnerships, social media, e-marketing to international markets, capital resource acquisition, cash flow, pro-forma planning, strategic ownership models, sales skills and strategy. These topics are put into play by the assignment of a community business mentor. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MGT 245  Co-Requisites: None
Recommended Prerequisites: ACC 121 MKT 201

MGT 251, Human Resources Management  Division: Business
Human Resource managers are especially challenged today navigating employment waters that require expertise in employment legislation, recruitment, selection, training and development, compensation, labor relations, safety and health. Theory and practice of these topics are explored with special emphasis on day-to-day applications in the workplace. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.

MGT 241, Principles of Management  Division: Business
What do managers actually do? This applications-oriented course will teach you the basics of day-to-day managerial work-planning, organization, leading, and controlling. Realistic scenarios are explored in leadership, communication, planning, conflict, strategy, problem solving, and working in teams. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111

MGT 250, Management Internship  Division: Business
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in Management. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this supervised on-the-job training experience. In addition to the required 50 hours per credit in a work site, students participate in three seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.
MKT  Marketing

MKT 201, Principles of Marketing  Division: Business
This course surveys the wide scope of marketing as it influences both profit and nonprofit firms with emphasis on the marketing concept as a business philosophy. Ethics, globalization, and technological advances in marketing will be explored. Elements of the marketing mix and the elements of the promotional mix will be studied and incorporated into a marketing plan. Target marketing and segmentation of consumer markets along with consumer buying behavior will be studied in this course. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.

MKT 208, Digital Marketing  Division: Business
Students will learn how to develop a digital marketing strategy which may include display ads, search marketing, content marketing, email marketing and social media marketing. Developing an awareness of digital marketing strategies leads to an informed, critical internet consumer. Basic email and internet usage skills required. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

MKT 241, Principles of Advertising  Division: Business
This course will prepare the learner with an understanding of the real economic, social, and cultural impact of advertising and conversely, the impact of society’s values on advertising. The strategic function of advertising within the broader context of business and marketing will be discussed in this course. The creative aspects of advertising will be studied, and students will develop an advertising campaign or related project. The global effect of marketing and advertising on business and national economies will be addressed along with ethical issues related to truth in advertising in today's society. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: BUS 101, placement into ENG 111.

MKT 290, Marketing Internship  Division: Business
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in Marketing. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this supervised on-the-job training experience. In addition to the required 50 hours per credit in a work site, students participate in three seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: 30 credits of program specific courses with a GPA of 2.0 in occupational courses.
Co-Requisites: None
Recommended Prerequisites: None

MNG  Maritime Engineering

MNG 100, Intro to Marine Engineering  Division: Maritime
This course is a general introduction to the shipboard Engine Room. The duties and responsibilities of the engine room personnel will be covered. The course will include an introduction to the engine room propulsion systems (Diesel and Steam), and a study of the operation of the ship's steering gear and deck machinery. This course provides a foundation for the deck and engineering cadet to build upon in his/her program of study.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MNG 104, Engine Systems Graphics  Division: Maritime
The course will acquaint the student to the proper use of measuring systems and drafting equipment. The course will introduce the techniques used in the production of multi-view projection, orthographic representation, auxiliary views, section views, and dimensioning. The student will be familiar with the correct (ANSI) symbols used in piping, electrical, and fluid power schematics. The student will be exposed in the use of CAD to produce the listed topics. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MNG 100; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 110
Recommended Prerequisites: None

MNG 105, Shipboard Information Systems
Division: Maritime
This course will introduce the student to the PC and its use as typically found aboard a Merchant Vessel. Basic computer setup, maintenance, and system troubleshooting are covered. Operating systems, communications programs, databases, word processors, spreadsheets, internet research, and CBT programs are discussed and demonstrated. The future of computers in the marine industry is explored. Special emphasis is given to group communications, group dynamics and problem solving and recognition, by developing process.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
MNG 110, Engineering Mechanics   Division: Maritime
Survey of the construction, operation, and maintenance of shipboard systems. The major emphasis will be on piping, valves, control valves, and pumps. Practical application of the above items will be supported in the lab portion of this course with computer simulation exercises. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MNG 100; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 104
Recommended Prerequisites: None

MNG 234, Electronic Fundamentals   Division: Maritime
This course bridges the gap between theoretical physics and practical hands on technology. Industrial electrical safety, shock hazards and emergency procedures are stressed. The cadet receives practical hands on experience with both analog and digital meters and oscilloscopes. Digital and analog circuits are created both in the lab and as computer simulations. Practical considerations of circuit construction in the field are discussed in terms of ABS, USCG, and IEEE regulations and requirements.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: MNG 104; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MNG 250, Unloading Systems   Division: Maritime
This course will introduce the cadet to the shipboard Unloading Systems used aboard Great Lakes Bulk Carries. The cadet will study the operation and maintenance of this unloading equipment. A review of Pollution Regulations will also be covered. STCW.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MNG 110; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MNG 260, Maritime Machining   Division: Maritime
This is a basic course that when completed a student will know the fundamentals and be able to operate common machine tool equipment like an engine lathe, band saw and vertical milling machine. Also covered will be measuring and inspection tools, drill press and surface plate.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: Completion of first academic year; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: MTH 111 or higher; placement into ENG 111.

MNG 271, Maritime Welding   Division: Maritime
MNG 271L, Maritime Welding Lab   Division: Maritime
A welding theory and practice course. Manipulative skills are emphasized for the Gas Metal Arc and Shielded Metal Arc Welding processes. Plasma Arc and Oxy-Fuel Cutting are also introduced. Appropriate reading assignments are included.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: Completion of first academic year; All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 271L
Recommended Prerequisites: ENG 111, MTH 111

MNG 275, Refrigeration   Division: Maritime
This course provides instruction in the operation and maintenance of refrigeration and air conditioning equipment used on merchant vessels. It covers the theory of refrigeration and the practical operation of refrigeration plants. The student is introduced to the Environmental Protection Agency (EPA) rules governing halogenated refrigerants (CFCs). A discussion of the proper procedures to recover, recycle, and reclaim (CFCs) is also discussed. Lecture is reinforced with the use of hands on labs.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MNG 314, Diesel Engineering   Division: Maritime
A comprehensive course dealing with the development of the diesel engine as it applies to marine propulsion. This course is designed to cover the construction, operation, and maintenance of the marine diesel engine and its support systems. Lecture is reinforced with extensive use of hands on labs and computerized simulations. STCW.
Credit Hours: 7  Contact Hours: 7
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None
MNG 317, Engineering Sea Project I Division: Maritime
During this course the cadet is on board the TS State of Michigan. The cadet follows a prescribed course of study in vessel operations with particular emphasis on engine room and auxiliary equipment, including safety requirements. In addition, the cadet spends eight hours a day under the supervision of a licensed officer gaining experience in various engineering duties and responsibilities. STCW.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MNG 318, Engineering Sea Project II Division: Maritime
This course is a continuation of MNG 317 and is designed to provide the cadet with advanced knowledge and sailing time to meet the licensing requirements of the U.S. Coast Guard, STCW and the criteria established by the Maritime Administration. STCW.
Credit Hours: 6 Contact Hours: 6
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head. Co-Requisites: None
Recommended Prerequisites: None

MNG 319, Engineering Sea Project III Division: Maritime
This course is a continuation of MNG 318 and is designed to further enhance the cadet's professional knowledge and sailing time to meet the licensing requirements of the U.S. Coast Guard, STCW and the criteria established by the Maritime Administration. STCW.
Credit Hours: 6 Contact Hours: 6
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: None

MNG 321, Marine Boilers Division: Maritime
This course is an intensive study of Marine Boilers and covers all types of Water Tube boilers. Emphasis is placed on construction, operation and maintenance of equipment. Sub systems such as fuel handling and combustion chemistry, air handling; water preparation and chemistry, automated combustion systems and water regulation systems are covered in detail. Special emphasis is placed on USCG regulations and STCW competencies. STCW.
Credit Hours: 3.5 Contact Hours: 3.5
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MNG 322, Marine Turbines Division: Maritime
This course is an in-depth study of marine turbine propulsion plants. It covers theory, construction, operation, maintenance and inspection procedures typically associated with marine use. Associated systems such as lubrication, exhaust and condensate systems are also covered. Drive trains, reduction gear, stern tubes shafting and propellers are also discussed. STCW.
Credit Hours: 2.5 Contact Hours: 2.5
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MNG 323, Marine Steam Lab Division: Maritime
This is a hands-on course intended to reinforce MNG 321 and MNG 322. Students will disassemble, inspect, and reassemble machinery typical of what is found aboard ship. Machinery condition will be noted and recommendations made. Machinery records will be updated. STCW.
Credit Hours: 1 Contact Hours: 1
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: None
Recommended Prerequisites: ENG 111 and MTH 111

MNG 335, Electric Machines and Controls Division: Maritime
This course covers the theory, application, operation, and maintenance of rotating machines as typically found aboard U.S. Merchant Ships and related industrial applications. Generators (DC and AC), motors (DC, multiple and single phase AC), transformers, and related equipment are covered. Special attention is given to magnet relay and electronic logic control circuits. Regulations specific to CFR title 46 and IEEE are reviewed. STCW.
Credit Hours: 4 Contact Hours: 4
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 336
Recommended Prerequisites: None
MNG 336, Electric Mach. & Controls Lab  Division: Maritime
This course is a companion class to MNG 335. Course material is reinforced with practical hands-on experience with universal electrical lab machinery. The operating characteristics of typical rotating machines are studied. Special attention is given to problems associated with multiple generator AC distribution. Safe and effective troubleshooting techniques are practiced on live 110/208 volt electrical control systems. STCW.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 335
Recommended Prerequisites: None

MNG 455, Watchstanding  Division: Maritime
This course uses the Engineering Simulators to strengthen the watch standing skills of the engineering cadet. The cadet will be required to operate shipboard systems, manage engine room personnel, and become familiar with preparing reports required in the operation of a modern engine room.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 466, MNG 496
Recommended Prerequisites: None

MNG 466, Engine Room Business  Division: Maritime
This course is intended to acquaint the Cadet to the everyday management and administrative activities confronting the Marine Engineer. The Cadet will be introduced to management and personnel skills necessary to deal with people problems peculiar to the marine environment. General issues of alcohol, drug abuse, and sexual harassment in the marine environment will be discussed, and placed in perspective with USCG and STCW protocols.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 455, MNG 496
Recommended Prerequisites: None

MNG 496, License Preparation - Engine  Division: Maritime
A complete review of all professional subjects studied in the Maritime Engineering program. This course is designed to cover the essentials of the Third Assistant Engineer’s examination administered by the U.S. Coast Guard. The final grade for this course is dependent on taking the U.S. Coast Guard license exam.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation from the curriculum guide needs to be approved by the department head.
Co-Requisites: MNG 455, MNG 466
Recommended Prerequisites: None

MNS 100, Naval Science  Division: Maritime
This course is required of all Maritime Academy cadets and is an introduction to Naval Science specifically oriented toward Merchant Marine officers. It is intended to familiarize students with the role of the Merchant Marine in national defense and policy and with the various concepts of cooperation between the Navy and the Merchant Marine Industry. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MNS 200, Naval Science II  Division: Maritime
This course is required of all Maritime Academy cadets who are Midshipmen in the Merchant Marine Reserve/U.S. Naval Reserve program. It familiarizes the student with naval missions and heritage as well as to assist the Merchant Marine officer make the transition from civilian to sailor. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: MNS 100 Co-Requisites: None
Recommended Prerequisites: None

MNS 250, Leadership and Ethics  Placement into ENG 111.
Division: Maritime
This course is required of all Maritime Academy cadets who are midshipmen in the Merchant Marine Reserve/U.S. Naval Reserve program. It introduces students to western moral traditions and ethical philosophy with a variety of topics, such as military leadership, core values, and professional ethics that will prepare them for their role and responsibilities as a leader in the U.S. Navy of the 21st century. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: MNS 200 or instructor permission
Co-Requisites: None
Recommended Prerequisites: None
Students are REQUIRED to have and learn to use a TI-84 graphing calculator for ALL math classes.

MTH 08, Pre-Algebra  Division: Science & Math
This course provides a review of basic arithmetic skills. It begins by reviewing traditional by-hand calculations, including multiplication and long division. Integers are introduced (signed numbers) and then all operations are combined, including exponents and grouping symbols, using the correct order of operations. The concepts of prime factorization, LCM and GCD are introduced to lead in to fraction arithmetic. Fraction arithmetic includes addition, subtraction, multiplication, and division of fractions and mixed numbers as well as combined operations using the order of operations. Basic proportions and unit prices are used to solve problems. Decimals, and their relation to fractions, with both negative and positive signs are studied. All basic operations are applied to decimals. Then percentages and ratios and proportions are studied. We finish the course by learning about measurement systems and unit analysis, along with basic geometry including the Pythagorean Theorem. Every unit of study features applications as well as pure theory. By-hand calculations are taught and used at all levels.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  Placement into MTH 08.
Co-Requisites:  None
Recommended Prerequisites:  Basic arithmetic skills.

MTH 23, Beginning Algebra  Division: Science & Math
This course begins with a brief review of signed number operations applied both to integers and to fractions. The subsets of the real numbers are introduced. We cover linear equation solving techniques and apply them to conditional equations, identities, formulas and application situations. Next we cover Cartesian graphing especially as applied to linear relations. Next is a study of exponents, scientific notation and dimensional analysis. Polynomials are used with all basic operations. After learning polynomial multiplication, we learn to factor polynomials in the most common patterns. From there the course covers quadratic equation solving by factoring, with some applications. Finally, it covers rational expressions in multiplication and division and solving proportions. Good math writing form is stressed.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  MTH 08 with a 2.0 or higher or appropriate placement score.  Co-Requisites:  None
Recommended Prerequisites:  None

MTH 111, Intermediate Algebra  Division: Science & Math
Intermediate Algebra covers elementary set notation, a description of the Real number system, its major subsets, and an introduction to the Complex number system. Simplifying exponents, and algebraic expressions. Solving linear, quadratic, rational, and radical equations. Linear inequalities and systems of equations are also solved. The function concept is referenced throughout including the graphical, symbolic and numerical representations. Group 2 course.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  MTH 23 with a 2.0 or higher or appropriate placement score.  Co-Requisites:  None
Recommended Prerequisites:  None

MTH 116, Intro to Computer Science  Division: Science & Math
A high level computer language (currently Java) will be used to provide a thorough introduction to computer science, object-oriented programming, problem solving, and algorithm and data structure development. Illustrative applications and programming assignments will be given. Group 1 course.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  MTH 111 or appropriate placement score.  Co-Requisites:  None
Recommended Prerequisites:  None

MTH 120, Mathematical Explorations  Division: Science & Math
This course is designed to meet the MTA graduation requirements in math for students whose programs of study have no further math requirements. This course is designed to develop quantitative reasoning skills as applied to personal and social issues. Topics will convey to the student the beauty and utility of mathematics, and its applications to modern society. Core topics include logic, models of growth (linear & exponential), personal finance, basic statistics and probability. Group 1 course.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  MTH 111 or higher (excluding MTH 120 and MTH 131) or appropriate placement score.  Co-Requisites:  None
Recommended Prerequisites:  None

MTH 121, College Algebra  Division: Science & Math
This course covers algebra topics including functions, mathematical models, solving equations algebraically and graphically, polynomial functions, logarithmic functions, exponential functions, inverse functions, and linear and non-linear systems of equations. Applications are integrated throughout. Group 1 course.

Credit Hours: 4  Contact Hours: 4
Required Prerequisites:  MTH 111 or higher (excluding MTH 120 and MTH 131) or appropriate placement score.  Co-Requisites:  None
Recommended Prerequisites:  A grade of 2.0 or better in MTH 111 or equivalent is highly recommended.
MTH 122, Trigonometry  Division: Science & Math
This course covers the definitions and graphic representations of the trigonometric functions. Triangles, angle measure, equations, identities, and inverse functions are discussed in detail. Law of Sines, Law of Cosines, and equations of the conic sections will also be covered. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MTH 121 or higher (excluding MTH 131) or appropriate placement score. Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 121 or equivalent is highly recommended.

MTH 131, Intro to Prob & Stats  Division: Science & Math
Descriptive statistics, experimental design, an introduction to probability concepts and inferential statistics are included in the course. Descriptive statistics includes graphs of both numerical and categorical data, measures of central tendency, and measures of variation. The normal density function, linear regression, and the binomial model are included. One and two sample problems involving confidence intervals and significance tests are studied for the sample mean and the sample proportion. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MTH 111 or higher (excluding MTH 120) or appropriate placement score.
Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 111 or equivalent is highly recommended.

MTH 141, Calculus I  Division: Science & Math
This is the first course in a traditional calculus sequence, emphasizing the development of the mathematical thought process. The topics covered include limits (definitions and limit proofs), continuity, derivatives of algebraic and trigonometric functions, applications of the derivative, the indefinite and definite integral, the fundamental theorem of calculus, and applications of integration. Group 1 course.
Credit Hours: 5  Contact Hours: 5
Required Prerequisites: MTH 122 or appropriate placement score. Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 122 or equivalent is highly recommended.

MTH 142, Calculus II  Division: Science & Math
This course is a continuation of Calculus I. The topics include differentiation and integration involving exponential, logarithmic, and inverse trigonometric functions. There is an introduction of various integration methods. L'Hospital's Rule, improper integrals, parametric equations, polar coordinates, and infinite sequences and series are also investigated. Group 1 course.
Credit Hours: 5  Contact Hours: 5
Required Prerequisites: MTH 141 or equivalent
Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 141 or equivalent is highly recommended.

MTH 241, Calculus III  Division: Science & Math
The course covers multivariable calculus including three-dimensional analytical geometry, vector valued functions, partial differentiation, and multiple integration (with applications of each), and vector calculus. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: MTH 142 or equivalent
Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 142 or equivalent is highly recommended.

MTH 251, Differential Equations  Division: Science & Math
This course introduces the concepts of differential equations. Topics include: solving first and second order differential equations, and systems of linear differential equations. Solutions are found using analytical, numerical, or graphical techniques relating to quantitative modeling. Laplace transforms and solving non-linear differential equations are introduced. Complex numbers and their usefulness in solving differential equations is identified. Linear algebra is introduced including the topics of: vector spaces, subspaces, spanning sets, linear dependence and independence, basis and dimensions, eigenvalues, eigenvectors, and linear transformations. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: MTH 142 or equivalent
Co-Requisites: None
Recommended Prerequisites: A grade of 2.0 or better in MTH 142 or equivalent is highly recommended.

MUS  Music

MUS 90, Applied Music-Remedial Instruc
Division: Humanities
MUS 90 is remedial instruction for students wanting to take 100 level applied instruction in voice, piano, organ, guitar, or any of the traditional wind, percussion or string instruments, but lack either music reading, technical skills, artistic skills or tone production skills. An audition and interview, or if no music is prepared, only an interview will take place to determine the competency levels of a student. This course does not apply toward graduation. MUS 90 level instruction can be repeated until remediation is complete. Students will meet with an assigned faculty member for weekly instruction at a pre-arranged time and place. Materials specific to the students' needs will be assigned. The Applied Faculty will recommend to the acting Department Chair when the competencies have been met.
Credit Hours: 1-2  Contact Hours: 1-2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None
MUS 100A, Intro to Music Theory I  Division: Humanities
Intro to Music Theory I is designed for students who are pursuing music as an academic major or minor, particularly for those who need further work before entering MUS 101. This course focuses on the basic materials of music: the structures of tonality, harmonic progression, and the technique of harmonization. Students are required to complete and analyze music using practices listed above. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None
Co-Requisites: MUS 105A, MUS 106
Recommended Prerequisites: None

MUS 100B, Intro to Music Theory II  Division: Humanities
Intro to Music Theory II is designed for students who are pursuing music as an academic major or minor, particularly for those who have completed MUS 100A or its equivalent and are not yet prepared to enter MUS 101. This course builds on the fundamentals of MUS 100A and includes a focus on more complex rhythmic and harmonic structures. Students are required to complete and analyze music, using practices and skills learned in the course. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MUS 100A
Co-Requisites: MUS 105B, MUS 107
Recommended Prerequisites: None

MUS 101, Theory of Music  Division: Humanities
Theory of Music is a four-semester/two-year sequence of coursework designed for students who are pursuing music as an academic major or minor. The first year includes the basic materials of music: the structures of tonality, harmonic progression, and the technique of harmonization. Students are required to complete and analyze music using practices listed above. Group 2 course. Prerequisite(s): An understanding of music fundamentals.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None
Co-Requisites: MUS 103, MUS 106
Recommended Prerequisites: An understanding of music fundamentals.

MUS 102, Theory of Music  Division: Humanities
This course in Theory of Music is the second semester of a four-semester/two-year sequence of coursework designed for students who are pursuing music as an academic major or minor. The first year includes the basic materials of music: the structures of tonality, harmonic progression, and the technique of harmonization. Students are required to complete and analyze music using practices listed above. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: MUS 101
Co-Requisites: MUS 104, MUS 107
Recommended Prerequisites: None

MUS 103, Sight Singing & Ear Training  Division: Humanities
This is the first of a four-semester/two year sequence of coursework designed for students who are pursuing music as an academic major or minor. The content of this course is the building of skills in reading music, and developing aural competency in interval relationships, scales, and triads, through a variety of musical practices. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: MUS 101, MUS 106
Recommended Prerequisites: An understanding of music fundamentals.

MUS 104, Sight Singing & Ear Training  Division: Humanities
This is the second of a four-semester/two year sequence of coursework designed for students who are pursuing music as an academic major or minor. The content of this course is a continued building of skills as listed in MUS 103 through a variety of musical practices. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: MUS 103 or equivalent competency
Co-Requisites: MUS 102, MUS 107
Recommended Prerequisites: None

MUS 105A, Intro to Ear Training I  Division: Humanities
This coursework is designed for students who are pursuing music as an academic major or minor, particularly for those who need further work before entering MUS 103. The content of this course is the building of skills in reading music, and developing aural competency in interval relationships, scales, and triads, through a variety of musical practices, principally the voice. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: Music Theory placement test.
Co-Requisites: MUS 100A, MUS 106
Recommended Prerequisites: None

MUS 105B, Intro to Ear Training II  Division: Humanities
This coursework is designed for students who are pursuing music as an academic major or minor, particularly for those who have completed MUS 105A or its equivalent and are not yet ready for MUS 103. This course will build on the skills learned in MUS 105A and will focus on developing more advanced skills, in reading music, aural competency in interval relationships, scales, and triads, through a variety of musical practices, principally the voice. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: MUS 105A
Co-Requisites: MUS 104, MUS 107
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
MUS 106, Class Piano I Division: Humanities
Piano study for the beginning or near-beginning student. Cultivation of technical-musical awareness and keyboard playing ability, individually and in ensemble. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MUS 107, Class Piano II Division: Humanities
This course is the second of a four-semester/two-year sequence of the study of piano. Objectives are the cultivation of technical-musical awareness and keyboard playing ability. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: MUS 106 or instructor permission Co-Requisites: None
Recommended Prerequisites: None

MUS 110, Music Appreciation Stand Lit Division: Humanities
This course is a survey of the history of Western Music from medieval Europe to the present. Each music era of Western culture will be examined in regards to significant composers and compositions. This course places a strong emphasis on learning to listen and also provides students the opportunity to become familiar with the basic elements of music. No musical background or training is assumed or required. Group 1 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MUS 111, Music Appreciation Jazz Division: Humanities
Jazz Appreciation is a survey of the stylistic and historical elements of jazz from its earliest beginnings and influences through the contemporary jazz scene. Emphasis is placed on listening to the significant jazz artists and styles of each period of jazz. The class will also introduce students to the many musical characteristics, techniques, and terms found in the jazz tradition, as well as their historical significance. No musical background or training is assumed or required. Group 1 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MUS 112, Class Guitar I Division: Humanities
This course is designed for the student who wishes to acquire basic knowledge and techniques for guitar playing. The instruction introduces the basic information of music notation, as well as mechanical skills for the development of individual playing ability. The format is a structured approach covering hand position, fundamentals of reading music and chord knowledge. Repertoire will include Folk music, popular music and the Blues, and will utilize both strumming and picking techniques. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MUS 114, NMC Grand Traverse Chorale Division: Humanities
This large, mixed (SATB) choral ensemble is open to all students with past choral experience. The Grand Traverse Chorale provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on large masterworks. Performance excellence is principal to the purpose of the ensemble. The Grand Traverse Chorale performs throughout the semester and frequently performs with the Traverse Symphony Orchestra. Group 2 course.
Credit Hours: 1 Contact Hours: 2
Required Prerequisites: Choral experience or instructor permission Co-Requisites: None
Recommended Prerequisites: None

MUS 115, NMC Grand Traverse Chorale Division: Humanities
MUS 115 is a continuation of rehearsal and performance as begun in MUS 114. This large, mixed (SATB) choral ensemble is open to all students with past choral experience. The Grand Traverse Chorale provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on large masterworks. Performance excellence is principal to the purpose of the ensemble. The Grand Traverse Chorale performs throughout the semester and frequently performs with the Traverse Symphony Orchestra. Group 2 course.
Credit Hours: 1 Contact Hours: 2
Required Prerequisites: None Co-Requisites: None
Recommended Prerequisites: None

MUS 116, NMC Chamber Singers Division: Humanities
This mixed (SATB) choral ensemble is open to all students with past choral experience. The Chamber Singers provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on newer works and works for small choral ensembles. Performance excellence is principal to the purpose of the ensemble. The Chamber Singers perform throughout the semester and frequently perform with the Traverse Symphony Orchestra. Group 2 course.
Credit Hours: 1 Contact Hours: 3
Required Prerequisites: Choral experience or instructor permission Co-Requisites: None
Recommended Prerequisites: None
MUS 117, NMC Chamber Singers  Division: Humanities
MUS 117 is a continuation of rehearsal and performance as begun in MUS 116. This mixed (SATB) choral ensemble is open to all students with past choral experience. The Chamber Singers provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on newer works and works for small choral ensembles. Performance excellence is principal to the purpose of the ensemble. The Chamber Singers perform throughout the semester and frequently perform with the Traverse Symphony Orchestra. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MUS 116, equivalent experience or audition by instructor.

MUS 118, NMC Concert Band  Division: Humanities
This course will provide a survey of significant concert and symphonic band repertoire. Students will learn performance techniques on their instrument as are relevant to the concert band medium. Students will also learn the role that their instrument plays within the context of a concert band. Generally, two to four concerts will be performed each semester. Students must have a high school level competency on a wind or percussion instrument. An audition or personal interview with the conductor will be required for placement in the ensemble. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: Previous band experience.
Co-Requisites: None
Recommended Prerequisites: None

MUS 119, NMC Concert Band  Division: Humanities
MUS 119 is a continuation of rehearsal and performance as begun in MUS 118. This course will provide a survey of significant concert and symphonic band repertoire. Students will learn performance techniques on their instrument as are relevant to the concert band medium. Students will also learn the role that their instrument plays within the context of a concert band. Generally, two to four concerts will be performed each semester. Students must have a high school level competency on a wind or percussion instrument. An audition or personal interview with the conductor will be required for placement in the ensemble. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None  MUS 118 or previous band experience.

MUS 120, NMC Jazz Band  Division: Humanities
A course for the performer with a focus on big band jazz ensemble techniques and styles. A wide range of jazz styles are covered including swing, be-bop, ballads, rock/fusion and Latin. Some improvisation is briefly explored and always encouraged, although it is not the main focus of this course. A minimum of one concert will be performed each semester and all members are required to attend and participate in all scheduled performances. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: Previous band or jazz band experience or instructor permission  Co-Requisites: None
Recommended Prerequisites: None

MUS 121, NMC Jazz Band  Division: Humanities
A course for the performer with a focus on big band jazz ensemble techniques and styles. A wide range of jazz styles are covered including swing, be-bop, ballads, rock/fusion and Latin. Some improvisation is briefly explored and always encouraged, although it is not the main focus of this course. A minimum of one concert will be performed each semester and all members are required to attend and participate in all scheduled performances. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

MUS 122, Ensembles in Applied Music I  Division: Humanities
This course prepares students for public performance and develops abilities in ensemble techniques. Students study individually and in small ensembles (duets, trios, quartets, quintets, and octets) under faculty direction. The course is designed for a year's participation and permission of the instructor is required. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

MUS 127, Traverse Symphony Orchestra  Division: Humanities
The study and performance of orchestral literature, both standard and contemporary. Performance is required for credit. Course is designed to give students basic knowledge of music fundamentals, styles and performance history. The TSO is open by audition in the late summer and early fall of the year, and gives 8-10 public concerts per year. Audition, rehearsal, and performance information is available through the music department. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None
MUS 128, Traverse Symphony Orchestra  
Division: Humanities  
The study and performance of orchestral literature, both standard and contemporary. Performance is required for credit. Course is designed to give students basic knowledge of music fundamentals, styles and performance history. The TSO is open by audition in the late summer and early fall of the year, and gives 8-10 public concerts per year. Audition, rehearsal, and performance information is available through the music department. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: MUS 127

MUS 129, History of Rock and Roll  
Division: Humanities  
This course will study the development of rock music styles from its roots to the present. We will watch historical footage and listen to musical examples of each musical period. Students will develop the ability to hear a direct relationship between the historical origins of rock music and the music currently popular. The class will include the analysis of the significant musical qualities and influential musicians of the different periods and styles of rock. The history and development of rock music will also be examined in the context of the political, historical, and social forces at work in the modern and post-modern world. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

MUS 130-135 and 137-139, Ensembles in Applied Music  
Division: Humanities  
This course prepares students for public performance and develops abilities in ensemble techniques. Students study in small ensembles (duets, trios, quartets, quintets, and octets) under faculty direction. Students are expected to perform, at a minimum, for one Music Convocation each semester. Course number suffix A designates fall semester and suffix B designates spring semester. Permission of instructor is required. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

MUS 136A, Ensembles - Vocal Jazz I  
Division: Humanities  
A small ensemble of men's and women's voices rehearses and performs vocal jazz works. Develop skills in vocal jazz styles, blending harmonies, microphone technique, and jazz theory. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

MUS 136B, Ensembles - Vocal Jazz I  
Division: Humanities  
A small ensemble of men's and women's voices rehearses and performs vocal jazz works. Develop skills in vocal jazz styles, blending harmonies, microphone technique, and jazz theory. Group 2 course.  
Credit Hours: 1  Contact Hours: 1  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

MUS 140-160 and 162-168, Applied Music – Private Lessons  
Division: Humanities  
Private lessons for strings, brass, woodwinds, guitar, piano, voice, organ, and percussion are offered. Student may enroll for 1.0 credit (for a 30 minute, weekly lesson) or for 2.0 credits (for a 60 minute, weekly lesson). Music Majors should enroll for 2.0 credits. After registering for Applied Lessons, please contact Jeffrey Cobb, Director of Music Programs (jacobb@nmc.edu, or 995-1338), before or during the first week of classes for placement with an applied music instructor. A pre-arranged lesson time with the assigned instructor is arranged and studies/compositions, as appropriate, are prepared for continuing musical development. Students are expected to perform, at a minimum, for one Music Convocation each semester. Group 2 course.  
Credit Hours: 1-2  Contact Hours: 1-2  
Required Prerequisites: None  Co-Requisites: None  
Recommended Prerequisites: None

MUS 201, Theory of Music  
Division: Humanities  
The third semester of a four-semester/two year sequence of coursework designed for students who are pursuing music as an academic major. Harmonic analysis, traditional and non-traditional compositional techniques and musical form make up the course content. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: MUS 203, MUS 206  
Recommended Prerequisites: The successful completion of MUS 101, MUS 102, MUS 103, MUS 104, MUS 106, MUS 107 or the equivalent competency.

MUS 202, Theory of Music  
Division: Humanities  
The fourth semester of a four-semester/two year sequence of coursework designed for students who are pursuing music as an academic major. The course content is a continuation of MUS 201 with the addition of the study of 20th Century compositional and beginning counterpoint. Group 1 course.  
Credit Hours: 3  Contact Hours: 3  
Required Prerequisites: None  Co-Requisites: MUS 204, MUS 207  
Recommended Prerequisites: The successful completion of MUS 101, MUS 102, MUS 103, MUS 104, MUS 106, MUS 107, MUS 206 or the equivalent competency.
MUS 203, Sight Singing & Ear Training  
Division: Humanities  
The third semester of a four-semester/two-year sequence of course work designed for students who are pursuing music as an academic major. The content of this course includes the building of skills in reading music, melodic and harmonic dictation and aural competency through a variety of musical practices, principally the voice. Group 2 course.  
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: MUS 201, MUS 206  
Recommended Prerequisites: The successful completion of MUS 102, MUS 104, MUS 107 or the equivalent competency

MUS 204, Sight Singing & Ear Training  
Division: Humanities  
The fourth semester of a four-semester/two-year sequence of course work designed for students who are pursuing music as an academic major. A continuation of MUS 203, this course deals with the building of advanced skills in reading music, melodic and harmonic dictation and aural competency through a variety of musical practices, principally the voice. Group 2 course.  
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: MUS 201, MUS 206  
Recommended Prerequisites: The successful completion of MUS 102, MUS 104, MUS 206 or the equivalent competency

MUS 206, Class Piano III  
Division: Humanities  
The fourth semester of a four-semester/two-year sequence of the study of piano. Objectives are the cultivation of technical-musical awareness and keyboard playing ability. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: MUS 201, MUS 206  
Recommended Prerequisites: MUS 107 or instructor permission

MUS 207, Class Piano IV  
Division: Humanities  
The fourth semester of a four-semester/two-year sequence of the study of piano. Objectives are the cultivation of technical-musical awareness and keyboard playing ability. A continuation of MUS 206. Group 2 course.  
Credit Hours: 2  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: MUS 206 or instructor permission

MUS 214, NMC Grand Traverse Chorale  
Division: Humanities  
MUS 214 is a continuation of rehearsal and performance as begun in MUS 115. This large, mixed (SATB) choral ensemble is open to all students with past choral experience. The Grand Traverse Chorale provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on large masterworks. Performance excellence is principal to the purpose of the ensemble. The Grand Traverse Chorale performs throughout the semester and frequently performs with the Traverse Symphony Orchestra. Group 2 course.  
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: MUS 115, choral experience, or instructor permission

MUS 215, NMC Grand Traverse Chorale  
Division: Humanities  
MUS 215 is a continuation of rehearsal and performance as begun in MUS 214. This large, mixed (SATB) choral ensemble is open to all students with past choral experience. The Grand Traverse Chorale provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on large masterworks. Performance excellence is principal to the purpose of the ensemble. The Grand Traverse Chorale performs throughout the semester and frequently performs with the Traverse Symphony Orchestra. Group 2 course.  
Credit Hours: 1  Contact Hours: 2  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: MUS 214, choral experience, or instructor permission

MUS 216, NMC Chamber Singers  
Division: Humanities  
MUS 216 is a continuation of rehearsal and performance as begun in MUS 117. This mixed (SATB) choral ensemble is open to all students with past choral experience. The Chamber Singers provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on newer works and works for small choral ensembles. Performance excellence is principal to the purpose of the ensemble. The Chamber Singers perform throughout the semester and frequently perform with the Traverse Symphony Orchestra. Group 2 course.  
Credit Hours: 1  Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: MUS 117, choral experience, or instructor permission
MUS 217, NMC Chamber Singers  Division: Humanities
MUS 217 is a continuation of rehearsal and performance as begun in MUS 216. This mixed (SATB) choral ensemble is open to all students with past choral experience. The Chamber Singers provides its members with an educational experience and personal enrichment made possible through singing of quality choral literature selected from Antiquity through the 21st Century with an emphasis on newer works and works for small choral ensembles. Performance excellence is principal to the purpose of the ensemble. The Chamber Singers perform throughout the semester and frequently perform with the Traverse Symphony Orchestra. Group 2 course.
Credit Hours: 1  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MUS 216, choral experience, or instructor permission.

MUS 218, NMC Concert Band  Division: Humanities
MUS 218 is a continuation of rehearsal and performance as begun in MUS 119. This course will provide a survey of significant concert and symphonic band repertoire. Students will learn performance techniques on their instrument as are relevant to the concert band medium. Students will also learn the role that their instrument plays within the context of a concert band. Generally, two to four concerts will be performed each semester. Students must have a high school level competency on a wind or percussion instrument. An audition or personal interview with the conductor will be required for placement in the ensemble. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MUS 119 or previous band experience.

MUS 219, NMC Concert Band  Division: Humanities
MUS 219 is a continuation of rehearsal and performance as begun in MUS 218. This course will provide a survey of significant concert and symphonic band repertoire. Students will learn performance techniques on their instrument as are relevant to the concert band medium. Students will also learn the role that their instrument plays within the context of a concert band. Generally, two to four concerts will be performed each semester. Students must have a high school level competency on a wind or percussion instrument. An audition or personal interview with the conductor will be required for placement in the ensemble. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MUS 218 or previous band experience.

MUS 221, NMC Jazz Band  Division: Humanities
A course for the performer with a focus on big band jazz ensemble techniques and styles. A wide range of jazz styles are covered including swing, be-bop, ballads, rock/fusion and Latin. Some improvisation is briefly explored and always encouraged, although it is not the main focus of this course. A minimum of one concert will be performed each semester and all members are required to attend and participate in all scheduled performances. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MUS 120 or MUS 121, previous band or jazz band experience, or instructor permission.
MUS 236A, Ensembles - Vocal Jazz II  Division: Humanities
A small ensemble of men's and women's voices rehearses and performs vocal jazz works. Develop skills in vocal jazz styles, blending harmonies, microphone technique, and jazz theory. Group 2 course.

Credit Hours: 1  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

MUS 236B, Ensembles - Vocal Jazz II  Division: Humanities
A small ensemble of men's and women's voices rehearses and performs vocal jazz works. Develop skills in vocal jazz styles, blending harmonies, microphone technique, and jazz theory. Group 2 course.

Credit Hours: 1  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

MUS 240-267, Applied Music – Private Lessons
Division: Humanities
Private lessons for strings, brass, woodwinds, guitar, piano, voice, organ, and percussion are offered. Student may enroll for 1.0 credit (for a 30 minute, weekly lesson) or for 2.0 credits (for a 60 minute, weekly lesson). Music Majors should enroll for 2.0 credits. After registering for Applied Lessons, please contact Jeffrey Cobb, Director of Music Programs (jecobb@nmc.edu, or 995-1338), before or during the first week of classes for placement with an applied music instructor. A pre-arranged lesson time with the assigned instructor is arranged and studies/compositions, as appropriate, are prepared for continuing musical development. Students are expected to perform for, at a minimum, one Music Convocation each semester. Group 2 course.

Credit Hours: 1-2  Contact Hours: 1-2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

OUT  Outdoor Pursuits

Prerequisite for all Outdoor Pursuits courses: Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. These are high-participation courses in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first class meeting.

OUT 125, Backpacking I  Division: Physical Education
The course is for novice backpackers. Information discussed and practiced includes basic backpacking skills, selecting of equipment, food planning and preparation, map and compass navigation, backcountry first aid and minimal impact camping. Prerequisite(s): Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation courses in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

OUT 126, Backpacking II  Division: Physical Education
This course is for backpackers with prior experience. Its purpose is to broaden the student's knowledge of back packing techniques with special attention given to lightweight equipment, menu planning, itinerary planning, map and compass navigation, site selection, and other minimal impact considerations. Prerequisite(s): OUT 125 or three-day backpacking experience. Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation courses in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

OUT 130, Caving I  Division: Physical Education
This course provides an introduction to the geology of cave formation and cave ecology. Additionally, by exploring non-commercial cave systems, students are introduced to the equipment, techniques, and safety systems associated with the sport of caving. Prerequisite(s): Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation courses in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.

Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
OUT 131, Caving II  Division: Physical Education
This course focuses on safe and appropriate techniques for exploring caves, with an emphasis on selecting and using equipment, as well as implementing climbing/rappelling safety systems for cave exploration. Prerequisite(s): OUT 130 or instructor permission. Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation course in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: OUT 130 or instructor permission.

OUT 132, Rock Climbing I  Division: Physical Education
This course is a beginning rock climbing course to introduce students to climbing techniques, belaying, and safety practices related to class five climbing. Prerequisite(s): Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation course in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

OUT 133, Rock Climbing II  Division: Physical Education
Students will learn anchor selection, active and passive gear placement, and advanced belaying techniques, with an introduction to lead climbing. Prerequisite(s): OUT 132 or instructor permission. Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation course in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: OUT 132 or instructor permission.

OUT 160, Canoeing I  Division: Physical Education
Instruction in various techniques of canoeing are introduced in flat water (lake) and moving water (river). Two one-day trips are planned. Prerequisite(s): Students should be at a reasonably good physical fitness level and without current exercise-limiting injuries. This is a high-participation course in which most material is learned through experience on off-campus weekend field trips. Students with disabilities who need accommodations in order to complete these courses should contact the instructor prior to the first meeting. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 101, Swing, Latin & Slow Dancing I  Division: Physical Education
This course will introduce students to a fun form of exercise and recreation you can do for the rest of your life through swing and social dancing. Many styles of dancing will be covered including swing, jitterbug, tango, cha cha, waltz, slow dancing, two-step, Latin dancing, and many swing moves that can be incorporated into any dance situation. Please wear slippery soled shoes. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 101A, Swing, Latin & Slow Dancing II  Division: Physical Education
Take each style of dance learned at the beginning level to a more advanced level. Learn swing improvisation and aerials safety and spotting, advanced waltz and slow dancing techniques including lifts, more advanced moves in each of the Latin dances and a new dance, and we will explore the depths of Argentine Tango. Learn to keep partner dancing an integral part of your life and enjoy as a form of exercise. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 101

PE 102, Hip-Hop Dance I  Division: Physical Education
Description: Learn dance combinations used in the Hip-Hop dance style. Develops the strength, flexibility, rhythm, balance, and safe body mechanics to dance confidently in a social atmosphere to popular Hip-Hop music. A great way to exercise and have fun at the same time. Wear clean, dry gym shoes. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 101

PE 102B, Hip-Hop Dance II  Division: Physical Education
Description: Learn advanced dance combinations building upon those used in Hip Hop Dance I. Further develops the strength, flexibility, rhythm, balance, and safe body mechanics to dance confidently in a social atmosphere to popular hip hop music. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 102
PE 105, Volleyball I  Division: Physical Education
Description: Introduction to volleyball with emphasis on developing individual ball-handling skills. Team play, basic strategy, and rules of play will also be covered. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 106, Volleyball II  Division: Physical Education
A continuation for students who already have good basic skills and understand the game. Emphasis is on team play, offensive and defensive alignments, and advanced volleyball skills. Group 2 course. Prerequisite(s): PE 105
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 105

PE 107, Basketball I  Division: Physical Education
Introduction to the fundamental skills, rules, offensive and defensive team strategies of basketball. Designed for beginners through advanced levels. Drill practice and team play. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 108, Basketball II  Division: Physical Education
A continuation for students who already have good basic skills and understand the game. Emphasis is on advanced offensive and defensive strategies as applied to a practical team play experience. Group 2 course. Prerequisite(s): PE 107
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 107

PE 135, Weightlifting I  Division: Physical Education
Designed for students interested in building and maintaining muscular strength, size, tone, and trimming. Instruction in use of free weights as related to strength training and a total conditioning program. An individualized instructional approach will be used. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 107

PE 136A, Weightlifting II  Division: Physical Education
Designed for students who wish to continue to build body size and muscular strength. Instruction will be given in the use of free weights as related to an advanced strength training and conditioning program. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 135

PE 144, Tae Kwon Do (Karate) I  Division: Physical Education
Introduction to the proper etiquette and philosophy of the Korean art of Tae Kwon Do (Karate). Training includes basic blocks, punches, kicks, stances, self-defense and the four-directional punch, the first pattern of Tae Kwon Do. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 145, Tae Kwon Do (Karate) II  Division: Physical Education
Refinement of basic skills and techniques of Tae Kwon Do. Training includes introduction of intermediate skills of blocking, kicking, punching, and Chon-ji, the second pattern of Tae Kwon Do. Group 2 course. Prerequisite: PE 144 or instructor permission.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 144 or instructor permission.

PE 146, Tae Kwon Do (Karate) III  Division: Physical Education
Continuing refinement of basic and intermediate skills and techniques. Introduction to advanced foot techniques, semi- and free-sparring, and the methods of attack and defense against opponents. Training includes the patterns of Dan-Gun, Do-San, and Won-Hyo. Group 2 course. Prerequisite: PE 145 or instructor permission.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 145 or instructor permission.

PE 147, Tae Kwon Do (Karate) IV  Division: Physical Education
Introduction to jumping kicks and refinement of basic, intermediate and semi-advanced skills and techniques. Introduction to jumping kicks and the patterns of Yul-Guk, Joong-Gun, Hwa-Rang, and Choong-Moo. Advanced flying kicks and additional patterns are introduced to those prepared to obtain Kick Belt ranks and to instruct lower rank students. Group 2 course. Prerequisite(s): PE 146 or instructor permission.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 146 or instructor permission.

For course availability, refer to www.nmc.edu/class-search
PE 148, Kuntaw I Division: Physical Education
Introduction to the history and philosophy of the Filipino martial art form Maharlika Kuntaw. Kuntaw emphasizes flexibility and agility rather than power or strength and is based on the use of flowing circular strike/counter defense. Training includes use of arnis (sticks), basic strikes, blocks, kicks, anyos (forms), and self-defense. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 149, Kuntaw II Division: Physical Education
This course provides the student with the continuation of beginning I. The student will learn the application of the six anyos (forms), stick drills, hand techniques, basic blocks, kicks, stalls, and traps. Group 2 course. Prerequisite(s): PE 148 or instructor permission.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 148 or instructor permission.

PE 150, Kuntaw III Division: Physical Education
Continuation of beginning course work with the addition of advanced blocks, parries, kicks, stalls, traps, take downs, stick/weapon drills, and self-defense. Training includes the five H-forms, the six stick anyos (forms), and the applications. Group 2 course. Prerequisite(s): PE 149
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 149

PE 151, Kuntaw IV Division: Physical Education
Refinement of intermediate skills and techniques with additional advanced blocks, parries, traps, take downs, ground fighting, two-on-one fighting, and stick/weapon drills. Includes applications of advanced skills/techniques and the six saiawans and five combats (forms). Group 2 course. Prerequisite(s): PE 150
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 150

PE 164, Judo I Division: Physical Education
This class will introduce the basics of the sport of Judo as well as Jujutsu based self-defense. Judo is recognized as one of the best forms of exercise. Actual combat (Randori) is a big part of Judo though safety is not compromised. Please wear loose, comfortable clothing and come to have fun. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PE 169, Judo II Division: Physical Education
A continuation of Judo for intermediate and advanced levels. Students will continue to improve skills and abilities and advance through belt testing. Group 2 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PE 164

PHL  Philosophy

PHL 101, Introduction to Philosophy Division: Humanities
Introduction to Philosophy is an introduction to some of the major areas, ideas, and thinkers of philosophy. Students will read from major philosophers in Western Philosophy, as well as from texts representing non-traditional or non-Western sources, such as Native American, Asian and Feminist thought. Students will also be introduced to some of the main problems and concepts in areas such as Epistemology, Metaphysics, Ethics, and Aesthetics, as well as investigate other issues of movements, such as Existentialism or Feminism. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Completion of ENG 11/111 or placement into ENG 111.

PHL 105, Critical Thinking Division: Humanities
This course is about listening, reading, speaking, and writing more effectively. Students learn ways to assess information and to form sound evaluative judgments about what is seen, read, and heard. Critical questions provide a structure for critical thinking that supports a continuing search for better opinions, decisions, and judgments. Exercises in understanding and composing logically sound arguments are emphasized. Students learn what is fair and reasonable in an argument’s structure. Examples are taken from various areas such as law, medicine, and politics, as well as from everyday life. Fallacies in rhetoric, such as name calling and begging the question, are identified and understood. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Completion of ENG 11/111 or placement into ENG 111.

PHL 106, Western Religions Division: Humanities
PHL 107, Metaphysics, Ethics, and Aesthetics Division: Humanities
PHL 108, Epistemology Division: Humanities
PHL 110, Philosophy of Mind Division: Humanities
PHL 111, Philosophy of Language Division: Humanities
PHL 112, Philosophy of Science Division: Humanities
PHL 114, Philosophy of Art Division: Humanities
PHL 115, Philosophy of Social Institutions Division: Humanities
PHL 117, Philosophy of Religion Division: Humanities
PHL 118, Philosophy of War Division: Humanities
PHL 119, Philosophy of Mathematics Division: Humanities
PHL 120, Philosophy of Language Division: Humanities
PHL 121, Western Religions Division: Humanities

Western Religions is a study of the historical development, main religious teachings, leading personalities, ethical values, and worship practices of the major religious traditions of the western world: Judaism, Christianity, and Islam. Group 1 course.
Credit Hours: 4  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Completion of ENG 11/111 or placement into ENG 111.
PHL 201, Ethics  Division: Humanities
Ethics is a thoughtful analysis of a variety of value systems found in societies today. It explores the nature and meaning of good and evil and how these concepts relate to concepts of right and wrong. Through the use of critical judgment and philosophical thought, the course explores ethical theories from classical to modern times and includes consideration of ethics that are part of Eastern philosophical traditions as well as sources from Native American, African, African-American, Feminist and other non-traditional frameworks and paradigms. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Completion of ENG 11/111 or placement into ENG 111.

PHL 202, Contemporary Ethical Dilemmas  Division: Humanities
Contemporary Ethical Dilemmas examines the moral and ethical issues confronting modern societies locally and globally. Possible topics to be examined may include: the natural environment, the ethical treatment of animals, biomedical ethics; abortion and issues of human reproduction such as stem-cell research and cloning; business ethics; criminal justice and capital punishment; racism, sexism, and other forms of discrimination, welfare and economics distribution. This course relies on the discipline of philosophy for its methods of inquiry with critical thinking serving as a guiding concept. Traditional approaches to ethics will be incorporated throughout the course. Eastern/Asian and Native American philosophy may also be considered for contrast with standard western approaches to ethical and social issues. This course considers various topics and specific cases in order to provide an overall view of how ethical reasoning might be applied to current issues. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Completion of ENG 11/111 or placement into ENG 111.

PHY  Physics

PHY 105, Physics of the World Around Us
PHY 105L, Physics/World Around Us Lab
Division: Science & Math
This course is an introduction to the fundamental principles developed by mankind to describe the physical universe. In particular, the subjects of mechanics, heat, electricity and magnetism, waves, and light are surveyed. The development of conceptual understanding and critical-thinking skills is emphasized. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: MTH 23
Co-Requisites: PHY 105L
Recommended Prerequisites: None

PHY 121, General Physics I  Division: Science & Math
PHY 121L, General Physics I Lab
This is the first course in a two semester sequence in General Physics. Topics include particle and rigid body motion, the forces that cause the motion, Newton’s Laws, conservation of energy, impulse and momentum, circular motion, harmonic motion, static and dynamic fluid analysis, laws of thermodynamics, heat transfer, and sound including intensity and Doppler shift. The lab portion is designed to illustrate and reinforce the basic concepts of physics while familiarizing the student with laboratory hardware and the experimental nature of physics. Group 1 lab course.
Credit Hours: 4  Contact Hours: 6
Required Prerequisites: MTH 122
Co-Requisites: PHY 121L
Recommended Prerequisites: None

PHY 221, Problems & Princ.of Physics I  Division: Science & Math
PHY 221L, Prob./Prin. of Physics I Lab
Division: Science & Math
This is the first semester of a two-semester course sequence primarily intended for those students preparing for engineering, science, or math careers. Topics include kinematics, Newton's Laws, conservation of momentum, conservation of energy, rotational motion, oscillations, and fluids. The laboratory covers the preceding topics in parallel with the lecture whenever possible. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: MTH 141
Co-Requisites: PHY 221L, PHY 221R
Recommended Prerequisites: None
PHYS 221R, Prob. & Princ. of Physics I Rec
Division: Science & Math
This course is a recitation to accompany lecture PHYS 221. Group 1 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: PHYS 221, PHYS 221L  Recommended Prerequisites: None

PHYS 222, Prob. & Princ. of Physics II
PHYS 222L, Prob./Prin. of Physics II Lab
Division: Science & Math
This course is a continuation of PHYS 221. Topics include thermodynamics, waves, electricity, electric circuits, magnetism and optics. The laboratory covers the preceding topics in parallel with the lecture whenever possible. The development of conceptual understanding and problem solving skills is emphasized. Group 1 lab course.
Credit Hours: 4  Contact Hours: 5
Required Prerequisites: PHYS 221, PHYS 221L, PHYS 221R  Co-Requisites: PHYS 222L, PHYS 222R
Recommended Prerequisites: None

PHYS 222R, Prob. & Princ. of Physics II R
Division: Science & Math
This course is a recitation to accompany PHYS 222. Group 1 course.
Credit Hours: 1  Contact Hours: 2
Required Prerequisites: None  Co-Requisites: PHYS 222, PHYS 222L  Recommended Prerequisites: None

PLS 101, Intro to American Politics  Division: Social Science
This course is an introduction to the study of politics and political institutions in America. Emphasis is given to the constitutional framework, federalism, political participation, the role of the media in the political process, the electoral system, American political parties, the presidency, Congress, the Supreme Court, and the bureaucracy. Civil rights and civil liberties are a theme throughout. This course includes an examination of the politics of race, ethnicity, and cultural diversity in America. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

PLS 211, International Relations  Division: Social Science
Students analyze the nature of international relations and global politics today. This course offers a broad overview of political and economic issues in the international arena. Students assess the dynamics of conflict and cooperation through various case studies and analyses. Topics include such things as conflict in the Middle East, ethnic conflict and nationalism the world over, the threat of global terrorism in the 21st century, the rise of China as an assertive world power, the increasing importance of organizations such as the United Nations and the World Trade Organization, cultural and economic globalization, and global ecological issues. Course includes an examination of the basic analytical approaches to the study of international relations. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

PLS 222, Intro to Political Theory  Division: Social Science
Introduction to Political Theory examines the foundational questions of normative political theory as developed by political philosophers of the ancient through contemporary periods. The course focuses on a wide array of political and ethical issues. Topics of consideration include: the rights of the individual v. the rights of the community; the nature of human equality and the reality of human inequalities; conceptions of justice put forth by various philosophers; and questions of what it means to achieve freedom in one’s social and political life. Students can expect to read almost exclusively from primary sources. Examples of thinkers studied in this course include Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Kant, Marx, Mill, Nietzsche, Arendt, and Rawls. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into ENG 111.

PLS 132, Comparative Politics  Division: Social Science
This course provides a comparative analysis of political systems in developed and developing countries. Students learn about different forms of political organization as instituted and practiced in various countries. Students examine different methods of comparing political systems and learn to apply these methods in causal theories of political change. This course combines a focus on the basic structures of political systems with a thought-provoking analyses of the causal factors that influence the development of those sys-
PLU 233, U.S. Foreign Policy  Division: Social Science
This course examines U.S. foreign policy, with a focus on the challenges the United States has faced since WWII. Students analyze the goals of policy-makers and the obstacles encountered as they attempt to achieve those goals. Issues for in-depth analysis include: cold war foreign policy; terrorism and fundamentalism; foreign policy responses to recent trends of economic globalization; WMD, arms control and non-proliferation issues; the U.S. invasions and occupations of Afghanistan and Iraq; a rising China and the challenges this presents to U.S. hegemony; and many others. This course uses political science models to analyze real world events in U.S. foreign policy. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: PLS 101 or PLS 211, either may be taken concurrently. Placement into MTH 23 and ENG 11/111.

PLU  Plumbing Technology

PLU 101, Introduction to Plumbing  Division: Construction Tech
This course provides an introduction to plumbing. Through structured classroom and hands-on skill building, the student will learn the tools of the trade, plumbing safety, how to solder and braze copper tubing, piping skills and trade mathematics. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Placement into MTH 23 and ENG 11/111 or co-enrollment in the recommended developmental Math and English course.

PLU 105, Plumbing Components  Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn to work with copper pipe and fittings, cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain waste and vent systems and water distribution systems. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: PLU 101  Co-Requisites: None
Recommended Prerequisites: None

PLU 121, Commercial Plumbing  Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn to read commercial drawings, install hangers, supports, structural penetrations, and fire stopping, installation and testing DWV piping. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: PLU 105  Co-Requisites: None
Recommended Prerequisites: None

PLU 125, Plumbing Installation  Division: Construction Tech
Through structured classroom and hands-on skill building, the student will learn installation of roof, floor, and drain areas, types of valves, installing and testing water supply piping, installing fixtures, valves, and faucets, basic electricity, installing water heaters, fuel gas systems and servicing plumbing fixtures. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: PLU 121  Co-Requisites: None
Recommended Prerequisites: None

PSY  Psychology

PSY 100, Career Exploration & Planning  Division: Social Science
Planning a career can be challenging because of the unknown. This course is designed to introduce the student to career and life planning theories and concepts and assist in applying these principles to their own lives. A variety of techniques will be used to accomplish this including self-assessment of skills, values, interests, personality type, and strengths. Development of goal setting and decision making skills will be included to assist students in taking charge of their career direction. Group 2 course.
Credit Hours: 1  Contact Hours: 1
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PSY 101, Introduction to Psychology  Division: Social Science
This course provides a broad, general introduction to psychology, its basic subject matter, and its approaches to gathering and evaluating evidence about the causes and correlates of behavior. It includes: a) awareness of major psychological approaches to the study of the behavior of organisms; b) knowledge of its important contributors; c) knowledge of research findings, and concepts; d) understanding of its methodology and limitations. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

PSY 211, Developmental Psychology  Division: Social Science
This course presents human development from conception to death including the historical and anthropological basis for studying development. The course includes hereditary factors as well as physical, social, linguistic, intellectual, and personality development. Group 1 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: PSY 101  Co-Requisites: None
Recommended Prerequisites: None
PSY 221, Psychology of Personality  
Division: Social Science  
This course provides a presentation of the concepts, perspectives and terminology of major theorists in the field of personality psychology, as students explore the many psychological, physiological, social and cultural factors that affect personality development. Students are encouraged to evaluate personality theories in relation to current research and application. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: PSY 101  
Co-Requisites: None  
Recommended Prerequisites: None

PSY 223, Intro to Social Psychology  
Division: Social Science  
This course is an introduction to social psychology theory and research, covering the interactions of individuals and the relationships of individuals to groups. This course includes such topics as social influence, attitudes, socialization, aggression, prejudice, attraction, obedience, conformity, altruism, person perception, and personality. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: PSY 101 or SOC 101  
Co-Requisites: None  
Recommended Prerequisites: None

PSY 225, Human Sexuality  
Division: Social Science  
Human Sexuality offers an introduction to all facets of the field, and involves discussions of theory, research, and practical information. The purpose of the course will be to develop a critical awareness of the dominant issues in the field and to refine the student’s sense of sexual responsibility and integrity. This will be accomplished by exploring the biological, social, cultural, psychological, and personal elements of sexuality. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: PSY 101  
Co-Requisites: None  
Recommended Prerequisites: None

PSY 231, Psychology of Adjustment  
Division: Social Science  
First, this course will provide the student with a broad introduction to the psychology of adjustment which investigates the processes involved in the dynamic interactions of the individual with his or her environment. Second, this course is designed to present procedures by which the student can harness the principles of learning and rational self-counseling in order to achieve personal goals. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: None  
Co-Requisites: None  
Recommended Prerequisites: SOC 101, Placement into ENG 111

PSY 250, Abnormal Psychology  
Division: Social Science  
In this course students will create a working vocabulary of the basic concepts of psychopathology, critically analyze theories and therapies, develop empathy toward the mentally ill and their families, and uncover strategies for living emotionally healthy lives. They will communicate their understanding in a variety of ways and develop strategies for self-assessment of progress toward course outcomes. Group 1 course.  
Credit Hours: 3  
Contact Hours: 3  
Required Prerequisites: PSY 101  
Co-Requisites: None  
Recommended Prerequisites: Placement into ENG 111.

RAM Robotics and Automation

RAM 155, Microcontroller Programming  
Division: Technical  
This course introduces students to microcontroller systems and programming using C language. Students construct a wheeled robot and learn to program the device using C code. Standard coding structures including statements, loops, and functions are used to control the unit. The course highlights low-level computing concepts such as memory maps, pointers, I/O, and bitwise operations. Debugging and troubleshooting skills are developed as robot capabilities are implemented. The robot is used in subsequent Engineering Technology courses. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: MTH 111, may be taken concurrently.  
Co-Requisites: None  
Recommended Prerequisites: None

RAM 205, Microcontroller Systems  
Division: Technical  
This course is a continuation of RAM 155 - Microcontroller Programming. Students implement additional abilities for their robot created during RAM 155, utilizing custom sensors, actuators, and interfaces. Activities require the application and extension of both hardware and software skills developed in prerequisite Engineering Technology courses. Students determine requirements, build hardware, code software, troubleshoot, evaluate, and iterate as they create solutions. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: EET 103, RAM 155  
Co-Requisites: None  
Recommended Prerequisites: None

RAM 255, Microcontroller Automation  
Division: Technical  
This course is an introduction to the Internet of Things (IoT). Students will prototype sensors, actuators, and interfaces to create automated solutions that communicate via the Internet. Students will capture data, apply analytics, and present business value. Group 2 course.  
Credit Hours: 3  
Contact Hours: 4  
Required Prerequisites: RAM 155  
Co-Requisites: None  
Recommended Prerequisites: None
**SOC  Sociology**

**SOC 101, Introduction to Sociology**  
Division: Social Science  
This course is an introduction to the study of human group behavior through social interaction with special emphasis on culture, the socialization process, social stratification, collective behavior, social institutions, and social change. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** Placement into ENG 111.

**SOC 201, Modern Social Problems**  
Division: Social Science  
This course presents an introductory sociological analysis of causes, changes in, and attempts to effectively treat some of the major problems in contemporary American society. These include: hunger, environmental problems, poverty, crime and delinquency, family problems, and homelessness. Service Learning projects are encouraged. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** Placement into ENG 111.

**SOC 211, Marriage and the Family**  
Division: Social Science  
This course covers topics such as diverse forms of families, ethnic diversity in family patterns, and contemporary issues families face. It includes attraction and partner selection, love, intimacy and sexuality, marriage, parenting and family problems. At the macro level, it emphasizes the structure of family as a social institution and its connections with other institutions in society including government and the economy. Issues of gender and inequality within families are also covered. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** SOC 101 strongly recommended.  
**Co-Requisites:** None  
**Recommended Prerequisites:** Students need college-ready study, reading and writing skills for this course. Students will analyze evidence and data sources, read and interpret charts and graphs and write extensively on these. Placement in MTH 23 and ENG 111. Honors projects are also available.

**SOC 220, Gender and Society**  
Division: Social Science  
This course examines gender as a system of stratification. It approaches issues of gender in society from both a social, structural, and a social psychological perspective. Issues related to gender inequality in selected institutions such as economy, family, media, education, and politics are studied. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** PSY 101 or SOC 101

**SOC 231, Deviance and Criminal Behavior**  
Division: Social Science  
This course examines the sociology of crime and criminal law; the social psychology of criminal behavior; the sociology of punishment and correction. Social, economic, political and biological factors are considered while exploring classical, contemporary, and critical thought. Prevention and intervention of criminal behavior are emphasized as well as punishment and correction. Group 1 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** SOC 101

**SPN  World Language - Spanish**

**SPN 101, Elementary Spanish I**  
Division: Communications  
This course represents a comprehensive introduction to the Spanish language for the true beginner. Students will develop the ability to communicate in Spanish in everyday practical situations while acquiring some of the necessary skills for reading, writing, listening, and speaking. Cultural topics are integrated in each unit. Group 2 course.  
**Credit Hours:** 4  
**Contact Hours:** 4  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** You will be required to read, write, listen, and speak in Spanish. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

**SPN 102, Elementary Spanish II**  
Division: Communications  
SPN 102 is a continuation of SPN 101 and focuses on the expansion of the communications skills of reading, writing, listening, and speaking. Cultural topics are integrated in each unit. Group 2 course.  
**Credit Hours:** 4  
**Contact Hours:** 4  
**Required Prerequisites:** SPN 101 with a minimum grade of 2.0 or required score on the NMC placement test or instructor permission.  
**Co-Requisites:** None  
**Recommended Prerequisites:** You will be required to read, write, listen, and speak in Spanish. You will need a minimal ability using technology to take advantage of outside-of-class requirements.

**SPN 201, Intermediate Spanish I**  
Division: Communications  
SPN 201 is designed to further develop language proficiency in reading, writing, listening, and speaking. A deeper exploration of Hispanic culture is presented in this course, allowing students to transform themselves into truly active and proficient language users. Group 1 course.  
**Credit Hours:** 4  
**Contact Hours:** 4  
**Required Prerequisites:** SPN 102 with a minimum grade of 2.0 or required score on the NMC language placement test or instructor permission.  
**Co-Requisites:** None  
**Recommended Prerequisites:** You will be required to read, write, listen, and speak in Spanish. You will need a minimal ability using technology to take advantage of outside-of-class requirements.
SPN 202, Intermediate Spanish II
Division: Communications
This course focuses on global environmental issues as an entry point for further development of Spanish technical vocabulary, conversational skills and global competencies. Through an exploration of current freshwater issues in Spanish-speaking countries, and an experience studying overseas, students will address relevant issues concerning environmental resource management, and engage in community projects. Group 1 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: 3-4 years of high school Spanish.
Recommended Prerequisites: None
Co-Requisites: None

SRG 227A, Spanish for Environmental Mgmt
Division: Communications
This course focuses on global environmental issues as an entry point for further development of Spanish technical vocabulary, conversational skills and global competencies. Through an exploration of current freshwater issues in Spanish-speaking countries, and an experience studying overseas, students will address relevant issues concerning environmental resource management, and engage in community projects. Group 1 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: 3-4 years of high school Spanish.
Recommended Prerequisites: None
Co-Requisites: None

SRG 101, Intro to Surgical Technology
Division: Health Occupations
In this course students will learn the primary functions of the surgical technologist in multiple roles within the operating room environment. Points of focus will include effective communication, professional interactions with the patient and surgical team, proper personal protective equipment, introduction to asepsis, safety precautions, All-Hazard preparation, instrumentation, equipment, supplies, stapling devices, suture, and infection control and wound healing. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: BIO 227, HAH 101, HPD 110-all with 2.0 or higher; SRG 102 and SRG 103-can be taken concurrently
Recommended Prerequisites: SRG 101L
Co-Requisites: None

SRG 101L, Intro to Surg Tech Lab
Division: Health Occupations
In this course students will learn and practice in the laboratory environment the skills required to perform in the surgical setting. Emphasis will be placed on introductory skills, instrumentation, equipment and procedures relevant to general, gynecological, and genitourinary procedures. Students will be evaluated on their sterile and aseptic technique as well as case management skills. Group 2 course.
Credit Hours: 4 Contact Hours: 4
Required Prerequisites: None
Co-Requisites: SRG 101
Recommended Prerequisites: None

SRG 102, Surgical Microbiology
Division: Health Occupations
Students in this course will learn about the cell, cell organelles and processes, and transport. This course will also cover varying types of organisms that cause infection, the infection process, and microbe identification. The body's natural defense system as well as common bacteria, viruses, and fungi that cause disease will be covered including the response. Group 2 course.
Credit Hours: 1.5 Contact Hours: 1.5
Required Prerequisites: SRG 101 and SRG 103-can be taken concurrently
Co-Requisites: None
Recommended Prerequisites: None

SRG 103, Surgical Pharmacology
Division: Health Occupations
In this course students will learn the pharmaceuticals used in surgical practice to include their actions, use, effects, contraindications and administration. The anesthesia process will be covered in defining the stages of general anesthesia as well as the different types of agents used. The course will cover the equipment, safe practices, sterile technique and terminology used in relation to pharmacology. Students will also cover practices relating to alternative therapies such as herbal medication, acupuncture, massage, and music therapy and their effect on the surgical patient. Group 2 course.
Credit Hours: 1.5 Contact Hours: 1.5
Required Prerequisites: SRG 101 and SRG 102-can be taken concurrently
Co-Requisites: None
Recommended Prerequisites: None

SRG 121, Surgical Procedures I
Division: Health Occupations
Students in this course will study the relevant surgical anatomy and physiology, pathophysiology, supplies, equipment, and instrumentation needed for a variety of procedures in the areas of general, obstetrics and gynecological, genitourinary, and orthopedic surgery. Group 2 course.
Credit Hours: 4 Contact Hours: 4
Required Prerequisites: SRG 101, SRG 101L, SRG 102, SRG 103; SRG 122, SRG 123-can be taken concurrently
Co-Requisites: SRG 121L
Recommended Prerequisites: None
SRG 121L, Surgical Procedures I Lab
Division: Health Occupations
Students in this course will learn and practice in the laboratory environment the skills required to perform in the surgical setting. Emphasis will be placed on advanced skills concerning instrumentation, equipment and procedures relevant to orthopedic, ENT, plastic, reconstructive, minimally invasive, and vascular procedures. Students will also practice patient transport, transfer, urinary catheterization, skin prep, patient positioning and draping procedures. Students will be evaluated on their sterile technique and case management skills. This course will also include a clinical observation component of the relevant areas of the perioperative environment. Group 2 course.
Credit Hours: 3.5 Contact Hours: 7
Recommended Prerequisites: None Co-Prerequisites: SRG 121

SRG 122, The Surgical Patient
Division: Health Occupations
In this course students will define patient-centered care utilizing Maslow's hierarchy to determine the differing needs of the various patient populations that visit the surgical department. Important areas that will be described include appropriate communication, cultural and spiritual competence, and grief advocacy. This course will cover the aspects of the death in the operating room along with the organ transplant process. Students will also cover patient transport, transfer, urinary catheterization, skin prep, patient positioning and draping procedures. Group 2 course.
Credit Hours: 0.5 Contact Hours: 0.5
Recommended Prerequisites: SRG 121, SRG 121L, SRG 123-may be taken concurrently Co-Prerequisites: None

SRG 123, Biomed Sciences and MIS
Division: Health Occupations
Students in this course are introduced to the basic concepts of physics to include the elements of motion, energy, light, sound and electricity and how they apply to surgical practice. Further study will include aspects of minimally invasive surgery including laparoscopy and robotic surgery. Students will also be introduced to the cases performed in interventional radiology and how they are integrated within surgical practice. The course will conclude with the study of diagnostic interventions integral in surgical practice as well as diagnosing pathologies preoperatively. Group 2 course.
Credit Hours: 1.5 Contact Hours: 1.5
Recommended Prerequisites: SRG 121, SRG 121L, SRG 122-can be taken concurrently Co-Prerequisites: None

SRG 201, Surgical Procedures II
Division: Health Occupations
Students will study the relevant surgical anatomy and physiology, pathophysiology, supplies, equipment, and instrumentation needed for a variety of procedures. Surgical procedures covered will include the areas of otorhinolaryngology, neurology, and ophthalmic surgery. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: SRG 123; SRG 202 and SRG 204-both may be taken concurrently Co-Prerequisites: None

SRG 202, Surg Procedures II Clinical
Division: Health Occupations
In this course students will be in the clinical environment practicing to and performing essential skills required in the perioperative environment. While under the supervision of a surgical technologist or RN the student will observe, scrub, and assist on procedures as directed by the surgical team. Group 2 course.
Credit Hours: 5 Contact Hours: 15
Required Prerequisites: SRG 201 and SRG 204-both can be taken concurrently Co-Prerequisites: None

SRG 204, Professional Career Prep I
Division: Health Occupations
In this course students will work with the Office of Career Services to complete a career portfolio and employment training. Major topics in this course include resume creation both written and online portfolios, interview preparation, job search strategies, and professional attire. Group 2 course.
Credit Hours: .5 Contact Hours: .5
Required Prerequisites: SRG 201 and SRG 202-both can be taken concurrently Co-Prerequisites: None

SRG 221, Surgical Procedures III
Division: Health Occupations
Students in this course will study the relevant surgical anatomy and physiology, factors unique to surgical procedures, pathophysiology, supplies, equipment, and instrumentation needed for a variety of procedures. Surgical procedures covered include the disciplines of neurology, vascular and cardiothoracic surgical procedure categories. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: SRG 204; SRG 222 and SRG 224-can be taken concurrently Co-Prerequisites: None

SRG 222, Surg Procedures III Clinical
Division: Health Occupations
In this course students will continue working in the surgical environment under the direction of a surgical technologist or RN. The student will observe, scrub, and assist on more complex surgical cases as directed by the surgical team. The progression from student to entry level surgical technologist is the goal for the completion of this course along with the successful completion of the 120 scrubbed case requirements. Group 2 course.
Credit Hours: 6 Contact Hours: 18
Required Prerequisites: SRG 221 and SRG 224-both may be taken concurrently Co-Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
SRG 224, Professional Career Prep II
Division: Health Occupations
In this course the students will focus on exam preparation for the certification exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) that will be taken electronically on campus the last week of the program. Testing strategies and studying techniques will be a large focus point as well as written and online practice exams. Group 2 course.
Credit Hours: 1 Contact Hours: 1
Required Prerequisites: SRG 221 and SRG 222-both may be taken concurrently
Co-Requisites: None
Recommended Prerequisites: None

SWK  Social Work

SWK 121, Introduction to Social Work
Division: Social Science
In this class we will gain basic knowledge about the varying and diverse areas of social work including the health care systems, rural and urban settings, criminal justice systems, systems that work with the elderly, various private and public agencies and schools. We will explore and build an understanding of client populations who may be in need of social work services. In addition, we will assess our own experiences, interests and knowledge that may guide us in the field of social work. Group 2 course.
Credit Hours: 2 Contact Hours: 2
Required Prerequisites: None
Co-Requisites: SWK 170
Recommended Prerequisites: ENG 11/111 or ENG 111

SWK 170, Service Internship Orientation
Division: Social Science
Orientation and preparation for introductory internship experiences in social work areas. For example, introduction to use of supervision, supervisory evaluation, self-evaluation and varying agency structures and functions. Opportunities for internships will also be introduced. This class is done in class and seminar format. Group 2 course.
Credit Hours: 1 Contact Hours: 1
Required Prerequisites: None
Co-Requisites: SWK 121
Recommended Prerequisites: ENG 11/111 or ENG 111

SWK 211, Social Interviewing Skills
Division: Social Science
Introduction to types, purposes and stages of interviewing. Basis empathy skill development will be for observation, listening, non-verbal communications, rapport building, information giving and information gathering. Beginning training in recording and documentation. Emphases will be on self-monitoring and working with culturally diverse, oppressed or psychologically maladaptive clients. In addition, we will explore building relationships with clients that is focused on the strengths of the client. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: None
Co-Requisites: None
Recommended Prerequisites: SWK 121, SWK 170

SWK 221, Introduction to Social Welfare
Division: Social Science
This course explores the historical development of social welfare in the United States, how it has defined social services and implications of they have had on society today. It also reviews modern social welfare systems and the existing attitudes, philosophies and the implications of economic, political and cultural conditions. Varying major theories of behavior are also explored as they relate to social work and the clients in need of services. The course also explores the importance of social workers in social action through understanding the different political perspectives influencing the formation of welfare policy. Group 2 course.
Credit Hours: 3 Contact Hours: 3
Required Prerequisites: SWK 121, SWK 170
Co-Requisites: None
Recommended Prerequisites: PLS 101, ENG 11/111 or higher

VCA  Visual Communications/Art

VCA 100, Materials and Techniques
Division: Humanities
This course introduces students to commercial drawing techniques with an emphasis on perspective, pencil, pen & ink, marker, water color and gouache when illustrating a variety of different products and illustration formats. Creative media experimentation is encouraged through the assignments. Group 2 course.
Credit Hours: 3 Contact Hours: 4
Required Prerequisites: None
Co-Requisites: None
Recommended Prerequisites: None
VCA 125, Typography I  Division: Humanities
This course serves as an introduction to typographic history, letterforms, mechanics, terminology and usage. Students will complete projects that lead them to an understanding of the fundamental and technical aspects of this abstract art including font selection and typesetting. As part of this course students will also learn the basics of Adobe InDesign. Desktop publishing software used to create single and multi-page files, format text using style sheets, manage color, import and create graphics and tables and prepare files for print production. The Adobe Certified Associate Exam for InDesign is included in the cost for this course. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 150  Co-Requisites: None
Recommended Prerequisites: Intermediate keyboarding skills, intermediate to advanced understanding of vector drawing, desktop publishing software and the Macintosh system.

VCA 126, Typography II  Division: Humanities
This class serves as continuation to typography history, trends, display faces, and grids with an emphasis on book typography, binding, and structuring methods. Students will complete projects that lead them to an understanding of intermediate typography, current typographic trends and comparative analysis of typefaces that relate to the field of Visual Communications as well as printed and electronic media. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 125  Co-Requisites: None
Recommended Prerequisites: Intermediate keyboarding skills, intermediate to advanced understanding of vector drawing, desktop publishing software and the Macintosh system.

VCA 127, Digital Imaging  Division: Humanities
Students will learn Adobe Photoshop, a bitmap manipulation tool used to create images for both print and the web. Students will learn how to incorporate color, use layers, create special effects, use filters, and use a variety of selection techniques for proper image editing. Students will also learn the basics of using a digital camera and scanner as well as color management, how to restore damaged images, automate tasks, and how to prepare files for print. The Adobe Certified Associate Exam for Photoshop is included in the cost for this course. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: CIT 100, Basic keyboarding skills highly recommended. Use of the Macintosh or Windows operating system highly recommended.

VCA 145, Visual Communications I  Division: Humanities
This course covers the basics of using Adobe Illustrator to create vector objects and layouts for print and interactive environments. Students will learn how to create and manipulate shapes, work with type, color, gradients, fills and strokes. Students will learn how to work with spot and process colors, create die lines for packaging and other basic design principles. Students will also learn to prep files for print and choose the correct color space for various applications. The Adobe Certified Associate Exam for Illustrator is included in the cost for this course. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: CIT 100, Recommended competencies: Basic keyboarding skills highly recommended. Use of the Macintosh or Windows operating system highly recommended.

VCA 146, Interactive Animation  Division: Humanities
This course’s focus will be on creation of animation using both traditional methods and Adobe Animate software. Students will learn the basics of animation and storytelling, file management and organization, as well as interactive navigation. Students will also learn how to incorporate sound and video in projects and learn how to prepare their files for use on the Web. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 127, VCA 150
Co-Requisites: None
Recommended Prerequisites: VCA 125

VCA 147, Web Design I  Division: Humanities
This course will focus on creative website design including site planning, interactive navigation, web fonts, information design theory, file management, and user experience (UX). Students will learn industry best practices and develop a basic process by which any web design challenge should be approached. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 127, VCA 150
Co-Requisites: None
Recommended Prerequisites: VCA 125

VCA 150, Digital Graphics Design I  Division: Humanities
This course covers the basics of using Adobe Illustrator to create vector objects and layouts for print and interactive environments. Students will learn how to create and manipulate shapes, work with type, color, gradients, fills and strokes. Students will learn how to work with spot and process colors, create die lines for packaging and other basic design principles. Students will also learn to prep files for print and choose the correct color space for various applications. The Adobe Certified Associate Exam for Illustrator is included in the cost for this course. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: CIT 100, Recommended competencies: Basic keyboarding skills highly recommended. Use of the Macintosh or Windows operating system highly recommended.

VCA 200, Visual Communications II  Division: Humanities
Through this course you will gain insight and an introduction to the theory of graphic design through practice in researching, brainstorming, creative problem solving, comping, design brief writing and production of print and digitally driven graphics projects like: logo marks, identity developments, posters, collateral and greeting cards. Students embrace print and digital pre-production techniques and receiving constructive criticism of work and practice. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 125
Co-Requisites: VCA 220
Recommended Prerequisites: ENG 112
VCA 220, Visual Communications III  Division: Humanities
Through this course, you will gain insight and introduction to the theory of advertising design and art direction through practice in researching, brainstorming, marketing, creative problem solving, copywriting and editorial planning of print and digital advertising, advertising campaigns, television storyboards and product branding. Traditional and digital best practices will be explored as students work on campaign voice and receiving/giving constructive criticism using industry terminology. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 125
Co-Requisites: VCA 200
Recommended Prerequisites: ENG 112

VCA 225, Visual Communications Studio
Division: Humanities
By the end of this course, students will have participated in two hands-on "real world" design projects in which you will act as copywriter, art director, designer, filmmaker, photographer or illustrator. Service learning projects are for various regional not-for-profit clients. You will learn all aspects of pre-press work, digital workflow, production, and printing via field trips to area service providers and professionals while also learning to work with clients and the self-driven responsibilities of teamwork. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 200 and VCA 220 or instructor permission  Co-Requisites: None
Recommended Prerequisites: None

VCA 230, Visual Communications V  Division: Humanities
In this course you will excel in setting occupational/educational aspirations and offering/receiving constructive criticism of your work. You will design and produce a body of work for your portfolio, tailored to your individual goals, be it in Illustration, Graphic Design, Motion Graphics or Art Direction. Progressive Visual Communications theory and practice will also be studied through projects in packaging design, point-of-purchase displays, info-graphics, mobile app development and more. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 200, VCA 220 or instructor permission
Co-Requisites: None
Recommended Prerequisites: None

VCA 235, Visual Comm Portfolio  Division: Humanities
Students explore various methods of preparing professional portfolios, as well as the packaging and marketing of their portfolio works in preparation for further education and/or job interviews related to their career goals in visual communications. Along with the portfolio, each student prepares a resume, digital portfolio, and considers other self-promotional pieces to complete his/her portfolio package. The emphasis of this course is that each student compiles a professional looking and complete portfolio package based on his/her occupational and educational goals. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 200, VCA 220
Co-Requisites: None
Recommended Prerequisites: None

VCA 246, Interactive Animation II  Division: Humanities
This course will focus on the advanced exploration of interactive navigation, animation and storytelling that is created for and exists on the web. Advanced Design theory, greater interactivity, file architecture, web loading, hosting and uploading for Animate and more exposure to Motion software will emphasis creative and narrative language. Students should be self-motivated, this advanced section involves independent projects. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 146  Co-Requisites: None
Recommended Prerequisites: Intermediate to advanced understanding of bitmap or vector drawing, typography and the Macintosh platform.

VCA 247, Web Design II  Division: Humanities
This course will focus on advanced creative website development and design including site planning, interactive navigation, information design theory, file management, and user experience (UX). Students will explore app design and real-world web projects to deepen their understanding of interactive information design. Students should be self motivated since this advanced course involves independent projects. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 147  Co-Requisites: None
Recommended Prerequisites: None

VCA 250, Time Based Media  Division: Humanities
A multisensory, theory driven exposure and exploration of time-based visual communication environments. The role of typography, image, sound, space, luminosity and narrative are assessed and used to create sequences of film and moving image. Students are exposed to tools, theories, aesthetics and techniques used in film editing with Final Cut Pro X, Motion and Digital HD film cameras like Blackmagic and GoPro. Course includes Apple Certification and the Apple FCPx End User Exam. Group 2 course.

Credit Hours: 3  Contact Hours: 4
Required Prerequisites: VCA 127  Co-Requisites: None
Recommended Prerequisites: VCA 125
VCA 252, Time Based Media II  Division: Humanities
A multisensory, theory driven continuation and exploration of time-based visual communication environments. The role of motion graphics, sound design, promo films and narrative are assessed and used to create more advanced sequences of moving image. Students are exposed to advanced tools, theories, aesthetics and techniques used in film editing medium using Final Cut Pro X 10.1 and Motion. Students should be self-motivated, this advanced section involves independent projects. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Recommended Prerequisites: None  Co-Requisites: None

VCA 290, Visual Comm Internship  Division: Humanities
This course is the capstone for the AAS degree in Creative Management Art Direction. This internship provides on-the-job experience for the student who wishes to pursue a career in visual communications. Customized to meet the learning needs of the student and the job requirements of the sponsoring firms, students spend 180 hours in paid or non-paid, supervised on-the-job training experiences. In addition students participate in bi-weekly reports and weekly online methodology discussion boards with the instructor/peers. Students must apply one month prior to the semester they wish to complete class. Group 2 course.
Credit Hours: 4  Contact Hours: 4
Recommended Prerequisites: Students must have completed all VCA courses with a minimum 2.5 GPA and departmental approval.  Co-Requisites: None
Recommended Prerequisites: The student should possess good written, graphic and oral communication skills, and have a portfolio of work/resume to show employers.

WPT  Welding Process Technology

WPT 110, Oxy-Fuel Process  Division: Technical
This course is designed for Welding students pursuing job skills or transferring into a Welding Degree program. Topics include oxyacetylene welding in the flat, horizontal, and vertical positions; oxy-acetylene cutting, and oxy-acetylene brazing. This course also introduces students to basic Plasma Arc Cutting (PAC). Students learn safety and theory as well as develop their proficiency in these operations. This skill development course is the prerequisite for WPT 120. Group 2 course.
Credit Hours: 3  Contact Hours: 5
Recommended Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Basic math skills and ability to read a ruler to 1/32” (quiz will be given), Average hand and eye coordination.

WPT 111, Welding Theory I  Division: Technical
First level lecture for all students enrolled in a Welding Technology degree or certificate program. Course will cover theory and technique for Shielded Metal Arc Welding, Gas Metal Arc Welding, and Oxy Fuel Processed for welding, braxing, and cutting. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Recommended Prerequisites: None  Co-Requisites: WPT 112
Recommended Prerequisites: None

WPT 112, Welding Lab I  Division: Technical
First level lab for all students enrolled in a Welding Technology degree or certificate program. Practical application of Shielded Metal Arc Welding, Gas Metal Arc Welding, and Oxy Fuel Processed for welding, braxing, and cutting. Welds will be performed in all positions and subjected to destructive quality testing. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Recommended Prerequisites: None  Co-Requisites: WPT 111
Recommended Prerequisites: None

WPT 120, GTAW (TIG) Welding I  Division: Technical
This course provides the student with the opportunity to learn and apply the theory of basic Gas Tungsten Arc Welding (GTAW) techniques on ferrous and non-ferrous metals in the flat and horizontal positions. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Recommended Prerequisites: WPT 110  Co-Requisites: None
Recommended Prerequisites: None

WPT 121, GTAW (TIG) Welding II  Division: Technical
This course provides students the opportunity to learn and apply welding techniques using the Gas Tungsten Arc Welding (GTAW) process on ferrous metals and aluminum on complex joints and in the vertical position. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Recommended Prerequisites: WPT 110  Co-Requisites: None
Recommended Prerequisites: None

WPT 130, SMAW (ARC) Welding I  Division: Technical
This course is designed for students pursuing job skills or transfer into a Welding degree program. Students learn theory and application of safe Shielded Metal Arc Welding (SMAW) in the flat and horizontal positions. They develop skills with "fast freeze" and "low hydrogen" type electrodes. Topics include welding terminology, electrical theory as it relates to SMAW, weld defects and quality, and the American Welding Society SMAW filter material numbering system. Group 2 course.
Credit Hours: 3  Contact Hours: 5
Recommended Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

For course availability, refer to www.nmc.edu/class-search
WPT 131, SMAW (ARC) Welding II  Division: Technical
This course provides the student with advanced theory and application of Shielded Metal Arc Welding (SMAW) techniques in the flat, horizontal and vertical positions using "fast freeze" and "low hydrogen" electrodes. Topics include weld quality, inspection, power sources, and trouble shooting. Group 2 course.
Credit Hours: 3  Contact Hours: 5
Required Prerequisites: WPT 130  Co-Requisites: None
Recommended Prerequisites: None

WPT 140, GMAW (MIG) Welding I  Division: Technical
This course provides the student an opportunity to learn the theory and application of basic Gas Metal Arc Welding (GMAW) techniques on ferrous metals. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: None

WPT 141, GMAW (MIG) Welding II  Division: Technical
This course provides students the opportunity to learn and apply safe welding techniques using the Gas Metal Arc Welding (GMAW) process on ferrous and non-ferrous metals on advanced joint designs and welding positions. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 140  Co-Requisites: None
Recommended Prerequisites: None

WPT 142, Flux Cored Arc Welding  Division: Technical
This course provides students the opportunity to learn and apply safe welding techniques using the Flux Cored Arc Welding (FCAW) process. Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 140  Co-Requisites: None
Recommended Prerequisites: None

WPT 160, Weld. Qualification Prep-SMAW  Division: Technical
This course provides experienced welders/students the opportunity to take the AWS welder qualification tests in Shielded Metal Arc Welding (SMAW). Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 131  Co-Requisites: None
Recommended Prerequisites: None

This course provides experienced welders/students the opportunity to take the AWS welder qualification tests in Gas Metal Arc Welding (GMAW). Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 141  Co-Requisites: None
Recommended Prerequisites: None

WPT 160B, Weld. Qualification Prep-GTAW  Division: Technical
This course provides experienced welders/students the opportunity to take the AWS welder qualification tests in Gas Tungsten Arc Welding (GTAW). Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 121  Co-Requisites: None
Recommended Prerequisites: None

This course provides experienced welders/students the opportunity to take the AWS welder qualification tests in Flux Cored Arc Welding (FCAW). Group 2 course.
Credit Hours: 2  Contact Hours: 3
Required Prerequisites: WPT 142  Co-Requisites: None
Recommended Prerequisites: None

WPT 210, Welding Fabrication and Repair  Division: Technical
This course provides students an opportunity to apply the process specific welding skills that they have previously mastered to complete fabrication and repairs projects. In addition to welding, students will learn shop metal identification, how to setup and operate shop metal prep and fabricating equipment as well as plan, sketch, order and prepare for a variety of projects. Group 2 course.
Credit Hours: 3  Contact Hours: 5
Required Prerequisites: WPT 121 or WPT 131 or WPT 141 or WPT 142 with a 2.0 or higher  Co-Requisites: None
Recommended Prerequisites: None

WPT 260, Intro to Welding Automation  Division: Technical
This course provides students an opportunity to learn the theory behind common forms of automation utilized throughout the welding industry. Lab assignments will focus on equipment set-up and operations along with analysis of results. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: DD 101, MFG 111, WPT 142
Co-Requisites: None  Recommended Prerequisites: ENG 111

WPT 290, Welding Internship  Division: Technical
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this paid, supervised on-the-job training experience. In addition to the required 50 hours per credit at a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.
Credit Hours: 2  Contact Hours: 2
Required Prerequisites: 20 credits of program specific courses with a GPA of 3.0 or higher  Co-Requisites: None
Recommended Prerequisites: None
WSI 105, Intro to Freshwater Studies
Division: Water Studies
This course is designed to provide an exploration to the field of water studies, with specific focus on freshwater. The students will discuss the impact of water related challenges and opportunities in the context of the great lakes of the world. Focus will be given to the new and emerging career and educational pathways associated with water resources and their management. In addition to regular class lectures, invited experts from business, education and community organizations will introduce relevant topics of local and global significance including policy, law, sustainable development, history, engineering, health, and commerce. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: MTH 23, ENG 111-may be taken concurrently

WSI 200, GL Research Technologies
Division: Water Studies
Advancements in Great Lakes research and monitoring techniques allow for an increased ability to access and assess remote locations through the use of enabling technologies and platforms including: Research Vessels, Remotely Operated Vehicles (ROV), SONAR systems (single beam, multibeam, scanning) and oceanographic buoy systems. Focus will be directed at understanding the basics of how each component is used while gaining firsthand experience operating systems and collecting information. Field activities will take place in local water bodies, Grand Traverse Bay and onboard the R/V Northwestern. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: None  Co-Requisites: None
Recommended Prerequisites: Recommended competencies: Ability to work/learn aboard R/V Northwestern and in the field. Completion of MTH 111 and ENG 111 or appropriate placement scores.

WSI 210, Underwater Acoustics and Sonar
Division: Water Studies
This course provides a foundation for the use of acoustics in the marine environment while focusing on best practices for underwater search, survey and visualization programs. Multiple sonar systems are presented and are representative of current industry equipment, operations and practices. Emphasis is placed on field applications where sonar platform, water depth and temperature, target range and size, acoustic frequency and object reflectivity/absorption have an effect on target detection, resolution and data accuracy. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: MTH 111  Co-Requisites: None
Recommended Prerequisites: PHY 105; placement into ENG 111

WSI 215, Marine GIS & Data Processing
Division: Water Studies
This course builds upon the basics of GIS taught in GEO 115 - Introduction to GIS, with a focus on basic spatial analysis techniques using standard and maritime-marine datasets. More advanced cartographic methods and spatial data management techniques are introduced using ArcGIS Desktop, Hypack, and other computer tools. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: GEO 115 with a 2.0 or higher
Co-Requisites: None
Recommended Prerequisites: Computer skills consistent with successful completion of GEO 115 or equivalent.

WSI 230, Water Policy & Sustainability
Division: Water Studies
This course is designed to provide a basic understanding of the fundamental principles of water law and policy and human relationships, use, threats, and conflicts over water and aquatic resources. The course emphasizes a new integrative approach to water issues based on the nexus of the water commons to health, food, quality of life, energy, climate change, ecosystem, and economy. Group 2 course.
Credit Hours: 3  Contact Hours: 3
Required Prerequisites: ENG 111 and MTH 23, both may be taken concurrently  Co-Requisites: None
Recommended Prerequisites: PLS 101, WSI 105

WSI 240, ROV Systems and Operations
Division: Water Studies
This course introduces the technology of remotely operated vehicles (ROV) as a multicomponent system used for subsea activities including scientific study and research, subsea exploration and industrial applications. International Marine Contractors Association (IMCA) guidelines will be used for training. Students will gain firsthand experience operating the ROV for the purpose of collecting information from docks, piers, and research vessels. Group 2 course.
Credit Hours: 3  Contact Hours: 4
Required Prerequisites: EET 103, MTH 111
Co-Requisites: None
Recommended Prerequisites: ENG 111; Recommended competencies: Students should have basic computer skills and be comfortable working around water from either a boat or dock/pier.
WSI 290, Freshwater Studies Internship  
Division: Water Studies  
The internship in Freshwater Studies is a field experience for students interested in developing competencies to address significant water-related issues impacting our region and the world. Students engage in research activities with local and global community partners to collaborate in the implementation of best water management practices. The program is customized according to students’ background and specific career goals. Activities may include monitoring water quality, identifying invasive species distribution, digital mapping and hydrographic surveying. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** None  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

WSI 300, Remote Sensing and Sensors  
Division: Water Studies  
This course provides a foundation in the use of electronic sensors for remote observations. The focus will be on applications for marine and near-shore environments, though any sensor system/platform may be discussed. Basic sensor science will be applied to the study of remote sensing instruments, including marine acoustics, terrestrial acoustics, visible, laser/LIDAR, multispectral, and hyperspectral. Sensor development and evolution will be studied, as well as related current events including instruments used in deep-sea, commercial, military, and space science industries. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 4  
**Required Prerequisites:** PHY 121  
**Co-Requisites:** None  
**Recommended Prerequisites:** WSI 200, placement into ENG 111

WSI 310, Sonar Systems and Operations  
Division: Water Studies  
This course provides advanced training for the use of sonar systems in the subsea environment. Students will utilize multiple sonar systems for the purpose of profiling and imaging nearshore infrastructure; positioning and navigation of subsurface equipment; and interpreting collected sonar data for use in marine subsurface applications. Specific sonar systems utilized will include side scan sonar, scanning sonar and USBL systems. Group 2 course.  
**Credit Hours:** 4  
**Contact Hours:** 6  
**Required Prerequisites:** WSI 200, WSI 210  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

WSI 315, Advanced Marine Survey & Data  
Division: Water Studies  
This course provides a foundation in the coordination of maritime surveys from a pre-deployment standpoint. Students will be expected to have a strong understanding of the remote sensing science including capabilities and limitations of the sensor systems used. A major focus of the course will be to develop student skillsets for processing and merging marine and terrestrial datasets from a wide range of sources and systems. Significant time will be devoted to proper manipulation of data using commercial and freely-available tools. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 4  
**Required Prerequisites:** PHY 121, WSI 215  
**Co-Requisites:** None  
**Recommended Prerequisites:** WSI 300

WSI 390, Marine Tech Internship  
Division: Water Studies  
The purpose of the internship is to provide on-the-job training for the student who wishes to pursue a career in a technical field of study. The internship will be customized to meet the learning needs of the student and the job requirements of the sponsoring firm. Students spend 10-15 hours per week in this paid, supervised on-the-job training experience. In addition to the required 50 hours per credit in a work site, students participate in semi-monthly seminars. Students must apply one month prior to the semester in which they will complete the internship. Group 2 course.  
**Credit Hours:** 2  
**Contact Hours:** 2  
**Required Prerequisites:** 60 credits of program specific courses with a GPA of 2.0 or higher  
**Co-Requisites:** None  
**Recommended Prerequisites:** WSI 200

WSI 400, Marine Technology Capstone  
Division: Water Studies  
This course requires the synthesis and integration of knowledge and skills acquired across the Marine Technology curriculum for completion of a team oriented project and will require significant written, oral and visual deliverables including a final presentation. These field based projects will include a comprehensive approach to mission planning, technical equipment competency, budgeting, data collection/processing and dissemination to an audience. Group 2 course.  
**Credit Hours:** 4  
**Contact Hours:** 4  
**Required Prerequisites:** WSI 200, WSI 210, WSI 215, WSI 240, WSI 300, WSI 310, WSI 315-may be taken concurrently  
**Co-Requisites:** None  
**Recommended Prerequisites:** None

WSI 405, Marine Industry  
Division: Water Studies  
This course focuses on contemporary issues and current events in the marine industry. It is intended to explore the global marine technology market while providing industry perspective from the marine sector including consequences of pollution, safety regulations, policy development, technology advances, and economics. Students will evaluate trends and conditions expected to influence the industry over the next five years. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Required Prerequisites:** Completion of 60 credit hours within major, Must include WSI 200, WSI 210, WSI 240  
**Co-Requisites:** None  
**Recommended Prerequisites:** None
WSI 433, Marine Project Management  
Division: Water Studies  
This class covers the practice of project management, specific to underwater marine environment (ROV/AUV/Sonar Technologies). The course will emphasize the core principles of project management, including scope development, schedules, resource planning, budgets, risk management strategies and communication methods. The curriculum aligns with the Project Management Institute “Body of Knowledge” and meets the instructional criteria required to become a Certified Associate in Project Management (CAPM). Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 4  
**Required Prerequisites:** RAM 205, WSI 200, WSI 210, WSI 215, WSI 240  
**Co-Requisites:** None  
**Recommended Prerequisites:** EET 304, MFG 304, WSI 300

WSI 440, Advanced Marine Platforms  
Division: Water Studies  
This course focuses on the use of complex marine platforms in multiple marine environments including autonomous underwater vehicles, unmanned underwater vehicles and remotely operated vehicles. Students will learn mission planning, platform mobilization, launch & recovery techniques, remote guidance and advanced troubleshooting of autonomous and remote systems. Subsea applications will include scientific study and research, subsea exploration and industrial applications. Group 2 course.  
**Credit Hours:** 3  
**Contact Hours:** 4  
**Required Prerequisites:** WSI 200, WSI 210, WSI 215, WSI 240, Instructor Permission  
**Co-Requisites:** None  
**Recommended Prerequisites:** None
Student Rights and Responsibilities (Policy D-602.01)

The purpose of the Student Rights and Responsibilities statement is to define a student’s basic rights within the college community, state what actions students may expect from the college to protect those rights, and explain the college’s expectations of its student members, including the standards by which student behaviors are measured. This statement describes unacceptable student behavior and outlines the procedures by which students are disciplined if they engage in unacceptable conduct. www.nmc.edu/about/policies/board-staff/D-602.01.html

Academic Policies

Northwestern Michigan College is committed to open access to higher education and to your academic success. Our intent is to offer support and remediation for students who are considered at risk of academic failure.

Attendance

Attendance is critical to student academic progress. Even though attendance expectations may differ from course to course, you are expected to be present, prepared, and be active participants in your classes. Students will receive a written attendance policy from the instructor at the first class meeting. A student who is repeatedly absent from class without good reason may be withdrawn from the course by the instructor.

Credit for Prior Learning

Students who have achieved competency in certain skill or course work areas may receive credit for classes or waivers of prerequisite classes. This competency could be gained through life, work, or military experience; vocational training at an area vocational, career or skill center; or completion of high school advanced placement courses. Assessment of proficiencies may be demonstrated through the following options:

• AP (Advanced Placement) credit achieved through high school courses;
• CLEP (College Level Examination Program);
• ACE (American Council on Education) for veterans;
• DSST (Dantes Subject Standardized Test);
• Competency Assessment in some NMC courses;
• Course waiver;
• Articulation credit for work at the Traverse Bay Area Career Tech Center

Students who wish to pursue credit or waivers for competencies should go to www.nmc.edu/records or contact the NMC Registrar in the Records and Registration Office in the Tanis Building. Students wanting information or to register for the CLEP exam should call (231) 995-1360.

Transfer Credit Equivalences

Quarter credits or other units of credit transferred in will be converted to semester credits. To convert quarter hours, multiply the quarter hours by 2/3 to equate to semester hour. The converted quarter hours must equal the required semester credits for the purpose of satisfying graduation requirements.

Adding Classes

Courses are set up in sessions which vary by the number of weeks they meet (15-week, 8-week, 5-week, etc.). Students may add available courses up through the day before the session begins. Once the session begins, permission to add may be required from the Academic Chair or Office Manager (not the instructor). Not all academic areas will allow registration after the session has started.

Dropping Classes

Students may officially drop classes during the designated Registration/Add/Drop/Refund dates for the semester. These dates are published online at www.nmc.edu/student-services/records-registration/important-dates.

• Students dropping all of their classes may drop courses online at www.nmc.edu/selfservice if there are no holds on the student’s record. You may also complete an enrollment form in the Records and Registration Office, or mail or fax a letter to the Records Office at (231) 995-1956. Include name, NMC ID, semester and signature. The date the letter is received is the official date of the withdrawal.
• Students dropping some of their classes may do so online at www.nmc.edu/selfservice if no holds are present or in the Records and Registration Office. If you wish to drop either some or all classes online and have a hold, call (231) 995-1049 for options. In most cases, the hold may be temporarily moved to allow you to drop.

Courses may be dropped without record through the add period of the session that the course is offered. Courses dropped after the add period and before the last 25 percent of the session will be dropped with record. A grade of “W” (Withdrawn) will be assigned. This grade will not affect the NMC grade point average. Dropping a class is not permitted during the last 25 percent of the session in which the course is offered. It is the student’s responsibility to notify their instructor(s) of the drop and be aware of any financial obligations.
Grades

STANDARD GRADING SYSTEM AT NMC:

4.0 - outstanding
3.5 - excellent
3.0 - good
2.5 - above average
2.0 - average
1.5 - below average
1.0 - deficient
0.0 - failed
S - satisfactory
U - unsatisfactory
I - incomplete
W - withdrawn
FA - failed to attend
AU - audit

S/U (satisfactory/unsatisfactory) may be given to designate the level of performance in courses which evaluate completion of specified competencies. (For designated courses only.)

I (incomplete) may be given at the discretion of the instructor if it is believed that the student has a valid reason for not having completed the course work and can fulfill the requirements of the course during the next semester. An incomplete not made up by the end of the next semester automatically becomes a 0.0. Incompletes may be extended one additional semester at the discretion of the instructor.

W (withdrawn) will be given to the student who officially withdraws from the class after the add period and before the last 25 percent of the session.

FA (failed to attend)—may be given if a student registered for a course but never attended and did not officially drop. FA will not affect a student’s GPA.

AU (audit) can be issued at the time of registration upon full payment of tuition and fees if a student wishes to attend a class without receiving college academic credit or a grade. Changing from “credit” to “audit” may take place through seventy-five percent of the academic session. Changing from “audit” to “credit” must be completed during the add period. Dates are listed in the schedule of classes.

GOOD STANDING
You are considered to be in academic good standing when you have a minimum overall grade point average of 2.0.

GRADE POINT AVERAGE
Grade point average (GPA) is a weighted average of grades. A grade for a course is multiplied by the credit hours for that course to obtain “points.” Total points are then divided by total credit hours to determine the grade point average. A GPA calculator is available online.

When a course is repeated, both the most recent grade and the previous grade will appear on the transcript (official academic record). However, only the last grade will be counted in the NMC cumulative GPA. Grades of S, U, I, W, FA, and AU are not used in the computation of grade point averages. Consult with the Advising Center with questions.

DEAN’S LIST
Students who have completed six or more credits and achieved a semester grade point average (GPA) of 3.5 or higher qualify for the Dean’s List. Each student receives a congratulatory letter from the Vice President for Educational Services. Dean’s List students will have their names listed in the lobby between the Biederman and Tanis buildings, and posted online.

GRADE POINT RE-EVALUATION
Northwestern Michigan College offers you an opportunity to improve upon a cumulative grade point average by repeating a course or courses, or by petitioning for a grade point re-evaluation under special circumstances. These options provide you with the opportunity to achieve a cumulative grade point average that is truly representative of your capabilities. You may pursue this option by calling the Advising Center for petitions and further information: (231) 995-1040. Transfer institutions may or may not recognize GPA re-evaluation.

For more information on GPA re-evaluation, visit www.nmc.edu/records and click on “grades.”

Academic Probation
Any student whose cumulative grade point average is below a 2.0 is considered academically at risk and will be placed on academic probation. The purpose of academic probation is to assure careful academic planning and referral to support services while the student attempts to improve his or her academic record.

SUPPORT & INTERVENTION FOR STUDENTS ON ACADEMIC PROBATION
Any student who is on probation must meet with an academic advisor prior to registering for any semester or session until the status of probation is removed. This enables the student to build a realistic academic program and receive appropriate referrals to support services that afford the maximum possibility for success. Students who are on probation may not take more than 12 semester credits during fall/spring semester, or six credits during the summer session. The status of academic probation is removed when the student’s cumulative grade point average becomes 2.0 or higher.

Academic Suspension
When a student has been on academic probation for two semesters and is unable to maintain a current grade point average of 2.0 or higher the following semester, that student will be suspended from academic enrollment for a period of one semester (excluding summer.) This means the student will sit out for one full semester, either fall or spring. The official transcript will reflect this action.
REINSTATMENT FOLLOWING ACADEMIC SUSPENSION
A student who has been academically suspended is encour-
gaged to petition the Registrar for reinstatement when the
waiting period is over if he/she feels that sufficient changes
have occurred to enable academic success. This petition must
be made in writing at least two weeks prior to the start of the
semester for which the student is seeking reinstatement. Include
in the petition:
1. Circumstances that you feel will lead to better academic
   performance
2. Your goals at NMC; for example, major filed of study
   and career plans
3. Your plans regarding employment if you are reinstated

Grade Alert
Learning is dependent upon regular feedback regarding
student performance. Students and instructors are both
responsible for this communication. Students achieving
less than a 2.0 in any 15-week class may receive notification
to their NMC email around the midpoint of the academic
session encouraging them to contact their instructor.

Repeating Courses
Northwestern Michigan College offers you an opportunity
to improve upon a cumulative GPA by repeating a course or
courses. All courses and grades will appear on the transcript
(official academic record); however, only the last grade will be
counted in the cumulative grade point average. Most courses
at NMC can be taken a maximum of three times. Exceptions
are activity courses such as physical education and applied
music. Financial Aid may have further restrictions and should
be consulted.

Transcripts
Students who plan to attend another college or university will
need to send an official transcript of their academic record to
that college. Often new employers require an official copy of
your transcript. A transcript is a list of the academic courses
taken at NMC and the grades earned. Your official trans-
script will be sent to colleges or employers upon your written
request. If you request the transcript be sent to you, it may not
be considered official. Each request should include:
1. Your name, permanent address, and NMC ID or social
   security number
2. Name and address where the transcript is to be mailed
3. Your signature
4. Your phone number
5. $5 for each transcript

Requests may be made online at www.nmc.edu/selfservice,
in person, by mail or by fax (231) 995-1956. Fax requests will
be honored if you include your charge card number (Visa,
MasterCard or Discover) and expiration date to cover the
transcript fee.

Transcripts may be faxed to a third party but may not be con-
sidered official. Contact the third party for confirmation. To
protect the confidentiality of the student, telephone requests
cannot be honored. Students may obtain an unofficial copy of
their transcript at no charge through the self-service menu at
www.nmc.edu/registration. All transcripts printed on
transcript paper through the Records Office have a fee of
$5. Transcript requests can be completed only if all fees and
obligations to NMC have been fulfilled.

Inclement Weather Policy
It is the policy of Northwestern Michigan College to main-
tain normal operations on regularly scheduled days, except in
very rare cases when severe weather conditions prevent this.

It is further the policy of NMC that each staff member and
student will make his or her own determination concerning
attendance on unfavorable travel days.

Given unfavorable weather conditions, NMC may delay or
close, in which case the following actions will be taken:

- For daytime classes, a decision to delay the opening of the
college or close entirely will be communicated before
5:30 a.m.
- For evening schedules, delays or closings will be announced
by 3 p.m. There is a possibility that NMC would cancel all
day classes and hold evening classes.
- If the college delays opening, students should report to
class at the designated opening time. If a student’s class
begins before the designated opening time, that class
would be canceled unless one-hour of instruction remains
after the designated opening time. Up-to-date information
regarding class cancellations and college closures will be
communicated on the 24-hour phone line: (231) 995-1100.
- College delays or closures will be reported to area radio
and television stations (a list of stations is available in
the Public Relations and Marketing office) campus
video monitors, NMC’s general information number (231)
995-1000, and NMC website.
- College delays or closures will be reported via email to all
faculty, staff and students via NMC email accounts, and via
text message to those students who are subscribed to receive
alerts on their cell phones.
- For weekend academic courses, the college closure/delay
decision will first be enforced. If, on the other hand, a
faculty member determines he/she cannot make it to
campus for their particular class, the faculty member
teaching the weekend course will update his/her voice-
mail greeting with the class cancellation information.
Weekend students should then call their instructor’s
voicemail rather than the 24-hour phone line.
Non-Discrimination Policy

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran’s status, weight, or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding. In addition, although not mandated by law, it is the policy of Northwestern Michigan College to prohibit discrimination in employment, educational programs and activities and admissions on the basis of sexual orientation, gender identity and gender expression. www.nmc.edu/nondiscrimination

Harassment Policy

Northwestern Michigan College (NMC) prohibits sexual misconduct, which includes but is not limited to: rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Sexually violent acts, termed sexual misconduct by NMC are violations of NMC’s Student Rights & Responsibilities, and can be crimes as well.

The College shall promptly and thoroughly investigate complaints of discrimination and/or harassment. Complaints of discrimination and/or harassment will be treated as confidentially as possible. The College will conduct fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. Procedures detailing the investigation and resolution processes of NMC can be found online: www.nmc.edu/policies (D-702.01 - Discrimination and Harassment Complaint Procedure).

For additional information, contact the Vice President for Student Services and Technologies at (231) 995-1046. Employees may contact the Director of Human Resources at (231) 995-1342.

Right to Know

In 1990, Congress passed into law the Student Right-to-Know and Campus Security Act. The legislation is designed to provide better consumer information to students and their families by requiring institutions of higher education to compile and report completion or graduation rates, job placement statistics, crime statistics, as well as general information about the college. Job placement statistics, crime statistics, and general information about the college is available at www.nmc.edu and the student newspaper, or may be obtained in the Admissions Office, Tanis Building, (231) 995-1054. For completion or graduation rates contact the NMC Registrar at (231) 995-1058. All Board of Trustees and Student Government meetings are open to students.

Campus Security & Safety Policy

The safety of students, faculty, staff and visitors is of vital concern to Northwestern Michigan College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security, (231) 883-9099. Emergency outdoor phones are identified by a blue light; all incidents will be documented and investigated. NMC has a staff of campus security personnel who work closely with the Traverse City Police Department. On a regular basis, information and presentations are made available to students and employees on issues of importance to campus safety. The campus safety report is published online at www.nmc.edu/safety and is in compliance with the Student Right-to-Know and Campus Security Act. Visit www.nmc.edu/safety to view a daily crime log. Click on crime log.

Campus Safety Report

Mission: to establish a system of communication and response to provide for the safety of students and employees.

A. Report Procedures: To report criminal actions, emergencies, or suspicious situations, call: 

Emergencies .................................................. 911

Campus Security................................................. (231) 883-9099

Emergency outdoor phones are identified by a blue light and can be used to make on-campus calls. To make an emergency call, press the red button, state your location and the situation. Police personnel will respond.

B. Access to Campus Facilities: All campus buildings are open from 7 a.m. to 10 p.m., Monday through Friday, and at other times on weekends depending on need. Residence halls are open from 7 a.m. to 12 midnight every day. Residents have keys and guests are required to register with the residence hall staff after midnight. All guests must be escorted by the resident they are visiting.

C. Authority of Institutional Security Personnel: The NMC Campus Security personnel have the authority to confront the individuals related to an incident, require identification, and when necessary, contact the Traverse City Police Department. Officers keep a daily record of activities and all incidents are promptly reported to the Campus Liaison Officer.

D. Information Programs: On a regular basis students and employees receive information on campus security and crime prevention and are invited to attend presentations on such subjects as sexual assault and rape; fire prevention; crime prevention; bomb threats; and alcohol and drug abuse prevention.

E. Occurrence Statistics: The NMC Campus Security and Safety Department has compiled these statistics for incidents on NMC’s four campuses from January 1, 2015 to December 31, 2015. Go to www.nmc.edu/security to view statistics for the past three years.
Offenses On Campus

<table>
<thead>
<tr>
<th>O - On Campus</th>
<th>R - On Campus Residential</th>
<th>N - Non-Campus Property</th>
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</thead>
<tbody>
<tr>
<td>Murder / Non Negligent</td>
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<td></td>
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<tr>
<td>Negligent Manslaughter</td>
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</tr>
<tr>
<td>Sex Offenses: Forcible</td>
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<td></td>
</tr>
<tr>
<td>Sex Offenses: Non forcible</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Theft</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Liquor Law Violations: Referred for action</td>
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<tr>
<td>Liquor Law Violations: Arrest</td>
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<tr>
<td>Drug Law Violations: Referred for action</td>
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<tr>
<td>Drug Law Violations: Arrest</td>
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<tr>
<td>Illegal Weapons Violations: Referred for action</td>
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<tr>
<td>Illegal Weapons Violations: Arrest</td>
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<td></td>
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<tr>
<td>Hate Crime</td>
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<tr>
<td>Domestic Violence</td>
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<tr>
<td>Dating Violence</td>
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<td></td>
</tr>
<tr>
<td>Stalking</td>
<td>0  0  0</td>
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</tr>
</tbody>
</table>

The Michigan State Police make available the list of registered sex offenders at www.michigan.gov/msp select “Michigan Sex Offender Registry.”


Drug-Free Learning Environment Policy

It is the intent of Northwestern Michigan College to provide a drug-free workplace and learning environment for students, faculty and staff. Furthermore, NMC intends to comply with the provisions of the Drug-Free Schools and Communities Act of 1989. All students, employees, and visitors are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcohol and illicit drugs. All students, employees and visitors are specifically forbidden to use or possess alcoholic beverages, or to be under the influence of any controlled substance while on college property (except as provided by policy for use of alcohol on campus) or violate conditions of Controlled Substance Act.

Tobacco-Free Policy

In the interest of providing a safe, clean and healthy environment for students, employees and visitors, NMC has prohibited smoking on all campuses.

Student Sexual Assault Policy

I. Legal and Behavioral Definition of Sexual Assault

Northwestern Michigan College (NMC) prohibits sexual misconduct, which includes but is not limited to: rape, acquaintance rape, sexual assault, sexual harassment,
Northwestern Michigan College reports currently enrolled student status to the National Student Clearinghouse each semester. This information is provided to assist students to defer repayment of student loans during the time a student is enrolled. Information is also provided to verify degrees earned and may be used by potential employers who contact the National Student Clearinghouse. Students may access the Clearinghouse website through NMC’s secure website to obtain verification of their student status to be used for insurance purposes.
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Pauline Baver 1951-75
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Walter Beardslee 1951-85
Jay Beery 1981-12
Joan Berg 1977-00
Lyle Bradford 1968-88
Robert Buttleman 1970-06
Larry Buys 1970-01
Elizabeth Carden 1970-00
Larry Carps 1971-01
Richard Cookman 1970-00
Helen Core 1952-74
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Joseph Dionne 1971-06
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David Donovan 1971-01
Sallie Donovan 1975-06
Diane Emling 1987-15
William Faulk 1965-01
Adam Gahn 1963-01
Ernest Gaunt 1952-77
Richard Gertz 1968-88
Richard Goerz 1970-00
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Alan Hart 1987-14
Jill Hinds 1979-04
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Karen Howie 1987-10
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Harry Oliver 1958-89
Jack Ozegovic 1968-89
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Kenneth Rose 1968-00
Walter Ross 1972-97
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Christopher, Dennis P.
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Christiansen, Cindy A.
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Cook, Frederick P.
Custodian

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