

PROGRAM CURRICULA

ACCOUNTING

(313) 496-2600

College Certificate

Associate of Applied Science Degree

About the Program

This curriculum is designed for students presently employed in the accounting field and seeking advancement, and for those seeking a position in the field immediately upon graduation. Areas where a student may find employment include, but are not limited to, auditing, payroll, cost, budget and tax. In addition to the course work in Accounting, the student will complete courses in various other business disciplines and the liberal arts.

Admission Requirements

Students are required to do the following:

- Obtain an Development Plan (Plan of Work), outlining the student's plan for program completion from an advisor.
- Complete 15 credits of required program courses, including BUS 150 and ACC 110, with a grade of "C" or better.
- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Required Courses and Suggested Sequence of Full-Time Study (One Year Accounting Certificate)

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1:		
ACC 110	Principles of Accounting I	4
BUS 150	Introduction to Business	3
BUS 225	Computer Applications in Business	3
ENG 119	English I	3
MAT 155	College Algebra	4
SEMESTER TOTAL		17

SEMESTER 2:

ACC 111	Principles of Accounting II	4
ACC 105	Income Tax Accounting	3
ACC 112	Computerized Accounting	3
BL 201	Business Law I	4
BUS 240	Business Communications	3

---OR---

BUS 221 Business Statistics 3

SEMESTER TOTAL 17

TOTAL CERTIFICATE CREDIT HOURS . . 34

Total hours may not include prerequisites.

Required Courses and Suggested Sequence of Full-time Study (Associate of Applied Science)

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1:		
ENG 119	English I	3
BUS 225	Computer Applications in Business	3
SPH 101	Fundamentals of Speech	3
-----OR-----		
SPH 105	Improving Your Speaking Voice	3
BUS 150	Introduction to Business	3
ACC 110	Principles of Accounting I	4
SEMESTER TOTAL		16

SEMESTER 2:

ENG 120	English II	3
MAT 155	College Algebra	4
ACC 111	Principles of Accounting II	4
ACC 112	Computerized Accounting	3
SEMESTER TOTAL		14

SEMESTER 3:

ECO 101	Principles of Economics I	3
BL 201	Business Law I	4
MGT 205	Principles of Management	3
ACC 210	Intermediate Accounting I	3
ACC 105	Income Tax Accounting	3
SEMESTER TOTAL		16

SEMESTER 4:

ECO 102	Principles of Economics II	3
MKT 200	Principles of Marketing	3
PS 101	American Government	3

BUS 240 Business Communications	3
-----OR-----	
BUS 221 Business Statistics	3
ACC 211 Intermediate ACC II	3
SEMESTER TOTAL	15

SEMESTER 5:

Electives *	6
SEMESTER TOTAL	6
PROGRAM TOTAL	67

*Total hours may not include prerequisites.
 Electives may include any course offered except ACC 100, ENG courses numbered below 119 and MAT courses numbered below 155. It is strongly recommended that students elect the BUS 228 (Internet Web page Design) and OIS 152 as these electives.

ADDICTION STUDIES

(313) 496-2600
 College Certificate

About The Program

Graduates of the Addiction Studies program will be prepared to work as entry level professionals in centers and facilities serving persons who are dependent upon addictive substances. Job functions include interviewing, conducting group sessions and behavior management.

Admission Requirements

Students are required to:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Addiction Studies Program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on the COMPASS test and recommended prerequisite classes.
- Submit a program application to the department head or designee who administers the Addiction Studies Program before the ninth week of the Fall or Spring semester.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
AAS 237	Illegal Drug Traffic	3
ENG 119	English I	3
PSY 101	Introductory Psychology	3
HUS 105	Group Expression for Self Growth I . .	3
HUS 110	Introduction to Human Services	3
HUS 120	Group and Social Process I	3
HUS 135	Professionalism in Human Services . .	3
MEH 140	Mental Health Legal Information . . .	3
ADD 110	Introduction to Addiction	3
ADD 130	Assessment, Diagnosis & Treatment . .	3
ADD 135	Addiction Field Practicum/Methods Seminar I	4
ADD 102	Addiction Counseling: Theories & Techniques	3
ADD 214	Pharmacology of Addiction	3
ADD 235	Addiction Field Practicum/Methods Seminar II	4
CERTIFICATE TOTAL		44

Total hours may not include prerequisites.

NOTE: A curriculum upgrade will occur in the near future. Contact the District Academic Officer or Campus Academic & Student Services Officer for information.

(313) 496-2600

About the Program

The District offers a two-year course of study leading to the Associate of Arts degree designed for students who plan to complete their first two years of college work at Wayne County Community College District and then transfer as juniors to baccalaureate degree granting institutions. Students should contact an advisor for specific requirements for transfer to senior institutions and a particular program of study. Students should also contact a transfer coordinator at the college concerning specific course requirements that should be met.

Degree Requirements

The Associate of Arts degree consists of a minimum of 60 semester credit hours, at least 25% of which must be earned at WCCCD. Thirty-two (32) semester hours are used to satisfy the general education and academic group requirements. Twenty-eight (28) hours including a minimum of three courses in one of the following areas of concentration go towards fulfilling degree requirements:

- African-American Studies (Social Science)
- Anthropology (Social Science)
- Economics (Social Science)
- English (Humanities)
- History (Social Science)
- Mathematics (Life and Physical Science)
- Philosophy (Human and Community Development)
- Psychology (Human and Community Development)
- Sociology (Social Science)
- Speech (Humanities)
- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

General Education Requirements

The minimum general education requirements are as follows:

English 6 Semester Hours

English 119 and English 120

Social Science 9 Semester Hours

At least two courses or six semester hours must be from the following disciplines:

- Anthropology
- History
- Political Science
- Sociology
- Economics
- Geography
- Psychology

Courses must be taken in more than one academic discipline. One course may be taken from listed courses in the following disciplines:

- African-American Studies
- Muslim World Studies

Natural Science 8 Semester Hours

Courses must be taken in more than one academic discipline. At least one of the courses must be a laboratory course.

- Mathematics courses numbered 155 or above may be applied towards the fulfillment of this requirement.
- Anthropology 153
- Biology
- Chemistry
- Physics
- Consult an advisor for other course options.

Humanities 9 Semester Hours

Courses must be taken in more than one academic discipline from among the following:

- Dance
- English (200 level)
- French
- Humanities
- Music
- Philosophy
- Spanish
- Speech
- One course may be taken from among the following: ENG 260, ENG 261, HIS 151, HIS 152, HIS 249, HIS 250, MWS 102 or ENG 212.

American Government Requirement 3 Semester Hours

Any courses used to fulfill this requirement may also be applied toward the fulfillment of the Social Science Group Requirement. Options:

- African-American Studies 131
- History 249 and 250
- Political Science 101
- Political Science 104

Electives 28 Semester Hours

TOTAL 60 SEMESTER HOURS

Total hours may not include prerequisites.

ASSOCIATE OF GENERAL STUDIES

(313) 496-2600

About the Program

This degree program helps students who plan to study a variety of areas without committing themselves to a specific field as they prepare for employment or additional academic work.

Degree Requirements

A student must complete a minimum of 60 semester credit hours, 15 of which must be earned at WCCCD.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

General Education Requirements

The minimum general education requirements:

English 6 Semester Hours

English 119 and English Requirement

Math 3 Semester Hours

Natural Science 3 Semester Hours

Courses must be from one of the following:

- Astronomy
- Biology
- Geology
- Chemistry
- Physics
- ANT 153 and DT 130

Humanities 3 Semester Hours

Courses must be taken in more than one of the following:

- Dance
- English (200 level)
- French
- Humanities
- Music
- Philosophy
- Spanish
- Speech

American Government Requirement 3 Semester Hours

Any courses used to fulfill this requirement may also be applied toward the fulfillment of the Social Science Group Requirement. Options: African-American Studies 131; History 249 and 250; Political Science 101 and Political Science 104.

Electives 44 Semester Hours

TOTAL 60 SEMESTER HOURS

Total hours may not include prerequisites.

ASSOCIATE OF SCIENCE

(313) 496-2600

About the Program

The District offers a two year course of study leading to the Associate of Science (A.S.) degree designed for students who plan to complete their first two years of college work at Wayne County Community College District and then transfer as juniors to baccalaureate degree granting institutions. Students should contact an advisor for specific requirements for transfer to senior institutions and the particular program of study. As well, students are advised to contact a transfer coordinator at the college concerning specific course requirements that should be met.

Degree Requirements

The requirements for the Associate of Science degree, with the exception of the Natural Science group requirements, are the same as the Associate of Arts. A student must complete a minimum of 60 semester credit hours, 15 of which must be earned at WCCCD.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

General Education Requirements

The minimum general education requirements are as follows:

English 6 Semester Hours

English 119 and English 120

Social Science 9 Semester Hours

At least two courses or six semester hours must be from the following disciplines:

- Anthropology
- Economics
- History
- Geography
- Political Science
- Psychology
- Sociology

Courses must be taken in more than one academic discipline. One course may be taken from the following additional disciplines:

- African-American Studies
- Muslim World Studies

Natural Science 20 Semester Hours

Courses must be taken in more than one academic discipline.

- Mathematics courses numbered 155 or above may be applied towards the fulfillment of this requirement.
- Anthropology 153
- Biology
- Chemistry
- Physics
- Consult an advisor for other course options.

Humanities 9 Semester Hours

Courses must be taken in more than one academic discipline from among the following:

- Arabic
- Chinese
- Dance
- English (200 level)
- French
- Humanities
- Music
- Philosophy
- Spanish
- Speech

One course may be taken from among the following: ENG 260, ENG 261, HIS 151, HIS 152, HIS 249, HIS 250, MWS 102 or ENG 212.

American Government Requirement 3 Semester Hours

Any courses used to fulfill this requirement may also be applied toward the fulfillment of the Social Science Group Requirement. Options: African-American Studies 131; History 249 and 250; Political Science 101 and Political Science 104.

Electives 16 Semester Hours

TOTAL. 60 SEMESTER HOURS

Total hours may not include prerequisites.

AUTOMOTIVE SERVICE TECHNOLOGY

(313) 496-2600

College Certificate

Associate of Applied Science Degree

About the Program

The Automotive Service Technology program is designed to develop qualified technicians to diagnose, repair, and service modern automobiles. This program provides opportunities for the student to develop their skills and competencies for entry-level positions such as an automotive technician, service manager, parts manager, product test technician, and self employment. The program prepares students for national Automotive Service Excellence (ASE) and State of Michigan certifications for any of the eight (8) automotive areas or "Master" certification.



The instruction, curriculum, facilities and equipment of this program have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and the District received certification from Automotive Service Excellence (ASE) in the following areas:

- Brakes
- Electrical/Electronic Systems
- Engine Performance
- Suspension & Steering

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Automotive Service Technology Program on the WCCCD Application for Admissions or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Complete WCCCD Program Admission Application during the semester they are enrolled in the Electrical/Electronic Systems I (AUT 114) course and then submit them to the Campus Academic Officer.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CAREER COURSES

(Any 30 credits from the following)

AUT 114	Electrical/Electronic Systems I	3
AUT 115	Electrical/Electronic Systems II	3
AUT 116	Electrical/Electronic Systems III	3
AUT 117	Electrical/Electronic Systems IV	3
AUT 118	Engine Performance I	3
AUT 119	Engine Performance II	3
AUT 200	Engine Performance III	3
AUT 201	Engine Performance IV	3
AUT 120	Brakes I	3
AUT 203	Brakes II	3
AUT 121	Suspension & Steering I	3
AUT 204	Suspension & Steering II	2
AUT 122	Automatic Transmission and Transaxle I	4
AUT 206	Automatic Transmission and Transaxle II	3
AUT 124	Engine Repair I	4
AUT 207	Engine Repair II	3
AUT 125	Heating & Air Conditioning I	3
AUT 208	Heating & Air Conditioning II	2
AUT 126	Manual Drive Train & Axles I	3
AUT 209	Manual Drive Train & Axles II	2
CERTIFICATE TOTAL		30

Total hours may not include prerequisites.

Associate of Applied Science Degree and Requirements

Students must satisfactorily complete each of the following courses to receive an Associate of Applied Science Degree.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Recommended sequence of courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
AUT 114	Electrical/Electronics I	3
AUT 115	Electrical/Electronics II	3
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
HUM	Any Humanities	3
SEMESTER TOTAL		15

SEMESTER 2

AUT 116	Electrical/Electronics III	3
AUT 117	Electrical/Electronics IV	3

PS 101	American Government	3
ENG 120	English II	3
Natural Science with Lab		4
SEMESTER TOTAL		16

SEMESTER 3

BUS 240	Business Communications	3
SOC	Any Social Science Course	3
SPH 101	Fundamentals of Speech	3
Any 6 credits from the list below:		
AUT 118	Engine Performance I	3
AUT 119	Engine Performance II	3
AUT 200	Engine Performance III	3
AUT 201	Engine Performance IV	3
AUT 120	Brakes I	3
AUT 203	Brakes II	3
AUT 121	Suspension & Steering I	3
AUT 204	Suspension & Steering II	2
AUT 122	Automatic Transmission and Transaxle I	4
AUT 206	Automatic Transmission and Transaxle II	3
AUT 124	Engine Repair I	4
AUT 207	Engine Repair II	3
AUT 125	Heating & Air Conditioning I	3
AUT 208	Heating & Air Conditioning II	2
AUT 126	Manual Drive Train & Axles I	3
AUT 209	Manual Drive Train & Axles II	2
SEMESTER TOTAL		15

SEMESTER 4

Elective		3
Elective		3
Any 9 credits from the list below:		
AUT 118	Engine Performance I	3
AUT 119	Engine Performance II	3
AUT 200	Engine Performance III	3
AUT 201	Engine Performance IV	3
AUT 120	Brakes I	3
AUT 203	Brakes II	3
AUT 121	Suspension & Steering I	3
AUT 204	Suspension & Steering II	2
AUT 122	Automatic Transmission and Transaxle I	4
AUT 206	Automatic Transmission and Transaxle II	3
AUT 124	Engine Repair I	4
AUT 207	Engine Repair II	3
AUT 125	Heating & Air Conditioning I	3
AUT 208	Heating & Air Conditioning II	2
AUT 126	Manual Drive Train & Axles I	3
AUT 209	Manual Drive Train & Axles II	2
SEMESTER TOTAL		15

PROGRAM TOTAL **61**

Total hours may not include prerequisites.

AVIATION MECHANICS (AIRFRAME AND POWERPLANT)

(313) 496-2600

College Certificate

Associate of Applied Science

About the Program

The Aviation Mechanics program offers two options: Airframe and Powerplant. It is designed to prepare students for entry into a variety of occupations, which require competence in the two basic areas of airframe and powerplant technology. Students completing with the certificate or the Associate of Applied Science Degree program will be qualified to obtain a Federal Aviation Administration (FAA) Certificate to be licensed as an airframe or powerplant technician. Students seeking career advancement in the field or transfer to a four-year institution should elect the Associate of Applied Science Degree. Students who wish to prepare only for the FAA license should select the certificate.

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application during the semester they are enrolled in any APM course, and then submit the application to the Campus Academic Officer.

Airframe College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
CAREER COURSES		
APM 110	Aviation Mathematics	3
APM 111	Basic Electricity	3
APM 114	Materials and Processes	3
APM 115	Aircraft Drawing	2

APM 116	Maintenance Forms and Certifications	2
APM 117	Cleaning and Corrosion Control	2
APM 118	Test, Preparations and Practice	3
APM 119	Basic Physics, Aerodynamics, Weight and Balance	3
AFM 217	Repair of Wood, Fabric and Finishing	3
AFM 218	Sheet Metal I	3
AFM 219	Sheet Metal II	3
AFM 220	Aircraft Welding	2
AFM 221	Assembly and Rigging	5
AFM 319	Hydraulics, Pneumatic Lines, Fittings	3
AFM 320	Landing Gear Systems	3
AFM 321	Cabin Atmosphere, Communication and Navigation Systems	3
AFM 322	Electrical Systems I	2
AFM 323	Electrical Systems II	3
AFM 324	Fuel, Ice, Rain and Fire Systems	3
AFM 325	Test, Preparations and Practice	3
EMT 101	First Aid	2
LS 204	Occupational Safety and Health	3

CERTIFICATE TOTAL CREDITS 62

Total hours may not include prerequisites.

Airframe Associate of Applied Science Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
ENG 134	Technical Communications	3
MAT 121	Technical Mathematics I	3
MAT 156	Trigonometry	4
PS 101	American Government Requirement	3
Humanities, Natural, Social Science Elective		4

CAREER COURSES

APM 110	Aviation Mathematics	3
APM 111	Basic Electricity	3
APM 114	Materials and Processes	3
APM 115	Aircraft Drawing	2
APM 116	Maintenance Forms and Certifications	2
APM 117	Cleaning and Corrosion Control	2
APM 118	Test, Preparations and Practice	3
APM 119	Basic Physics, Aerodynamics, Weight and Balance	3
AFM 217	Repair of Wood, Fabric and Finishing	3

AFM 218	Sheet Metal I	3
AFM 219	Sheet Metal II	3
AFM 220	Aircraft Welding	2
AFM 221	Assembly and Rigging	5
AFM 319	Hydraulics, Pneumatic Lines, Fittings . . .	3
AFM 320	Landing Gear Systems	3
AFM 321	Cabin Atmosphere, Communication and Navigation Systems	3
AFM 322	Electrical Systems I	2
AFM 323	Electrical Systems II.	3
AFM 324	Fuel, Ice, Rain and Fire Systems	3
AFM 325	Test, Preparations and Practice.	3
EMT 101	First Aid	2
LS 204	Occupational Safety and Health	3
PROGRAM TOTAL CREDITS		82

Total hours may not include prerequisites.

Powerplant College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.
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CR. No.	COURSE TITLE	CREDITS
CAREER COURSES		
APM 110	Aviation Mathematics	3
APM 111	Basic Electricity.	3
APM 114	Materials and Processes	3
APM 115	Aircraft Drawing	2
APM 116	Maintenance Forms and Certifications	2
APM 117	Cleaning and Corrosion Control.	2
APM 118	Test, Preparations and Practice.	3
EMT 101	First Aid	2
PPM 211	Reciprocating Engines I.	3
PPM 212	Reciprocating Engines II	3
PPM 216	Reciprocating Engines III	3
PPM 217	Lubrication Systems	3
PPM 218	Turbine Engines and Ground Control. .	4
PPM 301	Basic Physics, Aerodynamics, Weight and Balance	3
PPM 302	Engine Electrical Systems II.	3
PPM 303	Ignition Systems	3
PPM 304	Cooling Induction Systems	3
PPM 305	Fuel Metering	3
PPM 306	Propellers.	3
PPM 307	Test, Preparation and Practice	3
CERTIFICATE TOTAL CREDITS		57

Total hours may not include prerequisites.

Airframe Associate of Applied Science Degree

Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
ENG 134	Technical Communications	3
MAT 121	Technical Mathematics I	3
PS 101	American Government Requirement . .	3
Humanities, Natural, Social Science Elective.		4
Social Science Elective.		3
Other		6

CAREER COURSES

APM 110	Aviation Mathematics	3
APM 111	Basic Electricity.	3
APM 114	Materials and Processes	3
APM 115	Aircraft Drawing	2
APM 116	Maintenance Forms and Certifications	2
APM 117	Cleaning and Corrosion Control.	2
APM 118	Test, Preparations and Practice.	3
EMT 101	First Aid	2
PPM 211	Reciprocating Engines I.	3
PPM 212	Reciprocating Engines II	3
PPM 216	Reciprocating Engines III	3
PPM 217	Lubrication Systems	3
PPM 218	Turbine Engines and Ground Control. .	4
PPM 301	Basic Physics, Aerodynamics, Weight and Balance	3
PPM 302	Engine Electrical Systems II.	3
PPM 303	Ignition Systems	3
PPM 304	Cooling Induction Systems	3
PPM 305	Fuel Metering	3
PPM 306	Propellers.	3
PPM 307	Test, Preparation and Practice	3
PROGRAM TOTAL CREDITS.....		79

Total hours may not include prerequisites.

BUSINESS ADMINISTRATION

(313) 496-2600

Associate of Arts Degree

Associate of Applied Science Degree

About the Program

This program is suitable for students presently employed in business and industry and seeking advancement, those seeking such a position immediately upon graduation and those anticipating transfer to a four-year institution. The student will complete a core of liberal arts and business courses. Those anticipating transfer should coordinate their studies with the transfer policies of the institutions to which they intend to transfer. In some instances, these students may find it more advantageous to pursue a more general associate degree.

Admission Requirements

Students are required to do the following:

- Obtain an Education Development Plan (Plan of Work), outlining the student’s plan for program completion from an advisor.
- Complete 15 credits, including BUS 150 and ACC 110, with a grade of “C” or better.
- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Program Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Required Courses and Suggested Sequence of Full-Time Study (Associate of Arts)

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
BUS 225	Computer Applications In Business. . .	3
SPH 101	Fundamentals of Speech	

----OR----

SPH 105	Improving Your Speaking Voice.	3
BUS 150	Introduction to Business	3
ACC 110	Principles of Accounting I.	4
SEMESTER TOTAL		16

SEMESTER 2

ENG 120	English II	3
MAT 155	College Algebra.	4
PS 101	American Government	3
ACC 111	Principles of Accounting II	4
MGT 205	Principles of Management	3
SEMESTER TOTAL		17

SEMESTER 3

ECO 101	Principles of Economics I.	3
BUS 228	Internet Web Page Design.	3
MKT 200	Principles of Marketing	3
BUS 240	Business Communications	

----OR----

BUS 221	Business Statistics	3
Humanities Electives		3
SEMESTER TOTAL		15

SEMESTER 4

ECO 102	Principles of Economics II.	3
BL 201	Business Law I.	4
Natural Science Laboratory Elective		4
Humanities Elective		3

SEMESTER TOTAL 14

PROGRAM TOTAL 62

Total hours may not include prerequisites.

Required Courses and Suggested Sequence of Full-Time Study (Associate of Applied Science)

SEMESTER 1

ENG 119	English I	3
BUS 225	Computer Applications In Business. . .	3
SPH 101	Fundamentals of Speech	3
BUS 150	Introduction to Business	3
ACC 110	Principles of Accounting	4
SEMESTER TOTAL		16

SEMESTER 2

ENG 120	English II	3
MAT 155	College Algebra.	4
PS 101	American Governments.	3
ACC 111	Principles of Accounting II	4
MGT 205	Principles of Management	3

SEMESTER TOTAL 17

SEMESTER 3

ECO 101 Principles of Economics I 3

BUS/ACC Elective 3

BUS 228 Internet Web Page Design 3

MKT 200 Principles of Marketing 3

BL 201 Business Law I 4

SEMESTER TOTAL 16

SEMESTER 4

ECO 102 Principles of Economics II. 3

BUS 240 Business Communications. 3

----OR----

BUS 221 Business Statistics 3

Electives 6

SEMESTER TOTAL 12

PROGRAM TOTAL 61

Total hours may not include prerequisites.

CHILD CARE TRAINING

(313) 496-2600
 College Certificate
 Associate of Applied Science

About the Program

Early Childhood Pre-Education Program (CDA)

The Early Childhood Education program prepares students to work as child care administrators and teacher caregivers in early childhood settings. It combines hands-on fieldwork in area centers with related academic work at the College. Program focuses on child development and methods and strategies to motivate learning in the five developmental areas. Graduates become responsible for the care and education of children up to 5 years old by creating and maintaining safe and healthy learning environments, guiding behavior, planning curriculum and implementing learning activities, and working cooperatively with staff and parents. Success in the field depends upon knowledge of early childhood development and its implementation, the design of learning activities and the environment, caring attitude, respect for children and adults, flexibility, good judgment, dependability and effective communication skills.

** Select WCCCD courses transfer to some colleges and universities to meet minor requirements for Elementary Education Certification—Early Childhood Endorsement. (See an academic advisor.)*

Admission Requirements

Admission requirements to the Child Care Training Program’s options are as follows:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admission Office.
- Submit a Program Application to the Campus Academic Officer before the ninth week of the Fall and Spring semesters.
- Fulfill course placement requirements based on COMPASS test.
- Complete the first semester course work with a grade “C” or better.

College Certificate Requirements

Child Development Associate (CDA)

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
REQUIRED PREREQUISITE COURSES		
BUS 225	Computer Applications in Business (Elective).....	3
CCT 101	Introduction to Early Childhood Care.	3
EMT 101	First Aid	2
ENG 119	English I	3
HUS 135	Professionalism in Human Services ...	3
PSY 101	Introductory Psychology	3
CERTIFICATE REQUIRED COURSES		
ENG 285	Children’s Literature	3
---OR---		
CCT 257	Infant and Toddler Literature.....	3
CCT 104	Methods and Techniques in Child Care: Infant and Toddler Development.....	4
---OR---		
CCT 106	Methods and Techniques in Child Care: Preschool Child Development.....	4
CCT 111	Child Assessment Techniques	3
CCT 120	Parent – Child – Teacher Relationships	3
CCT 157	Child Care Practicum I	4
CCT 210	Special Population.....	3
CCT 227	Child Care Practicum II	4
CCT 230	Program Management and Supervision	3
PSY 220	Child Growth and Development.....	3
Elective	3
CERTIFICATE TOTAL		46 - 57

Total hours may not include prerequisites.

NOTE: Students who enroll in CCT 104 must complete CCT 257. Students who enroll in CCT 106 must enroll in ENG 285.

NOTE: For students transferring to colleges or universities, it is suggested they complete PSY 220.

Associate of Applied Science Requirements

Child Development Associate (CDA)

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
REQUIRED PREREQUISITE COURSE		
BUS 225	Computer Applications in Business	3
CCT 101	Introduction to Early Childhood Care.	3
EMT 101	First Aid	2
ENG 119	English I	3
HUS 135	Professionalism in Human Services ...	3
PSY 101	Introductory Psychology	3
REQUIRED GENERAL EDUCATION COURSES		
ENG 120	English II	3
PS 101	American Government	3
SPH 105	Improving the Speaking Voice.....	3
SOC 230	Ethnic Minorities	3
	Natural Science with a Lab	4
CAREER COURSES		
ENG 285	Children’s Literature	3
---AND---		
CCT 106	Methods and Techniques in Child Care: Preschool Child Development.....	4
CCT 257	Infant and Toddler Literature	3
---AND---		
CCT 104	Methods and Techniques in Child Care: Infant and Toddler Development.....	4
CCT 111	Child Assessment Techniques	3
CCT 120	Parent- Child – Teacher Relationships .	3
CCT 157	Child Care Practicum I	4
CCT 210	Special Population.....	3
CCT 227	Child Care Practicum II	4
CCT 230	Program Management and Supervision	3
CCT 260	Portfolio-Methods and Techniques ...	1
PSY 220	Child Growth and Development.....	3

PROGRAM TOTAL **62 - 73**

Total hours may not include prerequisites.

NOTE: Students who enroll in CCT 104 must complete CCT 257. Students who enroll in CCT 106 must enroll in ENG 285.

NOTE: For students transferring to colleges or universities, it is suggested they complete PSY 220.

COMMUNITY HEALTH CARE WORKER

(313) 496-2600
College Certificate

About the Program

This program is designed to prepare students to work in an entry-level position as a community health worker or to enhance the skills of those already employed in the field. A community health worker is a public health professional who promotes full and equal access to necessary health and social services by applying his or her unique understanding of the experiences, language and culture of the communities he or she serves. This certificate program serves as an educational pathway to several health and behavioral science programs. This program offers: **WCCCD certificate – 27 credit hours**

Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Declare intent to enter the Community Health Worker program by completing an allied health program application.
- Indicate intent on the Application for Admission form.
- Fulfill course placement requirements based on the COMPASS test.
- Must be 18 years of age and possess a high school diploma or GED (copy required).

Certificate Program: Community Health Care Worker Suggested Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
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<u>SEMESTER 1</u>		
ALH 240	Health & Wellness Services in the Community.	3
ALH 110	Terminology for the Health Professions	3
DT 130	Fundamentals of Nutrition	3

<u>SEMESTER 2</u>		
ALH 250	Community Health Issues.	3
GER 110	Introduction to the Study of Aging	3
SOC 100	Introduction to Sociology	3

<u>SEMESTER 3</u>	
ALH 260	Community Health Resources. 3
BUS 225	Computer Applications in Business . . . 3
SPH 101	Fundamentals of Speech 3
PROGRAM TOTAL	27

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS

(313) 496-2600

College Certificate

Associate of Applied Science Degree

About the Program

The Computer Information Systems program meets the specific skills and knowledge requirements of technical and professional jobs within the information technology (IT) field for an entry-level programmer/analyst. It is designed to meet the educational needs of most segments of the IT field using computers in a client-server environment, and microprocessor platform along with web and server applications. Training blends general education with required IT skills for programmer/analysts in government, insurance, manufacturing, service, sales, utilities and banking. Additional education and job experience lead to work in systems analysis and project management. The program offers several new concentrations such as Computer Programming Specialist, Master Web Site Designer, Webmaster Administrator, Systems Administrator, Database Specialist, Computer Network Specialist, Computer Support Specialist, and Video Game and Animation.

COMPUTER INFORMATION SYSTEMS: COMPUTER NETWORK ADMINISTRATOR CONCENTRATION

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Computer Network Administration option of the Computer Information Systems program is an Associate Degree in Applied Science that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in networking concepts with emphasis in practical application.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS 110)
 - Structured Design (CIS 112)
- Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from an academic advisor.
- Students must complete and submit WCCCD Program Applications to the Campus Academic Officer.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree Requirements
Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 110	Introduction to Computers	4
ENG 119	English I.	3
BUS 225	Computer Applications in Business . . .	3
	Humanities Requirement	3
SEMESTER TOTAL		13

<u>SEMESTER 2</u>		
CIS 210	Introduction to UNIX.	3
CIS 240	Networking Essentials	3
CT 210	Comp TIA A+	6
SEMESTER TOTAL		12

<u>SEMESTER 3</u>		
	Social Science Requirement.	3
CT 211	Networking I.	4
	English Requirement.	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		13

<u>SEMESTER 4</u>		
CIS 237	CISCO CCNA	7
	Elective	3
MAT 113	Intermediate Algebra.	3
SEMESTER TOTAL		13

<u>SEMESTER 5</u>		
CIS 243	Network Security Fundamentals	3
	Natural Science Lab	4
	American Government Requirement.	3
	Elective	3
SEMESTER TOTAL		13
PROGRAM TOTAL.		64

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: COMPUTER PROGRAMMING SPECIALIST CONCENTRATION

(313) 496-2600
Associate of Applied Science Degree

About the Program

The computer programming specialist option of the Computer Information Systems program is an Associate Degree program in Applied Science that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration gives each student a firm foundation in computer programming concepts with emphasis on practical application.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS 110)
 - Structured Design (CIS 112)
- Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from an academic advisor.

Prerequisite Work

Prior to beginning the Computer Programming Specialist track of the Computer Information Systems program, students must have computer competencies, which include the ability to key text at a minimum rate of 35 words per minute. These necessary skills can be obtained from your life experiences or by taking any of the following courses, Keyboarding, Keyboarding Fundamentals, and Intermediate Keyboarding.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Computer Programming Specialist Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computers	4
ENG 119	English I	3
BUS 225	Computer Application in Business	3
CIS 112	Structured Design	3
SEMESTER TOTAL		13
SEMESTER 2		
CIS 203	Visual Basic	3
American Government Requirement		3
English Requirement		3
Social Science Requirement		3
SEMESTER TOTAL		12
SEMESTER 3		
MAT 113	Intermediate Algebra	3
CIS 260	System Analysis and Design	3
SPH 101	Fundamentals of Speech	3
Natural Science Lab		4
SEMESTER TOTAL		13
SEMESTER 4		
CIS 207	Java Programming	4
CIS 210	Introduction to UNIX	3
CIS 209	C Programming	4
Elective		3
SEMESTER TOTAL		14
SEMESTER 5		
CIS 258	Javascript/PERL Programming	4
CIS 259	C++ Object Oriented Programming	4
Humanities Requirement		3
Elective		3
SEMESTER TOTAL		14
PROGRAM TOTAL		66

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: COMPUTER SUPPORT SPECIALIST CONCENTRATION

(313) 496-2600

College Certificate

Associate of Applied Science Degree

About the Program

The Computer Support Specialist option of the Computer Information Systems program is an Associate Degree program in Applied Science or certificate that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in computer concepts to provide technical support for a variety of hardware and software components.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS 110)
 - Structured Design (CIS 112)
- Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from an academic advisor.
- Students must complete and submit WCCCD Program Application to the Campus Academic Officer.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree Requirements
Suggested Semester Sequence

CR. No. COURSE TITLE CREDITS
SEMESTER 1

CIS 110	Introduction to Computers	4
ENG 119	English I	3
BUS 225	Computer Applications in Business . . .	3
Humanities	Requirement	3
SEMESTER TOTAL	SEMESTER TOTAL	13

SEMESTER 2

CIS 210	Introduction to UNIX.	3
CIS 240	Networking Essentials	3
American Government	Requirement.	3
CT 210	Comp TIA A+	6
SEMESTER TOTAL	SEMESTER TOTAL	15

SEMESTER 3

CIS 212	LINUX	4
CT 211	Networking I.	4
CIS 245	Wireless Networking	3
English Requirement.	3
SEMESTER TOTAL	SEMESTER TOTAL	14

SEMESTER 4

CIS 249	Computer Support I	3
SPH 101	Fundamentals of Speech	3
Elective	3
MAT 113	Intermediate Algebra.	3
SEMESTER TOTAL	SEMESTER TOTAL	12

SEMESTER 5

CIS 248	Computer Support II	3
Natural Science Lab	4
Elective	3
Social Science Elective.	3
SEMESTER TOTAL	SEMESTER TOTAL	13

PROGRAM TOTAL67

Total hours may not include prerequisites.

Certificate Requirements

Suggested Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No. COURSE TITLE CREDITS
SEMESTER 1

CIS 210	Introduction to UNIX.	3
CIS 240	Networking Essentials	3

CT 210	Comp TIA A+	6
CT 211	Networking I.	4
SEMESTER TOTAL	SEMESTER TOTAL	16

SEMESTER 2

CIS 212	LINUX	4
CIS 245	Wireless Networking	3
CIS 249	Computer Support I	3
CIS 248	Computer Support II	3
SEMESTER TOTAL	SEMESTER TOTAL	13

PROGRAM TOTAL29

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: DATABASE SPECIALIST CONCENTRATION

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Database Specialist option of the Computer Information Systems program is an Associate Degree program in Applied Science that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in database concepts with emphasis in practical application.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS 110)
 - Structured Design (CIS 112)
- Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from an academic advisor.
- Students must complete and submit WCCCD Program Application to the Campus Academic Officer.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program.

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree Requirements

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computers	4
ENG 119	English I	3
CIS 112	Structured Design	3
BUS 225	Computer Applications in Business . . .	3
SEMESTER TOTAL		13
SEMESTER 2		
CIS 203	Visual Basic	3
SPH 101	Fundamentals of Speech	3
CIS 210	Introduction to UNIX	3
English Requirement		3
SEMESTER TOTAL		12
SEMESTER 3		
CIS 285	Introduction to Databases	3
MAT 113	Intermediate Algebra	3
American Government Requirement		3
Elective		3
SEMESTER TOTAL		12
SEMESTER 4		
CIS 246	Oracle Administration I	4
Humanities Requirement		3
Social Science Requirement		3
Elective		3
SEMESTER TOTAL		13
SEMESTER 5		
CIS 212	LINUX	4
CIS 247	Oracle Administration II	4
Natural Science Lab		4
SEMESTER TOTAL		12
PROGRAM TOTAL		62

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: MASTER WEB SITE DESIGNER CONCENTRATION

(313) 496-2600
 College Certificate
 Associate of Applied Science Degree

About the Program

The master Web Site Designer option of the Computer Information Systems program is an Associate Degree program in Applied Science or certificate that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in the development and design of web sites.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following core courses with grade “C” or better:
 - CIS 110
 - CIS 241

Prerequisite work

Prior to beginning the Master Web Site Designer track of the Computer Information Systems program, students must have computer competencies, which include the ability to key text at a minimum rate of 35 words per minute. These necessary skills can be obtained from your life experiences or by taking any of the following courses, Keyboarding, Keyboarding Fundamentals, and Intermediate Keyboarding.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program. Students admitted into the Computer Information Systems Program must follow the recommended course

sequence and achieve a grade of “C” or better in all program courses to progress through the program.

Associate of Applied Science Degree Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computers	4
CIS 112	Structured Design.	3
ENG 119	English I	3
	Humanities Requirement	3
SEMESTER TOTAL		13

SEMESTER 2		
CIS 241	Internet Foundations.	4
SPH 101	Fundamentals of Speech	3
BUS 225	Computer Applications in Business. . .	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		13

SEMESTER 3		
CIS 213	Web Design Methodology and Technology	3
BUS 228	Internet Web Page Design	3
	English Requirement.	3
	Social Sciences Requirement	3
SEMESTER TOTAL		12

SEMESTER 4

CIS 250	E-commerce Strategies and Practices . . .	3
CIS 258	Javascript/PERL	4
CIS 266	Introduction to Graphic Design	3
Elective	4
SEMESTER TOTAL		13

SEMESTER 5

CIS 267	Understanding and Developing Multimedia	3
	Natural Science Lab	4
	American Government Requirement.	3
Elective	3
SEMESTER TOTAL		13
PROGRAM TOTAL		64

Total hours may not include prerequisites.

Certificate Suggested Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No. COURSE TITLE CREDITSSEMESTER 1

CIS 110	Introduction to Computers	4
CIS 112	Structured Design.	3
CIS 241	Internet Foundations.	4
SEMESTER TOTAL		11

SEMESTER 2

BUS 228	Internet Web Page Design	3
CIS 266	Introduction to Graphic Design	3
CIS 213	Web Design Methodology & Technology	3
SEMESTER TOTAL		9

SEMESTER 3

CIS 258	Javascript/PERL	4
CIS 250	E-commerce Strategies and Practices . . .	3
CIS 267	Understanding and Developing Multimedia	3
SEMESTER TOTAL		10
PROGRAM TOTAL		30

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: SYSTEM ADMINISTRATOR CONCENTRATION

(313) 496-2600
Associate of Applied Science Degree

About the Program

The System Administration option of the Computer Information Systems Program is an Associate Degree program in Applied Science that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in computer administration in a variety of operating system environments.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS110)
 - Networking Essentials (CIS240)
 - Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from a counselor.
 - Students must complete and submit WCCCD Program Application to the Campus Academic Officer.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program. Students admitted into the Computer Information Systems Program must follow the recommended course sequence and achieve a grade of “C” or better in all program courses to progress through the program.

Associate of Applied Science Degree Requirements Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computers	4
ENG 119	English I	3
BUS 225	Computer Applications in Business . . .	3
	Humanities Requirement	3
	SEMESTER TOTAL	13

SEMESTER 2		
CT 210	Comp TIA A+	6
CIS 210	Introduction to UNIX	3
CIS 212	LINUX	4
CIS 240	Networking Essentials	3
	SEMESTER TOTAL	16

SEMESTER 3		
CT 211	Networking I	4
	English Requirement	3
SPH 101	Fundamentals of Speech	3
	American Government Requirement	3
	SEMESTER TOTAL	13

SEMESTER 4		
CT 213	Networking II	4
	Social Science Requirement	3
MAT 113	Intermediate Algebra	3
	Elective	3
	SEMESTER TOTAL	13

SEMESTER 5		
CT 215	Networking III	4
	Natural Science Lab	4
	Elective	3
	SEMESTER TOTAL	11
	PROGRAM TOTAL	66

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: VIDEO GAME DESIGN AND ANIMATION CONCENTRATION

(313) 496-2600
College Certificate
Associate of Applied Science Degree

About the Program

The Video Game Design and Animation program provides an entry into the Game Design field with an emphasis on graphic components for interactive educational and entertainment software. It is intended to provide the foundation in the most popular areas in the computer game industry like art, writing and programming with an emphasis on game design.

Program Admission Requirement

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Complete 15 credits of required program courses, including CIS 110 and VDG 268 Computer Games Foundations.

Prerequisite Work

Prior to beginning the Major Requirements students should be computer literate, have the skills to key text at a minimum rate of 35 words per minute. These necessary skills can be obtained from your life experiences or by taking the following courses: OIS 100, OIS 101 and OIS 102.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program. Students admitted into the Computer Information Systems program must follow the recommended course sequence and achieve a grade of “C” or better in all

program courses to progress through the program.
Associate of Applied Science Degree Requirements Suggested Semester Sequence Video Game Design and Animation

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

CIS 110	Introduction to Computers	4
VDG 268	Video Games Foundations.	3
ART 115	Basic Drawing for Games	3
ENG 119	English I	3
SEMESTER TOTAL		13

SEMESTER 2

DMP 101	Story elements for a digital environment	3
CIS 266	Introduction to Graphic Design	3
BUS 225	Computer Application in Business . . .	3
MAT 155	College Algebra.	3
SEMESTER TOTAL		12

SEMESTER 3

VDG 269	Introduction to 3D Graphics & Animation	3
SPH 101	Fundamentals of Speech	3
	English Requirement.	3
	Social Sciences Elective	3
SEMESTER TOTAL		12

SEMESTER 4

VDG 271	Introduction to 3D Design	4
VDG 270	3D Character Development & Animation	4
VDG 272	Texturing Fundamentals	4
	Elective	3
SEMESTER TOTAL		15

SEMESTER 5

VDG 999	Video Game Project	2
	Natural Science Lab	4
	American Government Elective.	3
	Elective	3
SEMESTER TOTAL		12
PROGRAM TOTAL		64

Total hours may not include prerequisites.

Video Game Design and Animation Certificate Suggested
Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 110	Introduction to Computers	4
VGD 268	Computer Game Foundations	3
ART 115	Basic Drawing for Animation	3
DMP 101	Story Telling for Animation	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
CIS 266	Introduction to Graphic Design	3
VGD 269	Introduction to 3D Graphics & Animation	4
SEMESTER TOTAL		7
<u>SEMESTER 3</u>		
VGD 270	3D Character Development & Animation	4
VGD 271	Introduction to 3D Design	4
VGD 272	Texturing Fundamentals	4
VGD 999	Computer Game Project	2
SEMESTER TOTAL		14
PROGRAM TOTAL		34

Total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: WEBMASTER ADMINISTRATOR CONCENTRATION

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Webmaster administrator option of the computer Information Systems Program is an Associate Degree program in Applied Science that prepares the student for job entry positions into numerous related occupations in the computer field. This concentration provides the foundation in the administration, deployment and maintenance of web sites.

Program Admission Requirements

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Computer Information Systems Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on the COMPASS test.
- Completion of 15 credits toward the program, including the following courses with grade “C” or better:
 - Introduction to computers (CIS110)
 - Networking Essentials (CIS240)
 - Obtain an Education Development Plan (plan of work), outlining the student’s plan for program completion from a counselor.
 - Students must complete and submit WCCCD Program Application to the Campus Academic Officer.

Program Requirements

Computer Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program. Students admitted into the Computer Information Systems Program must follow the recommended course sequence and achieve a grade of “C” or better in all program courses to progress through the program.

Associate of Applied Science Degree Requirements

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computers	4
ENG 119	English I	3
BUS 225	Computer Applications in Business . . .	3
CIS 112	Structured Design.	3
SEMESTER TOTAL		13

SEMESTER 2

CIS 210	Introduction to UNIX.	3
CIS 240	Networking Essentials	3
CIS 241	Internet Foundations.	4
Humanities Requirement		3
SEMESTER TOTAL		13

SEMESTER 3

CIS 244	TCP/IP Concepts and Practices.	3
English Requirement.		3
SPH 101	Fundamentals of Speech	3
Social Science Requirement.		3
SEMESTER TOTAL		12

SEMESTER 4

CIS 242	Web Administration	3
MAT 113	Intermediate Algebra	3
American Government Requirement.		3
Elective		3
SEMESTER TOTAL		12

SEMESTER 5

CIS 243	Network Security Fundamentals	3
CIS 285	Introduction to Databases	3
Natural Science Lab		4
Elective		3
SEMESTER TOTAL		13
PROGRAM TOTAL		63

Total hours may not include prerequisites.

CRIMINAL JUSTICE, LAW ENFORCEMENT ADMINISTRATION AND CORRECTIONS

(313) 496-2600
Associate of Applied Science

About the Program

The Criminal Justice program is designed to provide the academic and professional training necessary for careers in Law Enforcement or Corrections. The Law Enforcement Administration option is designed to prepare students for entry or advancement in the criminal justice system. The Corrections option prepares students for employment in correctional institutions or fields related to probation and parole.

Admission Requirements

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Criminal Justice Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan (Plan of Work), outlining the student’s plan for program completion.

Law Enforcement Suggested Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CJS 100	Introduction to Criminal Justice	3
ENG 119	English I	3
PS 101	American Government	3
---OR---		
AAS131	American Government and the African American Struggle	3
HUS 105	Group Expression for Self-Growth I . . .	3
	Natural Science Elective	4
SEMESTER TOTAL		16

SEMESTER 2		
LEA 201	Introduction to Law Enforcement	3
ENG 120	English II	3
AAS 237	Illegal Drug Traffic and the African-American Community	3
LEA 210	Highway and Traffic Control	3
	Humanities Electives	3
SEMESTER TOTAL		15

SEMESTER 3		
LEA 230	Fundamentals of Criminal Investigation	3
LEA 231	Criminal Law and Justice I	3
LEA 250	Social Problems in Law Enforcement. .	3
EMT 105	Medical First Responder	3
	Humanities Electives	3
SEMESTER TOTAL		15

SEMESTER 4		
LEA 225	Law Enforcement Administration: Seminar I	2
LEA 226	Law Enforcement Administration: Field Work	4
LEA 232	Criminal Law and Justice II	3
LEA 235	Race Relations	3
LEA 253	Law Enforcement Administration: Seminar II	3
SEMESTER TOTAL		15
PROGRAM TOTAL		61

Total hours may not include prerequisites.

Corrections Suggested Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CJS 100	Introduction to Criminal Justice	3
ENG 119	English I	3
PS 101	American Government ---OR---	
AAS 131	American Government and the African American Struggle	3
HUS 105	Group Expression for Self-Growth I . . .	3
	Natural Science Elective	4
SEMESTER TOTAL		16

SEMESTER 2		
ENG 120	English II	3
COR 100	Introduction to Corrections.	3

COR 101 Introduction to Juvenile Justice	3
COR 105 Client Growth and Development	3
Humanities Electives	3
SEMESTER TOTAL	15

SEMESTER 3

AAS 237 Illegal Drug Traffic and the African-American Community	3
COR 110 Introduction to Deviant Behavior	3
COR 200 Social Science for Correctional Personnel	3
COR 205 Institutional Correctional Personnel	3
Humanities Electives	3
SEMESTER TOTAL	15

SEMESTER 4

COR 210 Correctional Institutions and Facilities	3
COR 215 Correctional Field Work	3
COR 218 Race Relations for Correctional Personnel	3
COR 255 Legal Issues in Corrections	3
EMT 105 Medical First Responder	3
SEMESTER TOTAL	15
PROGRAM TOTAL	61

Total hours may not include prerequisites.

DENTAL ASSISTING

(313) 496-2600
College Certificate

About the Program

The Dental Assisting program provides students with the necessary training to perform the duties of a dental assistant, including assisting the dentist chair side, providing patient education, performing laboratory procedures, exposing and processing x-rays and performing office management tasks such as billing and scheduling. In addition, the dental assistant who becomes licensed can provide expanded functions as delegated by Michigan law. Instruction runs concurrently with laboratory instruction throughout the program. Students gain clinical experience in clinical facilities and dental offices. Aptitudes that will be helpful to students are an ability to pay attention to details, follow instructions, work quickly and independently, be responsible for personal and office organization, interact well with people

Upon completion of the program, students are eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant (CDA). In addition, they are eligible to take the Registered Dental Assistant Examination given by the State of Michigan to become a licensed Registered Dental Assistant (RDA).

The program in Dental Assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611.

Admission Requirements

Admission is based upon a “first-come” and spaces are limited. The program begins each Fall semester and part-time students are accepted on a space availability basis. Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Possess a high school diploma or GED.
- Declare intent to enter the Dental Assisting

program on the WCCCD Application for Admission form or change intent at the Admission’s Office.

- Declare intent to enter the Dental Assistant Program by submitting an Allied Health Application.
- Demonstrate reading comprehension at Freshman English level via the COMPASS test after acceptance and before clinical participation students must show:
- Documentation of current immunizations or immunity for tetanus, MMR, and Varicella.
- Receive the Hepatitis B vaccination or declare intent to receive or decline the vaccination.
- Must test negative on a TB test.
- Documentation of current medical examination.
- Complete CPR training (A CPR course is offered by the College).
- Obtain a Criminal Background Check.
- Documentation of dental examination.

Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

College Certificate Requirements Career Education Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
DA 104	Dental Materials	3
DA 106	Applied Sciences	4
DA 107	Introduction to Expanded Functions.	2
DA 110	Clinical Dental Assisting	3
DA 115	Preventive Dentistry	1
DA 117	Clinical Practice I	4
DEN 200	Dental Radiology Lecture	2
DEN 201	Dental Radiology Lab	1
SEMESTER TOTAL		20

SEMESTER 2

DA 120	Dental Specialties	2
DA 126	Pathology, Pharmacology and Medical Dental Emergencies.	3
DA 127	Dental Office Management	2
DA 129	Legal, Ethical and Communication Issues.2	
DA 202	Expanded Functions for the RDA	3
SEMESTER TOTAL		12

SEMESTER 3

DA 125	Clinical Practice II.	5
SEMESTER TOTAL		5
CERTIFICATE TOTAL		**37

Total hours may not include prerequisites.

*** This number may be less. Graduates of high school vocational-technical dental assisting programs and on-the-job trained dental assistants are eligible for advanced credit hours through the Prior Experience and Required Knowledge program (PERK). Contact the program office for additional information.*

DENTAL HYGIENE

(313) 496-2600
Associate of Science

About the Program

Dental Hygiene is a prominent career for individuals interested in working as an important part of the dental health team. The dental hygienist learns specialized clinical skills providing direct patient care and may be responsible for community distribution of information related to the prevention of oral diseases and the maintenance of oral health. The demand for dental services will continue to grow due to the success of preventive dentistry in reducing the incidence of oral diseases. Dentists will need to employ more dental hygienists to meet the increased demand for dental services.

Dental Hygienists are important members of the dental health care team. Their primary duties include oral prophylaxis, recording medical/dental history, diagnostic data collection, dental charting, oral cancer screening, treatment planning, root planning, expose, develop and interpret dental radiographs, give fluoride treatments, apply dental sealants, teach patients proper oral hygiene techniques, counsel patients about plaque control, develop individualized at-home oral hygiene programs, counsel patients on the importance of good nutrition for maintaining optimal oral health and perform other clinical dental hygiene services. The Dental Hygiene program is designed to prepare students to become competent oral health clinicians and educators. Admission to the program is limited and competitive. Upon completion of the program, students are eligible to take the National Dental Hygiene and Northeast Regional Board Examinations.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Admission Requirements

Admission is competitive and based on previous academic performance, test scores, letters of recommendation, an interview and fulfillment of admission requirements. Deadline for application to the program is June 1st and admission is granted prior to the Fall semester. Students must complete the following:

- Fulfill all WCCCD admission requirements.
- Possess a high school diploma or GED.
- Declare intent to enter the Dental Hygiene program by submitting an Allied Health Application.
- Demonstrate reading comprehension at Freshman English level via the COMPASS test after acceptance and before clinical participation students must show:
 - Documentation of current immunizations or immunity for tetanus, MMR, and Varicella.
 - Receive the Hepatitis B vaccination or declare intent to receive or decline the vaccination.
 - Must test negative on a TB test.
 - Documentation of current medical examination.
 - Complete CPR training (A CPR course is offered by the College).
 - Obtain a Criminal Background Check.
 - Documentation of a standardized dental and health examination.

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
ENG 119	English I	3
ENG 120	English II	3
BIO 155	Introductory Biology	4
BIO 240	Human Anatomy and Physiology I	4
BIO 250	Human Anatomy and Physiology II . . .	4
BIO 295	Microbiology	4
CHM 105	Introductory Chemistry	4
CHM 155	Survey of Organic and Biochemistry . .	4
DEN 100	Professional Development	3
PHL 201	Introduction to Philosophy	3
SPH 101	Fundamentals of Speech	3
PSY 101	Introductory Psychology	3
SOC 100	Introduction to Sociology	3
PS 101	American Government	3
HUM	Humanities Elective	3
TOTAL PREREQUISITE CREDITS		48

SEMESTER 1 (FALL)

DHY 101	Fundamentals of Dental Hygiene	3
DHY 110	Oral Anatomy & Physiology	3
DHY 120	Clinical Techniques	3
DEN 112	Medical & Dental Emergencies	2
DT 130	Fundamentals of Nutrition	3
SEMESTER TOTAL		14

SEMESTER 2 (SPRING)

DHY 111 Oral Histology and Embryology	3
DHY 129 Clinical Dental Hygiene I: Lecture . . .	2
DHY 130 Clinical Dental Hygiene I: Lab	3
DHY 221 Dental Biomaterials	3
DEN 200 Dental Radiology: Lecture	2
DEN 201 Dental Radiology: Lab	1
SEMESTER TOTAL	14

SEMESTER 3 (SUMMER)

DHY 131 Clinical Dental Hygiene II: Lecture . . .	2
DHY 132 Clinical Dental Hygiene II: Lab	3
DHY 211 Pharmacology	3
DHY 213 Periodontology	2
DHY 227 Radiology II	1
SEMESTER TOTAL	11

SEMESTER 4 (FALL)

DHY 121 Oral Pathology	3
DHY 209 Clinical Dental Hygiene III: Lecture . .	2
DHY 210 Clinical Dental Hygiene III: Lab	5
DHY 214 Local Anesthesia and Pain Management	3
DHY 223 Dental Health Education Methods . . .	3
SEMESTER TOTAL	16

SEMESTER 5 (SPRING)

DHY 231 Community Dentistry	4
DHY 219 Clinical Dental Hygiene IV: Lecture . .	2
DHY 220 Clinical Dental Hygiene IV: Lab	5
DHY 225 Special Patient Management	3
SEMESTER TOTAL	14

SEMESTER 6 (SUMMER)

DHY 226 Advanced Periodontology	1
DHY 229 Clinical Dental Hygiene V: Lecture . . .	2
DHY 230 Clinical Dental Hygiene V: Lab	5
DHY 233 Dental Hygiene Seminar	2
ALH 230 Medical Ethics	3
SEMESTER TOTAL	13
PROGRAM TOTAL	82

DENTAL LABORATORY TECHNOLOGY

(313) 496-2600
College Certificate

About the Program

The Dental Laboratory Technology program is a (four semester) Certificate program with the option for continued studies and continuing education. The full-time program can be completed by attending classes four days a week for three semesters. The curriculum covers the skills necessary to design and fabricate dental prosthetic restorations. The Dental Laboratory Technician works with a variety of materials, waxes, metal alloys and porcelain to fabricate restorations. As part of their education, students are placed in on-site laboratory rotations where they can incorporate theory with practice. Graduate students may find employment in commercial dental laboratories, private dental practices or dental schools. Students may also open their own dental laboratory, which offers them personal business opportunities.

Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Admission Requirements

Admission is based upon a “first-come” and spaces are limited. The program begins each Fall semester and part-time students are accepted on a space availability basis. Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Possess a high school diploma or GED.
- Declare intent to enter the Dental Laboratory Technology program by submitting an Allied Health Application.
- Demonstrate reading comprehension at Freshman English level via the COMPASS test after acceptance and before clinical participation students must show:
 - Documentation of current immunizations or immunity for tetanus, MMR, and Varicella.
 - Receive the Hepatitis B vaccination or declare intent to receive or decline the vaccination.

- Must test negative on a TB test.
- Documentation of current medical examination.
- Obtain a Criminal Background Check.
- Documentation of a standardized dental and health examination.

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
DEN 100	Professional Development	3
DLT 101	Introduction to Dental Laboratory Technology	3
TOTAL PREREQUISITE CREDITS		6

SEMESTER 1 (FALL)

DLT 110	Basic Dental Anatomy	3
DLT 115	Crown & Bridge	4
DLT 120	Basic Occlusion	3
DLT 125	Basic Dental Laboratory Technology Practicum	2
SEMESTER TOTAL		12

SEMESTER 2 (SPRING)

DLT 130	Advanced Anatomy	3
DLT 140	Esthetic Factors	2
DLT 145	Introduction to Dental Ceramics	5
DLT 155	Advanced Dental Laboratory Technology Practicum	4
SEMESTER TOTAL		14

SEMESTER 3 (SUMMER)

DLT 165	Dental Laboratory Internship	10
SEMESTER TOTAL		10
PROGRAM TOTAL		42

Total hours may not include prerequisites.

DIETETIC TECHNOLOGY

(313) 496-2600
Associate of Applied Science

About the Program

The Dietetic Technology program is an Associate of Applied Science degree program that has been granted “developmental accreditation” status by the Commission on Accreditation for Dietetics Education of the American Dietetic Association (ADA). It is designed to prepare technicians with entry level competency in clinical nutrition, community nutrition and foodservice management. WCCCD Dietetic Technicians are employed in health care, business, industry and the community. Successful completion of the program enables graduates to establish eligibility to write the registration examination for Dietetic Technician Registered and apply for membership in the American Dietetic Association.

American Dietetic Association
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
(312) 899-0040

Additionally, this program is a partner in the *Manage First* program, sponsored by the Educational Foundation of the National Restaurant Association. Eligible students may take national examinations and receive certificates for successful completion. For further information call (313)943-4054.

Wayne County Community College District offers a low cost affordable opportunity for career education. Financial aid offices are located on each campus and scholarships are available for students admitted to the Dietetic Technology program.

Admission Requirements

Admission is competitive based upon previous academic performance, COMPASS and HOBET test scores, and completion of pre-requisite courses with a grade of “C” or better. In addition, students must do the following:

- Declare intent to enter the Dietetic Technology program on the WCCCD Application for Admission form.

- Schedule an interview with the Faculty Discipline Coordinator at (313) 943-4054.
- Submit a Program Application form with a declaration of intent for your career option (480).
- Submit a transcript (copy) of grades earned for transfer and any courses completed at WCCCD.
- Submit a Criminal Clearance report.
- Submit a completed medical physical report.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.
- The Dietetic Technology program requires that students complete a competency exam at the end of each program course with 80% or higher.

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
BIO 155	Introductory Biology	4
DT 111	Dietetics Orientation	2
ENG 119	English I	3
BUS 225	Computer Applications in Business	3
---OR---		
MAT 110	Business Mathematics	3
TOTAL PREREQUISITE CREDITS		12
<u>SEMESTER 1 (FALL)</u>		
DT 130	Fundamentals of Nutrition	3
FSM 115	Food Safety & Sanitation	2
FSM 105	Principles of Foodservice Systems	3*
FSM 140	Principles of Food Preparation	2*
FSM 140L	Principles of Food Preparation	
	Laboratory	1
SPH 101	Fundamentals of Speech	3
SEMESTER	TOTAL	14
<u>SEMESTER 2 (SPRING)</u>		
ENG 134	Technical Communication	3
FSM 145	Quantity Food Production	3*
FSM 146	Quantity Food Production	
	Practicum	4
FSM 220	Food & Beverage Cost Control	3*
DT 210	Nutrition Assessment	2
SEMESTER	TOTAL	15

SEMESTER 3 (SUMMER)

BIO 250	Human Anatomy and Physiology II . . .	4
PSY 101	Introductory Psychology	3
ANT 154	Introduction to Cultural Anthropology .3	
SEMESTER TOTAL		10

SEMESTER 4 (FALL)

FSM 230	Purchasing for Foodservice Systems . . .	3
DT 212	Community Nutrition.	3
DT 213	Nutrition Practicum I	4
MKT 200	Principles of Marketing	3
----OR----		
LS 204	Occupational Health and Safety	3
PS 101	American Government	3
SEMESTER TOTAL		16

SEMESTER 5 (SPRING)

FSM 250	Management of Foodservice Systems* .3	
FSM 255	Foodservice Practicum III	4
DT 252	Medical Nutrition Therapy	3
DT 253	Nutrition Practicum II	4
DT 261	Dietetics Seminar	1
SEMESTER TOTAL		15
PROGRAM TOTAL		82

Total hours may not include prerequisites.

**Manage First certification courses*

DIGITAL MEDIA PRODUCTION

(313) 496-2600

College Certificate

Associate of Applied Science

About the Program

The Digital Media Production certificate will provide students with a broad survey of the digital production tools. The students will gain a theoretical grasp the implications of digital mass communications through various digital media production courses and hands-on experience in digital video and sound production, web design layout and design. The program may be pursued as a full-time or part-time study.

Program Goals

- To teach students to think critically about media messages.
- To teach students to think critically about print, web, and digital video design values.
- To produce students that can work with and visualize the direction of digital media.
- To produce students with experience and skills of the development of digital media production and production management.

This program offers two options

- Associate of Applied Science (61 credits)
- College Certificate

Admission Requirement

The student is required to do the following:

- Declare intent to enter the Digital Media Production program on the WCCCD Admission Application or change intent at the Admissions Office.
- Obtain an Education Development Plan (Plan of Work) outlining the student's plan for program completion from an academic advisor.
- Complete 23 required credits and 7 electives credits from the Digital Media program electives list.
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Prerequisite Work

Prior to beginning the Major Requirements students are required to test at the level or complete English 119 and be computer literate or complete OIS 101.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Digital Media Production

Associate of Applied Science (A.A.S.)

General Education (19 credits)

ENG 119	English I	3
ENG 120	English II	3
PS 101	American Government	3
HUM 101	Introduction to the Visual Arts	3
HUM 231	Introduction to Film	3
ART 101	Drawing I	3
TOTAL		.18

Occupational Support (9 credits)

CIS 110	Introduction to Computer Information Systems	4
PRM 101	Project Management	3
SPH 105	Improving the Speaking Voice	3
TOTAL		10

Electives (6 credits) 6

Occupation Specific (27 credits)

DMP 101	Story Elements for a Digital Environment	3
DMP 102	Digital Video Production I	3
DMP 103	Digital Video Production II	3
CTE 103	Writing for the Media	3
CIS 266	Introduction to Graphic Design	3
DMP 104	Media Programming	3
DMP 105	Digital Audio Production and Broadcasting	3
BUS 228	Web Page Design	3
CIS 267	Understanding and Developing Multimedia	3
TOTAL		27

PROGRAM TOTAL61

Total hours may not include prerequisites.

Digital Media Production Certificate Option (33 Credits)

DMP 101	Story Elements for a Digital Environment	3
DMP 102	Digital Video Production I	3
DMP 103	Digital Video Production II	3
CIS 267	Understanding and Developing Multimedia	3
DMP 107	Digital Audio Production and Broadcasting	3
BUS 228	Web Page Design	3
CTE 103	Writing for the Media	3
CTE 105	Improving the Speaking Voice	3
CTE 111	Television Programming	3
CIS 266	Introduction to Graphic Design	3
PRM 101	Project Management	3
PROGRAM TOTAL		.33

Total hours may not include prerequisites.

ELECTRICAL/ELECTRONICS TECHNOLOGY: COMPUTER TECHNOLOGY CONCENTRATION

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Computer Technology program prepares students for several IT industry careers by providing in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. This program helps students prepare for CompTIA's A+ certification, Microsoft Certified System Engineer, and Microsoft Certified Systems Administrators exams.

Program Admission Requirements

Individuals interested in the Computer Technology program are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in EE 101 Direct Current Fundamentals – 3 credit hours.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EE 101	Direct Current Fundamentals	4

EE 107	Mathematics for E/E I	4
EE 105	Electronics Fabrication & Design	2
ENG 119	English I	3
CT 203	Digital Logic I	4
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Alternate Current Fundamentals	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for E/E II	4
SEMESTER TOTAL		15

SEMESTER 3

CT 207	Digital Logic II	3
CT 209	Computer Repair	4
CT 211	Computer Networking I	4
TCM 200	Introduction to Telecommunications	3
EE 205	Linear Integrated Circuits	2
ENG 134	Technical Communications	3
SEMESTER TOTAL		19

SEMESTER 4

CT 213	Computer Networking II	4
PS 101	American Government	3
Natural Science Elective		3
PHY 235	General Physics I	4
SEMESTER TOTAL		14
PROGRAM TOTAL65

Total hours may not include prerequisites.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EE 101	Direct Current Fundamentals	4
EE 107	Mathematics for E/E I	4
EE 105	Electronics Fabrication & Design	2
ENG 119	English I	3
CT 203	Digital Logic I	4
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Alternate Current Fundamentals	4
EE 111	Solid State Fundamentals	3

EE 115	Mathematics for E/E II	4
SEMESTER TOTAL		15
CERTIFICATE TOTAL		32

Total hours may not include prerequisites.

Associate of Applied Science Degree Requirements
Suggested Semester Sequence

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

ELECTRICAL/ELECTRONICS TECHNOLOGY: ELECTRONICS ENGINEERING CONCENTRATION

(313) 496-2600
College Certificate
Associate of Applied Science

About the Program

This program is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities. Instruction, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers and industrial motor controls. Electrical/Electronics Technology programs are transferable to a four year institution offering Bachelor of Science in Electrical/Electronics Engineering Technology and College of Education offering high school vocational teaching certificates.

Program Admission Requirements

Individuals interested in the Electrical/Electronics Technology program are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in EE 101 Direct Current Fundamentals, 4 credit hours.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
EE 101	Direct Current Fundamentals	4
EE 107	Mathematics for E/E I	4
EE 105	Electronics Fabrication & Design	2
ENG 119	English I	3
CT 203	Digital Logic I	4
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Alternate Current Fundamentals	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for E/E II	4
SEMESTER TOTAL		15

SEMESTER 3

Natural Science Elective		3
IEC 203	Electrical Machinery & Controls.	3
TCM 200	Introduction to Telecommunications.	3
TCM 203	Communications I	3
EE 205	Linear Integrated Circuits	2
ENG 120	English	3
SEMESTER TOTAL		17

SEMESTER 4

Electronics Electives		5
PHY 235	General Physics I	4
PS 101	American Government	3
Humanities Elective		3
SEMESTER TOTAL		15
PROGRAM TOTAL		64

Total hours may not include prerequisites.

ELECTRICAL/ELECTRONICS TECHNOLOGY: INDUSTRIAL ELECTRONICS AND CONTROL TECHNOLOGY CONCENTRATION

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Industrial Electronics Technology program is ideal for students interested in pursuing careers working with the latest electronic, computer and industrial control technologies. This challenging program provides an exceptionally strong foundation in electronics theory supported by extensive hands-on experience through accompanying labs. Topics include amplifier and digital circuitry, programmable logic, robotics, microprocessors, instrumentation, simulation, troubleshooting and industrial automation. Real world theory and applications are emphasized throughout the program.

Aerospace, commercial, consumer, industrial, medical, security, and transportation technologies depend on electronic systems. The operation, implementation, and design of such fields require knowledgeable technicians and technologists. Industrial Electronics Technology graduates are employed in the design, testing, installation, and troubleshooting of industrial process control systems, robotics devices, communications systems and sophisticated instrumentation.

Program Admission Requirements

Individuals interested in the Industrial Electronics and Controls Technology program are required to fulfill the following requirements:

- College admission requirements.
- Declare their intent to enter the Industrial Electronics and Controls Technology program on the WCCCD Application for Admission or change their intent at the Admission Office.
- Course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application during the semester they are enrolled in EE 101 Direct Current Fundamentals, 4 credit hours and submit to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Suggested Sequence of Study

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EE 101	Direct Current Fundamentals	4
EE 107	Mathematics for E/E I	4
EE 105	Electronics Fabrication & Design	2
ENG 119	English I	3
CT 203	Digital Logic I	4
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Alternate Current Fundamentals	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for E/E II	4
SEMESTER TOTAL		15

SEMESTER 3

EE 205	Linear Integrated Circuits	2
IEC 203	Electrical Machinery & Controls	3
IEC 202	Introduction to Robotics	3
IEC 207	Hydraulics & Pneumatics	3
Natural Science Elective		3
ENG 134	Technical Communications	3
SEMESTER TOTAL		17

SEMESTER 4

IEC 208	Programmable Logic Controllers	3
PS 101	American Government	3
PHY 235	General Physics I	4
Humanities Elective		3
Electronics Elective		2
SEMESTER TOTAL		15
PROGRAM TOTAL64

Total hours may not include prerequisites.

ELECTRICAL/ELECTRONICS TECHNOLOGY: TELECOMMUNICATIONS TECHNOLOGY CONCENTRATION

(313) 496-2600
Associate of Applied Science Degree

About the Program

The Telecommunications Technology program seeks to prepare informed, responsible professionals for leadership roles in the electronic information industries. The program stresses the social, cultural and economic impact of electronic media.

This major is designed for students interested in all electronic media, including broadcasting, cable, satellite, internet and telephone industries. Telecommunications dominates many facets of our lives, including how we: communicate, conduct business, entertain and inform ourselves, and participate in democracy. The telecommunications curriculum explores the structure and operation of these industries as well as laws and policies that regulate their use. Graduates go on to careers in radio, broadcast, cable and satellite networks; internet service providers; wired and wireless telephone companies; and other related industries.

Program Admission Requirements

Individuals interested in the Telecommunications Technology program are required to fulfill the following requirements:

- College admission requirements.
- Declare their intent to enter the Telecommunications Technology program on the WCCCD Application for Admission or change their intent within the Admissions Office.
- Course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application during the semester they are enrolled in EE 101 Direct Current Fundamentals, 4 credit hours and submit to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EE 101	Direct Current Fundamentals	4
EE 107	Math for E/E I	4
EE 105	Electronics Fabrication & Design	2
CT 203	Digital Logic I	4
ENG 119	English I	3
SEMESTER TOTAL		17
SEMESTER 2		
EE 102	Alternative Current Fundamentals.	4
EE 115	Math for E/E II	4
EE 111	Solid State Fundamentals	3
TCM 200	Introduction to Telecommunications.	3
SEMESTER TOTAL		14
SEMESTER 3		
CT 205	Introduction to Microprocessors	4
TCM 202	Fiber Optics Communications	3
TCM 203	Communications I	3
PS 101	American Government	3
EE 205	Linear Integrated Circuits	2
English 134	Technical Communications	3
SEMESTER TOTAL		18
SEMESTER 4		
TCM 206	Basic Switching and Signaling	4
PHY 235	General Physics I	4
Electronics Electives		4
Humanities Electives		3
SEMESTER TOTAL		15
PROGRAM TOTAL64

Total hours may not include prerequisites.

EMERGENCY MEDICAL TECHNOLOGY

(313) 496-2600
College Certificates
Associate of Applied Science

About the Program

The Emergency Medical Technology curriculum stresses the integration of knowledge and skills required to competently perform pre-hospital basic, limited, and advanced life support. Graduates are eligible for national certification and Michigan licensure as a Basic EMT, EMT-Specialist or Paramedic.

Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer semesters. Students must have the Programs' approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a first come basis to qualified applicants.

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Successfully complete a minimum of 12 college credits with a C or better and/or COMPASS scores that fulfill program requirements.
- Declare intent to enter the Emergency Medical Technology on the WCCCD Application for Admission.
- Must be 18 years of age or older.
- Must complete physical exam and other health requirements.
- Complete background check.

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

Suggested Sequence of full time Study

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic Clinical Experience	1
ENG 119	English I	3
SEMESTER TOTAL		12

SEMESTER 2

EMT 211	EMT Specialist	4
EMT 217	EMT Specialist Clinical Experience	3
BIO 155	Introductory Biology	4
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		14

SEMESTER 3

ENG 120	English II	3
SOC 100	Introduction to Sociology	3
PS 101	American Government	3
SEMESTER TOTAL		9

SEMESTER 4

EMT 218	Emergency Medicine Prep	5
EMT 221	Paramedic I	10
SEMESTER TOTAL		15

SEMESTER 5

EMT 231	Paramedic II	10
EMT 236	Paramedic Clinical Experience I	6
SEMESTER TOTAL		16

SEMESTER 6

EMT 241	Paramedic III	3
EMT 242	Paramedic IV	2
EMT 246	Paramedic Clinical Experience II	6
SEMESTER TOTAL		11

SEMESTER 7

EMT 243	Paramedic V	2
EMT 244	Paramedic VI	3
EMT 256	Paramedic Clinical Field Internship	6
Elective		3
SEMESTER TOTAL		14
PROGRAM TOTAL		91

Total hours may not include prerequisites.

CAREER COURSES REQUIRED

College Certificate Requirements	CR
EMT 114 Basic EMT I	4
EMT 124 Basic EMT II	4
EMT 126 Basic EMT Clinical Experience	1

CAREER COURSES

(Any 21 from the following courses)

EMT 105 Medical First Responder	3
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EMT 211 EMT – Specialist 4
 EMT 217 EMT Specialist Clinical Experience. . . 3
 EMT 218 Emergency Medicine Preparatory . . .5
 EMT 221 Paramedic I. 10
 EMT 231 Paramedic II10
 EMT 236 Paramedic Clinical Experience I . . . 6
 EMT 241 Paramedic III 3
 EMT 242 Paramedic IV 2
 EMT 243 Paramedic V2
 EMT 244 Paramedic VI 3
 EMT 246 Paramedic Clinical Experience II. . . 6
 EMT 256 Paramedic Clinical Field Internship 6
PROGRAM TOTAL 30

CERTIFICATE OPTIONS:

MEDICAL FIRST RESPONDER

Certificate of Completion Requirements: CR
 EMT 105 3

**BASIC EMERGENCY MEDICAL
 TECHNICIAN (BASIC EMT)**

Certificate of Completion Requirements: CR
 EMT 114 Basic EMT I 4
 EMT 124 Basic EMT II 4
 EMT 126 Basic Clinical Experience. 1

EMT SPECIALIST

Certificate of Completion Requirements: CR
 EMT 211 EMT Specialist 4
 EMT 217 EMT Specialist Clinical Experience. . . .3

PARAMEDIC

Certificate of Completion Requirements: CR
 EMT 218 Emergency Medicine Preparatory5
 EMT 221 Paramedic I 10
 EMT 231 Paramedic II 10
 EMT 236 Paramedic Clinical Experience I6
 EMT 241 Paramedic III. 3
 EMT 242 Paramedic IV. 2
 EMT 243 Paramedic V2
 EMT 244 Paramedic VI.3
 EMT 256 Paramedic Clinical Experience II. . . . 6
 EMT 264 Paramedic Clinical Experience III6

**EMERGENCY ROOM /
 MULTI-SKILLED TECHNOLOGY**

(313) 496-2600
 College Certificate
 Associate of Applied Science

About the Program

The Emergency Room/Multi-skilled Health Care Technology (ERT) program is designed to prepare the student to work within the hospital and urgent health care environment. Students will find employment opportunities with various hospital emergency departments, special care units and urgent care centers. Emergency Room Technicians receive specialized training in hospital procedures and protocols. Practical skills include insertion of Foley catheters, EKG, phlebotomy, cardiac monitoring, defibrillation, sterile procedures, insertion of nasal gastric tubes and many others. The program offers both the college certificate and the associate in applied science degree.

Admission Requirements

Students that are admitted to the program each year, must have the Program’s approval, a completed application, and other required information submitted by the required due date. If there are openings after the application deadline, any remaining openings will be filled on a first come basis to qualified applicants.

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Successfully complete a minimum of 12 college credits with a C or better and/or COMPASS scores that fulfill program requirements
- Declare intent to enter the Emergency Medical Technology on the WCCCD Application for Admission.
- Must be 18 years of age or older.
- Must complete physical exam and other health requirements.
- Complete background check.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Sequence of full time Study

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic Clinical Experience.	1
ENG 119	English I	3
SEMESTER TOTAL		12

SEMESTER 2

ERT 210	Emergency Room I	6
ERT 215	Emergency Room Clinical Experience. 6	
SEMESTER TOTAL		12

SEMESTER 3

ENG 120	English II	3
BIO 155	Introductory Biology.	4
SOC 100	Introduction to Sociology	3
	Humanities Elective	3
SEMESTER TOTAL		13

SEMESTER 4

EMT 211	EMT Specialist	4
EMT 217	EMT Specialist	3
BIO 240	Anatomy & Physiology I.	4
PS 101	American Government	3
SEMESTER TOTAL		14

SEMESTER 5

ALH 105	Medical Math	3
BIO 250	Human Anatomy and Physiology II . . .4	
ENG 120	English II	3
	Elective	3
ALH 214	Pharmacology	3
SEMESTER TOTAL		16
PROGRAM TOTAL		67

Total hours may not include prerequisites.

(Any 21 from the following courses)

EMT 211	EMT Specialist	4
EMT 217	EMT Specialist	3
BIO 240	Anatomy & Physiology I.	4
PS 100	American Government	3
ALH 105	Medical Math.	3
BIO 240	Human Anatomy and Physiology4	
ENG 120	English II	3
ENG 119	English I	3
ENG 120	English II	3
BIO 155	Intro Biology.	4
SOC 100	Intro to Sociology.	3
PROGRAM TOTAL		30

CERTIFICATE OPTION:**EMERGENCY ROOM /
MULTI-SKILLED HEALTHCARE
TECHNICIAN**

Certificate of Completion Requirements:		CR
EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic Clinical Experience.	1
ERT 210	Emergency Room I	6
ERT 215	Emergency Room Clinical Experience. 6	

CAREER COURSES

ENTREPRENEURSHIP PROGRAM

(313) 496-2600
College Certificate

About the Program

The Entrepreneurship program is designed for those individuals who have, or desire to have, their own business. Emphasis is on successfully creating and sustaining a competitive advantage in starting, managing, and growing a small business. This program focuses on the preparation needed for small business ownership.

Admissions Requirements

- Possess a high school diploma or GED.
- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
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CAREER COURSES

SEMESTER 1

ENT 100	Introduction to Entrepreneurship	3
BUS 175	Small Business Management.....	3
BL 201	Business Law I.	3
BUS 177	Small Business Financing.	3
SEMESTER TOTAL		12

SEMESTER 2

ENT 205	Operations Management for Small Business.	3
BUS 225	Computer Applications in Business. . .	3
MKT 200	Introduction to Marketing.	3
SEMESTER TOTAL		9

SEMESTER 3

ENT 210	Entrepreneurship & Human Resource	
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	Management.....	3
BUS 240	Business Communications.....	3
BUS 177	Small Business Financing.	3
CIS 250	E-Commerce Strategies.....	3
SEMESTER TOTAL		12
PROGRAM TOTAL		33

Total hours may not include prerequisites.

FACILITY MAINTENANCE

(313) 496-2600
College Certificate
Associate of Applied Science

About the Program

The Facility Maintenance Program prepares the student for immediate employment as a facility maintenance technician, maintenance and stationary engineer, and facility maintenance manager at health care institutions, large office towers, apartment complexes, professional buildings, multiuse facilities, plants, government and educational building, etc. Students will be able to perform work pertaining to carpentry, plumbing, ground maintenance, electrical, general maintenance of heating, ventilation and air conditioning and refrigeration, (HVA/R), and operation and complete maintenance of boiler plants. The program also prepares students to take local and State of Michigan examinations for obtaining license(s) as Mechanical Maintenance and Mechanics Education and Certification for Health care (MECH) State of Michigan. The certificate will fulfill the competency requirements for the Joint Commission on Accreditation of Hospital Organization (JCAHO) for facility maintenance training and background may be eligible to waive certain course.

Program Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test
- Students must complete WCCCD Program Application during the semester they are enrolled in any FM course to the Campus Academic Officer.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
MAT 121	Technical Mathematics I	3
FM 101	Basic Facility Maintenance	3
FM 102	Plumbing & Pipe Fitting	3
SEMESTER TOTAL		12

SEMESTER 2		
CAREER COURSES		
EE 103	Electrical	3
FM 103	Carpentry	3
FM 104	General Maintenance	3
SEMESTER TOTAL		9

SEMESTER 3		
HVA Course		
Elective		3
HVA 201	Introduction to Boiler Plant Maint . . .	3
FM 105	Grounds Maintenance	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		30

Suggested Semester Sequence: Associate of Applied Science Degree

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
MAT 121	Technical Mathematics I	3
FM 101	Basic Facility Maintenance	3
FM 102	Plumbing & Pipe Fitting	3
SEMESTER TOTAL		12

SEMESTER 2		
MAT 122	Technical Mathematics II	3
ENG 134	Technical Communication	3
FM 103	Carpentry	3
FM 104	General Maintenance	3
SEMESTER TOTAL		12

SEMESTER 3		
PS 101	American Government	3
FM 105	Grounds Maintenance	3
HVA 201	Introduction To Boiler Plant Maint . . .	3
HVA 202	Steam I	3

SEMESTER TOTAL 12
SEMESTER 4
 FM 106 Safety and Support Services 3
 HVA 204 Boiler Room Accessories 3
 Elective 6
SEMESTER TOTAL 12

SEMESTER 5
 FM 299 Facility Maintenance Co-op 3
 HVA 206 Refrigeration Operations 3
 Natural Science or Social Science Elective 3
 HVA Course Elective 3
SEMESTER TOTAL 12
DEGREE TOTAL 60

Total hours may not include prerequisites.

FIRE PROTECTION TECHNOLOGY

(313) 496-2600
 College Certificate
 Associate of Applied Science

About the Program

The Fire Protection Technology program addresses the constant change and growing complexities of modern living and environment. There is a demand for college-trained people in the field of Fire Protection Technology. Opportunities for graduates exist with municipal fire departments, insurance and government agencies, and in the field of industrial safety. This program of study is designed to meet the needs of personnel currently employed in fire service positions and those desiring preparation for employment. Classes should be taken in the sequence listed.

Admission Requirements

Students are admitted to the program each year for the Fall, Spring, and Summer semesters. Students must have the Director’s approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, they will be filled on a “first come” basis by qualified applicants.

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Fire Protection Technology program on the WCCCD Application for Admission.
- Must be 18 years old on the first day of class.
- Fulfill course placement requirements based on COMPASS test or completed 12 credits or more of college courses with a grade of “C” or better. Full or partial equivalent may include high school health occupation program or other trade school courses.
- Must complete physical exam and other health requirements.
- Complete Background check

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CAREER COURSES

(Any 30 credits from the following)

FPT 110	Fire Fighter I	8
FPT 115	Fire Fighter I Lab	4
FPT 120	Fire Fighter II	5
FPT 125	Fire Fighter II Lab	3
EMT 240	EMS Management	3
FPT 210	Fire Service Management I	6
FPT 220	Fire Service Management II	6
FPT 230	Fire Service Management III	4
FPT 240	Fire Service Management IV	3
FPT 250	Fire Service Management V	3
FPT 255	Fire Inspections Principle and Practice	3
FPT 260	Industrial and Commercial Fire Protection	3
FPT 265	Search and Rescue Operation I	4
FPT 270	Search and Rescue Operation II	4
FPT 275	Hazardous Materials in Fire Service Operation	3
FPT 280	Current Concepts in Fire Service	3
FPT 285	Fire Officer Internship	3

CERTIFICATE TOTAL CREDITS 30*Total hours may not include prerequisites.***Associate of Applied Science Degree Requirements**

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No. COURSE TITLE CREDITS**SEMESTER 1**

FPT 110	Fire Fighter I	8
FPT 115	Fire Fighter I Lab	4
ENG 119	English I	3

SEMESTER TOTAL 15

SEMESTER 2

FPT 120	Fire Fighter II	5
FPT 125	Fire Fighter II Lab	3
BIO 155	Introductory Biology	3
MAT 110	Business Mathematics	3

SEMESTER TOTAL 14

SEMESTER 3

FPT 210	Fire Service Management I	6
SOC 103	Social Problems	3
PSY 260	Social Psychology	3
CHM 105	Introductory Chemistry	4

SEMESTER TOTAL 16

SEMESTER 4

FPT 220	Fire Service Management II	6
BUS 225	Computer Application in Business	3
English Requirement		3
American Government Requirement		3

SEMESTER TOTAL 15
PROGRAM TOTAL 60

*Total hours may not include prerequisites.***Other Occupational Specific Classes**

EMT 240	EMS Management	3
FPT 230	Fire Service Management III	4
FPT 240	Fire Service Management IV	3
FPT 250	Fire Service Management V	3
FPT 255	Fire Inspections Principle and Practice	3
FPT 260	Industrial and Commercial Fire Protection	3
FPT 265	Search and Rescue Operation I	4
FPT 270	Search and Rescue Operation II	4
FPT 275	Hazardous Materials in Fire Service Operation	3
FPT 280	Current Concepts in Fire Service	3
FPT 285	Fire Officer Internship	3

FOODSERVICE SYSTEMS MANAGEMENT

(313) 496-2600
College Certificate
Associate of Applied Science

About the Program

The Foodservice industry offers career opportunities across a broad spectrum of options that include school, hotels and restaurants, hospital, nursing homes, extended care and assisted living communities, correctional facilities, casinos, resorts and more. Wherever people eat in groups, there is an opportunity for a position as a foodservice manager. The Foodservice Systems Management program is designed to train the beginning student, as well as those presently employed and seeking advancement in the foodservice industry. Prepare yourself for a management position by gaining knowledge and skills in volume food preparation, menu design, cost control, HAACP, purchasing and management of human and material resources. Graduates also qualify to take the examination for the highly acclaimed Foodservice Management Professional (FMP) credential and level one certification through the American School Food Services Association (ASFSA).

Admission Requirements

Admission to certificate or short term training courses is granted on a "first come" basis. Students must do the following:

- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Fulfill course placement requirements based upon COMPASS test results.
- Complete any required prerequisite courses with a grade of "C" or better.

In addition, students who wish to complete the requirements for the Associate of Applied Science degree must do the following:

- Declare intent to enter the Foodservice Systems Management program on the WCCCD Application for Admission.
- Schedule an interview with the Discipline Chairperson
- Pass required sections of the Health Occupations Basic Entrance Test (HOBET).

- Submit a Program Application form with a declaration of intent for your career option.
- Submit a transcript (copy) of grades earned for transfer and any courses completed at WCCCD
- Complete required sections of the HOBET (Health Occupations Basic Entrance Test).

The deadline for applications for Fall admission is July 15; Spring admissions deadline is December 15. The program admissions committee will review applications. Students will be notified by mail within one month of the admission committee's decision.

College Certificate Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
FSM 105	Principles of Foodservice Systems/ Practicum	3
FSM 115	Food Safety and Sanitation	2
FSM 130	Menu Planning and Nutrition.	2
FSM 140	Principles of Food Preparation.	2
FSM 140L	Principles of Food Preparation Lab . . .	1
FSM 146	Quantity Food Production Practicum .	4
FSM 220	Food & Beverage Cost Control	3
FSM 230	Purchasing for Foodservice Systems. . .	3
FSM 235	Foodservice Practicum II	4
FSM 240	Computer Applications in Foodservice Lab	3
FSM 250	Management of Foodservice Systems. .	3
FSM 255	Management of Foodservice Systems Practicum	4
CERTIFICATE TOTAL CREDITS		34

* Certificate totals may not include prerequisite work.

Associate of Applied Science

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
ANT 154	Introduction to Cultural Anthropology .	3
ENG 119	English I	3
ENG 134	Technical Communications.	4
BIO 155	Introductory Biology.	4

MAT 110 Business Mathematics 3
 ----OR----

BUS 225 Computer Applications in Business . . . 3

SPH 101 Fundamentals of Speech 3

PS 101 American Government 3

PSY 101 Introduction to Psychology 3

CAREER COURSES

FSM 105 Principles of Foodservice Systems/
 Practicum 3

FSM 115 Food Safety and Sanitation2

FSM 130 Menu Planning and Nutrition2

FSM 140 Principles of Food Preparation2

FSM 140L Principles of Food Preparation Lab . . . 1

FSM 146 Quantity Food Production: Practicum. 4

FSM 220 Food & Beverage Cost Control3

FSM 230 Purchasing for Foodservice Systems . . .3

FSM 235 Foodservice Practicum II 4

FSM 240 Computer Applications in Food Service/
 Lab 3

FSM 250 Management of Foodservice Systems . . 3

FSM 255 Management of Foodservice Systems
 Practicum III 4

LS 204 Occupational Health & Safety 3
 ----OR----

MKT 200 Principles of Marketing 3

PROGRAM TOTAL CREDITS60-63

Total hours may not include prerequisites.

FORENSIC PHOTOGRAPHY

(313) 496-2600
College Certificate

About the Program

This certificate program in Forensic Photography is designed to provide students with the technical skills necessary to photographically preserve crime scenes and items of evidence, from both technical and legal standpoints. The Forensic Photography program provides students with the necessary skills needed in the principles of composition, focus, exposure, color theory, and lighting. The program enables students to work in front of the camera, photography studio, and computer based processing lab. The program addresses the need for an alternative career track for students that work in crime scene investigation, criminal justice, homeland security, fire safety, as well as, other evidence gathering related occupations. There is a great demand for individuals that have the skills and talents as a photographer or a computer based digital imaging specialist.

Certificate Requirement

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

VDP 110	Introduction to Digital Photography . . .	3
VDP 115	Digital Photo Imaging I.	3
CJS 100	Introduction to Criminal Justice	3
BIO 125	Biology for Non-Science Majors	4
SEMESTER TOTAL		13

SEMESTER 2

LEA 201	Introduction to Law Enforcement	3
SOC 100	Introduction to Sociology	3
VDP 120	Forensic Photography	3
ANT 125	Forensic Anthropology	3
SEMESTER TOTAL		12

SEMESTER 3

LEA 230	Fundamentals of Criminal Investigation	3
VDP 210	Studio Photography I.	3

VDP 235	Photojournalism	3
VDP 255	Forensic Photography (Capstone Project)	3

SEMESTER TOTAL 12

PROGRAM TOTAL CREDITS 37

Total hours may not include prerequisites.

GERONTOLOGY

(313) 496-2600

Certificate

Associate of Applied Science

About the Program

The Gerontology program is designed to prepare students for direct service occupations in the care of seniors. Students are trained for positions in counseling, case management and program administration. The job opportunities are available in diverse locations, such as housing complexes, nursing and congregate care facilities, adult day care centers and mental and health agencies. The program explores the normal processes of aging and related social, legal and economic issues.

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements
- Declare intent to enter the Gerontology Program on the WCCCD Application for Admission or change intent at the Admission Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Applications during the semester they are enrolled in the GER 110, Introduction to Study of Aging course and submit to the Campus Academic Officer.

Associate of Applied Science

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
ENG 119	English I.....	3
ENG 120	English II.....	3
	Humanities Elective.....	3
	Natural Science with lab Elective.....	4
PS 101	American Government.....	3
PSY 101	Introductory Psychology.....	3
SPH 101	Fundamentals of Speech.....	3
SOC 100	Introduction to Sociology.....	3

CAREER COURSES

OIS 100	Keyboarding.....	3
BUS 150	Introduction to Business.....	3
---OR---		
SPH 105	Improving the Speaking Voice.....	3
EMT 101	First Aid.....	2
GER 110	Introduction to Study of Aging.....	3
GER 115	Program/Services for the Aged.....	3
GER 120	Health and Physical Processes of Aging.....	3
GER 125	Mental Health and the Aging.....	3
GER 130	Counseling and Communication Skills with Older Adults.....	3
GER 140	Legal Issues of Aging.....	3
GER 155	Seminar for Gerontology: Field Placement I.....	2
GER 156	Gerontology Field Placement I.....	4
MEH 110	Individual and Group Techniques I.....	3
RL 110	Recreational Leadership Techniques.....	3
PROGRAM TOTAL CREDITS.....		63

Total hours may not include prerequisites.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I.....	3
GER 110	Introduction to Study of Aging.....	3
GER 115	Programs/Services for the Aged.....	3
PS 101	American Government.....	3
SEMESTER TOTAL.....		12
<u>SEMESTER 2</u>		
GER 120	Health and Physical Processes of Aging.....	3
GER 125	Mental Health and the Aging.....	3
ENG 120	English II.....	3
SOC 100	Introduction to Sociology.....	3
SEMESTER TOTAL.....		12

SEMESTER 3

GER 130	Counseling and Communication Skills with Older Adults.....	3
SPH 101	Fundamentals of Speech.....	3
OIS 100	Keyboarding.....	3
PSY 101	Introductory Psychology.....	3
SEMESTER TOTAL.....		12

SEMESTER 4

GER 140	Legal Issues of Aging.....	3
RL 110	Recreational Leadership Techniques.....	3
BUS 150	Introduction to Business.....	3

EMT 101 First Aid 2
 Humanities Elective 3
SEMESTER TOTAL 14

SEMESTER 5

GER 155 Seminar for Gerontology: Field
 Placement I 2
 GER 156 Gerontology Field Placement I 4
 GER 110 Introduction to Study of Aging.....3
 Natural Science Elective 4
SEMESTER TOTAL 14
PROGRAM TOTAL CREDITS 63

Total hours may not include prerequisites.

GRAPHIC DESIGN TECHNOLOGY

(313) 496-2600
College Certificate

About the Program

The Graphic Design Technology Certificate program has been developed to prepare students for entry level positions in a variety of industries that require computer aided desktop publishing and graphic design applications. This program gives each student a solid foundation in basic concepts, and parallel today's latest graphic design technology. After receiving the foundations in art, computer literacy and basic math the student will receive extensive training in all aspects of Adobe Creative Suite 2.

Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Possess a high school diploma or GED.
- Submit a transcript (copy) of grades earned for transfer in any course completed at WCCCD.
- Submit a Program Application form with a declaration of intent for the career option in Graphic Design.
- Fulfill course placement requirements based on the COMPASS Test.

Certificate Requirement:

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.
-

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 226	Graphic Design.....	3
CIS 110	Computer Information Systems.	3
ART 101	Drawing I	3
PRN 101	Introduction to Print Tech.	3
SEMESTER TOTAL		12

SEMESTER 2

ART 111	Design I.....	3
OIS 227	Desktop Publishing I.	3
OIS 228	Desktop Publishing II	3
DMP 105	Media Programming	3
SEMESTER TOTAL		12

SEMESTER 3

HUM 101	Introduction to Visual Arts	3
MAT 100	Basic Math	3
ART 112	Design II	3
PRM 101	Project Management	3
SEMESTER TOTAL		12
PROGRAM TOTAL CREDITS		36

Total hours may not include prerequisites.

HEATING, VENTILATION AND AIR CONDITIONING

(313) 496-2600
 College Certificate
 Associate of Applied Science

About the Program

The Heating, Ventilation and Air Conditioning (HVAC) program provides an opportunity for students to develop their skills and competencies for an entry level position in related fields. The curriculum focuses on the ability to maintain, install and repair climate control devices in residential, industrial and commercial buildings. The program provides students with training in layout design of cooling and heating systems, the use of the latest tools, gauges and testing equipment used in the field, background in troubleshooting and information on inspection of equipment. This program prepares students for state and local licensing exams. Students with prior HVAC training and experience background may be eligible to waive certain courses.

Program Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application during the semester they are enrolled in any HVA course to the Campus Academic Officer.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
HVA 101	Basic Refrigeration	4
HVA 102	Hermetic Systems	2
HVA 106	Basic Heating	4
HVA 107	Heating Control	2
SEMESTER TOTAL		12

SEMESTER 2

CAREER COURSES

(Select 12 credit hours from the following list)

HVA 103	Commercial Refrigeration I	2
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	4
HVA 108	Refrigeration Controls	4
HVA 109	Ventilation and Duct Fabrication	3
HVA 110	Forced Air and Hydronic Heating	3
HVA 111	Applied Electricity in Air Conditioning and Heating	3
HVA 112	Refrigerate Recovery, Recycling and Reclamation	2
HVA 113	Refrigeration Code and Regulations	2
HVA 114	Heating Code and Regulations	2
HVA 201	Introduction to Boiler Plant Maintenance	3
HVA 202	Steam I	3
HVA 203	Steam II	3
HVA 204	Boiler Room Accessories	3
SEMESTER TOTAL		12

SEMESTER 3

CAREER COURSES

(Select 6 credit hours from the following list)

HVA 103	Commercial Refrigeration I	2
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	4
HVA 108	Refrigeration Controls	4
HVA 109	Ventilation and Duct Fabrication	3
HVA 110	Forced Air and Hydronic Heating	3
HVA 111	Applied Electricity in Air Conditioning and Heating	3
HVA 112	Refrigerate Recovery, Recycling and Reclamation	2
HVA 113	Refrigeration Code and Regulations	2
HVA 114	Heating Code and Regulations	2
HVA 201	Introduction to Boiler Plant Maintenance	3
HVA 202	Steam I	3
HVA 203	Steam II	3
HVA 204	Boiler Room Accessories	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		30

Total hours may not include prerequisites.

Suggested Semester Sequence: Associate of Applied Science Degree

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
HVA 101	Basic Refrigeration	4
HVA 102	Hermetic Systems	2
HVA 106	Basic Heating	4
HVA 107	Heating Control	2
ENG 119	English I	3
SEMESTER TOTAL		15

SEMESTER 2		
HVA 103	Commercial Refrigeration	2
HVA 108	Refrigeration Controls	4
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	3
SEMESTER TOTAL		13

SEMESTER 3		
HVA 112	Refrigerate Recovery, Recycling and Reclamation	2
HVA 113	Refrigeration Code and Regulations	3
HVA 114	Heating Code and Regulations	2
American Government Requirement		3
English Requirement		3
SEMESTER TOTAL		13

SEMESTER 4		
HVA 110	Forced Air and Hydronic Heating	4
HVA 111	Applied Electricity in Air Conditioning and Heating	3
HVA 201	Introduction To Boiler Plant Maintenance	3
Elective HVA or DRT Course		3
SEMESTER TOTAL		13

SEMESTER 5		
Elective HVA or DRT Course		3
Natural Science with a Lab		4
Social Science Requirement		3
Humanities Requirement		3
SEMESTER TOTAL		13
PROGRAM TOTAL		67

Total hours may not include prerequisites.

HEAVY EQUIPMENT MAINTENANCE TECHNOLOGY

(313) 496-2600

College Certificate

Associate of Applied Science Degree

About the Program

The Heavy Equipment Maintenance Technology program is for today’s Diesel industry. Trucking is of the fastest growing industries in the United States, and all areas of the Diesel are experiencing shortages of qualified technicians.

Students learn to repair engines, transmissions and drivelines. In addition, the curriculum includes suspension, electrical and electronics, hydraulics, fuel systems, brakes, heating, ventilation and air conditioning systems, and preventative maintenance.

Admission Requirements

Students are admitted to the program each year for the Fall, Spring, and Summer semesters. Students must have the Director’s approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, they will be filled on a “first come” basis by qualified applicants.

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Heavy Equipment Maintenance Program on the WCCCD Application for Admission or change intent at the admissions office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application during the semester they are enrolled in any HEM course, and then submit it to the Campus Academic Officer.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
CAREER COURSES		
(Any 30 credits from the following list)		
HEM 101	Diesel Engine	5
HEM 110	Diesel Engine II	5
HEM 111	Suspension & Steering	6
HEM 112	Brakes	7
HEM 116	Vehicle (Mobile) Hydraulics	3
HEM 121	Electrical/Electronics Systems I	5
HEM 122	Electrical/Electronics Systems II	5
HEM 123	Preventive Maintenance	7
HEM 124	Drive Train	7
HEM 125	Heating, Ventilation and A/C	6
HEM 200	Diesel Engine III	5
HEM 202	Electrical/Electronics Systems III	5
HEM 210	Diesel Engine Fieldwork Experience	2
HEM 211	Suspension & Steering Field work	2
HEM 212	Brakes Fieldwork Experience	2
HEM 222	Electrical/Electronics Systems FW	2
HEM 223	Preventive Maintenance FW Exp.	2
HEM 224	Drive Train Fieldwork Experience	2
HEM 225	Heating, Ventilation & AC Fieldwork	2
CERTIFICATE TOTAL CREDITS		30
<i>Total hours may not include prerequisites.</i>		

**Associate of Applied Science
Degree and Requirements**

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
American Government Requirement		
		3
ENG 119	English I	3
English Requirement		3
Humanities Requirement		4
Natural Science with a Lab Requirement		3
Social Science Requirement		3
GENERAL EDUCATION TOTAL		18
CAREER COURSES (Required)		
HEM 101	Diesel Engine I	5
HEM 110	Diesel Engine II	5
HEM 112	Brakes	7
HEM 121	Electrical/Electronics Systems I	5
HEM 122	Electrical/Electronics Systems II	5
HEM 200	Diesel Engine III	5
REQUIRED CORE TOTAL		32

CAREER COURSES		
(Any 15 credits from the following)		
HEM 111	Suspension & Steering	6
HEM 116	Vehicle (Mobile) Hydraulics	3
HEM 123	Preventive Maintenance	7
HEM 124	Drive Train	7
HEM 125	Heating, Ventilation and A/C	6
HEM 202	Electrical/Electronics Systems III	5
HEM 210	Diesel Engine Fieldwork Experience	2
HEM 211	Suspension & Steering Fieldwork	2
HEM 212	Brakes Fieldwork Experience	2
HEM 222	Electrical/Electronics Systems Fieldwork	2
HEM 223	Preventive Maintenance Fieldwork Experience	2
HEM 224	Drive Train Fieldwork Experience	2
HEM 225	Heating, Ventilation and A/C Fieldwork	2
PROGRAM TOTAL		66
<i>Total hours may not include prerequisites.</i>		

**Associate of Applied Science
Suggested Sequence of Study**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
HEM 101	Diesel Engine I	5
HEM 121	Electrical/Electronics Systems I	5
ENG 119	English I	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
HEM 110	Diesel Engine II	5
HEM 122	Electrical/Electronics Systems II	5
English Requirement		3
SEMESTER TOTAL		13
<u>SEMESTER 3</u>		
HEM 200	Diesel Engine III	5
HEM 112	Brakes	7
American Government Requirement		3
SEMESTER TOTAL		16
<u>SEMESTER 4</u>		
HEM Career Course		7
HEM Career Course		5
Humanities Requirement		3
SEMESTER TOTAL		15

<u>SEMESTER 5</u>	
HEM Career Course (Fieldwork Exp.)	2
HEM Career Course (Fieldwork Exp.)	2
Natural Science Requirement	4
Social Science	3
SEMESTER TOTAL	11
PROGRAM TOTAL66

Total hours may not include prerequisites.

HOTEL AND RESTAURANT MANAGEMENT

(313) 496-2600
College Certificate

About the Program

The Hotel and Restaurant Management program prepares students for immediate employment in the hotel industry. Students will learn about the different departments within the hotel. The areas of front desk, food and beverage, housekeeping, facility management, catering and sales will all be explored. The course objectives are reached by the use of case analysis, technology, leadership and marketing training. The Hotel and Restaurant Management program is designed to prepare students for broad range of positions across the hospitality industry. This program offers: WCCCD certificate – 31 credit hours.

Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Possess a high school diploma or GED.
- Submit a transcript (copy) of grades earned for transfer in any course completed at WCCCD.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Fulfill course placement requirements based on the COMPASS Test.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Certificate Program: Hotel and Restaurant Management - Suggested Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
HTM 105	Introduction to Hotel and Restaurant Management	3
ACC 110	Principles of Accounting	4
MKT 200	Principles of Marketing	3
HTM 210	Customer Service Management	3
SEMESTER TOTAL		13

SEMESTER 2
 HTM 106 Hotel and Restaurant Management . . . 3
 BUS 225 Computer Applications in Business . . . 3
 HTM 200 Hotel and Restaurant Operations3
SEMESTER TOTAL9

SEMESTER 3
 HTM 225 Special Events and Catering
 Management 3
 HTM 299 Hotel Management Practicum 3
 FSM 115 Food Safety and Management 3
SEMESTER TOTAL9
CERTIFICATE TOTAL 31

Total hours may not include prerequisites.

INDUSTRIAL COMPUTER GRAPHICS TECHNOLOGY

(313) 496-2600
 College Certificate
 Associate of Applied Science Degree

About the Program

The Industrial Computer Graphics Technology program provides students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical education base, the program includes education and training in applied technical mathematics, engineering drawing, and geometric dimensioning and tolerancing skills. Basic training in computer technology is also included to prepare students for the two-dimensional, three-dimensional and solid-modeling computer-aided design technology in the program.

All technical manufacturing and engineering design in today’s high-technology business and industry uses computer-based, computer-aided design technologies that integrate the design, engineering and manufacturing design analysis, and manufacturing of complex products and product parts, sub-assemblies, and assemblies into a single, technically coherent process.

The Industrial Computer Graphics Technology program provides the skills and knowledge required for entry-level employment in industrial drafting, computer-aided drafting, and mechanical design fields. Emphasis is placed on the applications, procedures and techniques of principles involved in industrial drafting and design techniques. Areas include layouts and detailing in product design, tool design, die design, machine design, and advanced computer-aided design. Laboratory work is an integral part of the program for all technical courses.

Program Admission Requirements

Individuals interested in the Industrial Computer Graphics Technology program are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements

- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in CAD 101, Fundamentals of Computer Aided Drafting (4 credits) or CAD 110, Introduction to NX CAD/CAM (4 credits).

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
CAD 101	Fundamentals of Computer Aided Drafting	4
---OR---		
CAD 110	Introduction to NX CAD/CAM	4
MAT 121	Technical Mathematics I	3
MAN 110	Manufacturing Processes I	3
SEMESTER TOTAL13

<u>SEMESTER 2</u>		
DRT 102	Fundamentals of Mechanical Drawing .4	
CAD 102	Advanced Computer Aided Drafting . .4	
---OR---		
CAD 222	NX Solids Modeling	4
ENG 119	English I	3
SEMESTER TOTAL11

<u>SEMESTER 3</u>		
DRT 112	Technical Drawing Applications	3
DRT 113	Descriptive Geometry	3
SEMESTER TOTAL6
CERTIFICATE TOTAL30

Total hours may not include prerequisites.

Suggested Semester Sequence: Associate of Applied Science Degree

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
CAD 101	Fundamentals of Computer Aided Drafting	4
---OR---		
CAD 110	Introduction to NX CAD/CAM	4
MAT 121	Technical Mathematics I	3
Elective	4
MAN 110	Manufacturing Processes I	3
SEMESTER TOTAL		17

<u>SEMESTER 2</u>		
DRT 102	Fundamentals of Mechanical Drawing .4	
Elective	3
CAD 102	Advanced Computer Aided Drafting . .4	
---OR---		
CAD 222	NX Solids Modeling	4
ENG 119	English I	3
SEMESTER TOTAL		14

<u>SEMESTER 3</u>		
DRT 112	Technical Drawing Applications	3
DRT 113	Descriptive Geometry	3
CAD 121	Tool & Fixture Detailing	4
CAD 203	CAD Applications	4
---OR---		
CAD 224	NX Assembly/Components/Drafting . .4	
MAT 122	Technical Mathematics II	3
SEMESTER TOTAL		17

<u>SEMESTER 4</u>		
CAD 211	Die Design and Panel Tipping	3
DRT 115	Geometric Dimensioning Tolerancing .2	
ENG 134	Technical Communications	3
PS 101	American Government	3
Humanities Elective	3
SEMESTER TOTAL14
PROGRAM TOTAL62

Total hours may not include prerequisites.

LIBRARY TECHNOLOGY

(313) 496-2600
College Certificate

About the Program

The Library Technology program prepares students for employment in the library industry. Students will learn about the different departments, library types and issues within library science. The areas of service including circulation, reference and technical services will all be explored. The course objectives are reached by the use of case analysis, research papers, technology, tours and group projects. This program offers: WCCCD certificate – 30 credit hours

Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Fulfill course placement requirements based on the COMPASS Test.

Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Certificate Program: Library Technology Suggested Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 225	Computer Applications in Business . . .	3
ENG 119	English I	3
SPH 101	Fundamentals of Speech.	3
LBT 100	Introduction to Libraries and Service. .	3
SEMESTER TOTAL		12

SEMESTER 2

ENG 285	Children’s Literature	3
LBT 105	Library Technical Services and Acquisitions.	3
LBT 200	Evaluating Information Sources.	3
SEMESTER TOTAL		9

SEMESTER 3

LBT 210	Library Technology	3
LBT 215	Introduction to Media Management and Service	3
LBT 220	Library Internship	3
SEMESTER TOTAL		9
PROGRAM TOTAL		30

Total hours may not include prerequisites

LOGISTICS MANAGEMENT

(313) 496-2600
College Certificate

About the Program

Logistics management is a unique business management program that prepares graduates for employment in the areas of logistics management, inventory control, materials management, and distribution. The field of logistics management includes occupations such as supervisors and/or managers of transportation, storage, and/or distribution; helpers, laborers, and/or hand material movers; and transportation/machine and vehicle material movers.

The program combines core education courses with specific occupational courses in the area of customer service, supervision, supply chain management and logistics which are designed to provide an overview of the process from product idea conception to the delivery of the product to the consumer.

Admission Requirements

Students are admitted to the program each year for the Fall, Spring, and Summer semesters. Students must have the Director's approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, they will be filled on a "first come" basis by qualified applicants.

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Logistics Management Technology program on the WCCCD Application for Admission.
- Must be 18 years old on the first day of class.
- Fulfill course placement requirements based on COMPASS test or completed 12 credits or more of college courses with a grade of "C" or better.

College Certificate Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	4
MKT 200	Principles of Marketing	3
LOG 101	Introduction to Logistics	3
LOG 102	Purchasing.	3
LOG 103	Introduction to Supply Chain Management	3
LOG 104	Materials Management	3
LOG 105	Inventory and Warehouse Management	3
LOG 110	Transportation and Distribution	3
LOG 200	International Logistics	3
CERTIFICATE TOTAL		31

Total hours may not include prerequisites.

LONG-TERM CARE ADMINISTRATION

(313) 496-2600
 College Certificate
 Associate of Applied Science Degree

About the Program

The Long Term Care Administration certificate prepares individuals for various administrative positions in long term care facilities or nursing homes. Both Ferris State University and University of Michigan-Flint have a Health Care Systems Administrator Bachelor of Science. The one-year certificate is gained by taking the Occupation Specific Courses.

Program Goals

- To administer fiscal operations, budgets.
- To teach students to solve service problems and coordinate activities.
- To teach students to maintain facility, patient, and personnel records.
- To prepare students for the Michigan licensure NAB exam.

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Declare intent to enter the Long-Term Care Administration program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Obtain an Education Development Plan (Plan of Work) outlining the student’s plan for program completion from an academic advisor.
- Complete 27 required program credits.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Prerequisite Work

Prior to beginning the Major Requirements students are required to test at the level or complete English 119 and be computer literate or complete BUS 225.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

1-Year Certificate Option (30 credits)

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
MGT 205	Management Principles	3
LTC 110	Introduction to Health Facility Management	3
LTC 112	Community/ Public Health Laws I	3
LTC 113	Community/ Public Health Laws II	3
LTC 114	Medicaid Regulations	3
LTC 115	Michigan Public Health Code	3
LTC 116	State Fire Safety Laws	3
LTC 117	Michigan Labor Laws and Management Laws.	3
LTC 118	Health Facility Clinical	6
CERTIFICATE TOTAL		30

Total hours may not include prerequisites.

Suggested Sequence of Classes

Associates of Applied Science

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
MAT 105	Pre-Algebra	3
BIO 155	Introductory Biology	4
Elective	3
SEMESTER TOTAL		13

SEMESTER 2

BIO 240	Human Anatomy and Physiology	4
MKT 200	Principles of Marketing	3
MGT 205	Management Principles	3
ENG 120	English II	3
SEMESTER TOTAL		13

SEMESTER 3

ACC 110	Principles of Accounting I	3
Elective	3
LTC 110	Introduction to Health Facility Management	3
LTC 112	Community/ Public Health Laws I	3
SEMESTER TOTAL		12

SEMESTER 4

LTC 113 Community/ Public Health Laws II . . . 3
 LTC 114 Medicaid Regulations 3
 LTC 115 Michigan Public Health Code3
 LTC 116 State Fire Safety Laws 3
SEMESTER TOTAL 12

SEMESTER 5

LTC 117 Michigan Labor Laws and
 Management Laws. 3
 LTC 118 Health Facility Clinical6
SEMESTER TOTAL 9
PROGRAM TOTAL 60

Total hours may not include prerequisites.

MACHINE TOOL TECHNOLOGY

(313) 496-2600

Certificate

Associate of Applied Science Degree

About the Program

This program is designed for students who will be employed in metal manufacturing related occupations. Program content will cover orientation to manufacturing, industrial blueprint reading, basic math, measurement, bench work and material science. Industrial safety will be emphasized. Operation of lathes, mills, saws, drill presses and other machine tools will be included.

Program Admission Requirements

Individuals interested in the Machine Tool Technology program are required to fulfill the following requirements:

- College Admission Requirements
- Declare their intent to enter the Machine Tool Technology program on the WCCCD Application for Admission or change their intent within the Admission Office.
- Course placement requirements based on COMPASS test results
- Students must complete WCCCD Program Application during the semester they are enrolled in MAN 100, Shop Equipment & Tools and submit to the Campus Academic Officer.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No. COURSE TITLE CREDITS

SEMESTER 1

MAN 100 Shop Equipment & Tools 3
 NC 111 Numerical Control Concepts. 3
 DRT 101 Blueprint Reading.3
 MAT 121 Technical Mathematics I 3
 ENG 119 English I 3
SEMESTER TOTAL 15

SEMESTER 2

MAN 110 Manufacturing Processes I3
 DRT 102 Fundamentals of Mechanical Drawing .4

CAD 101	Fundamentals of Computer Aided Drafting	4
MAT 122	Technical Mathematics II	3
NC 222	CNC Machining & Programming I	3
SEMESTER TOTAL		17
CERTIFICATE TOTAL		32

Total hours may not include prerequisites.

Suggested Semester Sequence: Associate of Applied Science

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

SEMESTER 1

MAN 100	Shop Equipment & Tools	3
NC 111	Numerical Control Concepts	3
DRT 101	Blueprint Reading	3
MAT 121	Technical Mathematics I	3
ENG 119	English I	3
SEMESTER TOTAL		15

SEMESTER 2

MAN 110	Manufacturing Processes I	3
DRT 102	Fundamentals of Mechanical Drawing	4
CAD 101	Fundamentals of Computer Aided Drafting	4
MAT 122	Technical Mathematics II	3
NC 222	CNC Machining & Programming I	3
SEMESTER TOTAL		17

SEMESTER 3

MHT 260	Machine Shop I	4
MAN 210	Nontraditional Manufacturing	3
NC 230	CNC Machining Center Operations and Graphics I	3
Elective		*3
DRT 115	Geometric Dimensioning Tolerancing	.2
Natural Science Elective with a Lab		.4
SEMESTER TOTAL		16

SEMESTER 4

MHT 270	Machine Shop II	4
Elective		*3
ENG 134	Technical Communications	3
PS 101	American Government	3
LS 204	Occupational Safety & Health	3
SEMESTER TOTAL		16
PROGRAM TOTAL		64

Total hours may not include prerequisites.

** DRT, MHT, NC recommended as electives.*

MANUFACTURING TECHNOLOGY

(313) 496-2600

Associate of Applied Science Degree

About the Program

The Manufacturing Technology program provides instruction that allow students to become familiar with and use the tools, materials, and processes needed in the manufacturing phase of industry. Students are also exposed to occupations in the manufacturing field. Program courses cover structure of industry, elements of manufacturing, mass production and automation, primary metals industry, casting metal, forging and forming metal, measuring and layout (English and/or metric), machining and finishing metal, fastening and finishing metal, cutting and shaping, assembling and finishing, and opportunities in manufacturing. Each unit includes specific objectives, student competencies and related student activities.

Program Admission Requirements

Individuals interested in the Manufacturing Technology program are required to fulfill the following requirements:

- College admission requirements.
- Declare their intent to enter the Manufacturing Technology program on the WCCCD Application for Admission or change their intent within the Admission Office.
- Course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application during the semester they are enrolled in MAN 100, Shop Equipment & Tools and submit to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
MAN 100	Shop Equipment & Tools	3
NC 111	Numerical Control Concepts	3

DRT 101	Blueprint Reading	3
MAT 121	Technical Mathematics I	3
ENG 119	English I	3
SEMESTER TOTAL		15

SEMESTER 2

MAN 110	Manufacturing Processes I	3
DRT 102	Fundamentals of Mechanical Drawing	4
CAD 101	Fundamentals of Computer Aided Drafting	4
MAT 122	Technical Mathematics II	3
NC 222	CNC Machining & Programming I	3
SEMESTER TOTAL		17

SEMESTER 3

NC 231	CNC Turning Center Operation & Graphics	3
DRT 115	Geometric Dimensioning and Tolerancing	2
IEC 202	Introduction to Robotics	3
IEC 208	Programmable Logic Controllers	3
ENG 134	Technical Communications	3
SEMESTER TOTAL		14

SEMESTER 4

MAN 200	Quality & Inspection	3
MAN 210	Nontraditional Manufacturing	3
LS 204	Occupational Safety & Health	3
PS 101	American Government	3
MAN 120	Survey of Material Science	3
Natural Science Elective		3
---OR---		
Social Science Elective		3
SEMESTER TOTAL		18
PROGRAM TOTAL		64

Total hours may not include prerequisites.

MEDICAL ADMINISTRATIVE OFFICE ASSISTANT: MEDICAL BILLING CONCENTRATION

(313) 496-2600
College Certificate
Associate of Applied Science

About the Program

The Associate of Applied Science in Medical Administrative Office Assistant program at Wayne County Community College District (WCCCD) provides a strong academic foundation, externship experiences, and the knowledge and skills necessary for students to transfer and succeed at a four year college/university. By continuing their studies at a four-year institution, students can earn a bachelor's degree in Health Care Administration or Medical Office Management. This program is designed to prepare Medical Administrative Office Assistants with the skills to manage an office and prepare billing, other paperwork, perform diagnostic and procedural coding and utilize interpersonal skills when working with clients, patients and insurance companies. Students will take required coursework and participate in externships, support services, and, when appropriate, educationally-oriented workshops during their time at the college.

The coursework will introduce students to the field of Medical Administrative Office Assisting (Medical Billing Concentration) and will satisfy requirements for a certificate and/or Associate degree. The certificate program may be completed in three semesters and the graduate may elect to either secure employment, continue their education or both.

Admission Requirements

Admission is competitive. Students will be selected for the program provided that they successfully complete all of the entry requirements and personal interviews. In addition, students must maintain an overall grade point average of 2.5 and a minimum grade of C in required courses.

- Fulfill all WCCCD admissions requirements.
- Declare intent to enter the Medical Administrative Office Assistant program

by completing an Allied Health Program application and WCCCD Application for Admission.

- Fulfill course placement requirements based on the COMPASS test.
- Must be 18 years of age.
- Meet typing requirement of 45 WPM.
- Meet with and submit all documentation to Medical Administrative Office Assistant Program Coordinator/Advisor.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
MAT 110	Business Math	3
ALH 110	Medical Terminology.	3
BUS 225	Computer Application in Business . . .	3
SEMESTER TOTAL		12

<u>SEMESTER 2</u>		
SOC 100	Introduction to Sociology	3
OIS 280	Office Administration and Professional Development.	3
ACC 110	Principles of Accounting I	3
MBS 108	Medical Coding.	3
SEMESTER TOTAL		12

<u>SEMESTER 3</u>		
ALH 230	Medical Ethics.	3
MBS 112	Medical Billing	3
MBS 126	Practicum Experience	4
SEMESTER TOTAL		10
CERTIFICATE TOTAL CREDITS.		34

Total hours may not include prerequisites.

**Associate of Applied Science Degree
Suggested Sequence of Study**

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
SOC 100	Introduction to Sociology	3
ALH 110	Medical Terminology.	3
MAT 110	Business Math	3
SEMESTER TOTAL		12

<u>SEMESTER 2</u>		
MBS 108	Medical Coding.	3
ALH 230	Medical Ethics.	3
ENG 120	English II	3
SEMESTER TOTAL		9

<u>SEMESTER 3</u>		
MBS 112	Medical Billing	3
ACC 110	Principles of Accounting I	3
PS 101	American Government	3
BIO 155	Introductory Biology	4
SEMESTER TOTAL		13

<u>SEMESTER 4</u>		
MBS 122	Advanced Coding ICD9	3
MBS 124	Advanced Coding CPT	3
BUS 225	Computer Application in Business . . .	3
BIO 240	Anatomy and Physiology I.	4
SEMESTER TOTAL		13

<u>SEMESTER 5</u>		
BUS 175	Small Business Management	3
BUS 240	Business Communication	3
OIS 280	Office Administration and Professional Development.	3
BIO 250	Anatomy and Physiology II.	4
SEMESTER TOTAL		13

<u>SEMESTER 6</u>		
MBS 126	Practicum Experience	4
SEMESTER TOTAL		4
PROGRAM TOTAL CREDITS		64

Total hours may not include prerequisites.

(313) 496-2600
 College Certificate
 Associate of Science

About the Program

Students in the Mental Health program study the fundamentals of mental health with a concentration in such areas as group process, social science, psychopathology and preventive and rehabilitative therapies. Clinical and classroom training familiarizes students with the delivery of services to adult clients. Students also study interviewing techniques and the dynamics of interpersonal relationships. The curriculum is designed for those who desire employment in human service settings. This program offers two options: the certificate and associate of applied science degree.

Admission Requirements

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the program on the WCCCD Application for Admission.
- Fulfill course placement requirements based on the COMPASS test and recommended prerequisite classes.

College Certificate Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
PSY 101	Introductory Psychology	3
CAREER COURSES		
HUS 105	Group Interactional Experiences For Self Growth I.	3
HUS 110	Introduction to Human Services	3
HUS 120	Group and Social Process I	3
HUS 135	Professionalism in Human Services . . .	3
HUS 206	Creative Activities & Recreation	3
---OR---		
RL 110	Recreation Leadership Techniques	3
HUS 220	Group and Social Process II.	3
HUS 235	Life-styles of Aging	3

---OR---		
GER 125	Mental Health and the Aging	3
MEH 110	Individual & Group Techniques I	3
MEH 140	Mental Health Legal Information	3
MEH 144	Field Work I: Placement	4
MEH 210	Individual and Group Techniques II . . .	3
MEH 226	Field Work II: Placement.	4
MEH 240	Psychopathology & Behavior I	3
CERTIFICATE TOTAL	47
<i>Total hours may not include prerequisites.</i>		

Associate of Science Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
ENG 120	English II	3
Humanities Requirement 3		
Natural Science with Lab 4		
PSY 101	Introductory Psychology	3
SPH 101	Fundamentals of Speech	3
---OR---		
SPH 105	Improving the Speaking Voice	3
AAS 131	American Government and the African-American Struggle.	3
Social Science Requirements 3		
CAREER COURSES		
HUS 105	Group Interactional Experiences For Self Growth I.	3
HUS 110	Introduction to Human Services	3
HUS 120	Group and Social Process I	3
HUS 135	Professionalism in Human Services . . .	3
HUS 206	Creative Activities & Recreation	3
---OR---		
RL 110	Recreation Leadership Techniques	3
HUS 220	Group and Social Process II.	3
HUS 235	Life-styles of Aging	3
---OR---		
GER 125	Mental Health and the Aging	3
MEH 110	Individual & Group Techniques I	3
MEH 140	Mental Health Legal Information	3
MEH 144	Field Work I: Placement	4
MEH 210	Individual and Group Techniques II . . .	3
MEH 226	Field Work II: Placement.	4
MEH 240	Psychopathology & Behavior I	3
PROGRAM TOTAL CREDITS	63
<i>Total hours may not include prerequisites.</i>		

MINISTERIAL STUDIES

(313) 496-2600
Associate of Arts

About the Program

The Associate of Arts Ministerial Studies is designed for laypersons, lay ministers, licensed and ordained ministers. The program will provide an educational foundation that will enhance and prepare individuals for ministerial services, seminary training and advance degrees.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
MS 155	Law Enforcement/Religious Diversity . .	3
	Natural Science Elective*	4
	American Government Requirement**	3
MS 110	The Bible as a Historical Document . .	3
SEMESTER TOTAL		16

<u>SEMESTER 2</u>		
ENG 120	English II	3
	Social Science***	3
	Humanities****	3
MS 120	The History and Sociological Impact Black Church America.	3
PHL 101	Comparative Religion I	3
SEMESTER TOTAL		15

<u>SEMESTER 3</u>		
	Social Science***	3
	Natural Science Elective*	4
PHL 102	Comparative Religion II	3
	Humanities****	3
PHL 201	Introduction to Philosophy	3
SEMESTER TOTAL		16

<u>SEMESTER 4</u>		
	Humanities****	3
PHL 211	Ethics	3
SOC 103	Social Problems	3

PSY 101	Introductory Psychology	3
PSY 230	Psychology of Adjustment	3
MS 160	Black Woman Religion	3
SEMESTER TOTAL		18
PROGRAM TOTAL CREDITS		65

Total hours may not include prerequisites.

NUMERICAL CONTROL TECHNOLOGY

(313) 496-2600

Associate of Applied Science Degree

About the Program

Progressive, technologically modern companies need well-trained operators and programmers. Students learn modern technological methods of computer numerical control (CNC) machine tool operation, as well as in writing and editing of CNC machine programs. They also learn practical skills such as: machine setup, cutter diameter and length compensation setting, and on-site modification of existing programs. This program offers extensive hands-on machine shop training demanded by industry.

Program Admission Requirements

Individuals interested in the Numerical Control Technology program are required to fulfill the following requirements:

- College admission requirements.
- Declare their intent to enter the Numerical Control Technology program on the WCCCD Application for Admission or change their intent within the Admission Office.
- Course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application during the semester they are enrolled in NC 111, Numerical Control Concepts and submit to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
MAN 100	Shop Equipment & Tools	3
NC 111	Numerical Control Concepts.	3
DRT 101	Blueprint Reading	3
MAT 121	Technical Mathematics I	3
ENG 119	English I	3

SEMESTER TOTAL 15

SEMESTER 2

MAN 110	Manufacturing Processes I	3
CAD 101	Fundamental of Computer Aided Drafting	4
MAT 122	Technical Mathematics II	3
NC 222	CNC Machining & Programming I . . .	3
DRT 102	Fundamentals of Mechanical Drawing	4
SEMESTER TOTAL		17

SEMESTER 3

NC 230	CNC Machining Center Operation & Graphics I	3
NC 231	CNC Turning Center Operation & Graphics I	3
ENG 134	Technical Communications	3
PS 101	American Government	3
Elective	3
SEMESTER TOTAL		15

SEMESTER 4

NC 234	CNC Machining & Programming II . .	3
NC 235	CNC Machining & Graphics II	3
NC 240	CNC Turning Center Operation & Graphics II	3
DRT 115	Geometric Dimensioning Tolerancing.	2
Elective	3
Natural Science Elective	3

---OR---

Social Science Elective	3
SEMESTER TOTAL	17
PROGRAM TOTAL64

Total hours may not include prerequisites.

NURSING

(313) 496-2600
Associate of Applied Science

About the Program

The Nursing program at WCCCD offers an Associate of Applied Science degree in Nursing. Graduates of the Nursing program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program requirements include specific courses in the nursing major and general education. The Nursing program is designed to prepare graduates to give nursing care as staff nurses in a variety of settings.

Admission Requirements

Admission is competitive. Selection is based on previous academic performance, test scores, letters of recommendation and fulfillment of admission requirements by deadlines. Students entering this program are required to have either a high school diploma or a General Education Development diploma (GED). Prerequisite courses, Nursing Entrance Test (NET) and all other admission procedures must be completed before applying to the Nursing program. The NET (Nurse Entrance Test) minimum passing composite score is 61. The reading comprehension sections must be at least 50. This test is offered at WCCCD usually 3 times a year. This test may also be taken at other institutions. Test scores are considered valid for 2 years if scores meet current requirements. The Nursing Program admits students twice a year, Spring and Fall. All Nursing Program courses are offered both Spring and Fall Semester. The Nursing program at WCCCD is fully approved by the Michigan Board of Nursing, which can be contacted through the State of Michigan, Department of Community Health, Lansing, Michigan, www.michigan.gov or (517) 335-0918.

Program Admission Requirements

- Fulfill WCCCD admission requirements
- Declare intent to enter the Nursing program on the WCCCD Application for Admission form or change intent at the Admissions Office
- Fulfill course placement requirements based on COMPASS test.
- Provide high school transcripts, copy of diploma or certified GED scores

- Unofficial transcripts from all colleges and universities previously attended
- Official transcripts must be sent to District Records (at 801 W. Fort Street, Detroit, MI 48226) for transfer credit evaluation of courses you wish to apply to the nursing program

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree Sequence of Study

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
ENG 119	English I	3
BIO 240	Human Anatomy & Physiology I	4
BIO 250	Human Anatomy & Physiology II.	4
BIO 295	Microbiology.	4
PSY 101	Introductory Psychology.	3
PREREQUISITE TOTAL.		18

SEMESTER 1

CR. No.	COURSE TITLE	CREDITS
DT 130	Introduction to Nutrition.	3
HSC 100	Medical Measurements & Mathematics 1	1
NUR 110	Nursing Foundations – Lecture	2
NUR 111	Nursing Foundations – Lab.	2
NUR 112	Medical/Surgical Nursing I – Lecture	2
NUR 113	Medical/Surgical Nursing II – Clinical	2
NUR 118	Physical Assessment.	1
SEMESTER TOTAL.		13

SEMESTER 2

BIO 252	Pathophysiology	4
NUR 114	Obstetric Nursing – Lecture	1.5
NUR 115	Obstetric Nursing – Clinical	1.5
NUR 116	Medical/Surgical Nursing II Lecture	2
NUR 117	Medical/Surgical Nursing II Clinical.	2
NUR 119	Pharmacology	2
SEMESTER TOTAL.		13

SEMESTER 3

HSC 200	Lifespan Development.	3
SOC 100	Introduction to Sociology	3
NUR 210	Psychiatric Nursing – Lecture	1.5
NUR 211	Psychiatric Nursing – Clinical	1.5

NUR 212 Medical/Surgical Nursing III Lecture. . .	2
NUR 213 Medical/Surgical Nursing III Clinical . .	2
NUR 218 Nursing Issues.....	1
SEMESTER TOTAL	14

SEMESTER 4

ENG 120 English II	3
American Government Requirement.	3
NUR 214 Pediatric Nursing – Lecture.	1.5
NUR 215 Pediatric Nursing – Clinical.	1.5
NUR 216 Medical/Surgical Nursing IV Lecture. .	2
NUR 217 Medical/Surgical Nursing IV Clinical .	2
NUR 219 Nursing Transitions	1
SEMESTER TOTAL	14
PROGRAM TOTAL	72

Total hours may not include prerequisites.

** Program totals do not include remedial courses.*

OCCUPATIONAL THERAPY ASSISTANT

(313) 496-2600

Associate of Applied Science

About the Program

Occupational Therapy is a health and rehabilitation profession providing services to people of all ages who have physical, developmental or emotional impairments. The goal of occupational therapy is to use the “occupations” of everyday life such as dressing, cooking or driving as treatment modalities in helping people gain or regain independence. The Occupational Therapy Assistant (OTA) program is designed to prepare students to become Certified Occupational Therapy Assistants (COTA). Employment opportunities include hospitals, community mental health centers, public and private schools, skilled nursing facilities, community agencies and private health care companies.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) [4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, (301) 652-2682]. Graduates of the program are eligible to take the national certification examination given by the National Board for Certification in Occupational Therapy, Inc. (NBCOT) [800 S. Frederick Avenue, Suite 200, Gaithersburg, MD 20877, (301) 990-7979]. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure or registration in order to practice occupational therapy. Michigan currently requires registration and qualifications are based on the results of the NBCOT exam. (There is a licensure bill in the state legislature at this time.)

Program Admission Requirements

Admission is competitive and based on previous academic performance, criminal background check, and fulfillment of other admission requirements listed below. Deadline for application to the program is March 1st every year and admission is granted prior to the Summer semester.

When applications are received, students will be scheduled for an interview with OTA Admissions Committee representatives. The OTA Admissions Committee will then review all qualified applications for admission and issue written confirmation of acceptance. Students admitted will be subject to policies and procedures stated in the OTA Student Handbook.

An applicant to the program must do the following:

- Declare intent to enter the OTA program on the WCCCD Application for Admission
- Complete all prerequisite courses with a grade of “C” or better.
- Complete the Allied Health Department Application for Program Admission and submit to the OTA Department by March 1st
- Have official transcript(s) of college prerequisite courses sent to the OTA Department by March 1st.
- Have official high school transcript or GED sent to the OTA Department by March 1st.
- Include with the application 3 letters of reference on forms provided in the OTA Office; two professional and one personal.
- Complete required sections of the HOBET (Health Occupations Basic Entrance Test)
- Include a report of an online criminal background check (source will be specified).

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree

Suggested Sequence of Study

Full- Time Sequence for Prerequisite courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
BIO 155	Introductory Biology	4
PS 101	American Government	3
SOC 100	Introduction to Sociology	3
SEMESTER TOTAL		13

SEMESTER 2

ENG 120	English II	3
BIO 240	Human Anatomy and Physiology I . . .	4
PSY 101	Introductory Psychology	3
OTA 100	Fundamentals of Occupational Therapy .	3
SEMESTER TOTAL		13

Full-Time Sequence after Program Admission

CR. No. COURSE TITLE CREDITS

SEMESTER 1

OTA 110	Terminology & Professional Communication	3
OTA 112	Kinesiology for OTA	3
OTA 114	Human Development	3
SEMESTER TOTAL		9

SEMESTER 2

OTA 120	Activity Skills.	4
OTA 140	Mental and Medical Conditions	3
OTA 145	Clinical Reasoning.	3
OTA 160	Assistive Technology	3
SEMESTER TOTAL		13

SEMESTER 3

OTA 220	Therapeutic Media I	4
OTA 222	Level I A Fieldwork	3
OTA 240	Therapeutic Media II	4
OTA 245	Level I B Fieldwork	3
SEMESTER TOTAL		14

SEMESTER 4

OTA 260	Therapeutic Media III	3
OTA 265	Pediatric OT	3
OTA 280	OTA Seminar	3
SEMESTER TOTAL		9

SEMESTER 5

OTA 285	Level II A Fieldwork	6
OTA 295	Level II B Fieldwork	6
SEMESTER TOTAL		12
PROGRAM TOTAL		83

OFFICE INFORMATION SYSTEMS

(Formerly: Business Information Technology)

(313) 496-2600

Associate of Applied Science Degree
College Certificate

About the Program

The Office Information Systems program offers students different options of study leading toward an associate degree. The program offers concentrations in Office Specialist, E-Business and Project Management.

Program Admission Requirements

- Obtain an Education Development Plan (Plan of Work), outlining the student's plan for program completion from an academic advisor.
- Complete 15 credits of required program courses, including BUS 150 or BUS 225.
- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Prerequisite Work

Prior to beginning the OIS courses, students must have computer competencies, which include the ability to key text at a minimum rate of 35 words per minute. These skills can be obtained from your life experiences or completing the following courses such as: OIS 100, OIS 101 and OIS 102.

Program Requirements

Office Information Systems students must have the academic preparedness and commitment to meet the rigorous course work of the program. Students admitted into the Office Information Systems program must follow the recommended course sequence and achieve a grade of "C" or better in all program courses to progress through the program.

OFFICE INFORMATION SYSTEMS: E-BUSINESS SPECIALIST CONCENTRATION

(Formerly: Business Information Technology)

(313) 496-2600

Associate of Applied Science Degree
College Certificate

Associate of Applied Science Degree Requirements Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
CIS 110	Introduction to Computers	4
BUS 150	Introduction to Business	3
SPH 101	Fundamentals of Speech	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		16

SEMESTER 2

CIS 241	Internet Foundations	4
BUS 225	Business Applications	3
MGT 205	Management Principles	3
	American Government Elective	3
	English requirement	3
SEMESTER TOTAL		16

SEMESTER 3

BUS 228	Web Design	3
BL 201	Business Law	4
	Social Science Elective	3
	Elective	3
	Humanities Elective	3
SEMESTER TOTAL		16

SEMESTER 4

CIS 250	E-Commerce Strategies and Practices	3
MKT 200	Principles of Marketing	3
	Natural Science Elective	4
	Elective	3
SEMESTER TOTAL		13
PROGRAM TOTAL61

Total hours may not include prerequisites.

College Certificate Requirements

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computers	4
CIS 241	Internet Foundations	4
BL 201	Business Law	4
SEMESTER TOTAL		15

SEMESTER 2

CIS 250	E-Commerce Strategies and Practices . . .	3
MGT 205	Management Principles	3
MKT 200	Principles of Marketing	3
BUS 228	Web Design	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		27

Total hours may not include prerequisites.

OFFICE INFORMATION SYSTEMS: OFFICE SPECIALIST CONCENTRATION

(Formerly: Business Information Technology)

(313) 496-2600

Associate of Applied Science Degree

College Certificate

Associate of Applied Science Degree Requirements

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
BUS 225	Business Applications	3
BUS 150	Introduction to Business	3
SPH 101	Fundamentals of Speech	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		15

SEMESTER 2

OIS 227	Desktop Publishing I	3
OIS 280	Office Administration and Professional Development	3
American Government Elective		3
Social Science Elective		3
English Requirement		3
SEMESTER TOTAL		16

SEMESTER 3

OIS 251	Microsoft Word Specialist	3
OIS 252	Microsoft Excel Specialist	3
OIS 228	Desktop Publishing II	3
BUS 240	Business Communication	3
Elective		3
SEMESTER TOTAL		15

SEMESTER 4

OIS 253	Microsoft PowerPoint Specialist	3
OIS 254	Microsoft Access Specialist	3
Natural Science Elective		4
Humanities Elective		3
Elective		3
SEMESTER TOTAL		16
PROGRAM TOTAL61

Total hours may not include prerequisites.

College Certificate Requirements

Suggested Semester Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 150	Introduction to Business	3
OIS 227	Desktop Publishing I	3
BUS 225	Business Applications	3
BUS 240	Business Communications	3
OIS 280	Office Administration and Professional Development	3
SEMESTER TOTAL		15

SEMESTER 2

OIS 228	Desktop Publishing II	3
OIS 251	Microsoft Word Specialist	3
OIS 252	Microsoft Excel Specialist	3
OIS 253	Microsoft PowerPoint Specialist	3
OIS 254	Microsoft Access Specialist	3
SEMESTER TOTAL		15
CERTIFICATE TOTAL		30

Total hours may not include prerequisites.

(313) 496-2600
Associate of Applied Science

About the Program

The Paralegal Technology program provides the educational background and training required to become a paralegal, also known as legal assistant or legal aide, able to assist licensed attorneys in providing legal services to their clients. Successful completion of the program provides the knowledge and skills regarding the legal system and substantive and procedural law necessary to perform many routine legal processes under the supervision of a licensed attorney.

NOTE: Paralegals and legal assistants are not licensed to practice law and must work under supervision of a licensed attorney. Additionally, the paralegal must adhere to the same standards of legal ethics and professional responsibility as those that govern attorneys.

Admission Requirements

Students are required to fulfill the following requirements:

- All WCCCD admission requirements.
- Declare intent to enter the Paralegal Technology Program on the WCCCD Application for Admission or change intent at the campus Admissions Office.
- Complete course placement requirements based on the COMPASS test.
- Complete and submit the WCCCD Program Application to the Campus Academic Officer.
- Complete the following courses at WCCCD or obtain equivalent transfer credit for the following courses: ENG 119, PS 101, BUS 225, and SPH 101.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Degree Requirements
Suggested Sequence of Study

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
PLT 105	Legal Interviews and Investigation.	3
PLT 120	Legal Research Writing I	3
PLT 135	Professional Responsibility/ Legal Ethics	3
SEMESTER TOTAL		15
<u>SEMESTER 2</u>		
ENG 120	English II	3
SPH 101	Fundamentals of Speech	3
---OR---		
SPH 105	Improving the Speaking Voice	3
PLT 130	Law Office Management	3
PLT 140	Business Organization and Corporation Law	3
PLT 150	Legal Comp & Research II	3
SEMESTER TOTAL		15
<u>SEMESTER 3</u>		
Humanities requirement		3
PS 101	American Government	3
PLT 160	General Practice Survey	3
PLT 170	Probate Law and Practice.	3
PLT 210	Administrative Law and Procedure	3
Social Science requirement		3
SEMESTER TOTAL		18
<u>SEMESTER 4</u>		
Natural Science with Lab Requirement		4
PLT 220	Criminal Law Practice and Procedure	3
PLT 245	Debtor Relief & Creditor Rights	3
Electives		6
SEMESTER TOTAL		16
PROGRAM TOTAL CREDITS		64
<i>Total hours may not include prerequisites.</i>		

PERFORMING ARTS-THEATRE

(313) 496-2600
Associate of Arts

About the Program

The Performing Arts-Theatre program offers an Associate of Arts degree to students who want to transfer to a four year institution of higher learning and for employment and personal enrichment. Students are grounded in the fundamentals of theatre.

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the campus Admissions Office.
- Fulfill course placement requirements based on the COMPASS test.
- Students must complete WCCCD Program Application and submit them to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Arts Degree Requirements

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
ENG 120	English II	3
ENG 233	Introduction to Drama	3
---OR---		
ENG 240	Introduction to Shakespeare	3
ENG 280	Creative Writing	3
HUM 102	Introduction to the Performing Arts . . .	3
HUM 141	Introduction to the Theatre	3
Natural Science Requirement		4
HUM 211	Music Appreciation	3
PHL 201	Introduction to Philosophy	3
PS 101	American Government	3
---OR---		
AAS 131	American Government & African-	
	American Struggle	3
PSY 101	Introductory Psychology	3

PSY 250	Psychology of Personality	3
SPH 105	Improving the Speaking Voice	3
SPH 111	Interpretive Readings	3
SPH 161	Play Production	3
Elective	6
Science or Math Elective	4

CAREER COURSES

THEA 151	Introduction to Acting	3
THEA 152	Stagecraft and Lighting	3

PROGRAM TOTAL62

Total hours may not include prerequisites.

(313) 496-2600
College Certificate
Associate of Applied Science

About the Program

The Pharmacy Technology program is designed to prepare students for entry level positions in general pharmacy services under the supervision of a licensed pharmacist. The pharmacy technician's responsibilities may include: preparation and assisting the pharmacist with his/her dispensing of medication in accordance with standard procedures and laws, transcription of physicians orders, preparation of intravenous medications, maintaining inventory and patient profiles, and preparing bulk formulations. The Pharmacy Technology program is designed as a two year Associate of Applied Science degree curriculum, which allows for transfer of credits to a four-year institution that offers a baccalaureate of science degree curriculum in pharmaceutical sciences. Students may choose to complete the certificate program, secure employment, and/or continue their education.

Admissions Requirements

Admission is competitive and based on academic performance, test scores and personal interviews. A limited number of students are admitted to the program through a selection process each semester. Applications and other required information must be submitted before the start of classes. Formal admission status must be achieved prior to enrollment. Passing the Pharmacy Technician Assessment Test (PTAT) is necessary for all potential pharmacy technician students.

Students are required to do the following

- Fulfill all WCCCD admission requirements.
- Possess a high school diploma or GED.
- Declare intent to enter the Pharmacy Technology Program on the WCCCD Application for Admission.
- Complete the Pharmacy Technician Admission Form.
- Fulfill course placement requirements based on the COMPASS Test.
- Submit two letters of reference: professional or personal.

- Show proof of negative TB test.
- Be prepared to register with certifiedbackground.com for a drug test and background check. (Done once admittance to the program has been granted.)
- Meet with a Pharmacy Technology program representative.
- Pass Pharmacy Technician Assessment Test (PTAT) with a 75% or higher.

College Certificate Requirements

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
CAREER COURSES		
<u>SEMESTER 1</u>		
PHT 105	Orientation to Pharmacy Technology . . .	5
PHT 110	Institutional & Community Pharmacy . . .	5
PHT 120	Drug Distribution Systems	5
SEMESTER TOTAL		15

SEMESTER 2

PHT 130	Pharmaceutical Calculations & Drug Preparation	5
PHT 155	Pharmacy Technology Practicum	7
PHT 210	Pharmacy Computer Systems	5
SEMESTER TOTAL		17
CERTIFICATE TOTAL		32

* *Certificate totals may not include prerequisite work.*

Associate of Applied Science Requirements

Degree Requirements

- Students must complete all core course work with a grade of "C" or better.

GENERAL EDUCATION COURSES

ENG 119	English I	3
ENG 120	English II	3
----OR----		
ENG 270	Professional & Technical Report Writing	3
BIO 155	Introductory Biology	4
BIO 240	Human Anatomy & Physiology I	4
BIO 250	Human Anatomy & Physiology II. . . .	4
BIO 252	Pathophysiology	4
BIO 295	Microbiology	4

BUS 225	Computer Applications in Business . . .	3
CHM 136	General Chemistry I	4
CHM 145	General Chemistry II.	4
ECO 101	Principles of Economics I	3
MAT 155	College Algebra	4
MAT 156	Trigonometry	4
PHL 211	Introduction to Logic	3
PS 101	American Government	3
GENERAL EDUCATION TOTAL		54

CAREER COURSES

SEMESTER 1

PHT 105	Orientation to Pharmacy Technology . .	5
PHT 110	Institutional & Community Pharmacy .	5
PHT 120	Drug Distribution Systems	5
SEMESTER TOTAL		15

SEMESTER 2

PHT 130	Pharmaceutical Calculations & Drug Preparation	5
PHT 155	Pharmacy Technology Practicum	7
PHT 210	Pharmacy Computer Systems	5
SEMESTER TOTAL		17
PROGRAM TOTAL		86

Total hours may not include prerequisites.

PHLEBOTOMY TECHNICIAN

(313) 496-2600
College Certificate

About the Program

The Phlebotomy Technician program introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment in inpatient hospital laboratory settings, out patient laboratories, physician offices, and medical clinics. This program offers: WCCCD certificate – 22 credit hours

Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Declare intent to enter the Phlebotomy program by completing an Allied Health Program Application.
- Indicate intent on the WCCCD Application for Admission.
- Fulfill course placement requirements based on the COMPASS test.
- Must be 18 years of age and possess a high school diploma or GED (copy required).
- Degree Requirement: Students who wish to earn a certificate must satisfactorily complete each course with grade C or better.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Certificate Program: Phlebotomy Technician

Suggested Sequence

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1 (FALL)</u>		
ALH 110	Medical Terminology.	3
PLB 100	Introduction to Phlebotomy	3
SEMESTER TOTAL		6

<u>SEMESTER 2 (SPRING)</u>	
ALH 230 Medical Ethics	3
PLB 105 Introduction to Phlebotomy II Practicum	3
SEMESTER TOTAL6

<u>SEMESTER 3 (SUMMER)</u>	
ALH 115 Medical Computer Systems	3
BIO 125 Biology for Non-Science Majors	4
---OR---	
BIO 155 Introductory Biology	4
PLB 110 Pediatric Phlebotomy	3
SEMESTER TOTAL10
PROGRAM TOTAL22
<i>Total hours may not include prerequisites.</i>	

PRE-ENGINEERING

(313) 496-2600
Associate of Science

About the Program

The Pre-Engineering program is designed to provide the first two years of an engineering program whose credits will transfer to a college of engineering. Adjustments in the listed recommended program may be necessary to meet the requirements of other colleges or universities for special fields of engineering. Students should contact the institution they intend to transfer to ensure that they will have the necessary courses to transfer.

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Pre-Engineering program on the WCCCD Admission Application or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Applications during the second semester in which they are enrolled and submit them to the Campus Academic Officer.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Applied Science Requirements

CR. No.	COURSE TITLE	CREDITS
CHM 136	General Chemistry I	4
ENG 119	English I	3
ENG 120	English II	3
SPH 101	Fundamentals of Speech	3
MAT 171	Calculus I	4
MAT 172	Calculus II.	4
MAT 271	Analytic Geometry & Calculus III.	4
MAT 272	Linear Algebra.	4
MAT 273	Differential Equations	4
	Natural Science Requirement	4
PHY 265	Physics for Scientists and Engineers I.	4

CIS 209 Programming Language4
 PHY 275 Physics for Scientist and Engineers II . 4
 PS 101 American Government 3
 Social Science Elective6
 Humanities 6
PROGRAM TOTAL64

Total hours may not include prerequisites.

PRE-MORTUARY SCIENCE

(313) 496-2600
 Associate of Applied Science

About the Program:

Pre-mortuary science prepares students for entrance into a mortuary science program and an eventual career as a mortician. This program is designed in accordance with the Mortuary Science program at Wayne State University, which is the only institution in Michigan that prepares students for State certification in mortuary science. Because entrance into the WSU program is competitive, a minimum requirement for application is completion of at least 68 credit hours with a grade of ‘C’ or better as outlined in the WSU graduate bulletin.

Admission Requirements:

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Complete prerequisite coursework with a “C” or better and a grade point average (GPA) of 2.50 on a 4.00 scale.

Associate of Applied Science Suggested Sequence

SEMESTER 1

ENG 119 English I3
 SOC 100 Introduction to Sociology 3
 BIO 155 Introductory Biology 4
 Humanities Elective 3
SEMESTER TOTAL13

SEMESTER 2

ENG 120 English II 3
 SOC 120 Death and Dying. 3
 BIO 240 Anatomy and Physiology I. 4
 BUS 150 Introduction to Business3
SEMESTER TOTAL13

<u>SEMESTER 3</u>	
SPH 101	Fundamentals of Speech 3
ACC 110	Principles of Accounting I 4
BIO 250	Anatomy and Physiology II 4
BUS 240	Business Communications 3
SEMESTER TOTAL 14	
<u>SEMESTER 4</u>	
CHM 105	Introduction to Chemistry 4
BIO 295	Microbiology 4
BUS 225	Computer Applications in Business . . . 3
PHL 221	Ethics 3
SEMESTER TOTAL 14	
<u>SEMESTER 5</u>	
CHM 155	Survey Organic and Biochemistry 4
PS 101	American Government 4
BL 201	Business Law 4
Elective 3
SEMESTER TOTAL 14	
PROGRAM TOTAL 68	

PRE-PHYSICIAN ASSISTANT

(313) 496-2600

Associate of Applied Science

About the Program

The Pre-Physician Assistant program is designed to prepare students for transfer to a Physician Assistant program at the four-year college or university level. The unique design of this curriculum provides Paramedic Level Emergency Medical Technology training as a foundation. The curriculum is academically rigorous and provides the knowledge base necessary to complete the baccalaureate degree and continue to the master's degree level physician assistant curriculum.

Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer semesters. Students must have the Programs' approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a first come basis to qualified applicants.

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Successfully complete a minimum of 12 college credits with a C or better and/or COMPASS scores that fulfill program requirements.
- Declare intent to enter the Emergency Medical Technology on the WCCCD Application for Admission.
- Must be 18 years of age or older.
- Must complete physical exam and other health requirements.
- Complete background check.

Degree Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

Suggested Sequence of Full-Time Study

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
PS 101	American Government	3
BIO 155	Introductory Biology	4
ALH 110	Medical Terminology	3
SEMESTER TOTAL		13

SEMESTER 2

SPH 101	Fundamentals of Speech	3
ENG 120	English II	3
BIO 240	Human Anatomy and Physiology	4
	Humanities Elective	3
SEMESTER TOTAL		14

SEMESTER 3

BIO 250	Human Anatomy and Physiology	4
CHM 136	General Chemistry	4
SOC 100	Introduction to Sociology	3
SEMESTER TOTAL		11

SEMESTER 4

DT 130	Fundamentals of Nutrition	3
CHM 145	General Chemistry II	4
ALH 230	Ethics for Allied Health	3
	Social Science Elective	3
SEMESTER TOTAL		13

SEMESTER 5

CHM 155	Survey Organic and Biochemistry	4
BIO 295	Microbiology	4
	Humanities Elective	3
SEMESTER TOTAL		11
PROGRAM TOTAL		62

Total hours may not include prerequisites.

Special Note: Students without health care experience are recommended to participate in Emergency Medical Technology certificate programs in addition to Pre-Physician Assistant transfer degree curriculum.

Certificate of completion requirements - Basic EMT

EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic Clinical Experience	1

Certificate of completion requirements - EMT Specialist

EMT 211	EMT Specialist	4
EMT 217	EMT Specialist Clinical Experience	3

Certificate of completion requirements - Paramedic

EMT 218	Emergency Medicine Prep	5
EMT 221	Paramedic I	10
EMT 231	Paramedic II	10
EMT 236	Paramedic Clinical Experience I	6
EMT 241	Paramedic III	3
EMT 242	Paramedic IV	2
EMT 246	Paramedic Clinical Experience II	6
EMT 243	Paramedic V	2
EMT 244	Paramedic VI	3
EMT 256	Paramedic Clinical Field Internship	6

PRE-SOCIAL WORK

(313) 496-2600
Associate of Arts

About the Program

The Pre-Social Work program provides a broad based two year Associate of Arts (A.A.) degree curriculum. The Pre-Social Work program is designed to:

- Provide a foundation in liberal arts coursework leading to a BSW degree at select four-year institutions.
- Instill a sound foundation in social work principles.
- Provide academic support for the successful completion of the Pre-Social Work A.A. degree and future educational and job opportunities.

Admission Requirements

Pre-Social Work students are required to:

- Fulfill all WCCCD admission requirements.
- Complete all prerequisite requirements.
- Possess a high school diploma or GED.
- Declare intent to enter the Pre-Social Work Program on the WCCCD Application for Admission.
- Fulfill course placement requirements based on COMPASS test.
- Complete prerequisite courses with a grade “C” or better.
- Submit a human service program application to the assistant dean or designate who administers the Pre-Social Work Program before the ninth week of the Fall or Winter semesters.
- Complete an Individual Education Plan.

NOTE: Articulation agreements have been signed with specific four-year colleges and universities. This agreement determines the courses to be completed to assure transfer of credits as a junior.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Associate of Arts Degree Requirements

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ANT 152	Introduction to Anthropology	3
BIO 155	Introductory Biology	4
ECO 101	Principles of Economics I	3
ENG 119	English I	3
ENG 120	English II	3
HUM 101	Introduction to the Visual Arts	3
---OR---		
HUM 102	Introduction to the Performing Arts . . .	3
MAT 155	College Algebra	4
MAT 156	Trigonometry	4
SPA 101	Elementary Spanish	**4
PHL 211	Introduction to Logic	3
PS 101	American Government	3
PSY 101	Introductory Psychology	3
PSY 220	Child Growth and Development	3
SPH 101	Fundamentals of Speech	3
SOC 103	Social Problems	3
SOC 230	Ethnic Minorities	3
CAREER COURSES		
SPA 102	Elementary Spanish II	**4
SPA 201	Intermediate Spanish	**4
SW 101	Introduction to Field Practice of Social Work – Practicum	5
PROGRAM TOTAL65

*Total hours may not include prerequisites.
Students should check with an advisor or CAO to assure
correct classes for transfer to colleges and universities of
choice.*

*** Meets humanities requirements. It is strongly
recommended that the student complete all of the
courses to assure broad base employment.*

PROJECT MANAGEMENT

(313) 496-2600
College Certificate

About the Program

The Project Management certificate will provide students with the information and skills necessary to secure an entry level position managing projects in business and industries such as IT, business, health care and others. The courses will provide the required contact hours and information needed to take the Project Management Professional (PMP) exam. Upon completion of the certificate program students will understand beginning, intermediate and advance project management software.

Students will learn skills necessary for the occupational positions, which include, but are not limited to Associate Project Manager, Project Manager, Program Manager, Scheduling Technician, and IT Specialist/Project Manager.

**Certificate Program: Project Management
Suggested Sequence**

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
PRM 101	Introduction to Project Management.	3
PRM 210	Intermediate Project Management Methods	3
PRM 220	Advanced Concepts in Project Management	3
SEMESTER TOTAL		9
SEMESTER 2		
PRM 215	IT Project Management.	3
PRM 105	Project Management Tools	3
CIS 110	Introduction to Computer Information Services	4
SEMESTER TOTAL		10
SEMESTER 3		
CIS 112	Structured Designed	3
CIS 203	Visual Basic	3
CIS 285	Introduction to Database Concepts	3
SEMESTER TOTAL		9

SEMESTER 4

BUS 150	Introduction to Business	3
BUS 240	Business Communication	3
MAT 155	College Algebra	4
SEMESTER TOTAL	10
PROGRAM TOTAL	38

Total hours may not include prerequisites.

SURGICAL FIRST ASSISTANT

(313) 496-2600
College Certificate

About the Program

The Surgical First Assistant (SFA) Certificate program is offered as one of four career options for students admitted into the Surgical Technology program. Enrollment in the program is limited due to the number of clinical-learner positions available at each of the clinical settings. A student’s educational experience in the program includes both classroom course work (didactic) and practical (clinical) instruction in peri-operative environment. Upon successful completion of the SFA Certificate program, students will receive a Certificate of Completion and will be eligible to sit for the national certification examination.

A Surgical First Assistant works under the direction and supervision of the surgeon and in accordance with hospital policy and appropriate laws and regulations. The SFA provides aid in exposure, hemostasis, and other technical functions that help the surgeon carry out a safe operation with optimal results for the patient. A SFA must be knowledgeable in surgical procedures and the use of surgical instruments on tissues.

Admission Requirements

Admission is competitive, based on academic performance, test scores and personal interviews. A limited number of students are admitted to the program through the selection process each year. Applications and other required information must be submitted before the start of new classes. Formal admission status must be achieved prior to enrollment.

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Surgical First Assistant Program on the WCCCD Application for Admission.
- Possess a high school diploma or equivalent (GED) and submit to the program office.
- Must be 18 years of age or older.

- Must complete criminal background check, physical exam, HBV shots, TB test and other health requirements.
- Fulfill course placement requirements based on COMPASS test.
- Pre-requisite courses may be required depending upon COMPASS assessment.
- Students must complete WCCCD Allied Health application.
- Current CPR/BLS Certification
- Submit official transcripts from previous institutions.
- Certified Surgical Technologist (CST) or certified Nurse-Operating Room (CNOR) or Physician Assistant-currently certified (PA-C).
- Proof of liability insurance covering health care activities.
- Proof of proficiency in Microbiology, Pharmacology, Anatomy and Physiology.
- Proof of computer literacy.
- Work history from employers.
- Submit three letters of recommendation: two professional and one personal.
- Meet with program Director to review and complete paperwork.

All program applications are reviewed by Surgical Technology Department Admission Committee. Students must submit all paperwork by November 15th for the start of the Spring Semester.

The Surgical First Assistant program offers a College Certificate and may be completed in 45 instructional weeks. The certificate option is designed to prepare students with necessary skills required for a broad range of surgical specialist positions.

Program Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Surgical First Assistant Sequence of Study

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BIO 252	Pathophysiology	4
SFA 200	Fundamentals of Surgical First Assisting Lecture	3
SFA 210	Advance Surgical Pharmacology	3
SEMESTER TOTAL		10

SEMESTER 2

SFA 253	Surgical Anatomy	4
SFA 220	Surgical Management of Patients.	3
SFA 230	Surgical First Assistant Techniques	3
SEMESTER TOTAL		10

SEMESTER 3

SFA 235	Clinical Preceptorship.	8
SEMESTER TOTAL		8
PROGRAM TOTAL28

Total hours may not include prerequisites.

SURGICAL TECHNOLOGY

(313) 496-2600

Associate of Applied Science

About the Program

The Surgical Technology program curriculum is designed to enable students to perform a variety of duties, as well as provide technical support to the surgical team in an operating room before, during, and after surgery. The Surgical Technologist is trained to maintain a sterile and safe surgical environment. Duties may include, but are not limited to, preparing sterile supplies, equipment, instruments and drapes for surgical procedures; assisting the surgical team with gowning and gloving, positioning patients for surgery; providing instruments, sponges, sutures and other supplies to surgeons or their assistants; preparing specimens for laboratory analysis; sterilizing equipment, etc.

This curriculum provides two different career options for those interested in a career in Surgical Technology. Options include both theory and practice required to successfully complete National Certification Examinations for Central Service Technician and Surgical Technologist. The Surgical Technology program is accredited by the Association of Surgical Technologists.

Admission Requirements

Admission is competitive, based on academic performance, test scores and personal interviews. A limited number of students are admitted to the program through the selection process each year. Applications and other required information must be submitted before the start of new classes. Formal admission status must be achieved prior to enrollment.

Students are required to satisfy the following requirements:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Surgical Technology Program on the WCCCD Application for Admission.
- Possess a high school diploma or equivalent (GED) and submit to the program office.
- Must be 18 years of age or older.

- Must complete criminal background check, physical exam, HBV shots, TB test and other health requirements.
- Fulfill course placement requirements based on COMPASS test.
- Pre-requisite courses may be required depending upon COMPASS assessment.
- Students must complete WCCCD Program application.
- Complete all prerequisites with a grade “C” or better.
- Complete BLS course
- Pass required sections of the Health Occupations Basic Entrance Test (HOBET).
- Submit official transcripts from previous institutions.
- Submit three letters of recommendation: two professional and one personal.
- Meet with program Director to review and complete paperwork.

All program applications are reviewed by Surgical Technology Department Admission Committee. Students who have completed the [Central Service Technician Program](#) prior to application to the Surgical Technology program are given preference. Students must submit all paperwork by July 15th for the start of the Downtown campus program (Fall Semester), or November 15th for the start of the Western campus program (Spring Semester). The COMPASS minimum passing composite score is 60. The reading comprehension sections must be at least 50. Test scores are considered valid for 2 years if scores meet current requirements.

Options

The Surgical Technology program offers two different options:

1. The College Certificate for Central Service Technician may be completed in two semesters and the graduate may elect to either secure employment, continue their education, or both
2. Associate of Applied Science in Surgical Technology which allows for transfer of credits to a four-year institution

Associate of Applied Science Degree Sequence of Study

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
ENG 119	English I	3
ENG 120	English II	3
BIO 240	Human Anatomy & Physiology I	4
BIO 250	Human Anatomy & Physiology II. . . .	4
BIO 295	Microbiology.	4
PSY 101	Introductory Psychology.	3
ALH 110	Terminology for Health Professions. . .	3
SUR 100	Orientation to Surgical Technology . . .	3
PREREQUISITE TOTAL		27

Total hours may not include prerequisites.

Central Service Technician Program

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
SUR 100	Orientation to Surgical Technology . . .	3
SUR 101	Central Service Technician	3
SEMESTER TOTAL6

SEMESTER 2

SUR 102	Central Service Lab and Clinical.	4
SEMESTER TOTAL4
PROGRAM TOTAL		10

Total hours may not include prerequisites.

Surgical Technology Program

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
PS 101	American Government	3
ALH 230	Ethics for Allied Health.	3
SUR 110	Surgical Technology Principles.	3
SUR 120	Surgical Specialties & Techniques I . . .	4
SUR 125	Surgical Technology Clinical I.	4
SEMESTER TOTAL		17

SEMESTER 2

ALH 115	Medical Computer Systems.	3
SUR 130	Surgical Specialties & Techniques II . .	4
SUR 140	Surgical Pharmacology.	3
SUR 145	Surgical Technology Clinical II	4
SEMESTER TOTAL		14

SEMESTER 3

SUR 155	Surgical Technology Clinical III.	6
SUR 160	Surgical Seminar and Certification Preparatory.	4
SEMESTER TOTAL		10
PROGRAM TOTAL*		41

Total hours may not include prerequisites.

** Program totals do not include remedial courses.*

SURGICAL TECHNOLOGY ACCELERATED ALTERNATE DELIVERY (AAD)

(313) 496-2600
College Certificate

About the Program

The purpose of the Surgical Technology Accelerated Alternate Delivery (AAD) Program is to prepare professionals working in the Surgical Technology field to sit for the Accreditation Review Committee on Education in Surgical Technology's national certification examination. The instructional format for this program is online delivery. The Surgical Technologist delivers care in the operating room before, during and after surgery as a member of the surgery team (Surgeon, Surgical First Assistant, Anesthesiologist, Registered Nurse and other surgical personnel). The Surgical Technologist's primary responsibility is to maintain a sterile field in the operating room.

The Surgical Technologist must be constantly vigilant to make sure that every member of the surgical team follows aseptic procedures. Duties of a Surgical Technologist include: Setting up sterile supplies, equipment, instruments and drapes for surgical procedures; preparing specimens for laboratory analysis.

Admission Requirements

An applicant for Surgical Technology Accelerated Alternate Delivery (ADD) Certificate Program is required to:

- Fill out a Wayne County Community College District admission application.
- Submit documentation verifying clinical experiences for at least 125 surgical procedures in the first scrub role or that two of the last four years of OR experience were performed in the first scrub role. Upon submission of the documentation, a student will prepare the appropriate paperwork so that experiential credit can be granted as part of the AAD curriculum. Credit will be recorded on the student's academic record, without a grade as follows:

- Surgical Technology (SUR) 125 – Surgical Technology Clinical I – 4 credits hours. Experiential learning credit is given to a student who has participated in 30 surgery cases, primarily in the specialty areas of general surgery; gynecology and obstetrics surgery; orthopedic surgery; vascular surgeries; and endoscopic surgery).
- Surgical Technology (SUR) 145 – Surgical Technology Clinical II – 4 credits hours. Experiential learning credit is given to a student who has participated in 30 surgery cases, primarily in the specialty areas of general surgery; and neck and thyroid surgery).
- Surgical Technology (SUR) 155 – Surgical Technology Clinical III – 6 credit hours. Experiential learning credit is given to a student who has participated in 65 surgery cases, primarily in the specialty areas of orthopedic surgery; thoracic surgery; cardiovascular surgery; neurological surgery; plastic/reconstruction surgery; endoscopic surgery; geriatric/pediatric surgery; and dental surgery).

(NOTE: A Student who is applying for this experiential credit is required to pay a processing fee. The student is also required to pay a fee for each course of an amount that is equal to half the normal tuition for the courses he or she is seeking credit for).

- Submit two letters of recommendation from current or former supervisors attesting to competency in surgical technology.
- Complete an online course provided by Distance Learning Department of Wayne County Community College District. Contact distance.learning@wcccd.edu or (734) 697-5186 for more information.
- Show proof of a current CPR card.

Program Requirements

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

(313) 496-2600
Associate of Arts

About the Program

The Teacher Education program offers career opportunities to complete the first two years of the baccalaureate degree requirements leading to teacher certification in special, elementary and secondary education. The program is designed to prepare prospective teachers to be innovative role models and leaders in academic environments. In order to acquire the skills and abilities necessary for excellence in teaching, students will participate in classes, fieldwork, support services and workshops.

To provide an academic foundation in the area of their teaching major, students will take two years of teacher-preparatory, liberal arts and cognate classes which will transfer to a college/ school of education baccalaureate program. Upon completion of the Teacher Education program, students will receive an Associate of Arts or an Associate of Science degree.

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements.
- Declare intent to enter the Teacher Education Program on the WCCCD Application for Admission or change intent at Admissions Office.
- Fulfill course placement requirements based on the COMPASS or placement test and
- Successfully complete the prerequisite courses or approved equivalents with a grade of “C” or better
- Successfully complete MAT 113 (Intermediate Algebra) or placement above MAT 113 on the COMPASS or placement test.
- Complete Program Application and submit to the Campus Academic Officer or designee.
- Contact the Campus Academic Officer for an interview.
- Following admittance to the program, students should consult the Campus Academic Officer or designee of the Teacher Education Program to establish an Individual Educational Plan (“Plan of Work”) Consultation with an

academic advisor to establish an Individual Education Plan is important. Schools of Education at colleges and universities credit transfer requirements vary. An Individual Education Plan (IEP) will be designed to ensure transfer of WCCCD credits.

Degree Requirements

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

Pre-Elementary Education

Associate of Arts Degree Requirements

CR. No.	COURSE TITLE	CREDITS
ENG 119	English I	3
ENG 120	English II	3
ENG 285	Children’s Literature	3
	English Elective.	3
GEG 202	World Geography	3
GEL 210	Physical Geology	4
	---OR---	
CHM 105	Introduction to Chemistry	4
HIS 151	World Civilization I: Prehistory to 1650. .3	
	---OR---	
HIS 152	World Civilization II: 1650 to Present .3	
HIS 249	History of the United States I	3
	---OR---	
HIS 250	History of the United States II.	3
HUM 101	Introduction to the Visual Arts	3
	---OR---	
HUM 102	Introduction to the Performing Arts . . .3	
MAT 113	Intermediate Algebra	**3
MAT 128	Math for Elementary Teachers I.	3
PS 101	American Government	3
PSY 101	Introductory Psychology	3
SPH 101	Fundamentals of Speech	3
PHL 211	Introduction to Logic	3
ED 110	Introduction to Education with Practicum	****4
ED 111	Introduction to Teaching Education and Practicum Secondary	4
ED 202	Earth Science with Practicum (Program admission or approval).	4
BIO 151	Human Ecology	4
OIS 100	Keyboarding	***3
EMT 101	First Aid	2
MAT 129	Math for Elementary Teachers II.	3
	PROGRAM TOTAL	70

Total hours may not include prerequisites.
 ** MAT 155/156 may also be required by a transfer institution.
 *** CIS 110 or BUS 225 may be substituted when computer proficiency and transferability warrant.
 **** ED 110 program admission or approval needed.

TRAVEL AND TOURISM

(313) 496-2600
 College Certificate

About the Program

The Travel and Tourism program is designed to provide students with the knowledge to provide travelers with advice on destinations and make arrangements for transportation, hotel accommodations, car rentals, tours and recreation. Travel agents may advise travelers on weather conditions, restaurants, and tourist attractions.

They provide information on customs regulations, required papers such as passport, visa, and certifications of vaccination.

Travel agents also provide information regarding the currency rates of various countries. They consult a variety of published and computer-based sources for information on departure times, arrival times, fares and hotel ratings and accommodations.

Travel agents often specialize in travel to certain regions or for certain groups of people, such as honeymooners, senior travel or ethnic groups.

Graduates of the travel and tourism program will possess a comprehensive background in the travel and tourism industry, business etiquette, communication, customer service and interpersonal skills.

Program Admission Requirements

Individuals interested in the Travel and Tourism program are required to fulfill the following requirements:

- Fulfill all WCCCD admissions requirements.
- Possess a high school diploma or GED.
- Submit a transcript (copy) of grades earned of transfer in any course completed at WCCCD.
- Declare intent to enter this program on the

WCCCD Application for Admission or change intent at the Admissions Office.

- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Fulfill course placement requirements based on the COMPASS Test.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BUS 225	Computer Applications in Business . . .	3
TRVL 100	Travel Industry Operations	3
TRVL 140	Airline Computer Reservations	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		12
SEMESTER 2		
TRVL 200	Sales and Marketing for Travel and Tourism	3
TRVL 250	Airline Computer Reservation	3
TRVL 265	Fundamentals of Business Travel	3
SEMESTER TOTAL		9
TOTAL CREDIT HOURS		21

Total hours may not include prerequisites.

(313) 577-1156

Associate of Applied Science Degree

About the Program

The WCCCD Veterinary Technology Program (VTP) offers a well-rounded two year curriculum in veterinary technology. It has the full accreditation status of the American Veterinary Medical Association. Graduates are eligible to take state and national examinations to become Licensed Veterinary Technicians (LVT).

Subjects of study include anatomy and physiology of animals, small animal hospital techniques, laboratory animal medicine, small animal disease, large animal medicine, anesthesiology, radiology, surgical assisting, pharmacology, and clinical pathology.

The program offers hands-on experience with a wide variety of animals including dogs, cats, rats, mice, hamsters, guinea pigs, ferrets, gerbils, rabbits, chickens, horses, sheep, goats, swine, and cattle.

For student's convenience, classes for the program are held on weekday evenings to accommodate those who work while attending college. The non-VTP courses may be taken at any WCCCD campus. The program is located at Wayne State University in the Applebaum College of Pharmacy and Health Science Building.

Admission is granted through a selection process prior to the Fall semester. The program staff will review all applications for admission and will interview qualifying candidates. Written confirmation of admission will be issued to the applicant. Program applications may be obtained by contacting the program office at (313) 577-1156

Students must:

- Declare intent to enter the Veterinary Technology Program on the WCCCD Admission Application.
- Complete a program application packet (deadline July 1 of the year you are planning to enter the program).
- Receive a grade of "C" or better in four prerequisite courses.

1. BIO 155 Intro Biology – Lec/lab. 4
2. ENG 119 English I. 3
3. Elective (Humanities or Social Science) . . 3
4. MAT 105 Pre Algebra. 3

- Fulfill course placement requirements based upon the COMPASS test results. (MAT 105) may be waived based upon the COMPASS test score.
- Submit transcript of prerequisite course work, and proof of high school graduation or GED to the program office.

Applicants are required to spend a minimum of 15 hours in work or volunteer situations with veterinary clinics, humane societies, nature centers, farms or other animal related areas where veterinary technicians may be observed in a work environment.

Suggested Semester Sequence

- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
VTP 103	Laboratory Animal Medicine – Lecture	.2
VTP 104	Laboratory Animal Medicine –	
	Laboratory	2
VTP 123*	Veterinary Technology Practicum I . . .	4
	Elective (Humanities or Social Science)	3
CHM 105	Introduction to Chemistry – Lec/Lab . .	4
SEMESTER TOTAL		15

SEMESTER 2		
VTP 105	Small Animal Technology I – Lecture . .	2
VTP 106	Small Animal Technology I –	
	Laboratory.	2
VTP 107	Small Animal Disease – Lecture.	3
VTP 108	Clinical Pathology – Lec/Lab.	2
VTP 233*	Veterinary Technology Practicum II . .	4
SEMESTER TOTAL		13

SEMESTER 3		
VTP 201	Small Animal Technology II – Lecture. .	2
VTP 202	Small Animal Technology II –	
	Laboratory.	2
ENG 120	English II (or ENG 134 Technical	
	Communications)	3
BIO 295	Microbiology.	4
PS 101	American Government	3

SEMESTER TOTAL 14

SEMESTER 4

VTP 209 Large Animal Medicine – Lecture2

VTP 210 Large Animal Medicine – Laboratory 2

VTP 211 Regulatory Veterinary Medicine 1

VTP 212 Issues in Veterinary Technology5

VTP 243* Veterinary Technology Practicum III2

XVT 300 Veterinary Technology Practicum IV
(Optional) (1)

SEMESTER TOTAL12-13

PROGRAM TOTAL67-68

**In addition to regularly scheduled classes, three practical experience classes are required. Each of these courses requires 128 – 180 hours of applied veterinary technology in veterinary hospitals and laboratories. The practical courses are also offered during the Summer semester. This semester may be used to ease the course load if necessary between the first and second year.*

WELDING TECHNOLOGY

(313) 496-2600
College Certificate
Associate of Applied Science Degree

About the Program

The Welding Technology program is designed to provide students with in-depth instruction in the field of welding. Core program courses provide students with experience related to design, theory, and use of welding equipment. Course learning objectives include: an introduction to welding; safe welding practices; identification of metals; oxygen fuel gas welding; oxygen fuel gas cutting; shielded metal arc welding; gas tungsten arc welding; gas metal arc welding; and fabrication. Each welding course consists of an introduction; competencies; general performance goals/objectives; specific performance objectives and mastery criteria.

Program Admission Requirements

Individuals interested in the Welding Technology program are required to fulfill the following requirements:

- College admission requirements.
- Declare their intent to enter the Welding Technology program on the WCCCD Application for Admission or change their intent within the Admission Office.
- Course placement requirements based on COMPASS test results.
- Students must complete a WCCCD Program Application during the semester they are enrolled in WLT 101, Welding and Fabrication I and submit to the Campus Academic Officer.

Suggested Semester Sequence: Certificate

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
MAT 121	Technical Mathematics I	3
DRT 101	Blueprint Reading	3
WLT 101	Welding & Fabrication I	4
WLT 102	Welding & Fabrication II	4
SEMESTER TOTAL17

SEMESTER 2

MAN 120	Survey of Material Science.....	3
MAT 122	Technical Mathematics II	3
MAN 100	Shop Equipment & Tools	3
Elective	3
DRT 102	Fundamentals of Mechanical Drawing .	4
SEMESTER TOTAL		16
CERTIFICATE TOTAL		33

Total hours may not include prerequisites.

Suggested Semester Sequence: Associate of Applied Science Degree

- Students must complete all core course work with a grade of “C” or better to meet graduation requirements.

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
MAT 121	Technical Mathematics I	3
DRT 101	Blueprint Reading	3
WLT 101	Welding & Fabrication I	4
WLT 102	Welding & Fabrication II	4
SEMESTER TOTAL		17

SEMESTER 2

MAN 120	Survey of Material Science.....	3
MAT 122	Technical Mathematics II	3
MAN 100	Shop Equipment & Tools	3
DRT 102	Fundamentals of Mechanical Drawing .	4
WLT 103	Welding & Fabrication III.....	4
SEMESTER TOTAL		17

SEMESTER 3

WLT 208	Pipe Welding.....	4
LS 204	Occupational Safety & Health.....	3
ENG 134	Technical Communications.....	3
Elective	4
SEMESTER TOTAL		14

SEMESTER 4

PS 101	American Government	3
Elective	3
WLT 210	Certificate Welding Practices	4
Natural Science Elective	3
---OR---		
Humanities Elective	3
SEMESTER TOTAL		13
PROGRAM TOTAL61

Total hours may not include prerequisites.