

Winter 2012 Calendar

Registration Phase I - WebAdvisor Only

November 7-11 Priority Registration for Students Currently Registered for Fall 2011

Registration Phase II – WebAdvisor Only

November 11-13 Registration is open to all students on WebAdvisor only
(After 5 p.m.)

Registration Phase III - WebAdvisor and In-Person

Nov 14-Jan 8 Registration is open to all students

Payment Due Date

Tuition and fees must be paid in full by Friday of the week you register **OR** you must enroll in the FACTS Payment Plan by that time.

Note: Failure to pay your tuition when payment is due may result in your classes being dropped or your account being submitted to a collection agency.

Walk-in Counseling and Advising (Room 101)

January 3-5 8:00 am – 7:00 pm
January 6 8:00 am – 4:30 pm
January 9-12 8:00 am – 7:00 pm
January 13 8:00 am – 4:30 pm

Bookstore *Preorder your textbooks @ www.whywaitforbooks.com/*

January 4-25 Financial Aid available to purchase textbooks
January 19 100% refund on textbooks with receipt
January 25 100% refund on textbooks with receipt for dropped or cancelled classes

Refunds for 15-week Classes Dropped During These Periods

January 9-19 100% Refund (for shorter week courses, see refund schedule, page 10)
January 20-25 50% Refund (for shorter week courses, see refund schedule, page 10)

Important Dates

January 9 Winter classes begin
January 16 Dr. Martin Luther King, Jr. Day – College Closed
Feb 27-March 3 Mid-Semester Break – No Classes
March 1 Application for Graduation deadline for Winter Semester
April 6 Good Friday - College Closed/No classes after 12:00 noon
April 20 Last Day to withdraw (15 week classes)
April 21 Commencement 2012
April 26-May 2 Final Exams
May 2 Final day of Winter Semester

Getting Started at MCC

- ✓ **Apply to MCC online** at www.muskegoncc.edu. Click on the “**Apply Now**” tab. If you have never applied to MCC, complete a *New Student Application*. If you are a former MCC student and have not attended in five years, complete a *Readmit Form*. For assistance, please visit the Student Welcome Center.
- ✓ **Submit a final high school or GED transcript** to Enrollment Services. Include ACT and/or MEAP/MME scores if you have them.
Attention: Enrollment Services
Muskegon Community College
221 S. Quarterline Road
Muskegon, MI 49442
- ✓ **Transferring Credits to MCC** - If you have attended other colleges, request official transcripts be sent from their Records Office(s) to the above address, Attention: Transfer Evaluation.
- ✓ **Apply for financial aid** by submitting a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
- ✓ **Attend freshman orientation.** Schedule your session in Room 108, or call (231) 777-0454 for available days and times.
- ✓ **Make an appointment with Testing Services,** Room 134, (231) 777-0394 See page 8 for more information.
- ✓ **See an MCC counselor for assistance in program planning and selection of your courses.** Make an appointment in Room 101, or call (231) 777-0362.
- ✓ **Register and pay for classes online using WebAdvisor,** which is located at www.muskegoncc.edu. If you need help registering, the Student Welcome Center staff will be glad to help you. See pages 6 for step-by-step instructions on how to register, waitlist, and pay online.
- ✓ **Get your MCC Student ID card in the Information Commons**

Registration

Priority Registration WebAdvisor Only November 7-11

Currently enrolled Fall 2011 students are given priority over all new students at the start of each semester's registration period. Your registration priority is based on the credits you have earned, which includes your transfer credits, as of September 16, 2011.

If you are a new student as of Fall 2011, your priority time and day is based upon the number of credits you were registered for as of September 16, 2011.

To view your assigned registration date and time visit www.muskegoncc.edu/checkcredits

Register anytime on or after your scheduled time.

Please note: WebAdvisor – is unavailable between the hours of 1:00 AM – 4:00 AM for maintenance.

November 11-13
(beginning at 5 p.m. November 11th).
WebAdvisor only for all students

November 14-January 8
WebAdvisor & In-Person Registration

Registration Eligibility

To ensure you are eligible to register, please make sure you:

- ✓ have been admitted or readmitted to Muskegon Community College in the last five years
- ✓ have all financial holds cleared
- ✓ have completed all required placement tests or submitted appropriate ACT or MEAP scores
- ✓ have completed all course prerequisites
- ✓ have an active academic program
- ✓ have an updated address and phone number

Student Welcome Center Hours:

Monday – Thursday 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

(Saturday hours are Nov. 12 – Jan. 14 excluding Holiday breaks)

College Closed

November 23 at 4:30 p.m.

November 24-27 – Thanksgiving

December 24-January 2 – Holiday Break

January 16 – Dr. Martin Luther King, Jr. Day

April 6 at 12:00 noon – Good Friday

Instructor's Permission

- ✓ **Closed/Full Section**
- ✓ **Section Already Started**
- ✓ **Prerequisites:** You may not register in a course without meeting the prerequisite (or be currently enrolled in it). You may initiate a waiver of the course prerequisite from the instructor teaching the course. If the waiver is granted, you must present the signed waiver form to the Student Welcome Center.
- ✓ **Repeated Courses:** Instructor permission is required to take a course more than twice. If permission is granted, you must present the signed permission to the Student Welcome Center.

Counselor's Permission

- ✓ **Academic Load:** You can register for up to 18 credits for a semester/session. Exceptions require a counselor's permission prior to registering.

To Drop/Withdraw from a Class

You may drop classes by:

- ✓ **WebAdvisor-** (www.muskegoncc.edu)
- ✓ Submitting an Add / Drop Form to the Student Welcome Center during office hours.
 - Through **April 20** for 15 week classes
 - For early ending classes, you may drop one day prior to the end date of the class.

Confirmation of the drop is recommended by checking "My Class Schedule" on **WebAdvisor**.

- ✓ If you drop before the refund period, no grade will be recorded on your transcript.
- ✓ If you drop after the refund period, a "W" grade will appear on your transcript.

Make your withdrawal official by dropping your course on WebAdvisor. Your instructor has the option to initiate a grade of "W" or a grade of "E" if you missed an excessive number of classes.

Cancelled Classes

For any class cancelled by MCC, a 100% refund will be granted.

Refunds

Refunds for course tuition and fees dropped in excess of those added are based on the date the add/drop is processed according to the refund schedule. See page 10 for Refund Schedule.

Refunds will be mailed within 14 days after the refund period ends.

Payment Options

Students have four payment options:

1. Payment in full
 - a) Credit card (VISA, Mastercard, or Discover) at www.muskegoncc.edu/WebAdvisor.
 - b) Check or money order. Please put your student ID number on your check. **NOTE:** a \$32.50 fee is charged for each non-sufficient funds check.
 - c) Cash (if paying in person).
2. Sponsor Authorization Form. Forms are available at www.muskegoncc.edu/sponsors. Sponsor Authorization Forms must be signed by an authorized representative and received by Enrollment Services by the payment due date.
3. Financial Aid Award (award must be approved by the Financial Aid Office prior to the payment due date).
4. Enroll in an interest free FACTS Payment Plan. www.muskegoncc.edu/paymentplan.

Winter 2012 FACTS Payment Plan Deadlines:

e-Cashier available **November 7, 2011**. Full payments may be made on e-Cashier through January 13, 2012.

Last Day to enroll online	Required down payment	Number of payments	Months of payments
Nov 18	None	4	Dec-Mar
Dec 16	35%	3	Jan-Mar
Jan 17	50%	2	Feb & Mar

Non-Payment of Tuition

Winter 2012 tuition must be paid in full by Friday of the week you register **OR** you must enroll in the FACTS Payment Plan by that time. All students who have a balance which is not covered by financial aid and who are not signed up for the FACTS Payment Plan will be subject to weekly drops for non-payment through **January 19, 2012**. After January 19th it is the student's responsibility to drop unwanted classes and monitor their balance on WebAdvisor. Students with unpaid balances after January 19th are subject to further collection procedures and may be submitted to a collection agency.

Financial Aid

You are urged to complete the "Free Application for Federal Student Aid" (FAFSA) well in advance of the semester for which you plan to register.

Your award(s) may be based on the number of credit hours for which you are enrolled, so the amount credited to your account may be adjusted to reflect actual enrollment status.

If your financial aid award has been approved prior to the payment deadline, your aid will be automatically credited towards your tuition charges. If your financial aid award does not cover full tuition and fees, you must be prepared to pay the difference. If your financial aid award has not been approved by the payment deadline, you must pay your own tuition. It is suggested that all financial aid students use the "Pending Aid Payment Plan." The last day to enroll online for the "Pending Aid Payment Plan" is **January 23, 2012**.

If your financial aid award is larger than your tuition and fee charges, your award(s) may be used to purchase books. The financial aid credit will be available for bookstore purchases approximately one week prior to the start of classes. All bookstore charges must be made by the date posted in the bookstore, even if you enroll in a modular class which does not begin until later in the session. Inquire at the bookstore for the last date on which you can use your financial aid credit.

Stafford Loans that have been certified by MCC and approved by the lender will be considered as having pending aid. If your loan was not certified or approved by your lender prior to the payment due date, be prepared to pay your tuition. Stafford Loans may not be credited to a student's account until the loan funds are received by the College.

NOTE: Aid is not credited to the student account until the end of the 15-week course add/drop refund period (Census Date); **so be sure to register for all of your classes on or before January 25, 2012 for Winter Semester.**

Winter/Summer 2012 Tuition and Contact Hour Charge Rates

Registration Fee - \$35.00

Technology Fee - \$8.00 per Contact Hour

CH	In-County	Out-County	Out-State	Technology Fee
0.5	\$40.75	\$71.50	\$98.00	\$4.00
1.0	\$81.50	\$143.00	\$196.00	\$8.00
2.0	\$163.00	\$286.00	\$392.00	\$16.00
3.0	\$244.50	\$429.00	\$588.00	\$24.00
4.0	\$326.00	\$572.00	\$784.00	\$32.00
5.0	\$407.50	\$715.00	\$980.00	\$40.00
6.0	\$489.00	\$858.00	\$1,176.00	\$48.00
7.0	\$570.50	\$1,001.00	\$1,372.00	\$56.00
8.0	\$652.00	\$1,144.00	\$1,568.00	\$64.00
9.0	\$733.50	\$1,287.00	\$1,764.00	\$72.00
10.0	\$815.00	\$1,430.00	\$1,960.00	\$80.00
11.0	\$896.50	\$1,573.00	\$2,156.00	\$88.00
12.0	\$978.00	\$1,716.00	\$2,352.00	\$96.00
13.0	\$1,059.50	\$1,859.00	\$2,548.00	\$104.00
14.0	\$1,141.00	\$2,002.00	\$2,744.00	\$112.00
15.0	\$1,222.50	\$2,145.00	\$2,940.00	\$120.00
16.0	\$1,304.00	\$2,288.00	\$3,136.00	\$128.00
17.0	\$1,385.50	\$2,431.00	\$3,332.00	\$136.00
18.0	\$1,467.00	\$2,574.00	\$3,528.00	\$144.00
19.0	\$1,548.50	\$2,717.00	\$3,724.00	\$152.00
20.0	\$1,630.00	\$2,860.00	\$3,920.00	\$160.00
21.0	\$1,711.50	\$3,003.00	\$4,116.00	\$168.00

Note: Tuition, Contact Hour Rates, and Fees are subject to change

To Determine Your Tuition and Fees

Locate the total number of contact hours you have selected to determine your tuition and technology fee. Add the contact hour tuition, technology fee, course fee (if applicable) and the registration fee.

Example: Nine (9) Contact hours as an in-county resident

Tuition	\$ 733.50
Technology Fee	\$ 72.00
Registration Fee	\$ 35.00
Lab Fee (if applicable)	*
Total Payment Due	\$ 840.50

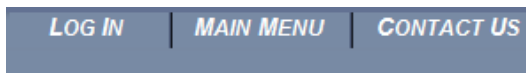
Registration Fee: A \$35 refundable registration fee will be assessed each semester or session to all students when registering for classes. * Some Courses Require Additional Fees

Registering on WebAdvisor

1. Go to www.muskegoncc.edu. Click on the WebAdvisor link.



2. Select Log In.



3. Enter your Username and Password and click submit once. Your username and password is the same as your network and email.

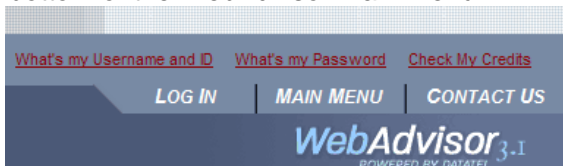
Username

Password

Hint

SUBMIT

4. If you do not know your username, password, or student ID number, click on “What’s My Username & ID” or “What’s My Password” at the bottom of the WebAdvisor main menu.



5. Click on Students.



Register for Sections

1. Select “Register for Sections.”



2. Select “Search and Register for Sections.”

3. Select a term and at least one search criteria. If you add a Course Number, it must contain all letters and numbers of the class.
Example: MATH-036A
The Subject is Mathematics and the Course Number is 036A. Once you’ve entered your search criteria, click the submit button to see the results.

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="MATHEMATICS"/>	<input type="text"/>	<input type="text" value="036A"/>	<input type="text"/>

4. Select the section you want by placing a check mark in the Select box. Click Submit.

Select	Term	Status	Section Name and Title
<input type="checkbox"/>	Summer 2010	Open	MATH-036A-S01 (83921) Basic Math and Pre-Algebra
<input checked="" type="checkbox"/>	Summer 2010	Open	MATH-036A-S02 (83922) Basic Math and Pre-Algebra
<input type="checkbox"/>	Summer 2010	Open	MATH-036A-S03 (83923) Basic Math and Pre-Algebra

5. Your selection is added to “Preferred Sections,” but you will not be registered until you select “Register” from the Action drop down menu. Then, click Submit.

Preferred Sections

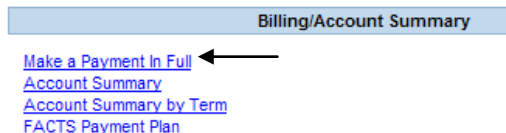
Action	Term	Section Name and Title
<input type="text" value="Register"/>	Winter 2010	ENG-101-W100 (85438) English Composition

- When your registration has been processed, click on Student Menu and select My Class Schedule from Academic Profile to print your schedule.



Pay Your Tuition*

- Click on Student Menu and select Make a Payment in Full from Billing/Account Summary.



- Click on Pay on My Account. Enter the amount you want to pay and type. Click Submit.

Payment Amount	Balance	Description
<input type="text"/>	434.00	Winter 2010, Student

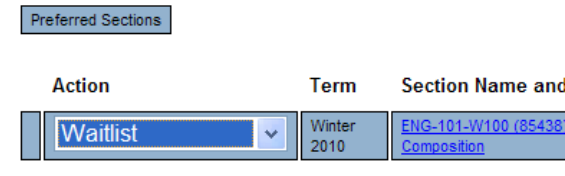
Total Amount Due 434.00

Payment Type*

- Enter your credit card information and click Submit.
- Failure to pay your tuition when payment is due may result in your classes being dropped or your account being submitted to a collection agency.

Waitlist Instructions

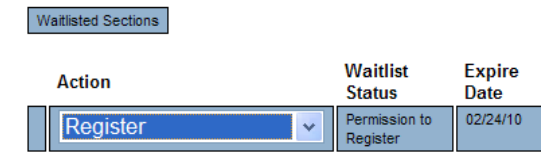
- If you attempt to register for a class that is closed or waitlisted, you can add your name to the waitlist. To do so, you must be logged in to WebAdvisor and the class must be on your Preferred Sections list. Instead of choosing to Register, choose WL-Add to Waitlist in the Action column, and click Submit.



- You can check the status of the waitlist by two ways:
 - Check your MCC Email daily! An email will be sent to your MCC email when a position is available. Once you receive the email, follow the directions indicated in the email. (same as the next section)
 - Go to Manage My Waitlist frequently. Login to WebAdvisor and click on Manage My Waitlist



- If you have been given permission to register, the Waitlist Status will indicate that you have been given permission. Select Register from the Action drop down menu and click Submit.



- Once you receive permission and register for a waitlisted class, if you register on or after payment due date, PAYMENT IS DUE the same day you register.

Placement Testing

Placement tests are required to facilitate placement in classes and/or programs. Such tests are intended not to prevent participation but to help students make appropriate choices.

In many courses, you must demonstrate before enrolling that you are **READY TO SUCCEED** (Reading Competency) by either scoring a 76 or higher on the COMPASS Reading Test or Course Completion.

TESTING:

- Scoring a 76 or higher on the COMPASS Reading Placement Test **OR**
- Having an overall/composite ACT test score of 22 or higher **OR**
- Proficiency (level 1 or 2) on the high school MME writing and reading tests

COURSE COMPLETION:

- Attaining a grade-point average of 2.0 or better in 15 or more college credits
- Attaining a grade of “C” or better in Reading 040A or Reading 040C

If you have not tested or do not know your scores, call Testing Services at **231.777.0394**. They are located in Room 134. Testing is free.

COMPASS Placement Test

The COMPASS is a computerized test used to determine placement into your first classes. It is not timed, and takes the average student about two hours to complete. It has three sections: reading for comprehension, writing skills and math.

Based upon the results of the COMPASS Placement Test, you will receive a score and be directed to do one or two of the following:

COMPASS Writing:

- 100-80 Enroll in English 101 (English Composition) or BCOM 101 (Business and Technical Communications) provided you have met **READY TO SUCCEED**.
- 79-69 Enroll in English 101 (English Composition) **OR** BCOM 101 (Business and Technical Communications) **and** English 114 (Refresher English) provided that you have met **READY TO SUCCEED**.
- 68-31 Enroll in English 091 (Introduction to English Composition).
- 30-11 Enroll in English 085 (Essential Writing Skills) **OR** English 089 (Refresher English).
- 10-0 See a counselor.

COMPASS Reading:

- 100-76 No reading course required. **READY TO SUCCEED** is met.
- 75-56 Enroll in Reading 040A (Essential Reading Skills).
- 55-11 Enroll in Reading 040C (Essential Reading Skills).
- 10-0 See a counselor.

Mathematics (Including College Success Center courses)

Before enrolling in math courses numbered MATH 050 or higher, you must demonstrate that you are **READY TO SUCCEED**.

Before you register for any math class, you must make an appointment to take a Math Placement Test (COMPASS) by calling 231.777.0394. Testing Services, located in Room 134, is open days and evenings. Testing is free. Students can begin the test at whatever level they wish (Pre-Algebra, Algebra, College Algebra, or Trigonometry). Placement is made at the point at which students EXIT the test.

Note: This placement schedule is intended for students entering degree or transfer programs where courses in algebra or higher mathematics are required. If you are planning to enroll in a Business or Technical program and will be taking Business Math or Technical Math, please see a counselor for advice.

Based upon the results of the COMPASS Math Placement Tests, you will receive a score and be directed to do one of the following:

COMPASS Pre-Algebra:

- 0-39 Enroll in MATH 036A (Basic Math) **OR** MATH 35 Modules (Basic Math)
- 40-49 Enroll in MATH 038 (Pre- Algebra)
- 50-100 Enroll in MATH 040 (Beginning Algebra)

COMPASS Algebra:

- 0-24 Enroll in MATH 038 (Pre- Algebra)
- 25-45 Enroll in MATH 040 (Beginning Algebra)
- 46-65 Enroll in MATH 041 (Mathematics for Allied Health Sciences) **OR**
Enroll in MATH 050 (Intermediate Algebra) **OR**
Enroll in MATH 107 (Mathematical Excursions)
- 66-100 Enroll in MATH 105 (Math for Elementary Teachers) **OR**
Enroll in MATH 109 (College Algebra with Applications) **OR**
Enroll in MATH 111 (Algebra with Coordinate Geometry) **OR**
Enroll in MATH 115 (Probability & Statistics)

COMPASS College Algebra:

- 0-45 Enroll in MATH 105 (Math for Elementary Teachers) **OR**
Enroll in MATH 109 (College Algebra with Applications) **OR**
Enroll in MATH 111 (Algebra with Coordinate Geometry) **OR**
Enroll in MATH 115 (Probability & Statistics)
- 46-100 Enroll in MATH 112 (Trigonometric Functions with Coordinate Geometry)

COMPASS Trigonometry:

- 0-45 Enroll in MATH 112 (Trigonometric Functions with Coordinate Geometry)
- 46-100 Enroll in MATH 161 (Calculus I)

ACT Math:

- 28-36 Enroll in MATH 161 (Calculus I)

Refund Schedule

Refund for official withdrawal from college will be granted as follows:

Weeks of Class	Number of Days for Drops	Percent of Refunds
15 Week Classes	1 st – 8 th day of Semester	100% Refund
	9 th – 12 th day “ “	50%
	After 12 th day “ “	0%
14 - 13 Week Classes	1 st – 7 th day from the Start Day of the Section	100% Refund
	8 th – 11 th day “ “	50%
	After 11 th day “ “	0%
12 - 11 Week Classes	1 st – 6 th day from the Start Day of the Section	100% Refund
	7 th – 9 th day “ “	50%
	After 9 th day “ “	0%
10 - 9 Week Classes	1 st – 5 th day from the Start Day of the Section	100% Refund
	6 th – 8 th “ “	50%
	After 8 th day “ “	0%
8 – 7 Week Classes	1 st – 4 th day from the Start Day of the Section	100% Refund
	5 th – 6 th day “ “	50%
	After 6 th day “ “	0%
6 – 5 Week Classes	1 st – 3 rd day from the Start Day of the Section	100% Refund
	4 th – 5 th day “ “	50%
	After 5 th day “ “	0%
4 – 3 Week Classes	1 st – 2 nd day from the Start Day of the Section	100% Refund
	3 rd – 4 th day “ “	50%
	After 4 th day “ “	0%
2 – 1 Week Classes	1 st day from the Start Day of the Section	100% Refund
	2 nd day “ “	50%
	After 2 nd day “ “	0%

Muskegon Community College is concerned with the safety, health, and well-being of its students, faculty, staff, and community. With this in mind MCC has formed a new Behavioral Intervention Team (BIT) – which has been charged with identifying and coordinating services and intervention strategies for a broad range of troubling behaviors on campus. The BIT is responsible for upholding College policies and maintaining a healthy environment for the College.

How to make a report: Students may complete a report electronically at any time by going to the MCC homepage, clicking on “Current Students” and scrolling down to “Student Conduct Reporting Form”.

The BIT convenes meetings once per month and provides administrators, faculty, staff and students with one place to report their concerns about a student’s behavior which might pose a threat to students and/or others in the College community. If you are interested in serving on this committee please contact Larry Visconti in the Counseling Office at 777-0362.

Please remember that 911 should always be called first if a situation is life threatening. Call Campus Safety at extension 545 or 557-5648 for other emergencies.

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

ADV MANUFACTURING TECHNOLOGY

AMT-129	Introduction to Technology	3/6	\$17.00
----------------	-----------------------------------	------------	----------------

ALLIED HEALTH

AH-101	Medical Terminology	3/3
---------------	----------------------------	------------

AH-104	Medical Insurance Billing	2/2
---------------	----------------------------------	------------

AH-106	Fundamentals of Health Care Delivery	3/3
---------------	---	------------

ALTERNATIVE & RENEWABLE ENERGY

ARE-297SB	Sustainability for Buildings	3/3	\$ 20.00
------------------	-------------------------------------	------------	-----------------

AMERICAN SIGN LANGUAGE

ASL-102	American Sign Language II	3/3
----------------	----------------------------------	------------

Prereq: ASL-101

ANTHROPOLOGY

ANTH-103	Cultural Diversity in Contemp. Society	3/3
-----------------	---	------------

Prereq: Ready to Succeed

ANTH-105	Introduction to Physical Anthropology	3/3
-----------------	--	------------

Prereq: Ready to Succeed

ART

Note: Art Studios A,B,C,D & E are located on the North Side of the Campus in the Art Building. Go to North Parking Lot, 2nd entrance off Quarterline Road, park at end of lot.

ART-101	Beginning Art (Studio I)	3/6	\$7.00
----------------	---------------------------------	------------	---------------

ART-104	Drawing I	3/6	\$12.00
----------------	------------------	------------	----------------

Prereq: Ready to Succeed

ART-107	Painting I	3/6	\$7.00
----------------	-------------------	------------	---------------

Prereq: Ready to Succeed

ART-108	Ceramics I	3/6	\$17.00
----------------	-------------------	------------	----------------

Prereq: Ready to Succeed

ART-199	Art History II Renaissance Art Modern	3/3
----------------	--	------------

Prereq: Ready to Succeed

ART-202	Contemporary Art History	3/3
----------------	---------------------------------	------------

Prereq: Ready to Succeed

ART-204B	Drawing II Transfer Portfolio Prep	3/6	\$12.00
-----------------	---	------------	----------------

Prereq: ART-104 and Ready to Succeed

ART-211	Art Education Workshop	3/6	\$7.00
----------------	-------------------------------	------------	---------------

Prereq: Ready to Succeed

ART-297TD	Three Dimensional Form and Space	3/6	\$12.00
------------------	---	------------	----------------

Prereq: Ready to Succeed

ASTRONOMY

ASTR-101	General Astronomy	4/4	\$7.00
-----------------	--------------------------	------------	---------------

Prereq: Ready to Succeed

ASTR-105A	Cosmology	4/4	\$7.00
------------------	------------------	------------	---------------

Prereq: MATH-050

AUTOMOTIVE TECHNOLOGY

AT-114	Automotive Power Plants Engine	3/6	\$17.00
---------------	---------------------------------------	------------	----------------

AT-121	Electrical Systems II	3/6	\$17.00
---------------	------------------------------	------------	----------------

Instructor permission only. Must have taken AT-120 F02 in Fall 2011.

AT-122	Fuel Systems and Emission Controls	3/6	\$17.00
---------------	---	------------	----------------

Prereqs: AT-120 and AT-121

Coreq: AT-123

AT-123	Engine Tune Up (Driveability)	3/6	\$17.00
---------------	--------------------------------------	------------	----------------

Prereqs: AT-120 and AT-121

Coreq: AT-122

AT-211	Automatic Transmissions	3/6	\$17.00
---------------	--------------------------------	------------	----------------

AT-212	Alignment and Suspension	3/6	\$17.00
---------------	---------------------------------	------------	----------------

AT-297DE	Introduction Diesel Engine Maintenance	3/6
-----------------	---	------------

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
BIOLOGY				BUS-123 Business Law I 3/3			
BIOL-103L&L	Introduction Biology I	4/7	\$14.00	Prereq: Ready to Succeed			
Prereq: Ready to Succeed				BUS-124 Business Law II 3/3	Prereq: Ready to Succeed		
BIOL-104L&L	Introduction Biology II	4/7	\$14.00	BUS-125 Supervision 3/3			
Prereq: Ready to Succeed				BUS-126 Business Mathematics 3/3			
BIOL-105CHON	Biology 105C Honors	1/1		BUS-127 Human Relations 3/3	\$ 5.00		
BIOL-105L&L	Anatomy and Physiology I	4/6	\$14.00	BUS-131 Introduction to Entrepreneurship 1/1			
Prereq: Ready to Succeed				BUS-161A Effective Selling 3/3			
BIOL-106L&L	Anatomy and Physiology II	4/6	\$17.00	BUS-162 Principles of Retailing 3/3			
Prereq: BIOL-105C & BIOL-105LEC; Minimum grade C				BUS-200 International Business 3/3	Prereq: Ready to Succeed		
BIOL-106LECH	Biology 106LEC HONORS	1/1		BUS-222 Fundamentals of Organizational Behavior 3/3	Prereq: BUS-122		
BIOL-207A	Microbiology Lab	1/3	\$ 17.00	BUS-230 Entrepreneurial Planning 3/3	Prereq: BUS-104 or instructor permission		
Prereq: BIOL-105; BIOL 105 L & L, Minimum grade C Coreq: BIOL-207LEC				BUS-260 Principles of Marketing 3/3	Prereq: Ready to Succeed		
BIOL-207LEC	Microbiology Lecture	3/3		BUS-263 Advertising Dynamics 3/3			
Prereq: BIOL-105; Minimum grade C Coreq: BIOL-207A				BUS-273A Human Resource Management 3/3			
BIOL-207LECH	Microbiology 207-Honors	1/1		BUS-297QBA QuickBooks Computerized Accounting 3/3	Prereq: BUS-100 or BUS-101		
BUSINESS							
BUS-100	Fundamentals of Accounting	3/3					
BUS-101	Principles of Accounting I	4/4					
Prereq: Ready to Succeed							
BUS-102	Principles of Accounting II	4/4					
Prereq: BUS-101; Minimum grade C							
BUS-105	Business Statistics	3/3					
Prereq: MATH-050; Minimum grade C							
BUS-114	Personal Finance	3/3					
BUS-121	Introduction to Business	3/3					
BUS-122	Principles of Management	3/3					
Prereq: Ready to Succeed							

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

**BUSINESS – OFFICE SYSTEMS
EDUCATION**

ORIENTATION NOTICE: All OSE lab students must attend an orientation in the OSE LAB, Room 260, (located below the Overbrook Theater) on Monday, January 9, 2012, 9:05AM, 12:20PM or 5:30PM.

Students enrolling in sections beginning in March must attend orientation on Monday March 5, 2012 at 9:05AM, 12:20PM, or 5:30PM, in room 260.

ORIENTATION IS MANDATORY!

The Office Systems Education Lab combines one-on-one instruction and a sequence of learning activities in a self-paced environment that enables you to achieve mastery in a course. Students may work in the OSE Lab at any time during our hours of operation-day or night.

NOTE: For more information on placement testing, see pages # and #.

The Office Systems Education Lab is open during the day and evening with the hours listed below. A weekly schedule of assignments due is provided in the course syllabus. Please call (231) 777-0478 for assistance.

BUS-179	Keyboarding	1/1	\$7.00
----------------	--------------------	------------	---------------

BUS-180C	Introduction to Word Processing Part I	4/4	\$14.00
-----------------	---	------------	----------------

Prereq: Ready to Succeed

BUS-181C	Office Procedures I Document Formatting	3/3	\$12.00
-----------------	--	------------	----------------

Prereq: Ready to Succeed

BUS-182C	Office Procedures II Document Production	3/3	\$12.00
-----------------	---	------------	----------------

Prereqs: BUS-180C and BUS-181C; Minimum Grade C-

BUS-185B	Electronic Calculator	2/2	\$7.00
-----------------	------------------------------	------------	---------------

Prereq: Ready to Succeed

BUS-187A	Electronic Records Management	2/2	\$12.00
-----------------	--------------------------------------	------------	----------------

Prereqs: BUS-179, BUS-181B, or BUS-181C

BUS-188A I	Voice Transcription Administrative	3/3	\$12.00
-------------------	---	------------	----------------

Prereqs: BUS-180C and BUS-182C

BUS-188B	Voice Transcription Legal	3/3	\$12.00
-----------------	----------------------------------	------------	----------------

Prereqs: BUS-180C and BUS-182C

BUS-188D	Voice Transcription Medical Part I	2/2	\$12.00
-----------------	---	------------	----------------

Prereqs: BUS-180C, AH-101 and BUS-182B or BUS-182C

BUS-188E	Voice Transcription Medical Part II	2/2	\$12.00
-----------------	--	------------	----------------

Prereq: BUS-188D; Minimum grade C-

BUS-194	Business English Essentials	1/1	\$5.00
----------------	------------------------------------	------------	---------------

Prereq: BUS-179

BUS-195	Medical Records Management	3/3	
----------------	-----------------------------------	------------	--

Prereq: Ready to Succeed

BUS-280C	Word Processing Part II	3/3	\$12.00
-----------------	--------------------------------	------------	----------------

Prereqs: BUS-180C and BUS-182C; Minimum grade C-

BUS-281C	Office Procedures III Desktop Publishing	3/3	\$12.00
-----------------	---	------------	----------------

Prereqs: BUS-182C and BUS-280C; Minimum grade C-

BUSINESS AND TECHNICAL COMMUNICATIONS

NOTE: STUDENTS MUST TEST BEFORE ENROLLING IN BCOM-101, BUSINESS AND TECHNICAL COMMUNICATIONS. REFER TO PAGES 6 & 7 FOR FURTHER INFORMATION REGARDING TESTING AND READY TO SUCCEED REQUIREMENTS.

BCOM-101	Business and Technical Communications	3/4	\$8.00
-----------------	--	------------	---------------

Prereq: Ready to Succeed and ENG-091

BCOM-102	Advanced Business and Technical Communications	3/4	\$8.00
-----------------	---	------------	---------------

Prereq: BCOM-101; Minimum grade C-

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

CHEMISTRY

NOTE: Any student planning to take CHEM 101 must have passed the Toledo Placement Test or successfully completed CHEM 100 or its equivalent. Students who are enrolled in CHEM 100 may not take the Chemistry Placement Test after the end of the first week of classes. Students who have ever withdrawn from CHEM 100 may not take the Chemistry Placement Test. The placement test may only be taken once. Exceptions to this policy are permitted only with the written permission of a Chemistry instructor.

CHEM-100A **Chemistry Fundamentals Lab** **1/3** **\$12.00**

Prereq: MATH-050
Coreq: CHEM-100LEC

CHEM-100LEC **Chemistry Fundamentals Lecture** **4/4**

Prereq: MATH-050
Coreq: CHEM-100A

CHEM-101A **General and Inorganic Chemistry Lab** **1/3** **\$12.00**

Prereqs: CHEM-100LEC, CHEM-100A and MATH-109 or MATH-111
Coreq: CHEM-101LEC

CHEM-101LEC **General and Inorganic Chemistry Lecture** **4/4**

Prereqs: CHEM-100LEC, CHEM-100A and MATH-109 or MATH-111
Coreq: CHEM-101A

CHEM-102A **General and Inorganic Chemistry Lab** **1/3** **\$12.00**

Prereqs: CHEM-101LEC and CHEM-101A
Coreq: CHEM-102LEC

CHEM-102LEC **General and Inorganic Chemistry Lecture** **4/4**

Prereqs: CHEM-101LEC and CHEM-101A
Coreq: CHEM-102A

CHEM-109A **Chemistry for Health Science Lab** **1/3**

Prereqs: MATH-040 and MATH-041 OR MATH-040 and MATH-050
Coreq: CHEM-109LEC

CHEM-109LEC **Chemistry for Health Science** **4/4**

Prereqs: MATH-040 and MATH-041, OR MATH-040 and MATH-050
Coreq: CHEM-109A

CHEM-201E **Organic Chemistry I Lecture** **4/4**

Prereqs: CHEM-102LEC and CHEM-102A
Coreq: CHEM-201F

CHEM-201F **Organic Chemistry I Lab** **1/4** **\$12.00**

Coreq: CHEM-201E

CHINESE

CHIN-101 **Basic Chinese-First Semester** **4/4**

Prereqs: Ready to Succeed and ENG-091

CHIN-297B **Basic Chinese-Second Semester** **4/4**

Prereq: Ready to Succeed and CHIN-101 or CHIN-297; Minimum grade C

COMPUTER-AIDED DRAFTING/DESIGN

CAD-100 **Introduction to Drafting** **3/6** **\$17.00**

CAD-110 **Introduction to Computer Aided Drafting** **3/6** **\$17.00**

Prereq: CAD-100

CAD-120 **Descriptive Geometry** **3/6** **\$17.00**

Prereq: CAD-100

CAD-140 **Drafting Standards and Conventions II** **3/6** **\$17.00**

Prereq: CAD-130

CAD-150 **Blueprint Reading** **3/4** **\$17.00**

Prereqs: MATH-040 or TMAT-101

CAD-184 **Introduction to Animation** **3/6**

CAD-210 **Parametric Design I-Part Modeling** **3/6** **\$17.00**

Prereq: CAD-110

CAD-230 **Tool Design** **3/6** **\$17.00**

Prereq: CAD-210 or CAD-250

CAD-250 **Introduction to SolidWorks 3D** **3/6** **\$17.00**

Prereq: CAD-110

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

COMPUTER INFORMATION SYSTEMS

Introduction to Personal Computers

Which Introduction to Personal Computers course is right for me?
MCC offers this course in two formats:

CIS100: 1 Credit Hour / 1 Contact Hour

This course is designed for students with some prior experience with personal computers and who feel comfortable with the basic operations of a computer including file management, word processing, email, internet use, and security. Students with little to no experience with computers should enroll in CIS100L&L, which allows students extra time with their instructor.

CIS100L&L: 1 Credit Hour / 2 Contact Hours

This course is designed for students with little to no experience with computers and students who feel uncomfortable with using computers.

Students have an extra lab hour with their instructor to meet the same objectives as CIS100.

Not sure which one is right for you? Visit or call our Testing Center, Room 134, 231-777-0394 to make arrangements to take a "Pre-Test" for a recommendation on which format would be best suited for you.

IMPORTANT NOTICE: Note the number of weeks each section meets and take into consideration when choosing your section:

Number of Weeks Section Meets: 5

Considerations: Triple-paced sections meet for 5 weeks. Students must be highly motivated to succeed. Students that are uncomfortable with an intensified pace should register for a full 15-week section.

Number of Weeks Section Meets: 8

Considerations: Double-paced sections meet for a half semester. Students must be highly motivated to succeed. Students that are uncomfortable with an intensified pace should register for a full 15-week section.

Number of Weeks Section Meets: 15

Considerations: Full Semester sections meet for the entire semester. Students may choose CIS100 or CIS100L&L, as described above.

CIS-100	Introduction to Personal Computers	1/1	\$8.00
----------------	---	------------	---------------

CIS-100L&L	Introduction to Personal Computers	1/2	\$8.00
-----------------------	---	------------	---------------

CIS-101EW	Introduction to Electronic Spreadsheets	1/1	\$8.00
------------------	--	------------	---------------

Prereqs: CIS-100, CIS-110, or CIS-120A

CIS-102EW	Intermediate Electronic Spreadsheets	1/1	\$8.00
------------------	---	------------	---------------

Prereq: CIS-101EW

CIS-109	Personal Computer Maintenance L&L	2/2	\$17.00
----------------	--	------------	----------------

Prereqs: CIS-110 or CIS-120A

CIS-110	Computer Concepts	3/3	\$8.00
----------------	--------------------------	------------	---------------

Prereq: Ready to Succeed

CIS-115WW	Introduction to Word Proc WORD for Windows	1/1	\$8.00
------------------	---	------------	---------------

Prereqs: CIS-100, CIS-110, or CIS-120A AND BUS-179

CIS-119PP	Introduction to Presentation Graphics	1/1	\$8.00
------------------	--	------------	---------------

Prereqs: Ready to Succeed and CIS-100, CIS-110, or CIS-120A

CIS-120A	Introduction to Computer Information Systems	3/3	\$8.00
-----------------	---	------------	---------------

Prereq: Ready to Succeed

CIS-124	Introduction to Game Design	3/3	
----------------	------------------------------------	------------	--

Prereq: CIS-120A

CIS-129	Introduction to Technology	3/6	\$17.00
----------------	-----------------------------------	------------	----------------

CIS-153AW	Introduction to Data Base Management-Using Access 2007	1/1	\$8.00
------------------	---	------------	---------------

Prereqs: CIS-100, CIS-110, or CIS-120A

CIS-162	Visual C# Programming	3/3	
----------------	------------------------------	------------	--

Prereq: CIS-120A

CIS-163VB	Applications Programming With Macros Using Visual Studio	1/1	\$8.00
------------------	---	------------	---------------

Prereqs: CIS-100, CIS-110, or CIS-120A

CIS-177DW	Introduction to HTML Editors	1/1	\$8.00
------------------	-------------------------------------	------------	---------------

Prereqs: CIS-100, CIS-110, or CIS-120A

CIS-183	Networking Technologies	3/3	\$8.00
----------------	--------------------------------	------------	---------------

Prereqs: CIS-110 or CIS-120A

CIS-185	'C' Programming	3/3	\$8.00
----------------	------------------------	------------	---------------

Prereq: CIS-120A

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
CIS-193A	Introduction to Operating Systems	1/1	\$8.00	CIS-287	Personal Computer Digital Video Editing	3/3	\$8.00
Prereqs: CIS-110 or CIS-120A				Prereqs: CIS-110 or CIS-120A			
CIS-209	PC Maintenance II A+ Certification	3/5	\$17.00	CIS-293	Network Security	3/3	\$8.00
Prereqs: CIS-109 or ELTR-109				Prereqs: CIS-283 and all other courses in the Networking Curriculum or Instructor Permission			
CIS-210	Operating Systems Concepts	3/3	\$8.00	<u>COMMUNICATIONS</u>			
Prereqs: CIS-110, CIS-120A, or CIS-193A				COM-101	Oral Communications	3/3	
CIS-217	Introduction to JavaScript	1/1		COM-102	Mass Media	3/3	
Prereq: CIS-257				COM-103	Intercultural Communication for Nurses	1/1	
CIS-253A	Database Design Implementation	3/3	\$8.00	COM-107	Introduction to Journalism	3/3	
Prereqs: CIS-153, CIS-153AW or CIS-153PW and a programming course (CIS-130, -162, -163VB, or -185) or instruction permission.				Prereq: ENG-101			
CIS-257	Designing Internet Applications	3/3	\$8.00	COM-113	Practical Radio	2/2	
Prereqs: CIS-110, CIS-120A, or CIS-157				Prereq: COM-112			
CIS-260A	Visual Basic Programming	3/3	\$3.00	COM-201	Public Speaking	3/3	
Prereq: CIS-162				Prereq: COM-101			
CIS-267PHP	Server Side Web Programming	3/3		COM-203	Introduction to Cinema	3/3	
Prereq: CIS-257				Prereq: ENG-102			
CIS-271A	RPG Programming for Midrange Computers	3/3	\$8.00	COM-212	Television Production	3/4	
Prereqs: CIS-121 and CIS-130				COM-297E	Film Production Documentary	3/4	
CIS-275	Linux Operating System	3/3		<u>COLLEGE SUCCESS SEMINAR</u>			
Prereq: CIS-210				CSS-100	College Success Seminar	2/2	\$5.00
CIS-280	Java Programming	3/3	\$8.00	<u>CRIMINAL JUSTICE</u>			
Prereq: CIS-185				CJ-101	Introduction to Law Enforcement	3/3	\$2.00
CIS-283	Adv Local Area Network Administration	3/3	\$8.00	Prereq: Ready to Succeed			
Prereqs: CIS-143 and CIS-183 or CIS-243				CJ-102	Police Administration I	3/3	\$2.00
CIS-284	Interactive Media and Game Design	3/3		CJ-104	Criminology	3/3	\$2.00
Prereqs: CIS-124, GRD-120, and PHIL-104				Prereq: Ready to Succeed			
				CJ-109	Crime Prevention & Juvenile Delinquency	3/3	\$2.00

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

CJ-110	Defensive Tactics	3/3	\$2.00
CJ-201	Criminal Law	3/3	\$2.00
CJ-202	Police Administration II	3/3	\$2.00
CJ-204	Criminal Investigation	3/3	\$2.00
CJ-205	Interrogation and Case Preparation	3/3	\$2.00
CJ-207	Police and Community Relations	3/3	
CJ-250 Prereq: Ready to Succeed	Corrections I	3/3	
CJ-251A	Legal Issues in Corrections	3/3	
CJ-257	Client Relations in Corrections	3/3	
CJ-258A	Client Growth and Development	3/3	

DANCE

DNC-101 Prereq: Ready to Succeed	Modern Jazz Dance I	1/2	
DNC-102 Prereq: Ready to Succeed	Ballet I	1/2	
DNC-138 Prereq: Ready to Succeed	Dance Choreography and Design	1/2	
DNC-201 Prereq: DNC-101	Modern Jazz Dance II	1/2	

ECONOMICS

ECON-101 Prereq: MATH-040 and Ready to Succeed	Principles of Economics Macroeconomics	4/4	
ECON-102 Prereq: MATH-040 and Ready to Succeed	Principles of Economics Microeconomics	4/4	

EDUCATION

NOTE: Students registering for the Child Development Associate Certificate Program or the Michigan School Age Certificate Program are required to enroll in ED 111, Introduction to Education of Young Children, and ED 120A, Early Childhood Education, as the first courses in their program sequence.

CDA: This is a 24 credit hour program. Graduates are eligible to write the Child Development Associate examination for the National Credentialing Program.

MI-SCHOOL AGE CREDENTIAL: This is a 35 credit hour program. Graduates are eligible to write the MI School-Age Assessment for the State Credentialing Committee.

Contact the Education Office at (231) 777-0277 or go to Room 244-2 for information regarding the above programs.

ED-101A Introduction to Education 3/3
Prereq: Ready to Succeed

ED-107 Child Care Operating Success Business 3/3

ED-111 Introduction to Education of Young Children 3/3

ED-120A Early Childhood Education 3/4
Prereq: Ready to Succeed

ED-202 Teaching of Reading in the Elementary School 3/3

ED-210 Child Care and Guidance 3/3

ED-211 Behavior Management 3/3

ED-214 Infants and Toddlers 3/3

ED-220A Early Childhood Assessment 2/2
Prereq: ED-111

ED-221 Teaching Students with Learning & Behavior Problems 3/3
Prereq: ED-211

ED-225 Child Development - Age 0-8 3/3

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

ED-230	Children's Literature	3/3	
---------------	------------------------------	------------	--

ED-250	Human Growth and Learning	3/3	
---------------	----------------------------------	------------	--

ED-251	Health Needs of the Young Child	3/3	
---------------	--	------------	--

ED-252A	Child Development Practicum	3/6	
----------------	------------------------------------	------------	--

Coreq: ED-210

ED-297PS	Psychological Disorders of Childhood	2/2	
-----------------	---	------------	--

Prereq: Grade of C or better in PSYC-201

ELECTRICITY

ELTC-101L&L	Electricity - Basic	3/4	\$17.00
------------------------	----------------------------	------------	----------------

ELTC-150	Industrial Electricity	3/4	\$17.00
-----------------	-------------------------------	------------	----------------

Prereqs: ELTC-101L&L or ELTC-101

ELTC-160L&L	Programmable Controllers	3/4	\$17.00
------------------------	---------------------------------	------------	----------------

Prereq: ELTC-150

ELECTRONICS

ELTR-102A	Active Devices & Circuit Analysis	4/6	\$17.00
------------------	--	------------	----------------

Prereqs: ELTR-111 AND ELTR-101 or ELTR-101L&L

ELTR-109	Personal Computer Maintenance L&L	2/2	\$17.00
-----------------	--	------------	----------------

Prereqs: CIS-110 or CIS-120A

ELTR-112	Digital Electronics I	3/4	\$17.00
-----------------	------------------------------	------------	----------------

ELTR-202A	Industrial Electronic Systems	4/6	\$17.00
------------------	--------------------------------------	------------	----------------

Prereq: ELTR-102 or ELTR-102A

ELTR-209	Personal Computer Maintenance II A+ Certification	3/5	\$17.00
-----------------	--	------------	----------------

Prereqs: ELTR-109 or CIS-109

ELTR-211A	Microcomputer Interfacing and Robotics	3/5	\$17.00
------------------	---	------------	----------------

Prereqs: ELTR-205 and ELTR-210

ELTR-212	Medical Instrument & Measurement	4/6	\$17.00
-----------------	---	------------	----------------

Prereq: ELTR-205 and AH-101

ENGLISH-COLLEGE SUCCESS CENTER

ORIENTATION NOTICE: All OSE lab students must attend an orientation in the OSE LAB, Room 260, (located below the Overbrook Theater) on Monday, January 9, 2012, 9:05AM, 12:20PM or 5:30PM.

Students enrolling in sections beginning in March must attend orientation on Monday March 5, 2012 at 9:05AM, 12:20PM, or 5:30PM, in room 260.

ORIENTATION IS MANDATORY!

The Office Systems Education Lab combines one-on-one instruction and a sequence of learning activities in a self-paced environment that enables you to achieve mastery in a course. Students may work in the OSE Lab at any time during our hours of operation-day or night.

NOTE: For more information on placement testing, see pages 9 and 10. The Office Systems Education Lab is open during the day and evening with the hours listed below. A weekly schedule of assignments due is provided in the course syllabus. Please call (231) 777-0478 for assistance.

ENG-085	Essential Writing Skills	2/3
----------------	---------------------------------	------------

ENG-089	Refresher English	2/2
----------------	--------------------------	------------

ENG-114	Refresher English	1/1
----------------	--------------------------	------------

ENG-199A	Personalized Writing	1/1
-----------------	-----------------------------	------------

ENG-199B	Personalized Writing	2/2
-----------------	-----------------------------	------------

ENGLISH

ENG-091	Introduction to English Composition	3/4	\$ 7.00
----------------	--	------------	----------------

Prereqs: ENG-085 or ENG-089; Minimum grade C

ENG-101	English Composition	3/4	\$ 7.00
----------------	----------------------------	------------	----------------

Prereqs: Ready to Succeed and ENG-091; Minimum Grade C

ENG-102	English Composition	3/3
----------------	----------------------------	------------

Prereq: ENG-101; Minimum grade C

ENG-102HON	English Composition-Honors	1/1
-------------------	-----------------------------------	------------

ENG-130	Introduction to Women's Studies	3/3
----------------	--	------------

Prereqs: Ready to Succeed and ENG-091; Minimum Grade C

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
ENG-201	Literature of Western Civilization	3/3		ENGINEERING			
Prereq: ENG-102				ENGR-202	Statics	3/3	
				Prereqs: PHYS-203L&L and MATH-283			
ENG-201HON	Literature of Western Civilization-Honors	1/1		FIRE SCIENCE			
				FIRE-102	Firefighter II	3/5	
				Prereq: FIRE-101			
ENG-204	Introduction to Fiction	3/3		FIRE-150	Principles of Emergency Management	3/3	
Prereq: ENG-102 or Concurrent Enrollment in ENG 102 with Instructor Permission.							
ENG-208	Introduction to Cinema	3/3		FRENCH			
Prereq: ENG-102				FR-101	Basic French	4/4	
				Prereqs: Ready to Succeed and ENG-091			
ENG-211	Literature of World Mythology	3/3		FR-102	Basic French	4/4	
Prereq: ENG-102				Prereqs: FR-101; Minimum grade C; or Successful Completion of two recent years high school French and Instructor Permission.			
ENG-213	Literature of Shakespeare	3/3		GEOGRAPHY			
Prereq: ENG-102				GEOG-101A	Physical Geography Lecture and Lab	4/5	\$7.00
				Prereq: Ready to Succeed			
ENG-213HON	Literature of Shakespeare- Honors	1/1		GEOG-104	Cultural Geography	3/3	
				Prereq: Ready to Succeed			
ENG-218	Popular Literary Genres: Horror, Fantasy and Science Fiction	3/3		GEOG-105	World Regional Geography	3/3	
Prereq: ENG-102				Prereq: Ready to Succeed			
ENG-223	Poetry Writing Seminar	3/3		GEOG-215	Introduction to Weather and Climate	4/5	\$7.00
Prereq: ENG-102				Prereq: Ready to Succeed			
ENG-223HON	Poetry Writing Seminar Honors	1/1		GEOG-230	Elements of Map Design	3/3	
				Prereq: Math 040 and Ready to Succeed			
ENG-226	Major American Writers- American Literature II	3/3		GEOG-232	Applications in Geographic Info Systems	3/3	
Prereq: ENG-102 or Concurrent Enrollment in ENG 102 with Instruction Permission				Prereq: GEOG-231			
ENG-226HON	Major American Writers- American Literature II-Honors	1/1		GEOLOGY			
				GEOL-101A	Introduction to Physical Geology	4/5	\$7.00
ENG-231	Themes in Women's Literature	3/3		Prereq: Ready to Succeed			
Prereqs: WS-101, ENG-101, or ENG-102							
ENG-231HON	Themes in Women's Studies-Honors	1/1					
ENG-297H	Literacy Tutor Co-Op	3/3					

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
GEOL-102	Introduction to Earth History	4/5	\$7.00	HE-102	Nutrition for Fitness & Sport	3/3	
Prereq: Ready to Succeed				HE-106	Concepts of Health and Well being	3/3	
<u>GERMAN</u>				HE-110	Industrial Safety and Workplace Training	1/2	
GER-101	Basic German	4/4		HE-202A	Sports Injuries and Prevention	3/4	
Prereqs: Ready to Succeed and ENG-091				<u>HISTORY</u>			
GER-102	Basic German	4/4		HIST-101	Western Civilization to 1500	4/4	
Prereqs: GER-101; Minimum grade C; or Successful Completion of two recent years high school German and Instructor Permission.				Prereq: Ready to Succeed			
<u>GRAPHIC REPRODUCTION</u>				HIST-102	Western Civilization 1500 to Present	4/4	
GR-160	Digital Imaging	3/6	\$17.00	Prereq: Ready to Succeed			
GR-200L&L	Principles of Photography 35MM Blk and Wht	3/6	\$17.00	HIST-102HON	Western Civilization 1500 to Present	1/1	
GR-297PT	Intermediate Photography	3/6		HIST-195	World History From the Beginning to Present	3/3	
Prereq: GR-200L&L				Prereq: Ready to Succeed			
<u>GRAPHIC DESIGN</u>				HIST-201	United States to 1877	3/3	
GRD-100ID	Introduction to InDesign	1/2		Prereq: Ready to Succeed			
GRD-100IL	Introduction to Illustrator	1/2		HIST-202	United States From Reconstruction to Present	3/3	
GRD-100PS	Introduction to Photoshop	1/2		Prereq: Ready to Succeed			
GRD-107	Image Assembly	2/4	\$17.00	HIST-214	Siege of Vicksburg US Civil War	1/2	
GRD-120	Introduction to Graphic Design	3/6	\$17.00	Prereq: Ready to Succeed			
GRD-130	Drawing for Graphic Design	3/6	\$17.00	<u>HUMANITIES</u>			
GRD-140	Introduction to Typography	3/6	\$17.00	HUM-195	Introduction to Humanities	3/3	
GRD-184	Introduction to Animation	3/6		Prereq: Ready to Succeed			
GRD-200	Portfolio Preparation	3/6		<u>HYDRAULICS/PNEUMATICS</u>			
<u>HEALTH EDUCATION</u>				HP-101	Hydraulics / Pneumatics	3/4	\$ 17.00
HE-100A	Community First Aid and Safety	2/2		Prereq: TMAT-101			

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

INTERN'L CULTURAL STUDIES

ICS-101GER2	International Cultural Study Germany	2/2	
--------------------	---	------------	--

MATHEMATICS

- COLLEGE SUCCESS CENTER

You may earn from 1/2 credit to 3 1/2 credits in MATH 035 depending upon how many of the seven (7) modules you complete satisfactorily.

We recommend that no more than four modules be taken during one semester or no more than two modules if you feel you need more than just a review. You may enroll for more modules during the semester as long as all work is completed by the end of the semester; to do this you must have permission from you instructor.

NOTE: Sign up for College Success Center courses during registration. Then, the first day of classes, come down to Room 401 and select a conference time to see an instructor. Students who have not come down to the CSC by the end of the first week may be withdrawn. CSC courses can be arranged to fit into almost anyone's day or evening schedule.

MATH-035A	Introduction to Algebra	0.5/0.5
------------------	--------------------------------	----------------

MATH-035B	Common Fractions	0.5/0.5
------------------	-------------------------	----------------

MATH-035C	Decimal Numbers	0.5/0.5
------------------	------------------------	----------------

MATH-035D	Percents and Percentages	0.5/0.5
------------------	---------------------------------	----------------

MATH-035E	Units of Measurement	0.5/0.5
------------------	-----------------------------	----------------

MATH-035F	Metric System	0.5/0.5
------------------	----------------------	----------------

MATH-035G	Ratios, Proportions and Averages	0.5/0.5
------------------	---	----------------

MATH-036A	Basic Math	3/3
------------------	-------------------	------------

MATH-038	Pre Algebra	3/3
-----------------	--------------------	------------

Prereq: MATH-036A; or successful completion of all MATH-035modules, minimum grade C

MATHEMATICS

MATH-040	Beginning Algebra	4/4
-----------------	--------------------------	------------

Prereqs: MATH-038; Minimum Grade C

MATH-041	Mathematics for Allied Health Sciences	1/1
-----------------	---	------------

Prereq: MATH-040; Minimum grade C

MATH-050	Intermediate Algebra	4/4
-----------------	-----------------------------	------------

Prereq: Ready to Succeed and MATH-040; Minimum Grade C.

MATH-105	Mathematics for Elementary Teachers	4/4
-----------------	--	------------

Prereq: MATH-050; Minimum grade C

MATH-107	Mathematical Excursions	4/4
-----------------	--------------------------------	------------

Prereq: MATH-040; Minimum Grade C

MATH-109	College Algebra With Applications	4/4
-----------------	--	------------

Prereq: MATH-050; Minimum Grade C

MATH-111	Algebra with Coordinate Geometry	4/4
-----------------	---	------------

Prereq: MATH-050; Minimum Grade C

MATH-112	Trigonometric Functions with Coordinate Geometry	4/4
-----------------	---	------------

Prereq: MATH-111; Minimum Grade C

MATH-115	Probability and Statistics	3/3
-----------------	-----------------------------------	------------

Prereq: MATH-050; Minimum grade C

MATH-161	Calculus I	4/4
-----------------	-------------------	------------

Prereq: MATH-112; Minimum Grade C

MATH-162	Calculus II	3/3
-----------------	--------------------	------------

Prereq: MATH-161; Minimum Grade C

MATH-276	Linear Algebra With Applications	3/3
-----------------	---	------------

Prereq: MATH-161

Coreq: MATH-162 suggested but not required.

MATH-283	Calculus III	4/4
-----------------	---------------------	------------

Prereq: MATH-162; Minimum Grade C

MATH-295	Differential Equations With Linear Algebra	4/4
-----------------	---	------------

Prereq: MATH-162; Minimum Grade C

MATERIALS TECHNOLOGY

MET-101	Industrial Materials	3/4	\$17.00
----------------	-----------------------------	------------	----------------

MET-102	Basic Cast Metals	3/5	\$17.00
----------------	--------------------------	------------	----------------

MET-201	Metallurgy	3/5	\$17.00
----------------	-------------------	------------	----------------

MACHINING TECHNOLOGY

MT-101A	Basic Machining	3/5	\$17.00
----------------	------------------------	------------	----------------

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
MT-102 Prereq: MT-101A	Intermediate Machining	3/6	\$17.00	MU-118YSO	West Michigan Youth Symphony	1/2	
MT-103 Prereq: MT-102	Advanced Machining	3/6	\$17.00				
MT-205 Prereq: MT-101A	NC/CNC Numerical Control/Computer Numerical Control	3/4	\$17.00	MU-190B	Classical Piano Non-Music Majors	2/3	\$7.00
MT-206 Prereq: MT-205	2 D CAD CAM Computer Aided Design/Machining	3/5	\$17.00				
MT-216 Prereq: MT-206	3 D CAD CAM Computer Aided Design/Machining	3/5	\$17.00	MU-190C	Class Piano- Basic Piano	1/2	\$5.00
MT-225 Prereq: MT-206	Mold Making	3/6	\$17.00				
MT-235 Prereq: MT-216	Advanced Diemaking	3/6	\$17.00	MU-191A	Class Piano- Music Majors	2/3	\$7.00
MT-245 Prereq: MT-240	Advanced Machine Repair	3/6	\$17.00				
MUSIC				MU-192	Music for the Classroom Teacher	4/4	\$4.00
MU-100 Prereq: Ready to Succeed	Introduction to Music Theory	3/3					
MU-102 Prereqs: MU-101 and MU-190A Coreq: MU-191A and MU-195	Music Theory	3/3		MU-195	Sight Reading and Ear Training	1/2	
MU-103 Prereq: Ready to Succeed	Introduction to Music Literature	3/3					
MU-105CS Prereq: Ready to Succeed	College Singers	1/2		MU-297P	Wind Ensemble	1/2	
MU-105NC	College Singers	0/0	\$25.00	MU-297Q	Jayhawk Sound	1/2	
MU-109CB Prereq: Ready to Succeed	Concert Band	1/2		MU-297R	Jazz Ensemble	1/2	
				MU-297S	Jazz Improvisation I	2/2	
				MU-PVTADVP	Mu 248-289 PVT Applied Music	2/2	
				MU-PVTPRI	Mu 148-189 PVT Applied Music	2/2	
				MU-PVTREM	Mu 050-089 PVT Remedial Applied Music	2/2	
				MU-PVTSEC	Mu 127-147 PVT Applied Music	1/1	

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

NURSING

Associate Degree in Nursing – This is a two year program. Graduates are eligible to write the National Council Licensure Examination to become registered nurses (RN). Students are eligible to write the National Council Licensure Examination to become practical nurses (LPN) after the fourth semester of the program.

The Nursing Program at MCC admits students once required competencies for entry have been met. Please contact the Counseling and Advising Center at 231.777.0362 for more information on Nursing Program admission.

Excess Contact Hour Charges for Nursing Classes: There is an additional tuition charge for courses for which the number of CONTACT HOURS exceeds the number of CREDIT HOURS granted for the course. Contact hours generally represent the actual number of hours per week the course meets, including any labs or clinical instruction. An additional tuition charge applies when the number of contact hours is greater than the number of credit hours. The additional charge is determined by multiplying the tuition rate by the number of contact hours instead of credit hours. Nursing classes also have course fees. Refer to our web site at <http://www.muskegoncc.edu> and access the semester schedule for information pertaining to course fees.

PHILOSOPHY

PHIL-101 Basic Concepts of Philosophy 3/3

Prereq: Ready to Succeed

PHIL-102 Principles of Logic 3/3

Prereq: Ready to Succeed

PHIL-104 Symbolic Logic 3/3

Prereq: Ready to Succeed

PHIL-204 Biomedical Ethics 3/3

Prereq: ENG-101

PHIL-205 Business Ethics 3/3

Prereq: Ready to Succeed

PHIL-207 Environmental Ethics 3/3

Prereq: Ready to Succeed

PHIL-210 World Religions 3/3

Prereq: Ready to Succeed

PHYSICAL EDUCATION-ACTIVITY

PEA-100C Hatha Yoga 1/2

Prereq: Ready to Succeed

PEA-101A Fitness, Wellness and Nutrition 1/2

Prereq: Ready to Succeed

PEA-103 Weight Training 1/2
Prereq: Ready to Succeed

PEA-104A Walking, Jogging and Conditioning 1/2
Prereq: Ready to Succeed

PEA-105 Pocket Billiards 1/2
Prereq: Ready to Succeed

PEA-106 Leisure Games 1/2
Prereq: Ready to Succeed

PEA-108 Bowling 1/2 \$10.00
Prereq: Ready to Succeed

PEA-109 Sport Judo and Self Defense 1/2
Prereq: Ready to Succeed and must be at least 14 years old.

PEA-110 American Karate System I 1/2
Prereq: Ready to Succeed and must be at least 14 years old.

PEA-111A Tae Kwon Do Ap Koobi 1/2
Prereq: Ready to Succeed and must be at least 14 years old.

PEA-155 Basketball I 1/2
Prereq: Ready to Succeed

PEA-200 Kundalini Yoga 1/2

PEA-201 Aerobic Movement for Fitness 1/2
Prereq: Ready to Succeed

PEA-209 Sport Judo and Self Defense II 1/2
Prereq: PEA-109, must be at least 14 years old, and basic experience in some Martial art such as Judo, Jujutsu, Karate, Self Defense or other similar art.

PEA-210 American Karate II 1/2
Prereq: PEA-110 and must be at least 14 years old.

PEA-211A Tae Kwon Do Dwit Koobi 1/2
Prereq: PEA-111A and must be at least 14 years old.

PEA-212 Wrestling II 1/2
Prereq: PEA-112

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

PHYSICAL EDUCATION-PROFESSIONAL

PEP-203	Fundamentals of Coaching	3/3	
----------------	---------------------------------	------------	--

PHYSICAL SCIENCE

PHSC-101A	Introductory Physical Science Lecture and Lab	4/6	
------------------	--	------------	--

Prereq: Ready to Succeed and MATH-040

PHYSICS

PHYS-202L&L	Principles of Physics Lecture & Lab	4/6	\$7.00
------------------------	--	------------	---------------

Prereq: PHYS-201L&L

PHYS-204L&L	Engineering Physics Lecture & Lab	5/7	\$7.00
------------------------	--	------------	---------------

Prereqs: MATH-162 and PHYS-203L&L

POLITICAL SCIENCE

PSCI-111	Introduction to American Government	4/4	
-----------------	--	------------	--

Prereq: Ready to Succeed

PSCI-111HON	Introduction to American Government-Honors	1/1	
--------------------	---	------------	--

PSCI-202	International Relations	3/3	
-----------------	--------------------------------	------------	--

Prereq: Ready to Succeed

PSCI-205	Contemporary Political Issues in US Government	3/3	
-----------------	---	------------	--

Prereq: Ready to Succeed

Recommended Prereq: PSCI-111

PSCI-205HON	Contemporary Political Issues in US Government	1/1	
--------------------	---	------------	--

PSCI-210B	International Organizations Arab League	1/1	
------------------	--	------------	--

Prereq: Ready to Succeed

PSCI-211	Comparative World Government	3/3	
-----------------	-------------------------------------	------------	--

Prereq: Ready to Succeed

PSCI-214	Siege of Vicksburg US Civil War	1/2	
-----------------	--	------------	--

Prereq: Ready to Succeed

PSYCHOLOGY

PSYC-102	Applied Psychology	3/3	
-----------------	---------------------------	------------	--

Prereq: Ready to Succeed

PSYC-201	General Psychology	4/4	
-----------------	---------------------------	------------	--

Prereq: Ready to Succeed

PSYC-202	Educational Psychology	3/3	
-----------------	-------------------------------	------------	--

Prereq: PSYC-201; Minimum grade C

PSYC-203	Abnormal Psychology	4/4	
-----------------	----------------------------	------------	--

Prereq: PSYC-201; Minimum grade C

PSYC-203HON	Abnormal Psychology -Honors	1/1	
--------------------	------------------------------------	------------	--

PSYC-208	Adolescent Development	3/3	
-----------------	-------------------------------	------------	--

Prereq: PSYC-201; minimum grade C

PSYC-210	Social Psychology	3/3	
-----------------	--------------------------	------------	--

Prereqs: PSYC-201 or SOC-101

PSYC-210HON	Social Psychology-Honors	1/1	
--------------------	---------------------------------	------------	--

PSYC-297PS	Psychological Disorders of Childhood	2/2	
-------------------	---	------------	--

Prereq: Grade C or better in PSYC-201

QUALITY CONTROL

QC-101	Basic Quality Control	3/3	
---------------	------------------------------	------------	--

READING-COLLEGE SUCCESS CENTER

The College Success Center is an open-lab center where reading, writing, math, research and study skill may be sharpened and strengthened. Many CSC courses are taught individually; most of them carry one hour of college credit.

NOTE: Sign up for College Success Center courses during registration. Then, the first day of classes, come down to Room 401 and select a conference time to see an instructor. Students who have not come down to the CSC by the end of the first week will be withdrawn. CSC courses can be arranged to fit into almost anyone's day or evening schedule.

Your English Placement Test will tell you which reading and writing courses are required of you or which courses are available to you.

RDG-040A	Essential Reading Skills	1/1	\$3.00
-----------------	---------------------------------	------------	---------------

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
RDG-040C	Essential Reading Skills	3/3	\$5.00	SOC-210HON	Social Psychology-Honors	1/1	
RDG-040E	Reading and Succeeding in College	1/1	\$3.00	<u>SPANISH</u>			
Prereqs: RDG-040A or RDG-040C				SPAN-090	Workplace Conversational Spanish I	3/3	
RDG-134A	Vocabulary Spelling	1/1	\$3.00	SPAN-101	Basic Spanish	4/4	
Prereq: Ready to Succeed				Prereq: Ready to Succeed and ENG-091			
RDG-134B	Comprehension Speed	1/1	\$3.00	SPAN-102	Basic Spanish-Second Semester	4/4	
Prereq: Ready to Succeed				Prereqs: SPAN-101; Minimum grade C or Successful Completion of two recent years high school Spanish and instructor permission.			
RDG-134C	Study Skills/Test Taking	1/1	\$3.00	SPAN-201	Intermediate Spanish	4/4	
Prereq: Ready to Succeed				Prereqs: SPAN-102; Minimum Grade C or Successful Completion of three recent years high school Spanish and instructor permission.			
<u>REAL ESTATE</u>							
RE-101	Real Estate I	3/3		SPAN-202	Intermediate Spanish	4/4	
<u>RECREATION</u>							
REC-122	Leadership in Recreation	2/2		Prereqs: SPAN-201; Minimum grade C; or Successful Completion of four recent years high school Spanish and instructor permission.			
REC-123	Recreation and Leisure Programming	2/2		<u>TECHNOLOGY</u>			
<u>RESPIRATORY THERAPY</u>							
Muskegon Community College offers an associate degree in Respiratory Therapy designed to provide the student with the therapist level of training. The Respiratory Therapist works in a fast-paced environment where technical and scientific responsibilities are matched by a real need for human relation skills. If you are interested in a challenging work environment, solid career opportunities, and a chance to help other people, Respiratory Therapy may be the profession you are looking for.							
<u>SOCIOLOGY</u>							
SOC-101	Principles of Sociology	3/3		TECH-200	Applied Alternative & Renewable Energy	3/3	
Prereq: Ready to Succeed				<u>THEATER</u>			
SOC-102	Principal Ethnic Minorities in America	3/3		TH-101	Theater Appreciation	3/3	
Prereq: Ready to Succeed				Prereq: Ready to Succeed			
SOC-202	Social Disorganization-Social Problems	3/3		TH-108	Theater for Children	3/3	
Prereq: SOC-101				Prereq: Ready to Succeed			
SOC-210	Social Psychology	3/3		TH-108HON	Theater for Children-HONORS	1/1	
Prereqs: PSYC-201 or SOC-101				TH-141	Applied Theater - Acting	1/3	
				Prereq: Ready to Succeed			
				TH-144	Applied Theater - Costuming	1/3	
				Prereq: Ready to Succeed			
				TH-145	Applied Theater - Scenery Construction	1/3	
				Prereq: Ready to Succeed			
				TH-147	Applied Theater - Production Crew	1/3	

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

TH-148 Applied Theater - Performance 1/3

Prereq: Ready to Succeed

TH-202 Introduction to Acting II 3/3

Prereq: Ready to Succeed

TH-203 Reader's Theater 3/3

Prereq: Ready to Succeed

TH-297AA Introduction to Technical Theater 3/3

Prereq: Ready to Succeed

TECHNICAL MATH

TMAT-101 Technical Math I 3/3

TMAT-102 Technical Math II 3/3

Prereq: TMAT-101

TMAT-201 Technical Math III 3/3

Prereq: TMAT-102

WELDING

W-101 Basic Welding 3/5 \$25.00

W-102 Welding Advanced 3/6 \$25.00

Prereq: W-101

W-103 MIG/TIG Gas Metal Arc and Gas Tungsten 3/6 \$25.00

Prereq: W-102

W-201 Structural Welding 3/6 \$25.00

Prereq: W-102

W-202 Pipe Welding 3/6 \$25.00

Prereq: W-201

W-203 Welding Maintenance 3/6 \$25.00

Prereq: W-202

W-204 Welding Supervision 3/6 \$25.00

Prereq: MET-201
Coreq: W-201 and BCOM-102

WOMEN'S STUDIES

WS-101 Intro to Women's Studies 3/3

Prereq: Ready to Succeed

WS-101HON Intro to Women's Studies-Honors 1/1

HYBRID CLASSES

BUS-105 Business Statistics 3/3

Prereq: MATH-050; Minimum grade C

BUS-200 International Business 3/3

Prereq: Ready to Succeed

CHEM-100LEC Chemistry Fundamentals Lecture 4/4

Prereq: MATH-050
Coreq: CHEM-100A

CIS-110 Computer Concepts 3/3 \$8.00

Prereq: Ready to Succeed

CIS-120A Introduction to Computer Information Systems 3/3 \$8.00

Prereq: Ready to Succeed

CIS-209 PC Maintenance II A+ Certification 3/5 \$17.00

Prereqs: CIS-109 or ELTR-109

COM-101 Oral Communications 3/3

ECON-101 Principles of Economics Macroeconomics 4/4

Prereq: MATH-040 and Ready to Succeed

ELTR-209 Personal Computer Maintenance II A+ Certification 3/5 \$17.00

Prereqs: ELTR-109 or CIS-109

ENG-101 English Composition 3/4 \$ 7.00

Prereqs: Ready to Succeed and ENG-091; Minimum Grade C

ENG-204 Introduction to Fiction 3/3

Prereq: ENG-102 or Concurrent Enrollment in ENG 102 with Instructor Permission

HIST-102 Western Civilization 1500 to Present 4/4

Prereq: Ready to Succeed

MATH-040 Beginning Algebra 4/4

Prereqs: MATH-038 Minimum Grade C

MATH-050 Intermediate Algebra 4/4

Prereq: Ready to Succeed and MATH-040; Minimum Grade C

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
MATH-115	Probability and Statistics	3/3		BUS-195	Medical Records Management	3/3	
Prereq: MATH-050 Minimum grade C				Prereq: Ready to Succeed			
PHIL-101	Basic Concepts of Philosophy	3/3		BUS-200	International Business	3/3	
Prereq: Ready to Succeed				Prereq: Ready to Succeed			
PHSC-101A	Introductory Physical Science Lecture and Lab	4/6		BUS-222	Fundamentals of Organizational Behavior	3/3	
Prereq: Ready to Succeed and MATH-040				Prereq: BUS-122			
PSCI-111	Introduction to American Government	4/4		BUS-260	Principles of Marketing	3/3	
Prereq: Ready to Succeed				Prereq: Ready to Succeed			
PSYC-201	General Psychology	4/4		BCOM-101	Business and Technical Communications	3/4	\$8.00
Prereq: Ready to Succeed				Prereq: Ready to Succeed and ENG-091			
PSYC-202	Educational Psychology	3/3		BCOM-102	Advanced Business and Technical Communications	3/4	\$8.00
Prereq: PSYC-201; Minimum grade C				Prereq: BCOM-101; Minimum grade C-			
<u>INTERNET/ONLINE CLASSES</u>							
ANTH-103	Cultural Diversity in Contemp. Society	3/3		CHEM-109LEC	Chemistry for Health Science	4/4	
				Prereqs: MATH-040 and MATH-041, OR MATH-040 and MATH-050 Coreq: CHEM-109A			
BIOL-103L&L	Introduction Biology I	4/7	\$14.00	CAD-150	Blueprint Reading	3/4	\$17.00
				Prereqs: MATH-040 or TMAT-101			
BIOL-104L&L	Introduction Biology II	4/7	\$14.00	CIS-101EW	Introduction to Electronic Spreadsheets	1/1	\$8.00
				Prereqs: CIS-100, CIS-110, or CIS-120A			
BIOL-207LEC	Microbiology Lecture	3/3		CIS-119PP	Introduction to Presentation Graphics	1/1	\$8.00
				Prereqs: Ready to Succeed and CIS-100, CIS-110, or CIS-120A			
BUS-101	Principles of Accounting I	4/4		CIS-120A	Introduction to Computer Information Systems	3/3	\$8.00
				Prereq: Ready to Succeed			
BUS-105	Business Statistics	3/3		CIS-217	Introduction to JavaScript	1/1	
				Prereq: CIS-257			
BUS-114	Personal Finance	3/3		CIS-257	Designing Internet Applications	3/3	\$8.00
				Prereqs: CIS-110, CIS-120A, or CIS-157			
BUS-121	Introduction to Business	3/3		CIS-271A	RPG Programming for Midrange Computers	3/3	\$8.00
				Prereqs: CIS-121 and CIS-130			

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
COM-103	Intercultural Communication for Nurses	1/1		HIST-102	Western Civilization 1500 to Present	4/4	
CJ-104	Criminology	3/3	\$2.00		Prereq: Ready to Succeed		
Prereq: Ready to Succeed				HIST-195	World History From the Beginning to Present	3/3	
CJ-202	Police Administration II	3/3	\$2.00		Prereq: Ready to Succeed		
CJ-250	Corrections I	3/3		HIST-201	United States to 1877	3/3	
Prereq: Ready to Succeed					Prereq: Ready to Succeed		
CJ-251A	Legal Issues in Corrections	3/3		HIST-202	United States From Reconstruction to Present	3/3	
ECON-101	Principles of Economics Macroeconomics	4/4		HUM-195	Introduction to Humanities	3/3	
Prereq: MATH-040 and Ready to Succeed					Prereq: Ready to Succeed		
ECON-102	Principles of Economics Microeconomics	4/4		ICS-101GER2	International Cultural Study German	2/2	
Prereq: MATH-040 and Ready to Succeed				MATH-040	Beginning Algebra	4/4	
ED-107	Child Care: Operating a Success Business	3/3			Prereqs: MATH-038 Minimum Grade C		
ED-111	Introduction to Education of Young Children	3/3		MATH-050	Intermediate Algebra	4/4	
ED-225	Child Development - Age 0-8	3/3			Prereq: Ready to Succeed and MATH-040; Minimum Grade C		
ED-230	Children's Literature	3/3		MATH-107	Mathematical Excursions	4/4	
ED-250	Human Growth and Learning	3/3			Prereq: MATH-040; Minimum Grade C		
ENG-101	English Composition	3/4	\$ 7.00	MATH-109	College Algebra With Applications	4/4	
Prereqs: Ready to Succeed and ENG-091; Minimum Grade C				MATH-115	Probability and Statistics	3/3	
ENG-102	English Composition	3/3			Prereq: MATH-050 Minimum grade C		
Prereq: ENG-101; Minimum grade C				PHIL-101	Basic Concepts of Philosophy	3/3	
ENG-226	Major American Writers- American Literature II	3/3			Prereq: Ready to Succeed		
Prereq: ENG-102 or Concurrent Enrollment in ENG 102 with Instruction Permission				PEA-201	Aerobic Movement for Fitness	1/2	
GEOG-215	Introduction to Weather and Climate	4/5	\$7.00		Prereq: Ready to Succeed		
Prereq: Ready to Succeed				PSCI-111	Introduction to American Government	4/4	
HE-106	Concepts of Health and Well being	3/3			Prereq: Ready to Succeed		
				PSCI-111HON	Introduction to American Government-Honors	1/1	
				PSCI-202	International Relations	3/3	
					Prereq: Ready to Succeed		

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

PSCI-205 Contemporary Political Issues in US Government 3/3

Prereq: Ready to Succeed
Recommended Prereq: PSCI 111

PSCI-211 Comparative World Government 3/3

Prereq: Ready to Succeed

PSYC-102 Applied Psychology 3/3

Prereq: Ready to Succeed

PSYC-201 General Psychology 4/4

Prereq: Ready to Succeed

PSYC-202 Educational Psychology 3/3

Prereq: PSYC-201; Minimum grade C

PSYC-208 Adolescent Development 3/3

Prereq: PSYC-201; minimum grade C

PSYC-210 Social Psychology 3/3

Prereqs: PSYC-201 or SOC-101

PSYC-210HON Social Psychology-Honors 1/1

REC-122 Leadership in Recreation 2/2

REC-123 Recreation and Leisure Programming 2/2

SOC-101 Principles of Sociology 3/3

Prereq: Ready to Succeed

SOC-210 Social Psychology 3/3

Prereqs: PSYC-201 or SOC-101

SOC-210HON Social Psychology-Honors 1/1

FRUITPORT HIGH SCHOOL

357 N. 6th Street, Fruitport, Michigan

PSYC-201 General Psychology 4/4

Prereq: Ready to Succeed

GRAND HAVEN HIGH SCHOOL

17001 Ferris, Grand Haven, Michigan

ANTH-103 Cultural Diversity in Contemp. Society 3/3

COM-101 Oral Communications 3/3

ECON-101 Principles of Economics Macroeconomics 4/4

Prereq: MATH-040 and Ready to Succeed

ENG-102 English Composition 3/3

Prereq: ENG-101; Minimum grade C

GEOG-104 Cultural Geography 3/3

Prereq: Ready to Succeed

HIST-201 United States to 1877 3/3

Prereq: Ready to Succeed

PEA-101A Fitness, Wellness and Nutrition 1/2

Prereq: Ready to Succeed

PSCI-111 Introduction to American Government 4/4

Prereq: Ready to Succeed

PSYC-102 Applied Psychology 3/3

Prereq: Ready to Succeed

SOC-101 Principles of Sociology 3/3

Prereq: Ready to Succeed

GRANT HIGH SCHOOL

331 E State Rd, Grant, Michigan

ENG-101 English Composition 3/4 \$ 7.00

Prereqs: Ready to Succeed and ENG-091; Minimum Grade C

PSYC-201 General Psychology 4/4

Prereq: Ready to Succeed

NEWAYGO COUNTY RESA BUILDING

4747 W. 48th Street, Fremont, Michigan

ANTH-103 Cultural Diversity in Contemp. Society 3/3

BIOL-104L&L Introduction Biology II 4/7 \$14.00

COM-101 Oral Communications 3/3

CSS-100 College Success Seminar 2/2 \$5.00

ENG-101 English Composition 3/4 \$ 7.00

Prereqs: Ready to Succeed and ENG-091; Minimum Grade C

ENG-102 English Composition 3/3

Prereq: ENG-101; Minimum grade C

**WINTER 2012, SCHEDULE OF CLASSES
JANUARY 9 - MAY 2, 2012**

For dates and times of classes, go to www.muskegoncc.edu/webadvisor.

COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES	COURSE NUMBER	COURSE NAME	CREDIT/CONTACT HOURS	LAB FEES
---------------	-------------	----------------------	----------	---------------	-------------	----------------------	----------

HIST-202 **United States From Reconstruction to Present** **3/3**

HUM-195 **Introduction to Humanities** **3/3**
Prereq: Ready to Succeed

MU-103-W03 **Intro to Music Literature** **3/3**

PSYC-102 **Applied Psychology** **3/3**
Prereq: Ready to Succeed

THE STREAM

One State Road, Newaygo, Michigan

BUS-179 **Keyboarding** **1/1** **\$7.00**

BUS-180C **Introduction to Word Processing Part I** **4/4** **\$14.00**
Prereq: Ready to Succeed

BUS-181C **Office Procedures I Document Formatting** **3/3** **\$12.00**
Prereq: Ready to Succeed

BUS-185B **Electronic Calculator** **2/2** **\$7.00**
Prereq: Ready to Succeed

BUS-194 **Business English Essentials** **1/1** **\$5.00**
Prereq: BUS-179

CIS-115WW **Introduction to Word Proc WORD for Windows** **1/1** **\$8.00**
Prereqs: CIS-100, CIS-110, or CIS-120A AND BUS-179

CIS-119PP **Introduction to Presentation Graphics** **1/1** **\$8.00**
Prereqs: Ready to Succeed and CIS-100, CIS-110, or CIS-120A

COM-101 **Oral Communications** **3/3**
ECON-102 **Principles of Economics Microeconomics** **4/4**
Prereq: MATH-040 and Ready to Succeed

ED-225 **Child Development - Age 0-8** **3/3**

ENG-102 **English Composition** **3/3**
Prereq: ENG-101; Minimum grade C

MAREC-MICHIGAN ALTERNATIVE RENEWABLE ENERGY CENTER

200 Viridian Dr., Muskegon, Michigan

ARE-297SB **Sustainability for Buildings** **3/3** **\$ 20.00**

QUEST HIGH SCHOOL

350 W. Cedar, Fremont, Michigan

ENG-102 **English Composition** **3/3**
Prereq: ENG-101; Minimum grade C

HIST-201 **United States to 1877** **3/3**
Prereq: Ready to Succeed

MATH-038 **Pre Algebra** **3/3**
Prereq: MATH-036A; minimum grade C; or successful completion of all Math 035 modules

PEA-104A **Walking, Jogging and Conditioning** **1/2**
Prereq: Ready to Succeed

PSYC-201 **General Psychology** **4/4**
Prereq: Ready to Succeed

Spring 2012 Semester Course Offerings Muskegon Regional Location



WESTERN MICHIGAN UNIVERSITY

Muskegon

This is a tentative, partial schedule. As classes are added, the complete schedule will be available online at www.wmich.edu/classlookup. For more information:

- Contact WMU-Muskegon at (231) 777-0500 or visit www.wmich.edu/muskegon for more details.
- Visit www.wmich.edu/classlookup to search all available course options, including courses available online.

Course	Title	Day	Time	Credit Hours	Instructor
The Practice of Teaching – Master of Arts					
ED 6010	Intro to Ed Research		TBD	3	Staff
ED 6330	Human Nature & Diversity		TBD	3	Staff
ED 6700	School Climate & Discipline		Online/Lecture (Hybrid)	3	Staff
Educational Leadership – Master of Arts					
EDLD 6020	Ed Leadership, Systems & Change		Online/Lecture (Hybrid) will meet Wednesdays: Jan. 18, Feb. 15, March 14 and April 11	3	Gaymer
EDLD 6740	School Community Relations & Cultural Competence	M	5:30 – 9 p.m.	3	Merkle
Manufacturing Engineering – Bachelor of Science					
ECE 3120	Fundamentals of Electronic/Machine		Online	3	Tanner
IME 1500	Intro Manufacturing		Online/Lab (Hybrid)	3	Meade
ME 2560	Engineering Statics	M/W	3:30 – 6 p.m.	3	Staff
MFE 3300	Manufacturing Materials	M/W	3:30 – 4:50 p.m.	3	Staff
MFE 4440	Simulation of Industrial Operations		Online/Lab (Hybrid)	3	Meade
Recreation – Bachelor of Science					
HPER 2710	Recreation Programming/Leadership I		TBD	3	Staff
HPER 3760	Management of Recreation Services		TBD	3	Staff
HPER 4720	Recreation for the Aging		TBD	3	Staff

Registration for spring 2012 opens October 17.

The following programs are available at the WMU Muskegon regional location:

Undergraduate Programs	Graduate Programs	Graduate Certificates
Manufacturing Engineering (BSE) Recreation (BS)	Educational Leadership (MA) The Practice of Teaching (MA)	18-hour Professional Teacher (Cert)



2012 Schedule Winter

Office Hours Room 1106:
Monday-Thursday 8:00am-6:30pm
Friday 8:00am-5:00pm

Room	Course	CRN	Title	Cr Hr	Days	Times	Meets	Instructor
1328	ED 330 10	21144	Teacher Assisting, Elementary	5	M	4:00pm - 5:50pm	Entire Semester	Staff
1324	ED 430 10	21210	Student Teaching, Elementary	10	W	4:00pm - 5:50pm	Entire Semester	Staff
1328	ED 430 11	21292	Student Teaching, Elementary	10	W	4:00pm - 5:50pm	Entire Semester	Staff
1332	EDG 677 02	25141	School & Community Relations	3	S U	9:00am - 6:50pm 8:30am - 12:30pm	1/21, 1/22, 2/18, 2/19, 3/3 & 3/4	Remenap, Randy
1320	LIB 495 03	27944	Senior Seminar (capstone)	3	W	6:00pm – 8:50pm	Entire Semester	Whipps, Judy
1320	MGT 345 04	28607	Team Building	3	M	6:00 pm – 8:50pm	Entire Semester	Staff
1328	PA 335 02	28206	Grant Writing	3	T	6:00 pm – 8:50pm	Entire Semester	Johnson, Susan
LMC	SCI 225 70	26688	Integrated Life Science for K-8 Teachers <i>Meets at Lake Michigan Center 740 W. Shoreline Rd; Musk, MI</i>	4	MW	3:00pm – 4:50pm	Entire Semester LMC	Vail, Janet
1328	SOC 323 13	28891	Families in Society	3	W	6:00 pm – 8:50pm	Entire Semester	Staff

Grand Valley State University
Muskegon Regional Center
221 S. Quarterline Road
Muskegon, MI 49442

(231) 777-0505
Email: muskadv@gvsu.edu
www.gvsu.edu/muskegon

PLEASE NOTE THAT ALL CLASSES AND TIMES ARE SUBJECT TO CHANGE.

Winter/Spring 2012 Courses

Classes and times are subject to change.



Course Prefix	Course #	Section	Campus Code	Start Date	End Date	Days	LEC Times	# of credits	Lec Hrs	Lab Hrs	Instructor
CRIM	311	WMA	WM	1/9/12	2/28/12	TR	6:00P-8:50P	3	3	0	Edwards, Margaret
CRIM	322	WMA	WM	3/1/12	4/26/12	TR	6:00P-8:50P	3	3	0	Edwards, Margaret

Now offered at MCC -- Criminal Justice 3+1 Program
Stop by the FSU desk in room I106 to get more information.

Ferris State University * Stevenson Center for Higher Education * Muskegon Community College
221 South Quarterline Road, Muskegon, MI 49442
Muskegon Campus (231) 777-0510
www.ferris.edu/offcampus

