

MADONNA UNIVERSITY

UNDERGRADUATE BULLETIN

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Madonna University guarantees the right to equal educational opportunity without discrimination because of race, religion, sex, age, national origin or disabilities.



Ingrid A.J. Boatner, Bernice Bowman, Narvin Russaw III, SM Francilene, Christine Bolak

A Welcome and an Invitation from Our President...

It is a pleasure to welcome you to Madonna University. As you review the extensive programs offered by our qualified faculty, I invite and encourage you to learn about the many distinct features of our University.

Noted for its unique family atmosphere, Madonna University is made up of dedicated people who care about students and believe in the philosophy of "Students First." The student faculty ratio of 15-1 means students receive the individual attention essential for educational growth.

One of the largest Catholic Franciscan universities in the nation, Madonna University is committed to its mission of education for truth, goodness, and service. Founded and sponsored by the Felician Franciscan Sisters of Livonia, Madonna University strives to provide men and women of diverse backgrounds with opportunities for intellectual, spiritual and personal growth.

Academics, grounded in the liberal arts with solid career preparation, include more than 50 undergraduate majors and 18 graduate programs designed to meet the needs of our diverse student body. **Madonna University is accredited by the North Central Association of Colleges and Schools and other program-specific accrediting associations.**

The University also provides high quality athletic programs recognized by the **National Association of Intercollegiate Athletics (NAIA)** and competes as a member of the **Wolverine- Hoosier Athletic Conference (WHAC).**

Our ability to meet students' needs has been enhanced through recent funding projects to provide for capital improvements which include **expanding and improving the physical facilities and further upgrading the University's technology.** Priority is also placed on raising additional funds for **scholarships, endowments, and operations in order to continue maintaining affordable tuition.**

I encourage you to **visit our campus, meet our faculty and staff, and speak with our students.** Find out how we can prepare you to meet life's challenges in an environment supported by its mission, providing educational access to students of varying economic, religious, social and cultural backgrounds.

Sincerely,

Sister M. Francilene, CSSF
President

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MADONNA UNIVERSITY CALENDAR

TERM I - FALL

	2000-2001	2001-2002	2002-2003
Faculty Conference	Aug. 28	Aug. 27	Aug. 26
Community Gathering	Aug. 30	Aug. 29	Aug. 28
Final Registration	Sept. 1	Aug. 31	Aug. 30
Classes Begin	Sept. 5	Sept. 4	Sept. 3
Add-Drop Period	Sept. 5-11	Sept. 4-10	Sept. 3-9
Filing Deadline: Application for Graduation Winter Term - May	Sept. 29	Sept. 28	Sept. 27
Final Date: Election S Grade	Oct. 27	Oct. 26	Oct. 25
Mail/Fax-In Registration: Winter Term	Oct. 23-Nov.7	Oct. 22-Nov.6	Oct. 21-Nov.5
Comprehensive Examinations: Fall Term	Nov. 4	Nov. 3	Nov. 2
Final Date: Withdrawal from Courses	Nov. 17	Nov. 16	Nov. 15
**Thanksgiving Recess	Nov. 23-26	Nov. 22-25	Nov. 28-Dec.1
In Person/Open Registration: Winter Term	Nov. 13-Jan.5	Nov. 12-Jan.4	Nov. 11-Jan.3
Final Examinations	Dec. 11-16	Dec. 10-15	Dec. 9-14
End of Fall Term	Dec. 16	Dec. 15	Dec. 14
Grades Due by 12:00 noon	Dec. 19	Dec. 18	Dec. 17

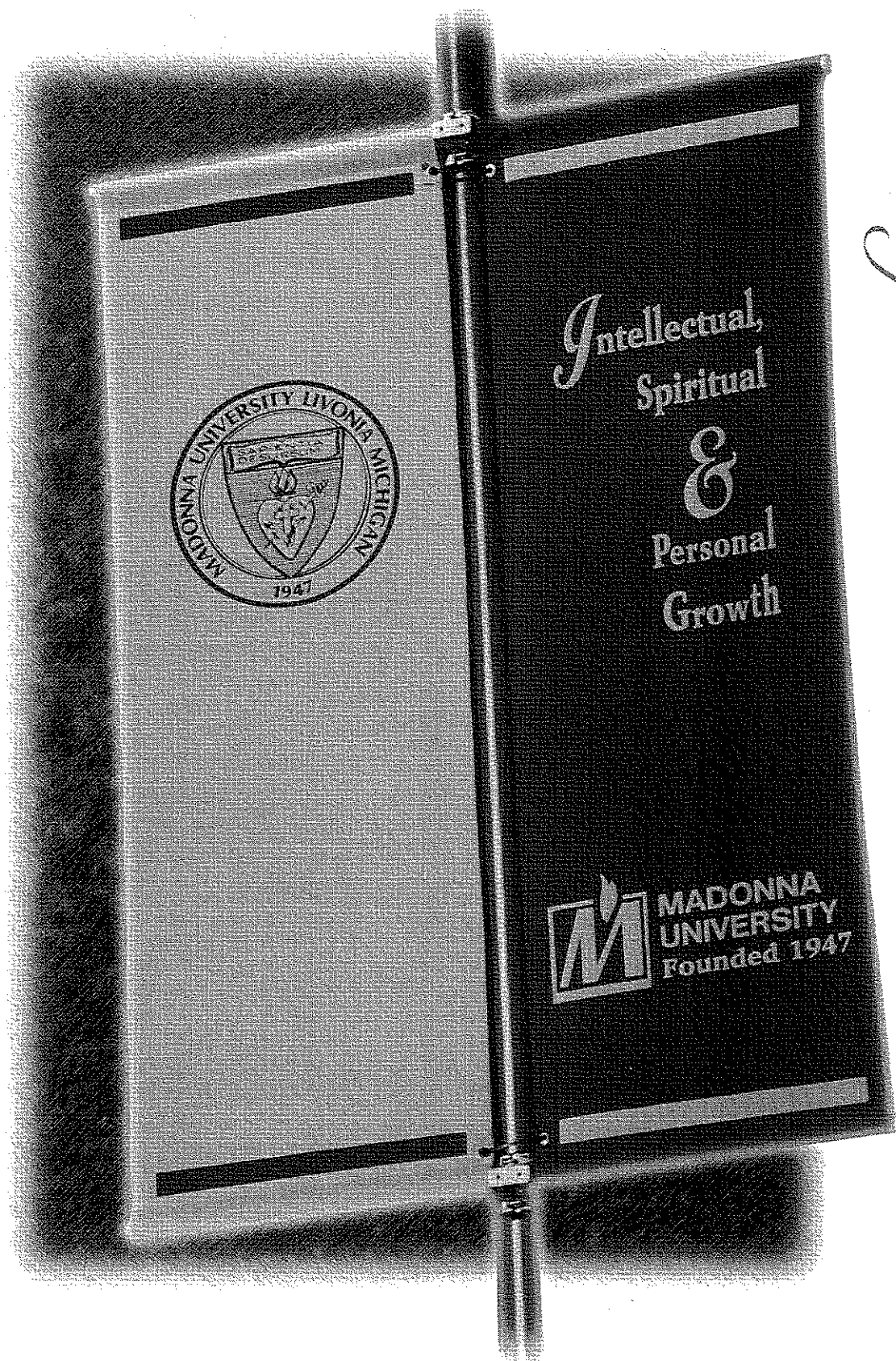
TERM II - WINTER

	2000-2001	2001-2002	2002-2003
Faculty Conference	Jan. 12	Jan. 11	Jan. 10
Final Registration	Jan. 5	Jan. 4	Jan. 3
Classes Begin	Jan. 8	Jan. 7	Jan. 6
Add-Drop Period	Jan. 8-13	Jan. 7-12	Jan. 6-11
Filing Deadline: Application for Graduation Spring/SummerTerm - July	Jan. 31	Jan. 31	Jan. 31
Comprehensive Examinations: Winter Term	Feb. 3	Feb. 2	Feb. 1
Final Date: Election S Grade	Mar. 2	Mar. 1	Feb. 28
Mail/Fax-In Registration	Feb. 26-Mar. 13	Feb. 25-Mar. 12	Feb. 24-Mar. 11
Spring Vacation	Mar. 5-10	Mar. 4-9	Mar. 3-8
Final Date: Withdrawal from Courses	Mar. 30	Mar. 29	Mar. 28
In Person/Open Registration: Spring/Summer Term	Mar. 19-May 4	Mar. 18-May 3	Mar. 17-May 2
*Easter Recess	Apr. 13-15	Mar. 29-31	Mar. 18-20
Final Examinations	Apr. 23-Apr. 28	Apr. 22-27	Apr. 21-26
End of Winter Term	Apr. 28	Apr. 27	Apr. 26
Grades Due by 12:00 noon	May 1	Apr. 30	Apr. 29
Commencement	May 5	May 4	May 3
Mail/Fax-In Registration: Fall Term	Apr. 9-May 4	Apr. 8-May 3	Apr.7-May 2
In Person/Open Registration: Fall Term	May 14-Aug. 31	May 13-Aug. 30	May 12-Aug. 29
*Easter Recess begins at 4:00 p.m. on the Thursday before Easter.			
**Thanksgiving Recess begins at 4:00 p.m. on Wednesday before Thanksgiving.			

TERM III - SPRING-SUMMER

	2000-2001	2001-2002	2002-2003
Final Registration	May 4	May 3	May 2
Classes Begin	May 7	May 6	May 5
Filing Deadline: Application for Graduation FallTerm - Dec.	May 31	May 31	May 30
Add-Drop Period	See Tuition and Fees Section		
Final Date: Withdrawal from Courses	No later than 2/3 of Complete Course Work		
Memorial Day-No Classes	May 28	May 27	May 26
Comprehensive Examinations: Spring Summer Term	June 2	June 1	May 31
Independence Day - No Classes	July 4	July 4	July 4
Final Examinations	Last Class Session		
End of Spring Summer Term	July 28	July 27	July 26
Grades Due by 12:00 noon	July 31	July 30	July 29

University Overview



MADONNA UNIVERSITY

Mission Statement

The mission of Madonna University, a Catholic and Franciscan institution, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within the Catholic tradition.

Foundational Values of Our Mission

The Catholic Tradition

Madonna University, founded and sponsored by the Felician Sisters of Livonia, Michigan, maintains fidelity to the teaching authority of the Catholic Church through its academic curriculum, promotes an appreciation and openness for other religious traditions, and encourages an atmosphere of respect and sensitivity to all persons. The faith environment is one that fosters the search for unity, the spirit of ecumenism and interreligious dialogue and intellectual freedom.

Through undergraduate, graduate, and continuing professional study, Madonna University strives to provide men and women with:

- the opportunities for intellectual, spiritual and personal growth;
- inspiration and light of the Christian message;
- capacity to examine and evaluate values and norms of modern society and culture in a Christian perspective in order to give full meaning to human life;
- the courage to witness God's unconditional love to the world through pursuit of truth, the promotion of social justice and commitment to service.

The Franciscan Ideal

The Madonna University Community is committed to support and maintain an educational environment which is in harmony with the teachings of Jesus Christ as exemplified in the life of St. Francis of Assisi. These precepts encourage a "conversion of heart" away from selfish worldliness toward a Christ-centered vision of creation and decision-making. The mission of the University receives its spirit from such Franciscan ideals as:

- a reverence for the dignity of each person;
- a love of God translated into assisting all people, especially the poor, minority groups, and individuals challenged with disabilities;
- an appreciation of nature and all creation; and
- a desire to advance the arts and sciences and to develop the intellect so as to render service to humanity.

Christian Humanistic Values

Christian humanism, developing from the Judeo-Christian tradition of respect for life, supports the belief that a Higher Being judges and redeems life, thereby encouraging men and women to define their relationship with their brothers and sisters across the globe and toward history itself. This philosophy recognizes the innate dignity of each person and the capacity and freedom of will to develop one's physical, social, psychological, and spiritual well-being to the fullest.

Madonna University seeks to provide an educational setting in which students and faculty, and staff alike can:

- pursue Christian humanistic endeavors, including appreciation of the cultural heritage of the world's peoples;
- engage in opportunities of international exchange;
- cultivate a responsibility for lifelong learning;
- develop a sensitivity to human feelings and the expression of talents;
- deepen one's respect for the diversity among peoples;
- collaborate with others on behalf of human development, of understanding among cultures, and in the protection of nature with an awareness of global ecological interdependence;
- respond in social conscience to the needs of society.

Liberal Arts with Career Preparation

Madonna University believes in the enduring values of the liberal arts, with its curriculum based on history, culture and traditions as the foundation for the critical and creative thinking, decision-making and higher literacy required as preparation for responsible careers in a contemporary work environment.

Programs of study are designed:

- to be intellectually challenging;
- to foster independent learning;
- to cultivate new knowledge through study, research, dialogue, analysis and synthesis;
- to instill the sense of global awareness; and
- to eliminate ignorance, fear, injustice and prejudice.

Academic Goals and Competencies

Madonna University aims to educate students to become the embodiment of its mission through the attainment of defined goals and competencies.

The University community envisions the MADONNA UNIVERSITY GRADUATE to be a person who achieves the following goals:

1. **Communication** - Develop effective communication skills.
2. **Religious Values** - Achieve an understanding of religious and moral dimensions of human experience.
3. **Cultural Traditions** - Develop an understanding of and responsiveness to the aesthetic, emotive, and intellectual expressions of human concerns through the Humanities and Arts.
4. **Scientific Inquiry** - Achieve an understanding of modern concepts of science, computer technology and mathematics and the relationship between scientific and technological realities in contemporary life.
5. **Personal and Social Environment** - Develop an understanding of the ways in which individuals perceive, experience and behave in their personal and social environment.
6. **World Citizenship** - Develop a facility for international and national citizenship skills.
7. **Personal and Professional Development** - Achieve individual educational goals for personal enrichment and/or career development.
8. **Significant Content Knowledge** - Master a significant body of content knowledge.

THE UNIVERSITY

Madonna University History

Madonna University is proud of its commitment to quality liberal arts education and its history of public service. Founded by the Felician Sisters of Livonia as Presentation Junior College in 1937, it was renamed Madonna College in 1947 and incorporated as a baccalaureate institution. It became coeducational in 1972, initiated its first graduate programs in 1982, and achieved University status in 1991. Celebrating over 50 years of academic excellence, Madonna University maintains its tradition as an independent Catholic Franciscan University. A pioneer in opening its doors to both older and younger adults with varied economic, religious, social and cultural backgrounds, the University remains committed to its belief in the spiritual, educational and service-oriented mission...education for truth, goodness and service.

The University Campus

The wooded forty-nine acre campus of Madonna University is located in Livonia, Michigan, a suburb on the western perimeter of metropolitan Detroit. The campus faces Schoolcraft Road and the Jeffries (I-96) Freeway (Exit 173 at Levan or Newburgh Road), with easy access to downtown Detroit, the Detroit Metropolitan Airport, Ann Arbor, and important state highways. The University has expanded its facilities to include the DiPonio and Maertens Buildings located at the northeast corner of Schoolcraft and Levan Roads.

The Academic Building accommodates a variety of purposes from administrative offices and the University bookstore to classrooms and laboratories. The University remains committed to advanced technology on its campus, increasing the depth and breadth of knowledge available in the classrooms and in both the local and global society. In addition to face-to-face classroom instruction, course offerings use a blend of technologies to reach students at off-campus sites, at work or at home using on-line courses, e-mail, web board, telecourses, audio tapes, video tapes, or interactive (two-way) television. As a result of the classroom upgrade plan, Madonna has a newly constructed computer classroom and other technology rich classrooms with recording facilities, two-way live interactive television, and satellite video conferencing capabilities.

The Angelo DiPonio Building, which was acquired by Madonna University through a \$1.2 million donation from the Angelo and Margaret DiPonio Foundation, houses the College of Nursing and Health. It contains the Ray A. and Jean S. Shapero Nursing Demonstration Center and the Helene Fuld Computer Assisted Instruction Center, faculty offices and classrooms.

The Maertens Building was acquired through the donation of \$1 million by John and Elizabeth A. (DeSeranno) Stevens and Aline DeSeranno in memory of Aline's father. The 12,000-square-foot building houses the University's School of Business, the College of Continuing and Professional Studies, the Outreach Office, faculty offices and classrooms.

The Academic Computer Services provides IBM-compatible Pentium computers on a Novell network, in a well-appointed Lab environment. Laser printers are shared throughout the lab. Windows 95-based computer applications and programming languages are provided in support of curriculum requirements for computer technology at Madonna. An IBM AS/400 computer system is also available for students in programming courses.

Along with applications such as MS Office 97, Corel WordPerfect, MS Project 98, SPSS, and many others, the Internet is available to all students in the Lab through Netscape browser software. Every student at Madonna may be issued an e-mail ID which provides world-wide communication via the Internet mail system.

The Lab is available to walk-in students for homework assignments and is used by faculty and their classes with a reservation. It is open during posted day and evening hours Monday through Saturday during Spring Summer semester, and Monday through Sunday during Fall and Winter semesters. Assistance is provided by student and University staff.

The Activities Center, attached to the academic building, seats 600 spectators and provides facilities for sports activities, stage productions, convocations, and lectures. The Madonna University Athletic department has grown to a seven sport program recognized by the National Association of Intercollegiate Athletics (NAIA) and competes as a member of the Wolverine-Hoosier Athletic Conference (WHAC).

The Career Services Office provides assistance to students seeking work experience, part-time or full-time employment, on-campus student employment and career counseling, testing and advising. Co-op students gain academic credit and paid job experience directly related to their field of study. Annually, over 100 employers participate in the co-op program, giving students a head start in their careers.

Students and alumni may also participate in job fairs, the resume referral service and workshops in resume writing, job search techniques and interviewing. Individuals seeking assistance in developing their career plans may meet with a counselor and utilize SIGIPLUS, an interactive computer career guidance system that facilitates self assessment.

The Center for International Studies (CIS) was established in 1991. The Director and staff maintain the Center as a clearinghouse for all international education programs. The focus of the Center is to promote and facilitate a wide range of study, work and travel abroad opportunities for both students and faculty, as well as to assist in the recruitment of and services for students coming from abroad. In addition, the Center offers, through selected departmental courses of the University, a Certificate of Achievement in International Studies designed so that all students, regardless of major, can add it to their credentials without adding appreciably to the number of courses required for graduation.

The Center for Personalized Instruction (CPI) is located in the educational development wing. The CPI is a university-wide tutorial program, designated for all students. Services include basic skills programs, one-on-one or group tutoring in specific and general subjects, supplemental instruction in designated classes, and print and video resources. The CPI houses the federally funded TRIO Program.

The Madonna Center for Academic Writing (MaCAW) is a computerized writing center with 24 Macintosh computers, along with several printers and scanners, that supports the work of classes and individual students as they accomplish academic and creative writing across the curriculum. The MaCAW features many software programs that support writing, such as Microsoft Word, PageMaker, EndNote, PageMill and others. The MaCAW also provides Internet access and translation

software between the Macintosh and IBM environments. A friendly and knowledgeable staff can provide help with computer applications. English teacher-consultants can provide help with writing in progress. A complete list of software, along with operating hours, is available at the MaCAW.

The Learning Center is the site for a reading-writing program for pupils in grades 1 - 12 in the surrounding communities, who are experiencing difficulties in the reading/writing process. Student-teachers, in a tutorial setting, provide authentic learning experiences to assist the pupils in becoming independent readers and writers. The Learning Center is located in the Educational Development Center in the northwest wing of the Academic Building.

The Center for Research coordinates Human Subject reviews, and provides consultation for research, data analysis and student assessment to faculty, staff, and students.

The Library, built in 1984, is a focal point for the academic life of the campus. Housing more than 160,000 books and other print and nonprint materials, the library provides comfortable study and reading areas, in addition to group study and conference rooms.

The library implemented a fully-automated library management system in 1990, which enables patrons to search the catalog on-line through public access terminals. The complete data-base contains all library holdings, including serials, and allows keyword searching with Boolean operators in addition to standard bibliographic searches. The library enhances its resources by subscribing to an array of electronic database collections such as First Search, Info Trac, Proquest, and Wilson Web, which have partial-full text capabilities. It participates in the Southeastern Michigan League of Libraries Infopass system as well as maintains reciprocal borrowing agreements with several area academic libraries. The library can assist students in finding books, abstracts, monographs, articles, research and technical reports, not held at the Madonna Library. Through such consortial arrangements students can take advantage of the extensive research and library resources in the Detroit-Ann Arbor area. Other library resources include card operated photocopiers, as well as microfilm and microfiche readers.

The library's ethnic heritage study alcoves contain a variety of artifacts relating to the cultural backgrounds of Madonna University's multiethnic student body. The library wing also houses the University Archives and Kresge Hall, a 300-seat auditorium for special events.

Media Services

The Media Services department assists faculty and students in the effective use of media for teaching and learning through classroom support and assistance from media specialists in the preparation of media for presentation or instruction. Services and facilities include a TV Studio, editing, satellite video conferences, cable TV, video library, telecourse tapes for at-home viewing, distance learning and interactive television classroom where courses are offered through two-way video to off campus sites. "Madonna Magazine," a regionally syndicated public service program, is produced and crewed by television and video communication students and watched by 40,000 people in metro Detroit. Media Services has daytime, evening and Saturday hours.

The Office of Multicultural Affairs provides a variety of support services for students, staff and faculty. Its primary purpose is to foster an appreciation of diversity within our society, University, and the general community in addition to advocating for the special needs of students of color. It is OMA's belief that a true appreciation of multiculturalism and diversity benefits society, students, and University personnel. Thus, all activities are open to **all** members of the University. In addition, community members are often invited to OMA activities. The OMA works closely with other University departments and offices in promoting and providing activities.

Activities are essentially outlined into two categories: 1)efforts aimed at recruitment and retention of students and; 2)multicultural/diversity awareness activities. Recruitment and retention efforts include, but are not limited to; special skills workshops e.g. research, student leadership, scholarship research etc. Multicultural forums, faculty roundtable discussion groups, cultural activities, faculty and staff training, among other related activities, round out the OMA's programming.

The University Center/Residence Hall, renovated in 2000, houses 250 men and women in separate wings. The newly refurbished building includes gathering areas on each floor, attractive suite areas, and enlarged kitchenettes. In addition to computer connections, cable TV and telephones in each room, twenty rooms are now equipped with emergency lighting systems for the hard of hearing. Through the year, the dorm lounges, the commons, and the spacious dining halls are centers for gatherings, dances, speaking events, and workshops, as well as student government and club meetings. The roof-covered patio and the upper and lower terraces afford a view of the tree-lined pond and landscape.

All of the Madonna University buildings are accessible according to ADA standards. Closed captioned televisions, teletypewriter access, and telephone boosters are available to hard of hearing students.

University Advancement

In meeting the demands of its educational trust, Madonna University conducts ongoing development and public relations programs which seek to communicate the Madonna University mission and to encourage financial support for University resources especially for operations, scholarships, professorships and capital improvements. Financial assistance in the form of gifts and grants from donors enables the University to keep tuition at a reasonable level and, at the same time, to implement innovative programs and improve facilities. Gifts may be made in a number of ways: cash, stocks and bonds, bequests, annuities, trust funds, property, life insurance and others. Gifts are tax deductible and also qualify for a Michigan tax credit. All gifts should be forwarded to the Advancement Department.

Assessment, Accreditation, Approvals and Quality Standards

Madonna University is committed to the highest quality standards for Higher Education. The University uses its own measures of quality as well as standards required by professional and accrediting organizations. Many organizations review the curriculum and facilities, instruction and administration, and the results of student outcomes as part of the approval and accreditation process. The University has

designed a comprehensive assessment plan that measures and reports on student achievement as part of this process. Approval by accrediting agencies and professional organizations exist at international, national, regional and state levels. These organizations have varying cycles of review that can be anywhere from one to ten years. The following is a list of approvals and accreditation:

American Bar Association, 1984, 1990, 1994, 2000

American Dietetic Association Approvals

Plan IV, 1977, 1982

Didactic Program, 1990, 1995

American Dietetic Association Accreditation, 2000

(Council on Accreditation for Dietetics Education, The American Dietetic Association, 216 W. Jackson Blvd., Chicago, IL 60606-6995. 1-800-877-1600).

Council on Social Work Education, 1982, 1988, 1995

Michigan Board of Education:

Approval of four-year degrees, 1947

Teacher certifications, 1954, 1969, 1996

Vocational certification and authorization, 1969, 1974, 1996

Learning disabilities certification, 1974, 1999

Reading, 1977, 1996

Master of Science in Administration, 1982, 1996

Computer Science, 1984, 1996

Master of Science in Nursing, 1987

Michigan Board of Nursing, 1967

North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; 1959, 1968, 1978, 1982 (Graduate Studies), 1988, 1998

National Council for Accreditation of Teacher Education, 1972, 1981, 1992, 1996

National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 3rd Floor, New York, NY 10006; Phone: (800) 669-1656, ext. 153, 1970, 1978, 1984, 1993, 1999

NOTE: Accreditation materials are available for review in the Madonna University Library.

Selected Memberships

Academy of Certified Social Workers

Academy of Criminal Justice Sciences

American Alliance for Health, Physical Education, Recreation and Dance

American Assembly of Collegiate Schools of Business

American Association of Colleges of Nursing

American Association of Colleges for Teacher Education

American Association of Collegiate Registrars and Admissions Officers

Association for Counseling & Development

American Association for Higher Education

American Association for Paralegal Education

American Association for Physics Teachers

American Conference of Academic Deans

American Correctional Association

American Council on Education

American Diabetes Association

American Dietetic Association

American Educational Research Association

American Folklore Society

American Home Economics Association

American Library Association

American Personnel and Guidance Association

American Physics Society

American Society on Aging

American Society of Allied Health Professions

American Society for Industrial Security

American Sociological Association

Archdiocese of Detroit Catholic Campus Ministry

Association of American Colleges and Universities

Association for Business Communication

Association of Catholic Colleges and Universities

Association of College and University Telecommunication Administrators

Association of Colleges and Research Librarians

Association of Departments of English

Association for Gerontology in Higher Education

Association on Handicapped Student Service Programs in Post Secondary Education

Association for Systems Management

Association of Governing Boards of Universities and Colleges

Association of Independent Colleges and Universities of Michigan

Association of Independent Liberal Arts Colleges for Teacher Education

Association for Supervision and Curriculum Development

Association for Quality & Participation (AQP)

Career Educational Association

Catholic Library Association

College Art Association

College Composition and Communication

College Placement Council

College Sports Information Directors Association

College and University Personnel Association

Comparative and International Education Society

Conference of Interpreter Trainers

Consortium of College and University Media Centers

Consortium for Computing in Small Colleges

Cooperative Education Association

Council for Adult and Experiential Learning

Council for Exceptional Children

Council of Independent Colleges

Council for Liberal Learning

Council on Social Work Education

Council of Undergraduate Psychology Programs

C.R.E.A.D., The Inter-American Distance Education Consortium

Detroit Area Consortium of Catholic Colleges

Educational Teleconsortium of Michigan

Faculty Exchange Center

Fashion Group

Fuld Institute for Technology in Nursing Education
 Gerontological Society of America
 Greater Detroit Chamber of Commerce
 Historical Society of Michigan
 Institute of Food Technology
 Institute for International Education
 International Association of Business Communicators
 International Association of Chiefs of Police
 International Reading Association
 International TESOL (Teachers of English to Speakers of Other Languages)
 Learning Disabilities Association
 Legal Assistants Association of Michigan
 Livonia Chamber of Commerce
 Michigan Academy of Science, Arts, and Letters
 Michigan Association of Baccalaureate Social Work Programs
 Michigan Association of Chiefs of Police
 Michigan Association of College Admissions Counselors
 Michigan Association of Colleges of Nursing
 Michigan Association of Collegiate Registrars and Admissions Officers
 Michigan Association of Colleges for Teacher Education
 Michigan Association for Health, Physical Education and Recreation
 Michigan Association of Social Workers in Health Care
 Michigan Association of Teachers of English
 Michigan Campus Compact
 Michigan Catholic Campus Ministry Association
 Michigan Catholic Guidance Council
 Michigan College English Association
 Michigan College and University Placement Association
 Michigan Colleges Foundation
 Michigan Collegiate Telecommunication Association
 Michigan Committee for Jobs and Energy
 Michigan Computer Users for Learning
 Michigan Consortium on Substance Abuse Education
 Michigan Council on Human Service Education
 Michigan Criminal Justice Educators Association
 Michigan Developmental Education Consortium
 Michigan Dietetic Association
 Michigan Home Economics Association
 Michigan Honors Association
 Michigan Intramural Recreational Sports Association
 Michigan Library Association
 Michigan Library Consortium
 Michigan Music Teachers' Association
 Michigan Registry of Interpreters for the Deaf
 Michigan Society of Gerontology
 Michigan Student Financial Aid Association
 Michigan Teachers of English to Speakers of Other Languages
 Michigan Teachers' National Association
 Michigan Women's Studies Association
 Michigan Writing Centers Association
 Mid-America Association of Education Opportunity Program Personnel
 Midwest Alliance for Nursing
 Midwest Archives Conference
 Midwest Association of Graduate Schools
 Midwest Association of Student Financial Aid Administrators
 Midwest College Art Association
 Midwest Consortium for Study Abroad (MCSA)
 Midwest Modern Language Association of America
 Modern Language Association of America
 NAFSA: Association of International Educators
 National Academic Advising Association
 National Academy of Television Arts and Sciences
 National Association of College Directors of Athletics
 National Association of College Marketing Administrators
 National Association of College and University Attorneys
 National Association of College and University Business Officers
 National Association of the Deaf
 National Association for the Education of Young Children
 National Association of Educators for Vocational Home Economics
 National Association of Independent Colleges and Universities
 National Association of Intercollegiate Athletics
 National Association of Legal Assistants
 National Association of Social Work
 National Association of Student Financial Aid Administrators
 National Catholic Office of the Deaf
 National Commission for Cooperative Education
 National Council on the Aging
 National Council of Educational Opportunity Associations
 National Council of Family Relations
 National Council of International Studies Program Administrators (NCISPA)
 National Council of Senior Citizens
 National Council of Teachers of English
 National Council of Teachers of Mathematics
 National Fire Protection Association
 On-Line Audiovisual Cataloguers
 Optical Society of America
 Senior Coordinating Agency Network
 Sign Language Instructors Guidance Network
 Society of American Archivists
 Society for Nutrition Education
 Society for Technical Communication
 Southeastern Michigan Television Education Consortium
 Television Licensing Center
 University Continuing Education Association

ACADEMIC OPTIONS

Madonna University students may select certificate, associate's or baccalaureate programs in over 50 different majors. In addition to the traditional academic program, Madonna University offers a variety of nontraditional options that create special opportunities for students. (Eighteen master's degree programs are also available. See Graduate Studies Bulletin.)

The University Year: Flexible Scheduling

Madonna University has a three-term calendar, which enables some students to complete a bachelor's degree in three years.

Term I, Fall: 15 weeks, September through December

Term II, Winter: 15 weeks, January through April

Term III, Spring/Summer: 12 weeks, May through July
6 weeks (May through June)
6 weeks (June through July)

Students may attend morning, afternoon, evening or Saturday classes. Most classes are scheduled according to the following time blocks.

Weekday Classes	Saturday Classes
8 a.m.-Noon	9 a.m.-Noon
1-4 p.m.	1-4 p.m.
4-7 p.m.	and alternative
7-10 p.m.	scheduling

Weekend seminars, workshops and institutes offer additional learning opportunities.

Advanced Placement

Madonna University is a participant in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Under this program, a high school student who earns a grade of 3, 4 or 5 on an Advanced Placement Examination automatically receives college credit in the area of his or her proficiency.

Advanced Placement scores and college credits are recorded on the student's transcript. Applicants who seek advanced placement should have examination results sent to the Director of Admissions.

Career Education

Madonna University's Career Services Office offers substantial individual assessment and short seminars and workshops which prepare students for the work world and which assist the student in integrating a liberal education with career goals. A full description of these services can be found in the Student Support Services section.

Catholic College Consortium

Madonna University is a member of the Detroit Area Catholic Higher Education Consortium. Together with Madonna University, Marygrove College, Sacred Heart Major Seminary, St. Mary's College of Orchard Lake, and the University of Detroit Mercy are participating institutions.

To be eligible for consortium registration in any given term a full-time student must be registered for a minimum of 8 semester hours at Madonna University.

Part-time students must be to registered for a minimum of 6 semester hours, at least 3 of which must be at Madonna University. The student registers with Madonna University's Registrar and with the Registrar of the consortium college.

Tuition is paid to Madonna University. For exact procedures, see the University Policies section.

Certificate of Achievement

A certificate of achievement is awarded in specified areas to admitted Madonna University students who earn 30 semester hours in a planned program of study, including ENG 101, with a grade point average of 2.0 (C) or better.

Certificate of Completion

A certificate of completion is awarded to admitted Madonna University students who successfully complete an approved program of study (9-29 s.h.) at Madonna University with a grade of C or better in each course.

Continuing Education Units

Each term Madonna University offers a wide variety of opportunities for life-long learners seeking to advance or change their present careers. Long and short courses for Continuing Education Units (CEUs) are offered in the areas of health and human services, business and management, computers, and personal enrichment.

Continuing Education Units are a nationally recognized form of measurement which may be used as evidence of increased performance capabilities and personal interest, but not as college credit. One CEU equals ten instructional hours. Registration and scheduling are coordinated by the College of Continuing and Professional Studies, and sponsoring departments. Continuing Education Units may not be converted at a later date to academic credit.

Cooperative Education (Co-op)

A Madonna University student can earn university credit for work related to the student's plan of study. Cooperative education credit is approved by the faculty member who supervises, evaluates and grades the student's performance. Students may also integrate a cooperative work experience with a course that calls for field experience, practicum, internship or seminar.

The following majors require cooperative education coursework: journalism and public relations, occupational safety, health/fire science, computer science, merchandising management, computer information systems and international business, music management and television and video communications.

Madonna University's Career Services Office coordinates the student placement in area business, industry, government and service agencies. Application deadlines are:

Term I, Fall: June 1st

Term II, Winter: October 1st

Term III, Spring/Summer: February 1st

For additional information on work-study options, see the Academic Policies section.

Degree Programs

Madonna University offers programs leading to certificates of achievement; associate's, baccalaureate and master's degrees; certificates of completion; and post-baccalaureate certificates. As part of their bachelor's degree, students may earn an academic minor, which consists of a planned program of study in an academic field ranging from 20 to 32 semester hours in length. Only courses with grades of C or higher may apply toward a minor. Some major

programs require that students complete a particular minor to fulfill degree requirements. (See individual plans of study). Madonna University follows a career ladder approach to course and degree work. Credits earned for the associate degree also apply toward the baccalaureate degree. For master degree programs, see the Madonna University Graduate Bulletin.

Distance Learning

Distance learning at Madonna University consists of a variety of instructional delivery alternatives to provide learning that is convenient, flexible and accommodating to the student's busy lifestyle and job requirements. Course offerings use a blend of technologies to reach students at off-campus sites, at work or at home using online courses, e-mail, WebBoard, telecourses, audio tapes, videotapes, satellite video conferences or interactive (two-way) television.

Courses may consist of on or more face-to-face sessions with the remainder of the semester being conducted through technologies such as e-mail or WebBoard, an online conferencing too that allows participants to share information. A telecourse is an educational package which may include video programs, audio tapes, e-mail, a study guide, textbook, and some on-campus sessions with an instructor. Videotapes for telecourses are provided to the student for home viewing. Madonna University has an interactive television classroom that allow two-way video and audio communication between the teacher and students on campus and at off campus sites. Students who register for distance learning options should be self-disciplined learners. Library services are available to distance learning students.

Guest Students

Madonna University uses the Michigan Uniform Undergraduate Guest application. This assists visiting students in earning credits to be applied toward a program at their home institution. Madonna University students in good academic standing may secure a guest pass to take a course at another institution only when the course is not taught that academic year at Madonna University and when waiting an additional year would cause severe inconvenience. Students beyond sophomore standing may not earn credit in two-year institutions for transfer to Madonna University. Students must have written approval from their advisor and the Registrar to obtain a Michigan Uniform Undergraduate Guest Pass before registering for a course at another institution. Courses which have been taken at Madonna University cannot be repeated at another institution for transfer credit. The guest pass is good for only one term. A grade of C or better will transfer (credit only, no honor points).

If admitted students take classes at another institution but fail to secure the necessary approval or authorization, the credits taken at the other institution will not apply to the Madonna University degree unless the student is re-admitted to the University. Financial Aid may not cover courses taken at other institutions.

Independent Study

Independent study provides the opportunity for in-depth study of a subject which is of particular interest to the student beyond what is offered within the University's curriculum of formal courses. Students may earn credit for independent study with the approval of a faculty member, the department chairperson, and dean of the school or college in which the credit is awarded. Normal registration procedures apply.

Prior Learning

The main objective of the Prior Learning Program (PLP) is to facilitate the transfer into college credit the learning acquired through life learning and experiences. A student applying for Prior Learning credit needs to correlate such learning with college courses, and have that evaluated in one of a variety of ways. Among these are: University approved standardized tests (CLEP and NLN), Armed Services Evaluations (for education in military services), University Department Challenge Tests (e.g., CIS 2250 and 2380), video (for musical/theatrical performances), interview, product, and portfolio. The method of evaluation is decided by the department faculty evaluator in consultation with the student. For additional information on Prior Learning Credits consult the University Policies section of this bulletin, or the Office of Prior Learning (PLP).

Second Baccalaureate Degree

Students with a baccalaureate degree may pursue a second degree by completing (1) the general education religious studies requirement and (2) the requirements of the second major, including required support courses. At least 30 semester hours must be earned at Madonna University, which may include electives if necessary.

No courses used in the major of the first degree may be used in developing the major of the second degree. However, any other courses, including courses used in a minor posted with the first degree, may be so used. It is acceptable to use courses from the first degree major in the role of required support courses for the second degree major.

Madonna University students may earn two baccalaureate degrees simultaneously provided they have completed all of the requirements for both majors without duplication, as described in the preceding paragraph, and have completed a minimum of 150 semester hours.

Study/Work/Travel Abroad

Madonna University promotes the expansion of international education through curricular development, through international exchange programs and the active recruitment of international students, and through study, work, and travel abroad opportunities for Madonna students. The University has a number of existing affiliations with universities in Austria, Belgium, Great Britain, Italy, Japan, Mexico, Poland, and Taiwan, as well as a resource library of programs throughout the United States. Students interested in these and other study, work, and travel abroad opportunities should contact the Center for International Studies or the Office of the Vice President for Academic Affairs.

Weekend Pathways

Weekend Pathways offers a unique alternative to the typical weekend college by allowing students to finish selected certificate, bachelor's, and master's degrees by enrolling in a combination of weekend classes, telecourses, and online courses, as well as submitting a portfolio for credit for prior learning. All classes required for specified programs are delivered through Weekend Pathways, including General Education requirements. In keeping with the mission of Madonna University, the program also offers opportunities for spiritual growth in addition to academic study through interaction with peers, lectures, retreats, communal prayer, and other activities that promote spiritual and personal development. Contact the College of Continuing and Professional Studies for more information.

ADMISSIONS

Madonna University welcomes students of various ages and economic, cultural, experiential and religious backgrounds. Admission is granted to all qualified applicants who can attain their educational goals within the philosophy and academic framework of the University.

Prospective students are expected to possess the integrity, interest and talents that will enable them to contribute to and benefit from the life and programs of the University.

Application Procedure

1. Submit a complete application for admission and the nonrefundable admission fee (currently waived). High school students may submit applications as early as their junior year.
2. Arrange to have the following documents sent directly to the Admissions Office:

First-Time University Applicants:

- Official high school transcript or General Education Development (GED) test results.
- Written or typed essay (suggested minimum 250 words) describing why one feels he/she would be successful at Madonna University and explain, if necessary, any unusual circumstances which affected prior academic performance.
- ACT College Report indicating results of the ACT or Enhanced ACT Assessment for all current high school students or recent high school graduates. Madonna University must be the direct recipient of this report. The ACT code number for Madonna University is 2022. Scholastic Aptitude Test (SAT) or other results are optional.

Transfer Applicants:

- Official high school transcript, or the equivalent, must be submitted by all applicants seeking an associate or bachelor degree.
- Official transcript(s) from the college(s) attended.
- If fewer than 30 semester hours of transferable credits from regionally accredited institutions, an essay as described above.

The University reserves the right to request additional personal information and evidence of academic proficiency. Specific programs and departments within the University may require additional documentation.

Notification of Admission

Applicants can expect to receive written notification of their admission status within a period of two weeks following receipt of the required application documents by the Admissions Office. Exceptions to this practice involve those programs of limited access, which may, in some cases, result in a delay of notification. Following notification of University admission, students are required to meet with their designated advisor to design a plan of study. Students must meet the requirements of the Bulletin in effect at the term for which they are formally admitted or readmitted.

Regular Admission

Regular admission status is granted to:

- Students attending college for the first time within 2 years of high school graduation who have a minimum grade point average of 2.75 and an ACT standard composite score of 20 or higher.
- Transfer students must be in good academic and personal standing at prior institutions with a minimum grade point average of 2.0 on a 4.0 scale while having completed two-thirds of all courses attempted.

Specific programs and departments within the University may have higher and/or additional requirements for admission into that program or department. Students should consult the Plans of Study portion of this Bulletin for further information. Additional assistance can be obtained through the student's faculty advisor.

Provisional Admission

Provisional admission is offered to those applicants whose credentials may not satisfy the above criteria but whose maturity and seriousness of purpose indicate evidence of possible success. Students granted provisional admission:

- will be notified in the Admissions letter of the reason they were not granted regular admission;
- will be assigned a designated advisor and will be required to meet with the advisor before registration each term;
- will be required to comply with one or more of the following conditions:
 - a) report for testing (English, Mathematics and/or Reading) within 30 days from the date of admission
 - b) register for one or more specified courses (e.g., ENG 0990, MTH 0980) within the first year following admission
 - c) contact a specified office (e.g., ODR, CPI) within 30 days from the date of admission
- will have one calendar year to successfully complete specified courses, achieve "satisfactory academic progress" (as defined in the current bulletin) and, if successful, will be granted regular status.

Non-admitted Students/Non-degree Seeking Students

Non-admitted degree and/or credential seeking undergraduate and postdegree students complete a "Permit to Register" form and pay a \$20 processing fee. They receive an application form and are requested to complete the admission process within eight weeks. One additional permit is allowed for the next term of attendance for a second \$20 fee. Credits earned while attending as a nonadmitted student may or may not be applicable towards a degree at a later date.

Nondegree seeking students complete a "Permit to Register" form and pay a \$20 processing fee each term of their attendance. The "Permit to Register" will include a disclaimer: Credits earned while attending as a nondegree seeking student may or may not be applicable towards a degree at a later date.

Readmission

Students admitted to Madonna University who have not been in attendance for two years at the University or who have transferred meanwhile to another college are required to file an application for readmission. Baccalaureate graduates of Madonna University returning for additional study are not required to apply for readmission, but must reactivate their file with the Registrar's Office.

Students who are readmitted to the University must meet the degree requirements of the Bulletin which is in effect at the time of readmission. Credits earned in certain fields more than seven years prior to admission or readmission may not be valid as degree credits.

The files of applicants who are admitted for a specific term, but who do not register, are held in the Admissions Office for a period of two years following that term. After this period, nonregistered applicants must apply for readmission.

Incomplete files of nonregistered applicants are not kept beyond three years.

Readmission After Termination

A person who has been terminated and is seeking readmission is required to follow the normal admissions process (including application fee) and to provide documentation of activities during the dismissal period which supports the individual's readiness to resume an academic career at Madonna University. This process must be completed well in advance of the beginning of the term for which readmission is desired and no later than December 1, March 1, or July 1 for admission to the following term.

Early Admission of High School Students

High school students of superior ability who have completed their junior year may be admitted to the freshman class at Madonna University. However, recommendation from the high school principal must accompany such an application indicating that the student has a scholastic standing of 3.0 or better. A personal interview is required prior to admission.

Superior senior high school students may enroll in one or more lower division courses at Madonna University. It is thus possible for the student to earn university credits while concurrently completing high school graduation requirements.

Transfer Students

Students transferring to Madonna University from either a two-year or four-year institution must provide evidence that they are in good academic and personal standing at their previous colleges. For admission and scholarship consideration, all credits and honor points will be averaged to determine a transfer GPA. Credits and GPAs will be listed on the Transfer Credit Evaluation Form along with a notation of the actual number of hours accepted by Madonna University. Only those courses completed at a regionally accredited institution with a grade of C (2.0) or better will be considered for transfer credit. Grades are not transferable.

Transfer students pursuing their first baccalaureate degree at Madonna University must complete the requirements for

General Education and the desired major. The last 30 semester hours of the 120 required for the bachelor degree must be earned at Madonna University including electives, if necessary.

Transfer students pursuing their second baccalaureate degree at Madonna University must complete the requirements for General Education and the desired major. They must earn at least 30 semester hours at Madonna University including electives, if necessary. Transfer students pursuing an associate degree at Madonna University must complete the requirements for General Education and the desired major. The last 15 semester hours of the 60 required for the associate's degree must be earned at Madonna University.

The University will consider accepting credits from degree-granting institutions listed in Accredited Institutions of Higher Learning published by the American Council on Education.

All requests for adjustments, additions, and corrections to the Transfer Credit Evaluation Form must be submitted in writing to the Admissions Office within the term following the student's admission to the University. A form for this purpose is available in the Admissions Office.

In addition, credit will not be granted at a later date for coursework completed at an institution not listed on a student's application for admission, nor will that credit be added if the student has cause to be re-admitted to the University. A student may be liable for dismissal if it comes to light that a prior academic history was omitted in order to gain admission.

Graduates with Associate's Degrees/Satisfying the MACRAO Transfer Agreement

Madonna University provides educational opportunities to graduates of community colleges who have earned associate's degrees and are interested in pursuing baccalaureate degrees.

Ordinarily, a student may not transfer more than 74 semester hours or the equivalent from a two-year college into a baccalaureate program at Madonna.

An Associate of Arts or Associate of Science degree from a community college is recognized as fulfilling the General Education requirements at Madonna University provided that the transfer courses conform with the MACRAO Agreement, and it is indicated on the student's transcript from the two-year institution that the student has satisfied the MACRAO Agreement.

If the transfer credits do not include courses in Religious Studies, the student is required to take six semester hours in Religious Studies for a baccalaureate degree in keeping with the philosophy of Madonna University.

Additionally, students who satisfy the MACRAO Agreement may still be required to fulfill additional baccalaureate general education requirements in the following areas:

Junior or Senior Level English Literature	4 s.h.
Biological Science, Physical Science, or	
Mathematics	3-4 s.h.
Computer Literacy	2-3 s.h.
Social Sciences	7 s.h.

Finally, no transfer credit will be granted for a course or courses in which grades lower than a C or 2.0 are earned.

Advanced Standing for Nontraditional Students

Madonna University believes that higher education should be available to persons throughout their lifetime and not just immediately after high school graduation. The University welcomes all persons who wish to return to study later in life, either on full-time or part-time schedules. Military personnel, civil service employees, management and supervisory personnel from business and industry, homemakers and personnel from allied health occupations may pursue degree programs appropriate to their lifetime interests. All applicants follow the regular admissions procedures.

Candidates from areas of specialization, e.g., law enforcement, fire protection and occupational safety, health and social work, may receive credit for on-the-job field experience and for related knowledge.

Each academic department determines the credit awarded for external study experience and professional training. A personal interview with the Prior Learning Director is required.

International Students/Non-Native Speakers of English

International students are encouraged to apply for admission to the University at least one semester before enrolling in classes. In addition to fulfilling the admission requirements previously listed, these students must submit:

1. A statement signed by the applicant's parent, guardian, or sponsor assuring full financial responsibility for the student;
2. Official results of the Test of English as a Foreign Language (TOEFL and TWE) or an equivalent English proficiency test such as MELAB.
3. Recommendations from two qualified persons.
4. Completed insurance application or proof of insurance.
5. Completed health record for those planning to live on campus.

In order to qualify for regular admission to the University, applicants who are non-native speakers of English must meet one of the following English language proficiency requirements:

TOEFL (Test of English as a Foreign Language): Score 540
and TWE (Test of Written English): Score 5

MELAB (Michigan English Language Assessment):
Score 80

ESL Assessment or Exemption given by Director of ESL
Program

Students who do not meet these standards may be admitted provisionally to the University, and are required to successfully complete the appropriate number of ESL courses as determined by individual placement testing. These ESL courses may be taken concurrently with other content courses if students score at the advanced level of the M. U. English placement test. All non-native speakers of English are welcome to elect ESL courses to sharpen their skills. For additional information refer to the policy for non-native speakers of English.

ESL courses are specifically designed to prepare students for the English proficiency necessary to complete their academic coursework. A number of these courses can be taken concurrently with content courses in the student's program of

study. ESL courses are credit bearing, and 9 s.h. at the 4000 level may apply towards the baccalaureate degree requirements. All ESL coursework is compiled in the students' GPA (grade point average). For additional information refer to the policy for non-native speakers of English.

Applicants to Madonna University who are graduates of a high school outside the United States must have academic preparation equivalent to that required for eligible U.S. high school graduates. Following notification of admission, the student must submit an advance enrollment deposit of \$2,500. The Director of Admissions will issue the I-20 following receipt of the deposit.

Additional policies relating to international students may be obtained from the International Student Handbook, available from the Center for International Studies.

Contractual Agreements

Madonna University has a number of contractual agreements with area institutions. Upon admission to Madonna University, students who have completed an approved program of study are able to obtain transfer credits which can be applied towards the requirements of specific majors within the University or, often, used as general electives within other programs of study. Specific guidelines and requirements vary. Interested students should consult the information below. Additional information can be obtained through the Admissions Office.

CDI Career Development Center: CDI (Control Data Institute) Career Development Center graduates of the computer programming and the computer technology programs are granted 30 semester hours of credit toward a bachelor of science degree with a major in computer information systems. (Selected courses may apply toward a computer science major.) These 30 semester hours will be recognized as the major concentration for the associate of science degree in computer technology. To complete the requirements for this degree, the student must complete an additional 30-32 semester hours in General Education at Madonna University.

Center for Banking Education (formerly the American Institute of Banking): Students may transfer a maximum of 30 credit hours with a grade of C or better from the Center for Banking Education as electives toward any major in the School of Business for a bachelor of science degree at Madonna University.

Cooperative Programs for Michigan Teacher Certification: Madonna University cooperates with Rochester College, William Tyndale College, and Baker College to recommend students enrolled in specific programs for Michigan teacher certification. Contact the College of Education for details.

EMS Provider Institute: Graduates of the EMS Provider Institute will be granted 10, 16 or 26 credit hours, depending upon their current state licensure as a Basic EMT, Advanced EMT or both. These credits may be applied towards the majors in Fire Science or Occupational Safety, Health & Fire Science, or as general electives towards another degree program at Madonna University. Credit will be transcribed after a student has successfully completed 12 semester hours at Madonna University.

Michigan Fire Fighters Training Council: Persons who have completed the programs offered through the Michigan Firefighters Training Council may request experiential learning credits through the Program Coordinator for Fire Science (FS)/Occupational Safety, Health, and Fire Science (OSF) in the Department of Physical and Applied Sciences. Credits to be awarded will be determined on an individual basis after the student has successfully completed 12 s.h. at Madonna University. These credits may apply toward degree completion in the Fire Science major, or in the Occupational Safety, Health, and Fire Science major.

Michigan Technical Institute: Graduates of the Michigan Technical Institute Computer/Data Processing Program, will be awarded a maximum of 30 semester hours of credit when they are admitted to Madonna University. Some of these credits will be recognized as satisfying requirements for a major in computer science or computer information systems. Other credits will be accepted as general electives. These credits will apply toward the requirements for the associate of science degree or the bachelor of science degree at Madonna University.

MoTech Automotive Education Center: MoTech students who have completed the program in Auto Collision Repair, Auto Mechanics, Electronics Technology, or Industrial Controls will be granted a maximum of 30 semester hours of credit towards an associate of applied science degree or a bachelor of applied science degree in either Auto Collision Repair, Auto Mechanics, Electronics Technology, or Industrial Controls, or as elective credit towards another degree program at Madonna University. MoTech students must successfully complete 12 semester hours at Madonna University in order to have credit transcribed.

National Education Center (National Institute of Technology): Graduates of the National Education Center who have completed the Electronics Technology program are granted 31-38 semester hours of credit. These credits will be recognized as the core for a major in electronics technology applied toward an associate's or bachelor's degree in applied science. Students interested in this degree should contact the College of Science & Mathematics. Graduates may also choose to have these credits apply toward other degrees. Credits will be transcribed after having successfully completed 12 semester hours at Madonna University.

New Horizons Computer Learning Centers: Madonna University grants prior learning credit for selected computer courses completed at New Horizons Computer Learning Centers. In addition, a cooperative arrangement allows students to enroll in New Horizons courses under the direction of a Madonna University faculty member. See the program descriptions for graphic design, computer information systems, and computer science for more information.

Specs Howard School of Broadcast Arts: Students who have completed Specs Howard School of Broadcast Arts program in Fundamentals of Practical Broadcasting Arts are granted up to 20 semester hours to be applied as the specialty area within the video communications major. Students apply to the English & Communication Arts department for the credit after having successfully completed 12 semester hours at Madonna University. **TUITION AND FEES**

Madonna University believes that higher education should be affordable to all who seek it. The following schedule is in effect for the Fall Term, 2000. Tuition rates are reviewed annually.

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Tuition Rates

U.S. Residents Per Semester Hour

Regular and Audit	\$234
Nursing.....	\$286
Graduate	\$288
Prior Learning.....	\$ 53
Testing Fee	\$ 25 per evaluation/exam

International Student Rate

Tuition for International Students on a temporary visa is 25 percent greater than the current regular tuition rates, excluding Credit by Examination. Students who obtain a Permanent Alien/Resident Card prior to the start of the term are exempt from the International Student Rates for the term, and so long as they maintain Permanent Alien/Resident status. No retroactive adjustment will be made for previous terms.

Fees

Madonna University reserves the right to change fees without advance notice. Inquiries relating to fees should be referred to the Student Accounts Department in writing or by calling (734) 432-5600.

General Fees

Admission Application	Free
Advance Enrollment Deposits:	
Nursing Students	\$ 75

This fee is required of all students entering the nursing program to guarantee the student's intent to enroll at Madonna University. The deposit is applied to the amount due at registration; it is non-refundable in the event of the student's withdrawal.

International Students	\$2,500
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This deposit is refunded to paying party when the student is no longer enrolled in Madonna University's programs.

Certificates

Achievement	\$10
Completion	\$10

Course Fees (Non-refundable): Required course fees are published in the class schedule each term.

Special Course Fees:

Directed Teaching (per semester hr)	\$17.50
Private Music Instruction (per course).....	\$95

Deferred Tuition Fee: All tuition and fees are payable in advance, unless the student chooses two equal installments at an additional cost.....\$ 15

English as a Second Language (ESL) Placement Exam Fee (non-refundable but applied to subsequent enrollment in ESL Classes).....\$25

Prior Learning Testing Fee (per evaluation).....	\$25
Graduation Fee:	\$50

Late Payment Penalty:

First Installment	\$10
Second Installment	5% of balance due up to maximum of \$50
Parking	Free in all lots

Registration:

Change in Registration (as first day of term).....	\$15
First Week of Classes (all students)	\$100
Mail-in/In-person registration - New and Returning	\$50 per term
Open Registration	
New students	\$50 per term
Late Registration:(Returning Students*).....	\$65 per term
Fall Term: August 1	
Winter Term: December 1	
Spring/Summer Term: April 1	
Permit to register for non-admitted students.....	\$20 per term

Replacement Fees

Diplomas	\$30
Certificates	\$30
Student Account Records	\$5 per term
Student I.D. card	\$5
Returned check	\$15
Study Abroad	\$30
Transcription Fee	\$50
Transcript of credits	
Issued to Student (in extenuating circumstances only)....	\$10
Mailed.....	\$5

* A returning student is defined as a student currently enrolled and/or enrolled in either of the two previous terms.

Residence Hall Fees

Room (rented per term)

Double	\$ 2,226 per year/\$ 1,113 per term
Suites	\$ 2,432 per year/\$ 1,216 per term
Private	\$ 2,794 per year/\$ 1,397 per term
Per Night	

Without linens	\$ 18 per night
With linens	\$ 20 per night

Room Reservation

(non-refundable but applicable to room rent).....\$75

NOTE: Rooms are rented for a term; no refund is made in case of withdrawal.

Board

21 Meal Plan	\$ 2,626 per year/\$ 1,313 per term
15 Meal Plan	\$ 2,598 per year/\$ 1,284 per term

Students living on campus are required to take their meals in the University Dining Hall. No refund will be made on the board fee because of contractual arrangements relating to service in the Dining Hall. Occasional or week-end absences are non-refundable.

Incidentals

Key Replacement	\$ 10
Room Damage Deposit	\$ 100

Checks should be made payable to MADONNA UNIVERSITY.

NOTE: ALL TUITION AND FEES MUST BE PAID IN U.S. CURRENCY.

STUDENT PAYMENT POLICIES

Students may register for courses when past due financial obligations have been met. Registration fees are billed. However, if the student does not attend, the Registration fee is still due.

Students whose accounts are past due for a current semester's enrollment or who are in debt to the University at the end of any term are not entitled to register, receive a transcript, or diploma until the account is settled.

Payment Plans

1. Tuition and fees are payable in advance in full at the time billed. Students may pay by cash (U.S. currency), check, money order or credit card (Mastercard or Visa). Payment may be made by telephone for credit card holders. Payment may also be made by mail. However, the University is not responsible for lost or delayed mail. The assessment of registration adjustment and late payment charges will be determined by the postmark date.
2. Students who do not pay in full in advance automatically choose the deferred payment plan of two equal installments at an additional cost of \$15 (see Fee listing above). The initial payment is due approximately two weeks prior to the beginning of each term. The balance of tuition and fees is due seven weeks after the beginning of the term. The Class Schedule Bulletin carries the exact due dates for each term. The deferred payment plan is denied to students whose accounts have in the past been referred to a collection agency because of the student's failure to pay the University.

NOTE: Each billing due date will have an associated billing close date. The close date will be approximately two weeks prior to each billing due date. Students who register after the established billing close date, or add additional courses to their initial registration, will be required to pay the minimum advance payment of 50 percent before registration forms are processed. Students registering for non-credit or CEU will be required to pay 100 percent of the charges at the time of registration.

3. Payment may be made through the direct crediting of a financial aid award to the student's account, provided the award is sufficient to cover the required advanced minimum payment. This plan excludes college work-study awards. Students with an insufficient amount of financial aid to cover the minimum advance payment of 50 percent are required to pay the difference by the invoice due date. Students who have not received their official award verification notice prior to the billing close date are also required to pay the minimum advance payment of 50 percent when due.

NOTE: Veterans benefits and special departmental awards, for which the student has applied and/or been approved but from which the student has not yet received funds, will not serve to release the student from the obligation of required minimum payments when due.

4. Students whose employers will be invoiced for tuition and expenses may submit a billing authorization form prior to the billing due date. Failure to provide the Student Accounts Office with your employer authorization form by the due date may result in additional penalties.

Billing Error or Dispute

Errors or disputes about a bill must be submitted in writing within 30 days after the mailing date of the bill. The written inquiry must include: name and social security number, a description of the presumed error, and the dollar amount of the presumed error.

The student remains obligated to pay the portion of the bill not in dispute, but the disputed amount may remain unpaid until such time that the problem is resolved. Send billing inquiries to Student Accounts Office, Madonna University, 36600 Schoolcraft Road, Livonia, Michigan 48150-1173.

Penalties

1. Late Payment Penalty:
 - a.) Failure to meet the required minimum advance payment due date will result in the suspension of the student's registration. Prior to the end of add/drop week, in order to reinstate the registration, the student is required to pay a \$10 late payment fee in addition to the full payment. At the end of add/drop week, in order to reinstate the registration, the student is required to pay \$40 in addition to the full payment. A student who does not plan to attend must withdraw through the Registrar's Office.
 - b.) A penalty of 5 percent up to a maximum of \$50 is assessed if the second payment is not received by the invoice due date.
2. Returned Checks: Checks returned for any reason will constitute non-payment and will be subject to a \$15 penalty per check. Late penalty charges will be assessed when applicable.
3. Late Registration Fee of \$15 is charged to returning students. Late registration fee schedule is as follows:
 - For Fall Term, all returning students who register as of August 1st and thereafter.
 - For Winter Term, all returning students who register as of December 1st and thereafter.
 - For Spring/Summer Term, all returning students who register as of April 1st and thereafter.
4. Change in Registration Fee:
 - a.) Complete Drop: A complete drop of all courses prior to the first day of the term is not assessed a fee. Thereafter, a complete drop of all courses is assessed \$15.
 - b.) Add/Drop Change of Courses: Add/drop changes processed to alter an existing registration are not charged a fee before the first day of the term. As of the first day of the term and thereafter, the change fee is charged. A minimum of 50% of the increased tuition and fees resulting from a change in registration made after the billing close date must be paid at the time of adjustment. No change in registration fee is assessed for changes required as a result of University actions.
5. Returning students: Returning students who do not complete registration before dates designated in the Schedule of Classes will be assessed a fee of \$65. This includes the \$50 registration fee. Additional penalties may be assessed, dependent upon the actual date of registration. Any student registering during the designated add/drop week pays \$100.

6. Record Replacement Fee: Requests to duplicate billing records to verify payments are assessed a \$5 per term replacement fee.

Tuition Credit Adjustments

Students are required to officially drop or withdraw from classes in person or in writing through the Registrar’s Office. The date the Registrar’s Office receives the request determines the amount of any adjustment of tuition after classes have begun.

Students who do not officially drop or withdraw from classes within the specified add/drop periods are responsible for full tuition and fees for the courses. In such cases the student receives a failing grade, which is posted on the academic transcript.

Tuition credit adjustments are made according to the following schedule:

FULL TERM:

Add/Drop Week	100% minus \$15 adjustment fee
Second week of term	75%
Third week of term	50%
Fourth week of term.....	25%
No credit past the fourth week.	

CLASSES, WORKSHOPS & SEMINARS

LESS THAN FULL TERM:	No. of class sessions	
	1 - 4	5 - 8
First class meeting	100%	100%
Second class meeting	25%	50%
Third class meeting	0%	25%
No credit past the third class meeting.		

NOTE: Students unable to complete the withdrawal process within the designated time periods, or those compelled to withdraw completely at any time due to circumstances beyond their control, may appeal the credit adjustment decision in writing to the Manager of Student Accounts.

REFUNDS

Students who have excess funds remaining on their account after all financial obligations to the institution have been paid, will have refunds automatically processed to their mailing address within 14 days.

Those students who have excess funds remaining on their account after Financial Aid/Loans, refunds will automatically be processed to their mailing address within 14 days of either:

1. the end of add/drop week.
2. after add/drop week, the date that the credit occurs.

A credit balance of \$1.00 or less is not credited to the student’s account during any subsequent term of enrollment and is only refundable upon written request of the student.

In all cases, students should allow two weeks for processing and mailing before receipt of their refund check.

All fees incurred during the term are non-refundable.

FINANCIAL AID

Madonna University provides financial assistance to admitted students whose scholastic aptitude merits a scholarship and/or whose personal and family resources are inadequate to meet the educational cost. All students are urged to apply for financial aid.

The primary responsibility for financing a college education rests with the student, the parents and/or the spouse. Financial aid is a supplement to the funds which can reasonably be provided by the applicant and the applicant's family. The student is expected to contribute toward education expenses through savings, employment, Social Security benefits, untaxed income, and earnings from both the student's spouse and/or parents.

Because the demand for student aid exceeds the supply of funds available, most financial aid programs must limit their awards to students who can demonstrate need according to a nationally accepted formula which is applied uniformly to all individuals applying for aid.

Eligibility for Financial Aid

The eligibility requirements for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Michigan Tuition Grant, Michigan Competitive Scholarship, Federal Perkins Loan, William D. Ford Federal Direct Student Loan, William D. Ford Federal Direct Parent Loan for Undergraduate Students (PLUS), and Federal Work-Study are as follows:

1. The student must be a U.S. citizen*, national or U.S. permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card) or I-94 with proper endorsement.
*Michigan residence for Michigan Tuition Grant and Competitive Scholarship.
2. The student must be enrolled in an eligible course of study on at least a half-time basis* (six credit hours).
NOTE: Credit by examination, audit, life experience, and/or experiential learning are NOT counted in determining a student's eligibility for any type of financial aid.
*Less than half-time students may qualify for some programs. See the Financial Aid Office for details.
3. The student must have a high school diploma, a GED, or pass a test approved by the U.S. Department of Education.
4. To be eligible to apply for and/or to continue to receive financial aid, the student MUST be making satisfactory academic progress. Satisfactory progress is determined based on two criteria: cumulative grade point average and movement toward a degree as measured by course completion. The student must maintain a minimum cumulative GPA of 2.00. In addition, the full-time student must successfully complete a minimum of 20 s.h. per academic year. Half-time students (those enrolled for 6-11 s.h.) must complete a minimum of 10 s.h. per academic year. (A formula will be applied to determine the completion factor for students whose enrollment status (FT, HT) changes from one term to the next.

Students who do not meet the criteria of "satisfactory progress" will be placed on financial aid probation the following term they enroll.

Failure to make satisfactory progress during the probation term will result in dismissal from the University and loss of all Federal, State and institutional aid.

Students may appeal their dismissal and/or loss of aid to the Vice President for Student Life.

More detailed information on Satisfactory Academic Progress is available in the Policies section of the Bulletin and upon request from the Vice President for Student Services.

5. The student must not be in default on a student loan or owe an overpayment on a student grant.
6. The student must sign a Statement of Educational Purpose/Registration Compliance.
7. The student must have demonstrated financial need.

In addition to the criteria listed above, applicants must be officially admitted to Madonna University and be enrolled in a degree or certificate program to be eligible for the Federal Pell Grant, Federal Supplemental Grant, Federal Perkins Loan, Federal Work Study, Federal Direct Parent Loan for Undergraduate Students (PLUS) and Federal Direct Stafford Student Loans.

Application Procedure

To apply for the Federal Pell, Federal Work Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Michigan Tuition Grant and Michigan Competitive Scholarship, Adult Part-Time Grant, or Federal Direct Stafford Student Loan, a student must:

1. Complete a Free Application for Federal Student Aid which is available from high schools, libraries and the Madonna University Financial Aid Office.
2. Students whose applications are selected for verification may be required to provide additional supportive documentation (tax forms, social security benefit statements, etc.).
3. Students who are not U.S. Citizens or U.S. Nationals may be asked to provide a copy of their I-151 or I-551 (Alien Registration Receipt Card) or I-94 with proper endorsement.
4. Applications should be submitted as early as possible each year. To ensure full consideration students are encouraged to apply as follows:
Fall Term: February 21st
Winter Term: August 5th
Spring/Summer Term: January 6th
NOTE: Students need to apply once each academic year.
5. Procedures for students applying for Madonna University Scholarships and Endowment Scholarships:
 - Fulfill requirements for admission to Madonna University.
 - Complete Madonna University Scholarship Application by March 1.
 - Scholarship/Award winners will be notified by April 30.

Federal Aid Programs

1. FEDERAL PELL GRANTS: Undergraduate students from limited income families are entitled to up to \$3,000 per year in Federal Pell Grant aid on the basis of financial need. The grants can be renewed annually until the student completes an undergraduate degree.

2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG):** The federally funded Supplemental Educational Opportunity Grants may be awarded to undergraduate students whose financial aid applications demonstrate exceptional need. These grants may be renewed each year that need is shown and funds are available until the student completes an undergraduate degree. Amounts vary depending on need.
3. **FEDERAL WORK STUDY:** The Federal Work Study Program encourages on-campus employment for undergraduate and graduate students who demonstrate financial need. These jobs are secured through the University Financial Aid Office.
4. **FEDERAL DIRECT STUDENT LOANS:**
SUBSIDIZED: Available to undergraduate and graduate students with financial need. The interest on the loan is paid by the government while the student is enrolled at least half-time.
UNSUBSIDIZED: Available to undergraduate and graduate students regardless of financial need. The interest IS NOT paid by the federal government while the student is enrolled in school.
 Loan amounts vary depending on the student's dependency status and the year in school. Interest rates are variable and change annually, but will not exceed 8.25%.
5. **FEDERAL PERKINS LOANS:** Available to undergraduate and graduate students with financial need. The interest rate is 5% and is deferred while the student is enrolled at least half-time.
6. **FEDERAL DIRECT PLUS LOAN:** Available to creditworthy parents of dependent undergraduate students regardless of financial need. Parents may borrow up to the cost of education minus other financial aid awarded. Interest rates are variable and change annually but will not exceed 9%.

Detailed information regarding application procedures, current loan amounts, interest rates, deferment, postponement, cancellation, and repayment provisions for the loans listed above are available upon request from the Financial Aid Office. Students are encouraged to consult "The Student Guide," available from the Financial Aid Office, for detailed information on all federal aid programs.

Michigan Aid Programs

1. **MICHIGAN TUITION GRANTS:** The Tuition Grant Program provides grants up to \$2,500 per year to qualifying Michigan residents for tuition and fee expenses. This aid is granted to students whose financial aid application shows financial need.
 Tuition Grants are provided to eligible full-time or half-time undergraduate students for up to the equivalent of 10 semesters of full-time study. Graduate students may receive the grants for up to 6 semesters (or equivalent).
2. **MICHIGAN COMPETITIVE SCHOLARSHIPS:** Michigan Competitive Scholarships of up to \$2,172 are awarded annually to college freshman (Michigan residents) whose scores on the American College Test (ACT) or Enhanced ACT qualify them and whose financial aid applications indicate financial need. Undergraduate students may renew

their scholarships for up to the equivalent of ten semesters by maintaining eligibility.

3. **MICHIGAN ADULT PART-TIME GRANTS:** Grants up to \$600 per year not to exceed two academic years are awarded to part-time students (3-11 s.h.) with demonstrated financial need.

Madonna University Aid Programs

To be eligible for University awards, general scholarships and endowed scholarships, students must be officially admitted, have a minimum 3.2 GPA (some scholarships have higher requirements), and be enrolled full-time (12 s.h.) unless otherwise noted. For transfer students, the GPA is determined at the time of admission. See Transfer Student information in the Admissions section of this bulletin.

NOTE: Scholarship and award recipients who receive state or federal assistance may have their awards reduced, so as to comply with state or federal award guidelines.

For additional information on these scholarships and awards, contact the Financial Aid Office.

TRUSTEES' SCHOLARSHIP: awarded by the Office of Admissions to outstanding incoming students, this renewable scholarship (\$5,400 per year up to \$21,600) covers a large portion of tuition, fees, and related educational expenses up to a maximum of 32 semester hours per year.

PRESIDENTIAL SCHOLARSHIP: awarded by the Office of Admissions to outstanding incoming students, this renewable scholarship (\$2,700 per year up to \$10,800) covers a portion of tuition, fees, and related educational expenses up to a maximum of 32 semester hours per year.

DEANS' SCHOLARSHIP: awarded by the Office of Admissions to outstanding incoming students, this renewable scholarship (\$1,350 per year up to \$5,400) covers a portion of tuition, fees, and related educational expenses up to a maximum of 32 semester hours per year.

CATHOLIC STUDENT AWARD: Each year awards in the amount of \$1000 each (renewable each year for a maximum total of \$4,000) are awarded to incoming first year students. The award is for an active Catholic who wishes to combine a strong quality education with additional Catholic leadership training and experience. Recipients must possess a minimum grade point average of 3.0., and must maintain a minimum cumulative GPA of 3.0. at Madonna University to retain the award.

HONORARY SCHOLARSHIPS

- Mother Mary **DeSales** Scholarship (1947): awarded to a graduate of Ladywood High School.
- **Felician-Franciscan** Scholarship (1982): awarded to a Felician Sister or Postulant recommended by the Director of Education of the Livonia Province. Preference will be given to a candidate who is enrolled full-time.
- Anton **Jakobs** Scholarship (1968): awarded to community college graduates.
- Rudolph and Evelyn M. **Kleinert** Scholarship (1968): awarded to community college graduates.
- Sister Mary Paulette **Krakowski** (1993): awarded to a music major.

- Sister Mary Joela **Patelski** Scholarship (1984): awarded to a Catholic high school graduate.
- Msgr. John **Quinn** Scholarship in Memory of George and Mary Quinn (1979).
- Sister Mary Danatha and Louise and Joseph, Sr., **Suchyta** Family Scholarship (1976): awarded to a Catholic high school graduate.

ENDOWMENT SCHOLARSHIPS

- Sister Jacqueline **Anderson** Scholarship (1997): awarded to minority women for any English Department major. Established by Dr. Miriam Fabien, friends and relatives.
- Bishop Moses B. **Anderson**, S.S.E., and Dr. Frank Hayden Scholarship (1988): awarded to African-American students of the Detroit Metropolitan area.
- Frank E. and Bessie **Angileri** Scholarship (2000): awarded to a student in the School of Business at Madonna University.
- **Archdiocesan** Catholic Minority Student Scholarship (1990).
- Robert K. and Betty J. **Barbour** Scholarship (1998): awarded to students enrolled in health care programs.
- **Barnes & Noble** College Bookstores/Fr. Francis S. Tebbe, O.F.M., Scholarship (2001): awarded to transfer students.
- **Barton** Family Scholarship (1997): awarded to minority undergraduate and graduate students for the teaching profession. Established by Norene Barton Daly and Mary Margaret Barton Kelley.
- Sister Mary Rachel **Bawol** Scholarship (1995). Established by Carol and Joseph Copland.
- Harry and Evelyn **Beck** Scholarship (1992): awarded to student enrolled in teacher education or accounting major.
- Rev. Mitchell **Bednarski** Scholarship (1995): awarded to a graduate from Catholic Central High School, Redford, Michigan, or in absence of a qualifying student, to a Ladywood High School graduate.
- Sister Mary Crispin **Blaszczyk** and John and Lorene **Blasky** Scholarship (1994).
- Dr. James S. **Bonadeo** Scholarship (1996).
- Viola R. and Dr. Thomas G. **Bosco** Scholarship (1987): awarded to an African- American student or to a needy student in the Nursing/BSN program.
- Eva L. and Lawrence L. **Bourgeois** and Mary Hall Memorial Scholarship (1986).
- **Brocki/Poniatowski** and Irene and Adam Ponte, D.D.S., Memorial Scholarship (1984): awarded to a student in the Humanities.
- John and Marie B. **Bush** Scholarship (2001): awarded to students enrolled in music or art.
- Florence and William **Cameron** Scholarship (1988).
- John J. **Carlo** Scholarship (1987): awarded to a nursing major.
- Venerable Solanus **Casey** Scholarship (1995): awarded to part-time or full-time student in allied health administration, medical technology or radiography.
- Virginia **Clementi** Scholarship (1998).
- John D. **Corr** Scholarship (1995).
- **Daoud** Foundation Scholarship (1991).
- George **DeDecker** Scholarship (1990).

- Maria **Del Carmen** Scholarship (1993) awarded to Latin-American students.
- Elizabeth M. and Earl J. **Demel** Scholarship (1996).
- **Deroy** Testamentary Foundation Scholarship (1999): awarded to deaf or hard of hearing students.
- Charles and Patricia **Derry** Video Communications Scholarship (1989): awarded to a video communications major.
- **Detroit Edison** Foundation Scholarship (1995): awarded to minority students pursuing science, especially for prospective teachers in elementary schools.
- Kathleen M. (**Dilworth**) **Wozniak** Scholarship (1997): awarded to a nursing major.
- Angelo **DiPonio** Scholarship (1989).
- Margaret E. **DiPonio** Criminal Justice Program Scholarship (1997): awarded to a criminal justice student.
- Susan **Edwards** Scholarship (1999): awarded to teachers of developmentally disabled, emotionally impaired, and learning disabled children.
- Dr. Alan E. **Eichman** Scholarship (1999): awarded to a criminal justice student.
- Doris Evelyn **Eichman** Memorial Scholarship (1998): awarded to a hospice education student.
- **Felician** Sisters Scholarship (1987): awarded to members of the Felician Community in the Presentation Province, either for candidates or professed sisters. Established by Msgr. Vincent J. Horkan.
- Emily **Gapinski** Scholarship (1994).
- Sister Mary Humilitas **Gersztyn** Scholarship (1988): awarded to a nursing major.
- Hilary L. and Beverly F. **Gross** Scholarship (1999): awarded to a student-candidate of the Felician Sisters of the Presentation of Blessed Virgin Mary Province and/or a Sister in initial formation - Postulant, Novice, or Sister in Temporary Vows, attending Madonna University.
- Sister Mary Lauriana and Josephine and Joseph **Gruszczynski** Family Scholarship (1977).
- Kristen H. **Hallerman** Scholarship (1993): awarded to a beginning nursing student from Plymouth-Canton High School, Plymouth-Salem High School, or Garden City High School.
- Mary **Hart** Tribute Scholarship (1999): awarded to students majoring in social work.
- William Randolph **Hearst** Scholarship (1987): awarded to students in service-oriented degree programs.
- Jeanne M. **Hildebrandt** Memorial Scholarship (1999).
- Dr. Julianne **Hoff** Memorial Scholarship (1997): awarded to a nursing major.
- Jennie **Horowitz** Scholarship (1993): awarded to an African-American full-time student in nursing.
- Floyd R. **Kannberg** Scholarship (1993): awarded to a student pursuing a degree in hospice or nursing. Established by Frances M. Kannberg.
- Sister Mary Cleopha **Kaptur** Scholarship (1992). Established by Honorable Marcia C. Kaptur.
- Charles and Frances **Kazul** Memorial Scholarship (1989): awarded to a needy student. Established by Sister Mary Nunciata Kazul, CSSF.

- Dr. Robert and Monika **Kimball** Scholarship (1996): awarded to non-native speakers of English in the English as a Second Language program.
- **Knight** Foundation, Inc. Scholarship (1988): awarded to deaf or hard of hearing students.
- **Knights** of Columbus/Michigan State Council Scholarship (1988): awarded to prospective teachers of developmentally disabled, emotionally impaired, and learning disabled children.
- Carla L. **Knudsen** Scholarship (1986): awarded to a nursing major.
- Richard **Koch** Scholarship (1980): awarded to a criminal justice major.
- Theodore and Eleanor **Konarski** Scholarship (1984).
- Sister Mary Hugoline, Sister Mary Laurenta and Paul **Konkel** Scholarship (1984): awarded to a graduate of a Catholic high school.
- Rev. Francis P. **Kozlowski** Scholarship (1993): awarded to a Catholic student. Established by Stella Gutowski.
- Nancy F. **Kriegler** Memorial Scholarship (1999): awarded to students majoring in nursing, hospice or gerontology.
- Sister Mary Hospicia and Reverend Edward J. **Kubiak** Scholarship (1986).
- Anna and Stanley **Kucharski** Scholarship (1984).
- Sister Mary Chester **Kucharski** Scholarship (1983).
- Francis and Anna **Kujawa** Scholarship (1990).
- Our **Lady** of Refuge Parish Scholarship (1991): awarded to a Catholic student in a service-oriented degree program.
- Mr. and Mrs. Remie **Laenen** Scholarship (1990).
- Dr. Bernard and Meta **Landuyt** Scholarship (1986): awarded to a business administration major.
- **Latinos** de Livonia Scholarship (1989): awarded to a student of Hispanic heritage.
- **Lions/Lioness** Club Scholarship (1979): awarded to deaf or hard of hearing students.
- **Livonia** Jaycees Scholarship Fund (1989): awarded to a junior or senior student.
- **Livonia** Symphony Scholarship (1996): awarded to a member of the Livonia Symphony Orchestra pursuing a degree or certificate at Madonna University; or in absence of a qualifying student to a music major.
- John and Mary **MacKenzie** Memorial Scholarship (1993): awarded to nursing major.
- Alycia C. **Madgwick** Memorial Scholarship (1998): awarded to a qualifying student from Franklin High School in Livonia, Michigan. Established by Mr. and Mrs. William T. Phillips.
- **Madonna** University Alumni Association Scholarship (1986): awarded to a son or daughter of a Madonna University graduate.
- Saviour, Iris, Carmen and John **Mangion** Scholarship (1992).
- Don and Joyce **Massey** Scholarship (1991).
- Lucille **McNamara** Scholarship (1995): awarded to eligible deaf or hard of hearing students or future teachers of deaf or hard of hearing persons.
- Sister Colleen **Morris** Scholarship (1979): awarded to a gerontology major.
- Joseph and Andrea **Nodge** Family Scholarship (2001): awarded to student in teacher education.
- Edward W. **Nycz** Memorial Scholarship (1993).
- Henry and Josephine **Obloj** Scholarship (1998).
- Dr. Leo and Dr. Bernice (Ostrowski) **Obloy** Scholarship (1991).
- Warren and Genevieve **Orlick** Scholarship (1991).
- Sister Mary Berarda **Osinski** Scholarship (1983): awarded to a child development major. Established by Thomas S. Monaghan.
- **Outer Drive-Vencor** Hospital Auxiliary Scholarship (1991): awarded to a sophomore, junior or senior level student enrolled in a health-related program.
- Walter and Lillian **Pachota** Family Scholarship (1995).
- Catherine, Agnes, and Sister Grace Marie **Prybys** Scholarship (1989).
- Honorable Carl D. and Peggy **Pursell** Scholarship (1993): awarded to a business, nursing or teacher education student.
- Mary Pitrone **Richards** Scholarship (1977): awarded to a junior or senior student in nursing/BSN program.
- L. Peter and Eugenia **Riters** Scholarship (1996).
- Edwin S. **Roberts** Family Scholarship (1999): awarded to a deaf or hard of hearing student or a student pursuing sign language studies (SLS).
- Mitchell J. **Romanowski** Scholarship (1996): awarded to a student in teacher education.
- **Rozek** Family Scholarship (1989): awarded to a student of Hispanic heritage.
- Sister Mary Bridget **Roznowski** Scholarship (1986): awarded to family and consumer science major.
- **St. Lawrence Mission** Scholarship (2000): awarded to a student demonstrating financial need and pursuing a degree from Madonna University.
- **Sage** Foundation Scholarship (1988).
- Mary and Thomas **Shields** Scholarship (1994): awarded to a student pursuing a degree in hospice or nursing. Established by Dennis Shields, Ken Shields, and Donna Berry.
- Reverend Raymond S. **Skoney** Scholarship (1994).
- Marilee **Smith** Nursing Scholarship (1994).
- Shirley M. **Smith** (Alumna) Scholarship (1996).
- Marie C. **Sochalski** Memorial Scholarship (1994): awarded to a nursing major.
- Anthony and Agatha **Sryniawski** Family Scholarship (1990).
- Frank A. **Sryniawski** Scholarship (1990).
- Helen A. **Sryniawski** Scholarship (2000): for students in teacher education.
- Joseph **Sryniawski** Scholarship (1991): awarded to a Catholic student.
- Sister Mary Immaculata **Sryniawski** Scholarship (1989): awarded to a graduate of a Catholic high school.
- Armand and Lillian **Stefani** Scholarship (1997): awarded to a student with financial need in School of Business.

- Dr. Theophil J. and Barbara **Sutton** Family Scholarship (2000).
- Nancy E. and Roswell F. **Tanger** Scholarship (1969): awarded to a student in teacher education.
- Dr. Susan S. **Thoms**, M.D., Scholarship (1998).
- Emmet E. and Frances **Tracy** Scholarship (1987).
- Sister Mary Francilene **Van de Vyver** Scholarship (1991): awarded to a music major.
- Peter A. and Ruth **Ventura** Family Scholarship (1990).
- Michael B. **Washburn** Memorial Scholarship (1997).
- Theodore P. and Genevieve R. **Wasztyl** Family Scholarship (1997): awarded to a student age fifty and over.
- Lucille A. **Weber** Memorial Scholarship (1989): awarded to a gerontology major.
- David M. **Whitney** Fund Scholarship (1996).
- Josephine Barski and Alexander **Wowk** Scholarship (1993): awarded to a nursing or hospice student.
- John and Emily **Wysolmierski** Scholarship (1988).
- Rev. Francis J. **Zdrodowski** Scholarship (1993).
- Sister Mary Angelis and George **Zgoda** Family Scholarship (1980).
- **Mickel**-Magrames-Mickel Scholarship (1996): awarded to student in criminal justice.
- William T. and Bridget **Phillips** Family Scholarship (1991).
- Edward C. and Hazel L. **Stephenson** Foundation Scholarships (1981).
- **Trio** Student Scholarship (1997).
- **Wayne** County Medical Society Alliance Scholarship (1984): awarded to nursing majors.

OTHER

- Madonna University **Athletic** Grant: awarded to full-time students with a minimum cumulative GPA of 2.5 and demonstrated athletic ability.
- **Financial Award for Travel and Education (F.A.T.E.)**: awarded to admitted, undergraduate students enrolled half-time or more, who are in good standing, and who are participating in an approved overseas or exchange program.
- **Madonna University** Grant: awarded to students on a financial need basis.
- **Senior** Citizen Tuition Waivers are available to individuals 65 years of age or older. Tuition is charged at one-half the regular rate. Applies to tuition ONLY. Details available from the Financial Aid Office.

Supplemental Assistance Programs

A variety of funds are also available for students who are in specific kinds of situations. Some of the major sources of such funds are:

1. **VETERANS' EDUCATIONAL BENEFITS**: The Department of Veterans Affairs administers a number of education programs for veterans, servicepersons, and eligible dependents. Contact the Financial Aid Office or the Department of Veterans' Affairs for more information.
2. **VOCATIONAL REHABILITATION EDUCATION BENEFITS**: Vocational Rehabilitation Education Benefits are for students with physical or mental disabilities which result in substantial handicaps due to employment. Contact local VRS Office for additional information.
3. **EMPLOYEE TUITION REIMBURSEMENT PROGRAM**: Many employers will pay tuition for their employees who successfully complete coursework at Madonna University. For more details check with the Personnel Office at your place of employment.

More detailed information on all financial aid programs is available from the Madonna University Financial Aid Office (734) 432-5663. All students are encouraged to contact the Financial Aid Office for further information and assistance in applying for financial aid. The Financial Aid Office is open Monday and Thursday from 8:00 a.m. to 7:00 p.m. and Tuesday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m. Students should consult the Madonna University Student Financial Aid Handbook for detailed information on all University aid programs. Particular attention should be paid to application deadlines and to award and packaging priorities.

ANNUAL FUNDED SCHOLARSHIPS:

- Frank E. and Bessie **Angileri** Quality Award (1996): Awarded to a student, full or part time, solely connected with the U.S. automotive industry, pursuing a Master's Degree in Quality and Operations Management in the Madonna University School of Business. To qualify for the award, an applicant must have contributed significantly to quality improvements in the U.S. automotive industry and/or related areas and must maintain academic achievement of 3.25 or as determined by the University committee.
- Winifred Maybury **Berkery** Trust Scholarships (1979).
- Rodrigo **Bustamante** Latino-American Scholarships (1993).
- **Community Foundation for Northeast Michigan** Scholarships (1983): awarded to students from Alpena County and neighboring counties in Northeast Michigan.
- Gladys **Collins** Hospice Scholarships (1989).
- **DeSeranno** Educational Foundation Scholarships (1986): awarded to qualified students.
- Livonia Heart Fund/Sharon **Jahns** Scholarship (1984): awarded to a graduate of a Livonia high school or a Livonia resident who is a graduate of a private high school. Restricted to students who major in a health related field of study.
- **Livonia** Rotary Club Scholarship (1989).
- **McNamara** Charity Fund (1989): awarded to well deserving and financially needy students.
- **Michigan Colleges Foundation** Scholarships funded by the following corporations and foundations: Aeroquip-Vickers, Inc., American Axle & Manufacturing Company, Amway Corporation, Bank One, Blue Cross Blue Shield of Michigan, Burke E. Porter Machinery Company, Comerica Bank, Consumers Energy Foundation, DaimlerChrysler Corporation Fund, Flint Ink Foundation, Ford Motor Company Fund, Frederick S. Upton Foundation, Gordon Food Service, Inc., National City Bank of Michigan/Illinois, Samaritan Foundation, Standard Federal Bank, Steelcase Inc., Theodore and Mina Bargman Foundation, The Tiscornia Foundation, Inc., and The United Parcel Service (UPS)

STUDENT SERVICES

Madonna University recognizes that a quality higher education experience is not limited to academic opportunities alone. Diverse and stimulating extracurricular activities promote individual growth and interest. The following opportunities exist for all students regardless of age, gender, national origin, religion or disability.

Student Clubs & Organizations

Madonna University students have the opportunity to enhance and explore their interests by becoming members of various campus organizations. Organizations in areas of professional study are often affiliated with local, state and national professional associations. This allows students exposure to current professional practice in their chosen field of study.

Madonna University also offers opportunities for student involvement in community service. Students interested in the environment may join Project Earth or the Madonna University Trailblazers. Student concerns regarding peace and justice are translated in Student Service Learning with the students' active involvement with: Focus Hope, Habitat for Humanity, Gleaners', Christmas for Kids, Campus Ministry service at soup kitchens, a Right to Life organization and other volunteer opportunities in the community. These activities are reflective of the Franciscan values promoted at Madonna University.

Membership in the various organizations offer the students an opportunity to clarify values, enhance community, leadership and team building skills outside the classroom.

- Accounting Club
- Deaf, American Sign Language & Hard of Hearing (DASH)
- Gerontology Association
- Hospice Education Association
- International Association of Business Communicators (IABC)
- International Student Organization (ISO)
- Student Law Association
- Marketing Club
- Merchandising Management Professional Association
- Metro-Detroit Association for the Education of Young Children (MDAEYC)
- Madonna University Council of Catholic Nurses
- Madonna University Nursing Student Association (MUNSA)
- Music Club
- Nutrition Network
- Project Earth (Environmental Organization)
- Psychology Club
- Residence Hall Council
- Social Work Student Organization
- Society of Future Teachers (SFT)
- Students Organized Against Racism & Sexisms (SOAR)
- Single Parents of Kids Everywhere (SPOKE)
- Student Government Association

Student Honor Societies

Madonna University also offers a number of organizations which recognize scholastic and academic achievement within a variety of departments and programs. These honors societies include:

- National Catholic Honor Society: Kappa Gamma Pi
- Business Honor Society: Delta Madonna University Delta
- Education Honor Society: Kappa Delta Pi

- Family & Consumer Science Majors: Kappa Omicron Nu
- Gerontology Honor Society: Sigma Phi Omega
- Nursing Honor Society: Sigma Theta Tau
- Psychology Honor Society: Psi Chi
- Social Work Honor Society: Phi Alpha

Student Government Association (SGA)

Madonna University students are represented by the Madonna Student Government Association. This association is composed of student representatives from the various organizations and students-at-large. The purpose of the association is to foster cooperation and understanding in the college community. The association also provides a medium of expression for student concerns and interests.

The Madonna University Student Government Association coordinates the various activities and functions of the various organizations. Community projects, social and special events are approved by the Madonna University Student Government Association.

Student Representation: University Committees

Students are represented on most standing committees of the faculty and the Board of Trustees, including:

Faculty Standing Committees

- Curriculum & Educational Policy
- Graduate Studies
- Information Technology Committee
- Library
- Marketing
- Teacher Education

Trustees Standing Committees

- Academic Affairs
- Advancement & Public Relations
- Planning & Mission
- Student Services

Institutional Committees

- Bookstore Advisory
- Campus Ministry
- Planning & Mission
- Student Services

Cultural Affairs

An essential dimension of a liberal arts education is the opportunity for artistic expression and appreciation. Madonna University offers various programs in the fine and performing arts for student participation.

In the fall and spring there are student fine art and photography exhibits. Music recitals and the Madonna University Chorale, open to all students and community members, offer opportunities for performing arts expression. Students seeking off campus cultural activities will find many opportunities in the greater Detroit-Ann Arbor metropolitan areas.

Athletics

The Madonna University Athletic Department has demonstrated constant growth since its inception in 1982. Originally a two-sport program that featured men's and women's basketball, the program has developed into an NAIA Division II sports program that offers men's baseball, basketball

soccer, and women's basketball, soccer, softball, and volleyball. In addition, the Athletic Department sponsors a diversified Intramural Program that allows students to participate in co-ed volleyball, indoor soccer, basketball, and softball.

Madonna University is a member of the NAIA (National Association of Intercollegiate Athletics). The campus features a regulation-size gymnasium located in the Activities Center which seats up to 600 people. The Madonna University Park features a major league baseball field. A fast pitch softball field was established adjacent to the Ladywood High School sports complex. An international size soccer field has been developed on campus property and will host a number of camps and tournaments. There is a fitness court which features outdoor conditioning. The Activities Center is open to all students during posted Open Gym Hours. Locker room facilities are available for men and women.

Athletic Grants and Scholarships are available to students who show promising talent and who have demonstrated academic success.

Campus Ministry

Campus Ministry at Madonna University is an important religious ministry dedicated to the service of individuals and the total University community. Campus Ministry seeks to encourage the practical application of Christian moral principles through student participation.

Among the activities sponsored by the Ministry are: weekday celebrations of the Eucharist, a weekly holy hour, Reconciliation services, prayer group meetings, lectures on current issues, annual student retreats and opportunities to serve in soup kitchens, give assistance to people in need and participate in alternative spring breaks and trips to Appalachia and other areas.

The University Chapel is located on the ground floor of the University Center. A prayer room in the academic building is also available for students to spend time in quiet reflection.

Food Services

The campus cafeteria is in the upper level of the University Center adjacent to the Residence Hall. The Cafeteria is open to the entire Madonna Community: Students in residence and commuters, faculty, staff and guests to the University. Non-residents have wide selections of meal purchase options including Advantage Club Cards that offer five meals at substantial savings over individual meal rates. Residents must elect one of two meal plans; opting for 21 or 15 meals per week (the plan is effective for the full 15 week term). No refunds are available on the board fee (a result of contractual agreements between the University and Sodexo Marriott Education Food Services). Occasional/weekend absences are likewise non-refundable.

In complement to the cafeteria, Sodexo Marriott also provides the Crossroads Cafe located in the Take 5 Lounge. Crossroads is open only when classes are in session in the Fall and Winter Terms. Because of attendance fluctuations Crossroads hours are subject to change near major holidays or at the start or end of each term, with advance posting of any changes.

University Center/Residence Hall

Madonna University maintains separate residence halls for male and female students. Room and board are provided as part of the residence contract. Admitted students apply for residence through the Director of Residence. A Residence Handbook is available for students and explains policies for life in the dormitories.

Health Services

Health services are available at St. Mary Mercy Hospital, which is adjacent to the University at Five Mile and Levan Roads. Students are responsible for all medical bills incurred because of sickness or injury on or off campus. Students may apply for medical insurance through Madonna University at the Office of Student Life during September.

STUDENT SUPPORT SERVICES

To assure that Madonna University students have opportunities to progress and excel, the University offers extensive support services. Students of various racial, cultural, and ethnic backgrounds, disabled students, older adults returning to college, veterans and underprepared/provisionally admitted students have access to the following services.

Academic Advising Services

The Office of Academic Advising is available to assist students with questions related to the advising process. In addition to the academic advisors, students have access to counselors who assist in promoting personal growth and development and who aid them in times of stress and need. Students interested in these services may also consult the Office of Student Life.

Students with many or few interests and who are unsure of which major(s) to declare are encouraged to seek academic advice through the Office of Academic Advising.

Academic Computer Laboratory

The Academic Computer Laboratory (ACL) provides a wide variety of software applications for students, faculty and administration. Also, the University priority on computer literacy is achieved in many non-computing courses where computers are used to demonstrate the value of a computer in work-settings. Students' assignments are completed on 54 IBM compatible computers, running both DOS and Windows applications.

An IBM AS/400 computer system is available to students in programming courses. A network of computers in a newly renovated environment provides students with easy access to high-speed processing power for class assignments. This hands-on experience duplicates many employment situations.

The laboratory is open during posted hours Monday through Saturday, including evenings. Sunday hours are available during Fall and Winter terms. Lab assistants are on duty during posted hours.

Career Resource Center

The Career Resource Center (CRC), in the Offices of Student Life, located on the lower level of the administration wing, is available free of charge to all students of Madonna University. High school students and the general public are offered many of the testing services at minimal cost. The staff of Career Services, Student Services and Student Activities directly assist in career resource activities. Services include simulation of job interviewing situations, on-the-job decision making experiences, preparation of resumes, and review of hiring practices.

Career-related information is available through SIGI (System of Interactive Guidance and Information), a computer-based information system for use by individuals to determine career/life goals. SIGI helps individuals determine personal values, interests, abilities, and preferences in making career decisions. The Michigan Occupational Information System (MOIS) on microfiche, reflects the current state-wide employment and education outlook. Both systems place at the fingertips of the user a wealth of personal, occupational, and

institutional information vital to career development.

The CRC is open 8:00 a.m.-7:00 p.m. Monday through Thursday, and 8:00 a.m.-4:30 p.m. on Friday; summer hours are 8:00 a.m.-4:30 p.m. weekdays.

Center for Academic Writing

The Madonna Center for Academic Writing (MaCAW) was established in 1991 to provide support for student writing. Completely networked, the center utilizes 24 Macintosh computers, 6 color and B & W printers, and a scanner to assist students with such tasks as generating ideas, organizing information, writing papers, editing texts, formatting bibliographies, and doing desktop publishing. The center is designed to facilitate individualized and small group writing assignments and projects. Students are welcome on a walk-in basis, and personal assistance is available for those who would like to write better academic papers.

Center for International Studies

The Center for International Studies was established in 1991 to serve as a centralized clearinghouse for international education programs, both programs within the University and programs external to it. The Center promotes and facilitates a broad and expanding range of international initiatives at Madonna University, including: study, work, and travel abroad; student and faculty exchanges; curriculum and program development; international faculty development opportunities; and the exploration of expanded offerings in area studies and foreign languages. The Center also administers the Financial Awards for Travel and Education (F.A.T.E.) program, which is designed to help qualified students defer some of the additional costs of studying abroad. The Center works closely with other support services, particularly with the Office of Admissions and with the English as a Second Language (ESL) Program office, to accommodate a growing international student population at the University.

Center for Personalized Instruction

The Center for Personalized Instruction assists underprepared students and those experiencing academic difficulty. Tutors are available in specific subject areas as well as in basic reading, writing, mathematics, chemistry and computer skills.

Students may be admitted by self-referral or referral by an instructor. In addition to tutorials, the CPI has an abundance of resources (books, videos and computer programs) available to all Madonna students for the purposes of independent study.

Madonna's TRIO program is housed in the CPI. This is a federally funded program that provides tutorial assistance, basic skills testing and advising to low income/first generation/disabled students free of charge. As students apply for tutoring, the Director determines their eligibility for Madonna's TRIO program.

Counseling

Individual counseling is available for educational, career, social, or personal concerns. Students, whose academic performance is being disturbed by personal problems due to stress, may contact the Vice President for Student Services or a member of the Campus Ministry team for assistance. A brochure of available counseling services is updated each term and available in the Office of Student Life. Referrals to

community professionals are made in cases where problem resolution is beyond the realm of University resources.

At Madonna University much emphasis is placed on advising students in their plans of study. Students are normally expected to meet with their advisors each term. (See University Policies section.)

Disabled Student Services

Established in 1976, the Office of Disability Resources (ODR) at Madonna University strives to create an accessible, positive learning environment for all students.

The Primary goal of the ODR is to assist students with disabilities so that they may fully understand and complete their academic responsibilities without having to confront architectural or attitudinal barriers.

Madonna University's successfully integrated learning environment is the result of constant cooperation and support from the faculty, staff and administration.

Students with a documented disability are eligible for support services to assist them in their educational progress. The Office of Disability Resources (ODR) employs a support team that includes:

- Advisors, who are trained and sensitive to the needs of special students and who assist students in making academic and personal adjustments to college life.
- Notetaker Coordinator, who selects notetakers and helps facilitate a positive working relationship between student, notetaker and instructor.
- Interpreter Coordinator, who manages and schedules interpreting services for in-class and out-of-class requests; as well as selects, evaluates and supervises interpreters.

The ODR teams works closely together to continually provide an accessible learning environment through services such as: sign language interpreting, in-class notetaking, student/instructor liaison, counseling (personal and career), academic advising, tutoring (through the CPI), reading and transcribing, and a computer system with voice synthesizer, enlarged text and braille printing capabilities.

While students are ultimately responsible for their own progress, the ODR assures that students will have access to classroom information.

Instruction Center

The Instruction Center, which is comprised of the Helene Fuld Computer Assisted Instruction Center, and the Ray A. and Jean S. Shapero Nursing Instruction Center, is located in the Angelo DiPonio Building. The Instruction Center consists of an

autotutorial area equipped with computers, interactive videos and practice lab. The lab provides clinical equipment for student practice or faculty-planned simulations. The Instruction Center maintains evening hours for convenience of students and faculty.

Library Services

The present library houses over 160,000 volumes and consists of an open stacks area, a periodical and a reference area. Madonna University has implemented a fully-automated library management system, utilizing VTLS software, which enables on-line users to search the catalog through public access terminals. The library is also connected with the On-Line Computer Library Center (OCLC) which expands the library resources available to Madonna University students. In addition, library resources include study carrels and reading areas, photocopiers, microfilm and microfiche readers, and audio-visual equipment.

The Library-Media Center houses a large lecture hall, an art exhibit gallery, the University Archives and other related offices and services.

When withdrawing books, students are asked to show a valid, current Madonna University I.D. card.

The University library is open daily. Regular library hours are:

Monday - Thursday 8:00 a.m.-10:30 p.m.

Friday 8:00 a.m.- 7:00 p.m.

Saturday 9:00 a.m.- 5:30 p.m.

Sunday 1:00 p.m.- 5:00 p.m.

Summer library hours and vacation schedules are posted well in advance near the second floor Library entrance. Students are advised to check with the Library for any changes in the hours.

Media Services

The Media Services department assists faculty and students in the effective use of media for teaching and learning through classroom support and assistance from media specialists in the preparation of media for presentation or instruction. Services and facilities include a TV Studio, editing, satellite video conferences, cable TV, video library, telecourse tapes for at home viewing, distance learning and interactive television classroom where courses are offered through two-way video to off campus sites. "Madonna Magazine," a regionally syndicated public service program, is produced and crewed by television and video communication students and watched by 40,000 people in metro Detroit. Media Services has daytime, evenings, and Saturday hours.

UNIVERSITY POLICIES

Academic Advising & Counseling

Admitted students with declared majors are assigned academic faculty advisors who assist them in developing plans of study to meet their graduation requirements. Admitted students with no declared majors are assigned temporarily to an advisor in the Office of Student Services or Academic Advising until a major is declared.

Students with many or few interests and who are unsure of which major(s) to declare are encouraged to seek academic advice through the Office of Academic Advising.

Students are required to meet with their assigned academic advisor(s) early in the first term at Madonna University to discuss academic and career plans. Students must also meet with their advisor(s) prior to each registration period to have the program for the coming term approved. The University assumes no responsibility for a student's program if the student is self-advised. Students who have developed an official Plan of Study in consultation with their major advisor are not required to meet with the advisor on a term-by-term basis, but are urged to meet periodically with him/her to update the Plan of Study, and to discuss academic progress and future plans.

University Bulletin Requirements

Students must meet the requirements of the University Bulletin in effect at the term for which they are formally admitted or readmitted. In the event that students change their major or program during their course of study, the students are expected to meet the requirements for that major or program from the University Bulletin in effect at the date of the change. The General Education requirements, however, may be in compliance with the University Bulletin in force at the time of admission or readmission.

Student Load

The normal credit hour load per semester is sixteen; maximum load without special permission from the Vice President for Student Services is eighteen, exclusive of choral and physical education activities. A minimum of twelve credit hours is required for certification as a full-time undergraduate student. Freshman status is 0-29 hours. Sophomore status is 30-59 hours. Junior status is 60-89 hours. Senior status is 90 hours or more.

Level of Instruction

Courses with numbers from 1000-2990 are lower division courses intended primarily for first-year students and sophomores. Juniors and seniors are urged to take upper division courses with numbers from 3000-4990. Additional guidelines can be found in the Course Numbering Guidelines section of this Bulletin.

Students must observe prerequisites set by the University and/or by their specific departments. Since the University must consider the needs of the entire student body, it may be impossible to honor individual requests for particular hours and instructors. The scheduling of courses and sections at certain hours does not assure a student's admission to any given section.

The University may cancel or substitute any course listed for which there is insufficient registration.

Registration

To enroll in courses, students must register at the Registration Office. Admitted students may register through the mail or in person according to dates published each term in the University schedule of classes. Registration Office also accepts registrations for consortium and guest students.

Currently enrolled students are expected to register on days specified each term in the published schedule of classes. Students enrolling for the first time may register up to the add/drop period. For workshops and institutes, students may register any time prior to the first session. No registration is permitted during the add/drop period.

Necessary changes in registration, including withdrawal from a course in writing, are made through the Registration Office. A service fee is charged beginning the first day of the term. A student who does not withdraw officially, in writing, from a course receives a failing grade.

Attendance

Class attendance is required of all students. Repeated absences may result in lowering of grade or loss of credit. The University places the responsibility for attendance upon the student.

When a faculty member is unavoidably detained for a scheduled class, students are expected to wait one half hour.

Prolonged absences should be reported to the Vice President for Student Services.

Interpretation of Grades

Effective Fall Term, 1991, Madonna University adopted a plus/minus grading scale which includes the following grades: A (4.0), A- (3.66), B+ (3.33), B (3.0), B- (2.66), C+ (2.33), C (2.0), D (1.0), and F (0.0). Specific accommodations to the new plus/minus grading scale (i.e., A-, B+, B-, and C+) have been left to the discretion and interpretation of the individual departments, but should be consistent with the following general guidelines:

A — Exceptional — 4 honor points per semester hour.

Represents outstanding achievement. It implies that the student:

- consistently exceeds average requirements;
- is always alert, active and makes original and pertinent contributions to class discussions with evidence of a well-developed critical attitude and sound judgment;
- is prompt, accurate in assignments, and shows command of English and mastery of the subjects;
- reads extensively, works independently and pursues research projects independently;
- gives evidence of superior aptitude, high originality and great ability to grasp and organize the subject matter of the course and apply it to other fields and to the problems of daily life.

B — Very Good — 3 honor points per semester hour.

Represents work which is decidedly above average. It implies that the student:

- a. frequently exceeds average requirements;
- b. is usually alert and active in class discussion, showing some critical attitude and good judgment;
- c. exercises noticeable care in working on assignments and gives evidence of doing independent reading and research;
- d. is eager to learn and willing to profit from direction and criticism;
- e. has ability to transfer the general principles of the course to other situations.

C — Satisfactory — 2 honor points per semester hour.

Represents work which is good. It implies that the student:

- a. performs the required assignments regularly;
- b. is attentive during class hours and gives adequate answers;
- c. is usually careful, neat and accurate in work;
- d. masters the facts of general principles of the course and grasps their more general significance;
- e. uses material from preceding courses but needs additional assistance;
- f. does research and independent reading.

D — Poor but Passing — 1 honor point per semester hour.

Designates work which is below average, that is, below the standards set for graduation unless it is balanced by superior work in other courses. D grades are not acceptable for major courses. A D grade implies that the student:

- a. usually does the minimum requirements and merely grasps the basic material of the course;
- b. frequently misunderstands the assignments and is careless in preparation of them;
- c. is willing but slow to comply with instruction and correction;
- d. seldom or never participates in class discussion and only gives irregular answers when detailed questions are directed by the instructor or other students.

F — Failure — 0 honor points.

- a. designates unacceptable work and requires the student to repeat the course to gain credit.
- b. **F is included in computing the grade point average.**

S — Satisfactory (Optional Grade: C or better)

Except for specifically designated S courses open to all students, only juniors or seniors may elect in each semester one course for which the usual academic credit will be granted with a designation of S but without any quality points for the grade. The policies governing such markings are:

- a. The courses for S marking may not be given in courses for the major, minor, or professional programs, unless granted by department chairperson for life-work experiences.
- b. Students may elect the S grade at the Registrar's Office not later than the date specified in the school calendar.
- c. Instructors will issue conventional grades for coursework which will be converted to S on the academic record.
- d. Only grades of C and above will be converted to S. A grade of D is not converted to S.

- e. Unsatisfactory performance in S grade courses is recorded as F.
- f. S grades cannot be converted to letter grades at a later date.
- g. Students taking CLEP exams must decide whether they will accept an A, B, or C grade or select an "S" grade at the time they sit for the exam. If they choose to take an "S" grade, they will fill out, sign, and turn in (to the CLEP Administrator) the Request for an "S" Grade form prior to the taking of the exam. Students must discuss this decision with their major advisors (department policies vary)

W — Withdrawal

Students who wish to withdraw from a course(s) must do so officially, in writing, at the Registration Office before the deadline date specified each term in the schedule of classes. Failure to officially withdraw from a course will be recorded as F, a failing grade, and computed in the grade point average.

Y — Carry-Over

For courses taught over two terms with grade awarded in second term.

AUD — Audit

Audit status must be approved both by the student's advisor and the course instructor. Audit status must be selected at the time of registration. Auditors must adhere to the attendance policy of the course; those who fail to meet the attendance requirements will be recorded as W on their transcript.

I — Incomplete

A grade of I automatically becomes F, a failing grade, if not removed within six weeks after the end of the term. In extenuating circumstances, students must submit a request for extension of this limit in writing to the Registrar which must be approved by the Instructor and the Registrar. Change of grade forms are available to the instructors at the Registrar's Office.

- NOTE:
1. Students receiving a grade of D, or F, may be permitted to repeat the course once; twice, if approved by the instructor and department. Repeated courses must be taken at Madonna University, and cannot be transferred in.
 2. Only a grade of C or better is applicable toward a major, minor, a professional program, or required supportive courses.
 3. Students receiving a grade of D or F in a major, minor, professional program or a required support course taken at Madonna University must repeat that course at Madonna University. A comparable course taken at another institution will not be transferred in.
 4. The University reserves the right to request students to withdraw from a program due to unsatisfactory performance in the theoretical and/or practical phases of that program or because of inappropriate behavior.

How to Calculate Grade Point Average (GPA)

To compute a Grade Point Average (GPA) for one term: multiply the number of points representing the grade (A, B, C, D, or F) for each course times the number of semester hours for the course; add the grade points earned for the term; divide the total points by the number of semester hours attempted that term (excluding "S" grades and their semester hours). The result will be the term GPA. For example:

Course	Credits	Grade	Point Value	Calculation	Grade Points
ENG 101	3 s.h.	B+	3.33	3 x 3.33 =	9.99
SOC 101	4 s.h.	C	2.00	4 x 2.00 =	8.00
RST 133	3 s.h.	A-	3.66	3 x 3.66 =	10.98
COL 101	1 s.h.	F	0.00	1 x 0.00 =	0.00
BIO 101	4 s.h.	D	1.00	4 x 1.00 =	4.00
	15 s.h.				32.97

The term GPA in this example is the total grade points (32.97) divided by the total semester hours (15), i.e., 2.19 term GPA.

The career GPA is calculated the same way including all terms, course grades and credit hours attempted at Madonna University.

A student's baccalaureate GPA will be frozen at the time of graduation. Students who return to Madonna University for further work will earn a GPA recalculated to reflect honor points earned for courses taken for the second degree.

Examination, Grade Reports, & Transcripts

Final examinations are administered at the end of each term. An unexcused absence from a final examination may constitute a failure in the course.

A report of the final grade in each course and the student's grade point average for the term is mailed to each student.

Transcripts are issued within a week after a request is signed by the student. Transcripts for completed coursework will be mailed after all grades have been posted, usually within three weeks of the end of the term. Issuance of the first transcript is free; additional requests for transcripts require a fee. (See Tuition & Fees section.)

Scholastic Integrity

All written work and computer work is presumed to be the effort of the individual student.

Scholastic dishonesty will be penalized in accordance with the gravity of the situation. (See Style Manual for particulars.)

Cheating on examinations results in automatic failure in the course. A student so accused has the right of appeal to the Student Grievance Board.

Violating library rules regarding unauthorized removal or damaging of books, magazines, or periodicals is also violation of integrity.

Declaration/Change of Major or Minor

Students wishing to declare, change or delete a major and/or minor do so after consultation with their assigned advisor and an advisor in the discipline which they wish to declare. The Declaration/Change of Major form must be filled out, signed by the appropriate advisor(s) and submitted to the Office of Academic Advising Services. Students changing their major/minor are to meet the requirements for that major/minor

in the University Bulletin in effect at the time of change. The General Education requirements, however, may be in compliance with the University Bulletin in force at the time of admission. Specific departmental requirements must be met before requesting a change of major into one of the following programs: Dietetics, Legal Assistant, Nursing, Social Work and Teacher Education.

Dean's List

Students who register for and complete at least 6 semester hours of letter-graded Madonna University credit (none by evaluation) and who maintain a grade point average of 3.5 or better during their term merit first honors on the Dean's List; 3.25 to 3.49, second honors. The GPA will be computed only upon earned grades of A, B, C, D or F. Grades from courses taken concurrently at other institutions will be excluded from consideration.

A student's baccalaureate GPA will be frozen at the time of graduation. Students who return to Madonna University for further work will earn a GPA recalculated to reflect honor points earned for courses taken for the second degree.

Degrees with Distinction

Degrees with distinction are available to baccalaureate students. To be eligible for a degree with distinction a student must complete a minimum of 45 GPA hours at Madonna University. Credits taken for an "S" grade will not be included in the required 45 GPA credit hours. If a course is repeated, the last grade earned will be included in the GPA calculation.

Degrees with distinction are based on the following grade point averages: With honors, 3.5 - 3.699; With High Honors, 3.7 - 3.899; With Highest Honors, 3.9 - 4.0.

A student pursuing a second baccalaureate degree may earn a degree with distinction based on all coursework beyond the first degree (minimum 45 s.h.). Credits taken for an "S" grade will not be included in the 45 s.h.

Good Standing

Students who maintain a term and cumulative grade point average (GPA) of 2.0 or higher and make satisfactory academic progress, as described below, are considered to be in good standing.

Satisfactory Academic Progress

Satisfactory Academic Progress is determined by three factors:

1. minimum 2.0 term grade point average;
2. minimum 2.0 cumulative grade point average; and
3. rate of course completion based on enrollment status, according to the following table:

ENROLLMENT STATUS		MINIMUM COURSE COMPLETION
Full-Time	24+ s.h./a.y.*	20 s.h./a.y.
	12+ s.h./term	
3/4-Time	18+ s.h./a.y.	13 s.h./a.y.
	9-11 s.h./term	
Half-Time	12+ s.h./a.y.	10 s.h./a.y.
	6-8 s.h./term	
Less Than Half-Time	Less than 6 s.h./term	one course per term

* Key: s.h./a.y. = semester hours per academic year.

A formula will be applied to determine the completion factor for students whose enrollment status (full-time or part-time) changes from one term to the next.

NOTE: Names of individuals receiving Veterans' Benefits who fail to make satisfactory progress are submitted to the Department of Veterans Affairs.

Probation

Failure to achieve a 2.0 term GPA and/or cumulative GPA will cause a student to be placed on probation. This status is recorded on a student's transcript.

Termination

Students who remain on probation for two consecutive terms are automatically terminated. An exception to this rule occurs when a student achieves at least a 2.0 term GPA, and maintains satisfactory academic progress as defined above. Such a student is considered to be making progress, but is still on probation. This student must achieve good standing within three terms or be terminated. Once a student on probation reaches good standing, the student is required to maintain this status for three consecutive terms or be terminated.

Reinstatement After Termination

A student who has been terminated for failure to make satisfactory progress and who wishes to appeal the termination shall appeal to the Vice President for Student Services within seven days after notification of termination. Reinstatement of a student terminated from the University is considered when the student gives evidence of improved circumstances that will ensure successful performance in the next term of enrollment. A student is reinstated to continue in the University, not necessarily in a particular major.

Readmission After Termination

A person who has been terminated and is seeking readmission is required to follow the normal admissions process (including application fee) and to provide documentation of activities during the dismissal period which supports the individual's readiness to resume an academic career at Madonna University. This process must be completed well in advance of the beginning of the term for which readmission is desired and no later than December 1, March 1, or July 1 for admission to the following term.

Student Grievance Procedure and Appeal Board

The Student Grievance Procedure provides a method for setting student grievances which result from misinterpretations in areas related to the Madonna University Bulletin and/or departmental policies and/or a grade received in class. The grievance procedure must be initiated within 15 days following the grievant's knowledge of the complaint. Students appealing termination or dismissal for academic reasons have seven days from the date of notification to appeal. See the Student Handbook for complete Student Appeal procedures. The Student Handbook is available in the Office of Student Services.

Prior Learning

The **Prior Learning Program** has been designed to help adults gain credit for learning they have acquired before returning to the university. Some guidelines are listed below.

A formally admitted student can apply for Prior Learning Credit after earning 12 semester hours of credit. That credit can be applied toward a Major, Minor or Elective.

With the assistance of an evaluator, the student will decide what course content has been mastered, how the knowledge will be documented (letters, certificates, work samples) and evaluated (portfolio, exam, product, video, observation). Letter grades (A, B, C) may be applied to Prior Learning; or, satisfactory (S) can be recorded.

The student and evaluator will complete the Prior Learning Evaluation form available in the Office of Prior Learning (Room 1101 D), Office of Academic Advising Services (Room 1101 F) or Billing Office. Registration for credit is at regular registration periods. Reduced tuition is charged for Prior Learning Credit. A special notation of **.1** is recorded for Prior Learning credit (e.g. **English 3010.1**, American Literature).

A total of 60 semester hours of credit can be granted for prior learning. Thirty of these can be the College Level Examination Program (CLEP). A student must have a minimum of 120 credits for graduation. Thirty of these must be residential credits. Prior Learning credits cannot be used to satisfy the 30 semester hours of residential credits for a **second baccalaureate degree**.

Prior learning credits are excluded when determining eligibility for financial aid, full- or part-time status, Dean's List, Academic Achievement List, and proof of U.S. residency (I-20 verification).

For additional information on prior learning credits, consult the Academic Options section of this bulletin, or the Office of Academic Advising Services.

CLEP Exam Procedures

Prior learning can be evaluated by the standardized College Level Examination Program (CLEP) examinations, which are administered at Madonna University monthly on the Thursday before the third Saturday, with the exception of December. It takes approximately one month after the exam is taken to receive final scores prior to registering the credit at the University. Students interested in taking CLEP exams must:

1. Register a month in advance for the specific exam(s) at the Office of Academic Advising Services by paying for the exam(s).
2. Decide whether they will accept an A, B, or C grade or select an "S" grade at the time they sit for the exam. If they choose to take an "S" grade, they will fill out, sign, and turn in (to the CLEP Administrator) the Request for an "S" Grade form prior to the taking of the exam. Students must discuss this decision with their major advisors (department policies vary).
3. After Notification of scores, obtain the Prior Learning Program Credit Evaluation form from the Office of Prior Learning and register for the credits as outlined in the Prior Learning section above.

Cooperative Education (Co-op)

Students are encouraged to incorporate into their degree plans academically related work experience of sufficient duration a minimum of two terms. Course numbers for cooperative education are 1910, 1920, 2910, 2920, 3910, 3920, 4910, and 4920.

The cooperative education program offers the following work and study schedules:

- Alternating: semester of full-time co-oping (40 hours per week) followed by a semester of coursework on campus.

- Parallel: full or part-time co-oping and on-campus coursework pursued daily or weekly during the same semester.

Eligibility criteria for students interested in cooperative education:

1. Sophomore or higher college status, unless approved for earlier job placement by the department granting credit.
2. Transfer students qualify after earning twelve semester hours at Madonna University or earlier upon departmental recommendation.
3. A cumulative and Madonna University grade point average of 2.5 or better or as defined by the department in which co-op credit will be earned.
4. Full intent to complete a minimum of two co-op terms and a degree program at Madonna University.
5. Employable on terms of the employer as defined in the job placement.

A student may apply for cooperative education by obtaining an application form from the Career Services Office and making an appointment with a Co-op coordinator.

Application for cooperative education studies should be completed by June 1st for Fall Term, October 1st for Winter Term, and February 1st for Spring/Summer Term.

Catholic College Consortium

Madonna University is a member of the Detroit Area Catholic Higher Education Consortium.

Undergrad students in good standing may take one or more courses at other consortium institutions at no additional tuition cost, subject to the following conditions.

1. Full-time students who wish to take consortium courses in a given term must be registered for a minimum of twelve (12) credit hours, at least eight (8) of which are to be taken at the home institution; students must pay at least the minimum full-time tuition at the home institution (Madonna University).
2. Part-time students who wish to take consortium courses in a given term must be registered for a minimum of six (6) credit hours, at least three (3) of which are to be taken at the home institution (Madonna University).
3. Consortium enrollment is limited to undergraduate courses taught during regular academic terms or semesters. It does not extend to courses taught exclusively at the graduate level.
4. Approval for enrolling in courses at other consortium institutions must be obtained from the home institution; consortium authorization form(s) must be completed by the student and signed by the Registrar. The signature of the home school registrar constitutes assurance to the student that the credits taken at the host school will be accepted by the home school on the same basis as course work completed at the home school.
5. Tuition is paid to the home institution. Special laboratory and/or studio fees are paid directly to the host school.
6. Students must follow all registration procedures at both home and host institutions. To add, drop, or withdraw from a course, a student must comply with the deadline of the host institution and must complete the appropriate forms at both institutions so that both registrars are notified.
7. The authority to limit total number of courses which Madonna University students may pursue at other consortium schools rests with the Vice President for Academic Affairs.

8. A part-time student may not register for more than twelve (12) semester hours of consortium credit during his or her undergraduate career.
9. Awarding of Title IV Financial Aid to students in the consortium is the sole responsibility of the home school.

Dual Admission

Dual admission is defined as simultaneous matriculation at Madonna University and one or more other accredited higher education institutions. Distance learning programs are those programs in which students receive instruction through a variety of modalities remote from the University campus in Livonia or its official outreach sites. Distance learning programs depend upon collaborative arrangements with other institutions to provide prerequisite and general education courses and often entail dual admission.

Therefore, only those admitted students who are in Madonna University distance learning programs may simultaneously gain admission to and attend one or more other accredited higher education institutions. Courses completed under this arrangement will apply toward certificate or degree requirements at Madonna University.

Academic Forgiveness

Students who have not attended Madonna University for at least five consecutive academic years or fifteen consecutive terms and have been readmitted or are seeking readmission to work toward their initial baccalaureate degree may submit a request to have their previous academic history reviewed. A committee consisting of the Registrar, a member of the appropriate academic department and a third member representing Academic Advising, Admissions or Student Services will review the request, make a decision and inform the student. If the request is approved, **all previous grades will be excluded from the cumulative GPA.** The class record remains on the transcript; only the GPA is deleted. **Only credits or classes which received A, B, C or S grades will count toward graduation.** A record will be forgiven only once and is irrevocable. Classes forgiven will not be counted in the 56 hours required for degrees with distinction.

STUDENT RECORDS POLICIES AND PROCEDURES FOR MADONNA UNIVERSITY

(REVISED SEPTEMBER 2000 IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974).

PROCEDURE TO INSPECT EDUCATION RECORDS

Madonna University's policy with regard to student records follows the "Family Educational Rights and Privacy Act of 1974" (20 USCS Section and 1232 g) and is set out in brief form as follows: students have the right to inspect their records; the institution will comply with the student's request for information within 45 days after the request has been filed; confidential information pertaining to students will not be disclosed to any person, organization or agency outside the University without the written authorization of the student, except: 1) in compliance with a court order; 2) when a parent or legal guardian of any student under 18 years of age may request to view the dependent's records; 3) directory information which is public information.

LIMITATION ON RIGHT OF ACCESS

Excluded from inspection by students of the institution are the following: parental financial records; confidential letters and statements of recommendation filed before January 1, 1975; confidential recommendations solicited under a waiver of the right of future access.

Records excluded from the provisions of the Act are: personal notes of teachers and administrators in the sole possession of the maker, not accessible or revealed to any other person except a substitute; law enforcement records; employee records of individuals employed by the educational institutions; medical and psychiatric reports or related professional files made in connection with treatment of the student.

REFUSAL TO PROVIDE COPIES

Madonna University does not deny students access to educational records upon written request. Madonna University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in the following situations:

1. The student lives within commuting distance of Madonna University.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions.

DISCLOSURE OF EDUCATION RECORDS

Madonna University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school in which the student seeks or intends to enroll, upon the student's request.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To designated attorneys or legal consultants hired by the University.

12. To individuals requesting directory information so designated by the University. The information may include name, date of graduation, major field of study, dates of enrollment, participation in officially recognized activity (sports, degrees, and awards).
13. As the result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
14. Students may request that information not be provided to individuals by filing a written request with the Registrar's Office.

RECORD OF REQUESTS FOR DISCLOSURE

Madonna University will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must request in writing to the Registrar of Madonna University to amend the education records relating to the student. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. Within a reasonable period of time after receipt of the request to amend, Madonna University may comply with the request or it may decide not to comply. If it decides not to comply, Madonna University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon the student's written request for a hearing, Madonna University will arrange for the hearing, and notify the student, reasonably in advance, of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals including an attorney, but must inform the hearing officer at least two days prior to the hearing.
5. Madonna University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Madonna University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If Madonna University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Madonna University discloses the contested portion of the record, it must also disclose the statement.

Application for Graduation

Students who plan to earn bachelor degrees's, associate's degrees, or certificates must file the appropriate form with the Registration Office according to the dates published each term in the schedule classes. Failure to meet the deadline date may result in graduation being postponed until the following term. Students pay a fee when filing an application.

A non-refundable graduation fee is charged each student who applies for graduation. It is assessed for each degree. The application is valid for one year from the term for which the student is applying. Students may postpone their graduation date for three consecutive terms.

Students who wish to file an Application for Graduation pay the fee at the Student Accounts Office at that time. The completed application form, signed by the student and student's advisor is submitted to the Registration Office with an attached plan of study.

See University Calendar and published schedule of classes each term for deadline dates. Students may file late only within 30 calendar days of the due date with the approval of the Registration Office. An additional fee is assessed. No applications for graduation are accepted 30 days after due date.

Graduation

Students may graduate at the end of each term upon completion of degree requirements. A minimum 2.0 final term and cum grade point average is required. The annual commencement exercises are scheduled early in May. Students receiving degrees or completing certification are encouraged to participate in the exercises.

Commencement

Students who expect to complete degree or certification requirements at the end of the summer session may participate in the current May commencement exercises.

Diplomas

Diplomas for May, July and December graduates are mailed to the graduates approximately **10 weeks** after each graduation date.

STUDENT SERVICES POLICIES

Students are responsible for knowledge of any authorized changes in policy, regulations, and procedures that may be implemented during the academic year. These will be noted in the letter from the Vice President for Student Services sent out in August and December.

Address Change

It is the responsibility of the student to inform the Registration Office of any address change. Mail returned to the University because of an address change will not defer the assessment of penalty charges.

Dress Code

When on campus, students are expected to exercise good judgment and propriety in wearing clothing appropriate to the academic setting.

Drives and Solicitation of Funds

Individual students, staff or organizations are not permitted to operate stores or conduct sales on campus. Nor shall anyone solicit funds or organize and participate in fund-raising drives for any reason without first obtaining approval from the Office of University Advancement.

I.D. Cards

University student identification cards are issued by the Office of Student Services at the time of the first registration. The I.D. card can be replaced for \$5.00. The I.D. card should be carried at all times; it is used whenever identification is necessary, and must be presented when requested by a University staff member or security guard. I.D. cards are to be updated each term at the Office of Student Life or at the Registration Office.

Madonna University Alumni Association (MUAA)

All graduates of Madonna University are considered members of the Madonna University Alumni Association. The MUAA provides recruitment assistance, on-campus activities and off-campus trips in which current students can participate. In cooperation with the Alumni Office, the MUAA raises funds for the University Annual Fund Campaign and Association projects.

Name Change

Students who wish to have their name changed on their official records must complete a change of name form at the Registration Office. A copy of the official authorization of change must be provided when the completed form is submitted.

Parking Regulations

Students may use all the parking lots, except where restrictions are posted for reserved parking for the disabled or for designated purposes. There is no parking on the grass or anywhere on the inner campus. Parking violators will be ticketed and/or stickered.

Prohibitions

Students are prohibited from carrying weapons or explosives, from gambling or using narcotics, drugs and alcoholic beverages on campus. Madonna University recognizes its duty to uphold the laws of the State of Michigan. Students are reminded that violation of these laws may be considered a misdemeanor or a felony. The University will not condone the abuse of the law or of persons. The University acknowledges, however, that alcohol and drug dependence is an illness and may make treatment recommendations in lieu of or in addition to penalties.

To promote a healthy environment, all buildings of the campus are smoke-free.

Respect for Property

Damage caused by students to University property will result in disciplinary action as well as financial assessment for replacement or repair.

Social Security Number Change

It is the responsibility of the student to inform the University of a correction to an erroneous social security number. A change of social security number form is available at the Registration Office. A copy of your social security card is required before the form can be processed.

Eight Academic Goals & Competencies



Hospice graduate student Debra Trogu-Barbour, BSN, RN, receives personal attention from hospice education chairperson and professor, Dr. Kelly Rhoades. Madonna University's hospice education program is the only university-based program of its kind in the United States.

GENERAL EDUCATION REQUIREMENTS

Liberal Arts Education is an education for life, designed to expand the students' understanding of significant ideas and issues relevant to culture and the complexity of the modern world. Madonna University provides students with career preparation within a liberal arts framework consistent with the mission statement of the University.

To this end, the University requires all students to complete a program of study which includes a general education core as well as a major program area.

The program of study requirements evolve from statements of eight Academic Goals and Competencies that together characterize the liberally educated person. These eight competencies provide a rationale for the courses that are required to fulfill the general education and program major goals.

General Education Core (Goals 1-6)

Goal 1 - *Communication* - Develop effective communication skills.

- 1.1 Demonstrate the ability to write clear, effective English prose.
- 1.2 Demonstrate the ability to read effectively, think critically, and communicate clearly in group situations as well as in individual presentations.

Goal 2 -*Religious Values* - Achieve an understanding of religious and moral dimensions of human experience.

- 2.1 Identify and describe the values, questions and expressions of truth as exemplified in the Judeo-Christian tradition as well as within various other religious traditions.
- 2.2 Explain the impact and influence of religion on contemporary institutions and on individual value decisions.

Goal 3 -*Cultural Traditions* - Develop an understanding of and responsiveness to the aesthetic, emotive, and intellectual expressions of human concerns through the Humanities and Arts.

- 3.1 Demonstrate the ability to interpret the Humanities as they are expressed in their cultural richness and ethnic diversity.
- 3.2 Identify and describe the stages of human civilizations as expressed through the creative arts.
- 3.3 Explain how historical and/or philosophical investigation of human experience reveals multiple views of the human condition.
- 3.4 Critically assess how literature through the creative power of language evokes complex realities in response to questions of human worth, human purpose, and human potential.

Goal 4 -*Scientific Inquiry* - Achieve an understanding of modern concepts of science, computer technology and mathematics and the relationship between scientific and technological realities in contemporary life.

- 4.1 Demonstrate an understanding of the concepts, language and tools of mathematics and develop the ability to reason using mathematical techniques.
- 4.2 Demonstrate an understanding of the scientific bases for the study of the physical and biological worlds and their relationship to one's cultural and social life.
- 4.3 Demonstrate an understanding of the scientific method and its application to problem solving and discovery.
- 4.4 Demonstrate a fundamental understanding of the theory and application of computer technology and information management.

Goal 5 -*Personal and Social Environment* - Develop an understanding of the ways in which individuals perceive, experience and behave in their personal and social environment.

- 5.1 Describe the ways in which the individual is affected by the total environment.
- 5.2 Describe and analyze the elements which contribute to effective interpersonal relationships.
- 5.3 Identify and analyze social problems confronting modern pluralistic society and the various personal and community strategies for dealing with these.
- 5.4 Demonstrate an understanding of adaptation to change in personal and social environments.

Goal 6 -*World Citizenship* - Develop a facility for international and national citizenship skills.

- 6.1 Demonstrate an elementary theoretical understanding of international relations.
- 6.2 Describe international problems, achievements and aspirations of the U.S. and other nations and cultures.
- 6.3 Analyze significant contemporary national and international issues.
- 6.4 Demonstrate through informed opinion the ability to participate effectively in the formulation of national and international policies.
- 6.5 Evaluate the impact of the increasingly multicultural nature and growing internationalization of American society.

Program Major and Career Goals (Goals 7-8)

Goal 7 -*Personal and Professional Development*- Achieve individual educational goals for personal enrichment and/or career development.

- 7.1 Knowledge and skills are based on specific major.

Goal 8 -*Significant Content Knowledge*—Master a significant body of content knowledge.

- 8.1 Knowledge and skills are based on specific major.

REQUIREMENTS FOR GENERAL EDUCATION CORE ASSOCIATE'S DEGREE

For the associate's degree, a minimum of 60 semester hours with a grade point average of 2.0 (C) or better is required. The last 15 semester hours must be completed at Madonna University. The 60 hours for the associate's degree include: (1) 24-31 semester hours in a major field of study and a minimum of "C" in each course of the major sequence (some associate programs, by exception, have been approved with higher semester hour requirements); and (2) a minimum of 31 semester hours in General Education as outlined below:

GOAL 1 - COMMUNICATION - DEVELOP EFFECTIVE COMMUNICATION SKILLS.

Communication Skills, minimum of:

- 6 s.h. ENG 1010 Communication Skills I (3 s.h.)
ENG 1020 Communication Skills II (3 s.h.)

GOAL 2 -RELIGIOUS VALUES - ACHIEVE AN UNDERSTANDING OF RELIGIOUS AND MORAL DIMENSIONS OF HUMAN EXPERIENCE.

Values/Religious Perspectives**, minimum of:

- 3 s.h. Religious Studies

** Some courses are designed basically within the Catholic tradition; other courses are nondenominational in approach and of general human interest.

GOAL 3 -CULTURAL TRADITIONS - DEVELOP AN UNDERSTANDING OF AND RESPONSIVENESS TO THE AESTHETIC, EMOTIVE, AND INTELLECTUAL EXPRESSIONS OF HUMAN CONCERNS THROUGH THE HUMANITIES AND ARTS.

Culture & Aesthetic Appreciation, minimum of:

- 4 s.h. HUM 2010 The Medium & the Message (4 s.h.)
- 3 s.h. ART 2020 Great Monuments in World Art (3 s.h.)
ENG 2230 Ideas in World Literature (3 s.h.)
MUS 2020 Music Through the Ages (3 s.h.)
- 3 s.h. HIS 1080 Ancient World (4 s.h.)
HIS 2450 Medieval & Renaissance Europe (4 s.h.)
HIS 3300 Early Modern Europe (4 s.h.)
HIS 3330 Modern Europe, 1815-Present (4 s.h.)
PHL 1010 Introduction to Philosophy (3 s.h.)
PHL 1050 Anthropology: Philosophy of Person (3 s.h.)
PHL 1550 Inquiry Into Values (3 s.h.)
PHL 2010 Logic (3 s.h.)
PHL 2210 Person & Society (3 s.h.)
PHL 3150 Phenomenology & Existentialism (3 s.h.)
PHL 3310 Philosophy, Technology & Human Concern (3 s.h.)
PHL 3650 Epistemology: Philosophy of Knowledge (3 s.h.)

GOAL 4 -SCIENTIFIC INQUIRY - ACHIEVE AN UNDERSTANDING OF MODERN CONCEPTS OF SCIENCE, COMPUTER TECHNOLOGY AND MATHEMATICS AND THE RELATIONSHIP BETWEEN SCIENTIFIC AND TECHNOLOGICAL REALITIES IN CONTEMPORARY LIFE.

Mathematical Skills, minimum of:

- 3 s.h. MTH 1050 Intermediate Algebra (4 s.h.)
MTH 1150 Contemporary Mathematics (3 s.h.)
MTH 1210 Precalculus (4 s.h.)
MTH 2350 Probability & Statistics (4 s.h.)
MTH 2510 Calculus with Analytic Geometry I (4 s.h.)

Scientific Bases of Technological Realities, minimum of:

- 3 s.h. BIO 1010 Introduction to Biology (4 s.h.)
BIO 2240 Basic Human Physiology (4 s.h.)
BIO 2430 Anatomy & Physiology I (3 s.h.)
BIO 3150 Human Genetics and Society (3 s.h.)
CHM 1010 Introductory Principles of Chemistry (4 s.h.)
CHM 1110 General Chemistry I (4 s.h.)
CHM 1610 Introduction to Life Chemistry (4 s.h.)
NSC 1250 Health Problems (4 s.h.)
NSC 2160 Earth Science (4 s.h.)
NSC 2250 Human Nutrition (4 s.h.)
NSC 3150 Physical Aspects of Aging (3 s.h.)
NSC 3290 Principles of Astronomy (4 s.h.)
NSC 3030 Oceans: Our Continuing Frontier (4 s.h.)
NSC 3150 Physical Aspects of Aging (3 s.h.)
NSC 3250 The Ascent of Man (4 s.h.)
NSC 3290 Principles of Astronomy (4 s.h.)
PHY 2530 General Physics I (4 s.h.)
PHY 2540 General Physics II (4 s.h.)

GOAL 5 -PERSONAL AND SOCIAL ENVIRONMENT - DEVELOP AN UNDERSTANDING OF THE WAYS IN WHICH INDIVIDUALS PERCEIVE, EXPERIENCE AND BEHAVE IN THEIR PERSONAL AND SOCIAL ENVIRONMENT.

Personal, Social and Societal Skills, minimum of:

- 3 s.h. PSY 1010 General Psychology (3 s.h.)

GOAL 6 -WORLD CITIZENSHIP - DEVELOP A FACILITY FOR INTERNATIONAL AND NATIONAL CITIZENSHIP SKILLS.

National & International Citizenship Skills, minimum of:

- 3 s.h. HIS 1010 World Problems (3 s.h.)
HIS 4320 Diplomatic History of the United States (3 s.h.)
HIS 4630 Emerging Nations (3 s.h.)

REQUIREMENTS FOR GENERAL EDUCATION CORE BACCALAUREATE DEGREE

For the baccalaureate degree a minimum of 120 semester hours with a grade point average of 2.0 (C) or better is required. The last 30 semester hours must be completed at Madonna University. Candidates for the baccalaureate degree must also successfully complete the senior comprehensive examination or the equivalent senior seminar for their major(s). Students are encouraged to consider a second major or a minor whenever possible.

The 120 semester hours for the baccalaureate degree include: (1) 30-56 semester hours in a major field of study (majors within the School of Business require 62 semester hours) with a minimum of "C" in each course of the major sequence, including all support courses required by the major; and (2) A minimum of 52 semester hours in General Education as outlined below:

GOAL 1 -COMMUNICATION - DEVELOP EFFECTIVE COMMUNICATION SKILLS.

Communication Skills, minimum of:

- ___ 6 s.h. ENG 1010 Communication Skills I (3 s.h.)
- ENG 1020 Communication Skills II (3 s.h.)

GOAL 2 -RELIGIOUS VALUES - ACHIEVE AN UNDERSTANDING OF RELIGIOUS AND MORAL DIMENSIONS OF HUMAN EXPERIENCE.

Values/Religious Perspectives**, minimum of:

- ___ 6 s.h. Religious Studies

** Some courses are designed basically within the Catholic tradition; other courses are nondenominational in approach and of general human interest.

GOAL 3 -CULTURAL TRADITIONS - DEVELOP AN UNDERSTANDING OF AND RESPONSIVENESS TO THE AESTHETIC, EMOTIVE, AND INTELLECTUAL EXPRESSIONS OF HUMAN CONCERNS THROUGH THE HUMANITIES AND ARTS.

Culture & Aesthetic Appreciation, minimum of:

- ___ 4 s.h. HUM 2010 The Medium & the Message (4 s.h.)
- HUM 3050 The Idea of Justice (4 s.h.)
- HUM 3080 The Nature and Scope of Inquiry (4 s.h.)

- ___ 3 s.h. ART 2020 Great Monuments in World Art (3 s.h.)
- ENG 2230 Ideas in World Literature (3 s.h.)
- MUS 2020 Music Through the Ages (3 s.h.)

- ___ 4 s.h. ENG 3010 Major American Writers:
 Beginnings to 1900 (4 s.h.)
- ENG 3020 Major American Writers:
 1900 to Present (4 s.h.)
- ENG 3550 Women in Literature (4 s.h.)
- ENG 3610 Major British Writers:
 Chaucer to Johnson (4 s.h.)
- ENG 3620 Major British Writers:
 Blake to Eliot (4 s.h.)
- ENG 3710 Contemporary Literature (4 s.h.)
- ENG 4210 Time & Literature (4 s.h.)
- ENG 4540 Classics of African-American Literature (4 s.h.)
- ENG 4550 Voices of Pluralism in American
 Literature (4 s.h.)
- ENG 4750, 4760 Studies in Literature (4 s.h. each)

- ___ 3 s.h. HIS 1080 Ancient World (4 s.h.)
- HIS 2450 Medieval & Renaissance Europe (4 s.h.)
- HIS 3300 Early Modern Europe (4 s.h.)
- HIS 3330 Modern Europe, 1815-Present (4 s.h.)
- PHL 1010 Introduction to Philosophy (3 s.h.)
- PHL 1050 Anthropology: Philosophy of Person (3 s.h.)
- PHL 1550 Inquiry Into Values (3 s.h.)
- PHL 2010 Logic (3 s.h.)
- PHL 2210 Person & Society (3 s.h.)
- PHL 3150 Phenomenology & Existentialism (3 s.h.)
- PHL 3310 Philosophy, Technology & Human
 Concern (3 s.h.)
- PHL 3650 Epistemology: Philosophy of Knowledge (3 s.h.)
- PHL 4080 Christian Ethics (3 s.h.)
- PHL 4110 Medical Ethics (3 s.h.)

GOAL 4 -SCIENTIFIC INQUIRY - ACHIEVE AN UNDERSTANDING OF MODERN CONCEPTS OF SCIENCE, COMPUTER TECHNOLOGY AND MATHEMATICS AND THE RELATIONSHIP BETWEEN SCIENTIFIC AND TECHNOLOGICAL REALITIES IN CONTEMPORARY LIFE.

Mathematical Skills, minimum of:

- ___ 3 s.h. MTH 1050 Intermediate Algebra (4 s.h.)
- MTH 1060 Trigonometry (3 s.h.)
- MTH 1150 Contemporary Mathematics (3 s.h.)
- MTH 1210 Precalculus (4 s.h.)
- MTH 2300 Business Calculus (4 s.h.)
- MTH 2330 Learning and Teaching Number
 Concepts (3 s.h.)
- MTH 2350 Probability & Statistics (4 s.h.)
- MTH 2510 Calculus with Analytic Geometry I (4 s.h.)

Computer Literacy, minimum of:

- ___ 2 s.h. CIS 2250 Computer Fundamentals (2 s.h.)
- CIS 2380 Introduction to Computers (3 s.h.)
- CSC 2080 Principles of Computer Science (3 s.h.)
- CSC 3090 Practical Operating Systems (3 s.h.)

Scientific Bases of Technological Realities/Biological Science, minimum of:

- ___ 3 s.h. BIO 1010* Introduction to Biology (4 s.h.)
- BIO 1030* General Biology I (4 s.h.)
- BIO 1040* General Biology II (4 s.h.)
- BIO 2240 Basic Human Physiology (4 s.h.)
- BIO 2260* Microbiology (4 s.h.)
- BIO 2430* Anatomy & Physiology I (3 s.h.)
- BIO 2440* Anatomy & Physiology II (3 s.h.)
- BIO 3150 Human Genetics and Society (3 s.h.)
- BIO 3610 Epidemiology (3 s.h.)
- BIO 3710 Pathophysiology (3 s.h.)
- CHM 3610* Biochemistry I (4 s.h.)
- NSC 1250 Health Problems (4 s.h.)
- NSC 2250 Human Nutrition (4 s.h.)
- NSC 3080 The Nature and Scope of Inquiry (3-4 s.h.)
- NSC 3150 Physical Aspects of Aging (3 s.h.)
- NSC 3730* Science Foundations I (4 s.h.)

Scientific Bases of Technological Realities/Physical Science, minimum of:

- ___ 4 s.h. CHM 1010* Introductory Principles of Chemistry (4 s.h.)
- CHM 1110* General Chemistry I (4 s.h.)
- CHM 1610* Introduction to Life Chemistry (4 s.h.)
- NSC 2160* Earth Science (4 s.h.)
- NSC 3030 Oceans: Our Continuing Frontier (4 s.h.)
- NSC 3080 The Nature and Scope of Inquiry (3-4 s.h.)
- NSC 3250 The Ascent of Man (4 s.h.)
- NSC 3290* Principles of Astronomy (4 s.h.)
- NSC 3740* Science Foundations II (4 s.h.)
- PHY 2530* General Physics I (4 s.h.)
- PHY 2540* General Physics II (4 s.h.)
- PHY 2710* Fundamental Electronics (4 s.h.)

* These courses include a Laboratory Science Experience. One of the science courses must be selected from the group that includes a laboratory experience.

GOAL 5 -PERSONAL AND SOCIAL ENVIRONMENT - DEVELOP AN UNDERSTANDING OF THE WAYS IN WHICH INDIVIDUALS PERCEIVE, EXPERIENCE AND BEHAVE IN THEIR PERSONAL AND SOCIAL ENVIRONMENT.

Personal, Social and Societal Skills, minimum of:

- ___ 3 s.h. PSY 1010 General Psychology (3 s.h.)
- ___ 6 s.h. BUS 1010 Contemporary Society & The Organization (3 s.h.)
- ENG 2620 Language & Culture (3 s.h.)
- FIN 3700 Life Cycle Financial Planning
- GER 1070 Introduction to Gerontology (3 s.h.)
- GER 3070 Psychology of Aging (3 s.h.)
- MGT 2160 Human Behavior & Attitudes (2 s.h.)
- MGT 2360 Principles of Management (3 s.h.)
- MGT 3020 Organizational Behavior (3 s.h.)
- MGT 3160 Human Behavior & Leadership (2 s.h.)
- PSY 2450 Life Span Developmental Psychology (4 s.h.)
- PSY 3660 Social Psychology: A Psychological Perspective (4 s.h.)

- SSC 3080 The Nature and Scope of Inquiry (3-4 s.h.)
- SLS 1000 Introduction to Sign Language Studies (3 s.h.)
- SLS 3310 Deaf Culture (3 s.h.)
- SOC 1010 Introduction to Sociology & Cultural Anthropology (4 s.h.)
- SOC 2210 Social Issues and Movements (4 s.h.)
- SOC 3220 Race, Ethnicity & Class in American Life (4 s.h.)
- SOC 3530 Marriage & The Family (4 s.h.)
- SOC 3670 Social Psychology (4 s.h.)
- SOC 3750 Religion & Society (3 s.h.)

GOAL 6 -WORLD CITIZENSHIP - DEVELOP A FACILITY FOR INTERNATIONAL AND NATIONAL CITIZENSHIP SKILLS.

National & International Citizenship Skills, minimum of:

- ___ 3 s.h. HIS 1010 World Problems (3 s.h.)
- HIS 4320 Diplomatic History of the United States (3 s.h.)
- HIS 4630 Emerging Nations (3 s.h.)
- ___ 3 s.h. ECN 2710 Economics for Human Services (3 s.h.)
- ECN 2720 Principles of Microeconomics (4 s.h.)
- ECN 2730 Principles of Macroeconomics (4 s.h.)
- GEO 3010 World Regional Geography (4 s.h.)
- HIS 2310 United States to 1900 (4 s.h.)
- HIS 3410 Minority Groups in America (4 s.h.)
- HIS 4510 Economic & Business History of the United States (4 s.h.)
- HIS 4530 United States in the Twentieth Century (4 s.h.)
- PSC 2510 American Government (4 s.h.)
- PSC 3010 International Relations (4 s.h.)
- PSC 3210 Comparative Politics (4 s.h.)
- PSC 4510 State & Local Government (4 s.h.)
- Foreign Language (3 s.h.)*

* Up to three (3) semester hours of foreign language, including Sign Language Studies but excluding SLS 1000, can be used to satisfy the second portion of requirements under Goal 6 (World Citizenship) of the General Education requirements.

DIVISIONAL ORGANIZATION

Undergraduate academic programs are organized under five divisions, as indicated below. These programs of study are listed alphabetically in the following table, and are described in detail in the Plans of Study section of the Bulletin.

College of Arts & Humanities

- American Studies
- Communication Arts
- English
- English/Journalism
- English/Speech
- Fine Arts
- French
- Graphic Design
- Humanities
- Japanese
- Journalism & Public Relations
- Music
 - Church Music
 - Instrumental/Vocal Performance
 - Music Education
 - Music Management
 - Piano Pedagogy
- Pastoral Ministry
- Philosophy
- Piano Pedagogy
- Professional & Technical Writing
- Religious Studies
- Sign Language Studies/Interpreting
- Spanish
- Speech & Drama
- Video Communications

College of Continuing and Professional Studies

- General Studies

College of Education

- Child Development
- Early Childhood Education
- Family and Consumer Sciences
- Teacher Education
- Literacy Education
- Masters Programs
 - Educational Leadership
 - Catholic School Leadership
 - Learning Disabilities
 - Learning and Teaching

College of Science & Mathematics

- Allied Health Administration
- Applied Science
- Applied Sociology
- Biochemistry
- Biology
- Chemistry
- Computer Science
- Dietetics
- Environmental Safety & Health
- Fire Science
- General Science
- Mathematics

- Mathematics for Elementary Certification
- Medical Laboratory Technician
- Medical Technology
- Natural Science
 - Pre-Nuclear Medicine Technology
 - Pre-Radiography
- Nutrition & Food Service
- Occupational Safety, Health & Fire Science
- Physics
- Pre-Engineering
- Pre-Professional
 - Pre-Dentistry
 - Pre-Medicine
 - Pre-Optometry
 - Pre-Osteopathy
 - Pre-Pharmacy
 - Pre-Podiatry
 - Pre-Veterinary
- Vocational/Health
- Vocational/Trade and Industry

College of Social Sciences

- Criminal Justice
- Dementia Care
- Gerontology
 - Activity Therapy
 - Case Management
- History
- Legal Assistant
- Long Term Care Administration
- Mental Health
- Nurse Paralegal
- Nursing Home Administration
- Political Science
- Pre-Law
- Psychology
- Social Studies
- Social Work
- Sociology
 - Applied Sociology
 - Addictions Studies

School of Business

- Accounting
- Business Administration
- Computer Information Systems
- Computer Technology
- Hospitality Management
- International Business
- Management
 - Human Resources
 - Quality & Operations Leadership
- Marketing
- Merchandising Management
- Sales Specialist

College of Nursing & Health

- Athletic Training
- Health Care Career Opportunities
- Hospice Education
- Nursing
- Physical Education

UNDERGRADUATE PROGRAMS OF STUDY

	MAJOR	MINOR	CERTIFICATE OF COMPLETION	CERTIFICATE OF ACHIEVEMENT	ASSOCIATE DEGREE	BACHELOR DEGREES	
						B.A.	B.S.
Accounting	X	X					X
Allied Health Administration	X				AAS		X
American Studies		X					
Applied Science ¹	X				AAS		BAS
Art	X	X				X	
Art History		X		X			
Fine Arts	X	X		X		X	
Graphic Design	X				AA	X	
Biochemistry	X						X
Biology	X	X					X
Business Administration	X	X			X		X
Chemistry	X	X					X
Child Development	X	X			X		X
Computer Information Systems	X	X	X ²			X	
Computer Science	X	X			X		X
Computer Technology					X		
Criminal Justice	X	X	X	X	X		X
Dietetics	X						X
Early Childhood Education (for elementary teacher certification only)		X					
Education ²							
English	X	X			X	X	
English/Journalism	X	X			X	X	
English/Speech	X	X			X	X	
Family & Consumer Sciences	X	X					X
Fire Science	X	X		X	X		X
General Science (for elementary teacher certification only)	X						X
General Studies							BGS
Gerontology	X	X		X	X	X	X
Activity Therapy in Gerontology				X			
Case Management			X	X			
Dementia Care			X				
Graphic Design	X	X					
History	X	X				X	
Hospice Education	X	X		X	X		X
Hospitality Management	X	X					X
Humanities		X					
International Business & Economics	X						X
International Studies			X				
Japanese	X	X				X	
Journalism/Public Relations	X	X			X	X	
Legal Assistant	X			X	X		X
Long Term Care Administration	X			X	X		X
Nursing Home Administration Pre-Licensure			X				
Management	X						X
Marketing	X						X
Sales Specialist			X				
Mathematics	X	X					X
Mathematics for Elementary Certification	X	X					X
Medical Laboratory Technician	X			X	AAS		BAS

UNDERGRADUATE PROGRAMS OF STUDY

	MAJOR	MINOR	CERTIFICATE OF COMPLETION	CERTIFICATE OF ACHIEVEMENT	ASSOCIATE DEGREE	BACHELOR DEGREES	
						B.A.	B.S.
Medical Technology	X						BAS
Merchandising Management	X	X		X	X		X
Fashion.....	X			X			X
General Retail	X			X			X
Music	X	X					X
Church Music.....	X						
Music Education	X						
Music Mangement	X						
Music Performance.....	X						
Piano Pedagogy				X			
Natural Science	X	X			X		X
Pre-Nuclear Medicine Technology					X		
Pre-Radiography					X		
Nurse Paralegal				X			
Nursing	X						BSN
Nutrition & Food Science	X	X			X		X
Occupational Safety & Health		X		X			
Occupational Safety, Health & Fire Science.....	X				X		X
Environmental Safety & Health			X				
Pastoral Ministry	X	X				X	
Philosophy		X					
Physics.....		X					
Political Science		X					
Pre-Engineering ¹							
Preprofessional ²							
Pre-Dentistry, Pre-Law, Pre-Medicine, Pre-Optometry, Pre-Osteopathy, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary							
Private Investigation.....			X				
Professional & Technical Writing	X	X				X	
Psychology	X	X	X			X	
Mental Health	X	X	X			X	
Research.....	X		X			X	
Quality and Operations Leadership.....			X				
Religious Studies.....	X	X	X		X	X	
Sign Language Studies/Interpreting	X	X		X	X	X	
Interpreting.....	X						
Preprofessional.....	X						
Social Studies	X	X				X	
Social Work	X						BSW
Sociology.....	X	X				X	
Applied Sociology		X					
Addictions Studies				X			
Spanish ⁴	X	X				X	
Speech Communication.....		X					
Television & Video Communications	X	X			X	X	
Vocational/Health	X						BAS
Vocational/Trade & Industry	X						BAS

¹For select programs of study.

²Certified Novell Engineer (CNE) and Microsoft Certified Systems Engineer (MCSE) certifications are offered in cooperation with New Horizons Computer Learning Center.

³Students in the Teacher Education Program complete an academic major. Refer to Education Department for details.

⁴Consortial arrangement with University of Detroit Mercy.

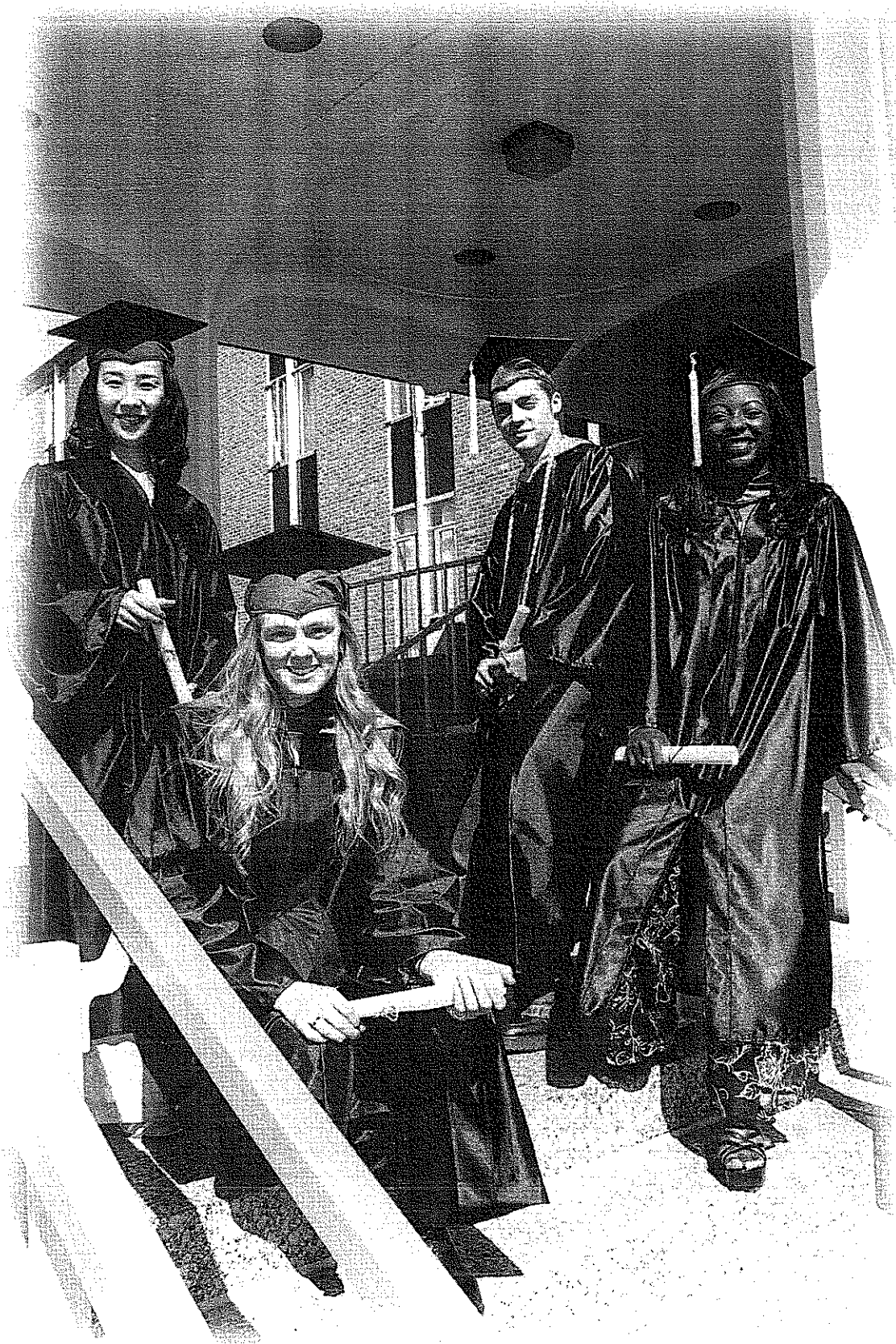
⁵Students complete appropriate majors such as biology, biochemistry, or history to prepare themselves for professional schools. Students should become familiar with the exact requirements of the school to which they will apply.

NOTE: Certificates of Achievement and Associate Degrees are not awarded in programs such as Education, Nursing, Medical Technology and Radiography.

This chart is used as a guide and is subject to change without notice. Please refer to Department Chairpersons.

Plans of Study

section 3



Graduates pose in front of the newly renovated Residence Hall which includes gathering areas on each floor and attractive suites. In addition to computer connections, cable TV and telephones in each room, twenty rooms are equipped with emergency lighting systems for the deaf/hard of hearing.

ACCOUNTING

Accounting Major (62 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3030	Intermediate Accounting I	3 s.h.
ACC 3040	Intermediate Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
ACC 3580	Taxation I	3 s.h.
ACC 3610	Taxation II	3 s.h.
ACC 4050	Advanced Accounting	3 s.h.
ACC 4500	Auditing	3 s.h.
ACC 4700	Advanced Managerial/Cost Accounting	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
CIS 3300	Information Systems for Decision Making	3 s.h.
FIN 3150	Business Finance	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.
	Examples of Business electives to chose from:	5 s.h.
	ACC 3910 Cooperative Education (1 s.h.)	
	ACC 4060 Government and Non-Profit Accounting (3 s.h.)	
	ACC 4710-4750 Seminars in Accounting (1-3 s.h.)	
	ACC 4910 Cooperative Education (1 s.h.)	
	BL 4330 Business Law II (3 s.h.)	
	CIS 4320 Audit & Control of Accounting & Information Systems (2 s.h.)	
	ECN 3800 Money & Banking (3 s.h.)	
	FIN 3710 Institutional Portfolio Management (3 s.h.)	
	FIN 4640 Managerial Finance (3 s.h.)	
	INB 3140 International Business (3 s.h.)	
	INB 4350 International Trade Structures & Systems (3 s.h.)	
		62 s.h.

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		20-21 s.h.

Students planning to take the CPA exam should take ACC 4060, Government and Non-Profit Accounting and CIS 4320, Audit & Control of Accounting & Information Systems as their major electives.

Accounting Minor (21 s.h.)

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3030	Intermediate Accounting I	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
ACC 3580	Taxation I	3 s.h.
BL 3330	Business Law I	3 s.h.
MGT 2360	Principles of Management	3 s.h.
		21 s.h.

ALLIED HEALTH ADMINISTRATION

Allied Health Administration Major (37-38 s.h.)

This program is designed for the health professional who has completed an accredited clinical program and who possesses current certification or licensure in a specialty field. Upon admission, graduates of approved non-collegiate programs must apply for 16-32 s.h. of credit by evaluation.

Required Major Courses: (38-39 s.h.)

ACC 2010	Principles of Accounting I	3 s.h.
AHA 3800	Health Care Organization	2 s.h.
AHA 4250	Health Care Law and Public Policy	3 s.h.
AHA 4740	Health Care Finance	3 s.h.
AHA 4760	Issues in Health Care Administration	3 s.h.
AHA 4780	Educational Principles for Health Care Personnel	2 s.h.
AHA 4900	Fundamentals of Health Care Research	2 s.h.
AHA 4950	Senior Seminar	2 s.h.
CIS 2380	Introduction to Computers	3 s.h.
ECN 2710	Economics for Human Services	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 3160	Human Behavior & Leadership	2 s.h.
MGT 3750	Allied Health Administration	3 s.h.
	Approved Electives	3-4 s.h.
		37-38 s.h.

Field Placements for Allied Health Administration are available by arrangement (1-12 s.h.).

AMERICAN STUDIES

American Studies Minor (24 s.h.)

Required Minor Courses:

ENG 3010 or	Major American Writers: Beginnings to 1900	4 s.h.
ENG 3020	Major American Writers: 1900 to Present	4 s.h.
ENG 4540 or	Classics of African-American Literature	4 s.h.
ENG 4550	Voices of Pluralism in American Literature	4 s.h.
HIS 2310 or	United States to 1900	4 s.h.
HIS 4810	American Civil War	4 s.h.
HIS 4320 or	Diplomatic History of the United States	3 s.h.
HIS 4510	Economic & Business History of the United States	4 s.h.
HIS 4530	United States in the Twentieth Century	4 s.h.
	Minor Electives - to be chosen from:	4-5 s.h.
	ART 4750 Studies in Art History: American Art (3 s.h.)	
	ENG 3010 Major American Writers: Beginnings to 1900 (4 s.h.)	
	ENG 3020 Major American Writers: 1900 to Present (4 s.h.)	
	ENG 4540 Classics of African-American Literature (4 s.h.)	
	ENG 4550 Voices of Pluralism in American Literature (4 s.h.)	
	ENG 4750, 4760 Studies in Literature: American Topics (4 s.h. each)	
	HIS 2310 United States to 1900 (4 s.h.)	
	HIS 4320 Diplomatic History of the United States (3 s.h.)	
	HIS 4510 Economic & Business History of the United States (4 s.h.)	
	HIS 4810 American Civil War (4 s.h.)	
	PSC 2510 American Government (4 s.h.)	
	Approved Workshops and Electives (1-5 s.h.)	
		24 s.h.

APPLIED SCIENCE

Applied Science Major

The Applied Science program is designed for technical programs in which a student may earn, where applicable, an associate's or bachelor's degree in applied science. The program applies to these areas:

1. Selected Allied Health Program graduates.
2. Two year program in Medical Laboratory Technician completed at Madonna University.
3. Electronics Technology program completed at National Education Center, Livonia or Eastpointe (formerly East Detroit), Michigan.
4. Auto Collision Repair, Auto Mechanics, Electronic Technology and Industrial Controls programs completed at MoTech, Livonia.
5. Selected certificate and associate degree technical programs completed at community colleges.
6. Selected vocational and trade programs completed at collegiate or non-collegiate institutions which are applicable to a Michigan Temporary Vocational Authorization Certificate or a Michigan Secondary Provisional Certificate with Vocational Endorsement.

The Applied Science program is under the direction of the Department of Physical and Applied Sciences.

Required Major Courses*:

APS 4950 Senior Seminar 2 s.h.

* See the Department of Physical and Applied Sciences for specific Plans of Study, which list other course requirements.

ART

Fine Arts Major (45 s.h.)

Required Major Courses:

ART 1050	The Visual Arts in 2-D	4 s.h.
ART 2070	Creative Design & Color	4 s.h.
ART 2750 or	Painting & Composition	3 s.h.
ART 2800	Creative Watercolor	3 s.h.
ART 3250*	Art History: Ancient to Renaissance	4 s.h.
ART 3260*	Art History: Renaissance to 20th Century	4 s.h.
ART 3460	Relief & Silkscreen Printing	3 s.h.
ART 4080	Three Dimensional Forms	4 s.h.
ART 4150	Modern Art: Late 19th Century & 20th Century Art	4 s.h.
ART 4470 or	Intaglio (Etching)	3 s.h.
ART 4480	Lithography	3 s.h.
ART 4950	Senior Seminar	1 s.h.
	Major Electives - to be chosen from:	11 s.h.
	ART 2700 Introduction to Computer Art (3 s.h.)	
	ART 3050 Lettering & Calligraphy (3 s.h.)	
	ART 3130 Photography I (3 s.h.)	
	ART 3140 Photography II (3 s.h.)	
	ART 3300 Advanced Drawing (3 s.h.)	
	ART 3310 Advanced Painting (3 s.h.)	
	ART 3350 Asian Art: India, China, Japan (3 s.h.)	
	ART 3390 Oriental Brushwork (2 s.h.)	
	ART 4400, 4410 Advanced Studio Electives (2-4 s.h.)	
	ART 4750 Studies in Art History (3 s.h.)	
	ART Workshops	

45 s.h.

Fine Arts Major - Associate Degree (30 s.h.)

Required Major Courses:

ART 1050	The Visual Arts in 2-D	4 s.h.
ART 2070	Creative Design & Color	4 s.h.
ART 2750 or	Painting & Composition	3 s.h.
ART 2800	Creative Watercolor	3 s.h.
ART 3250*	Art History: Ancient to Renaissance	4 s.h.
ART 3260*	Art History: Renaissance to 20th Century	4 s.h.
ART 3460 and	Relief & Silkscreen Printing	3 s.h.
ART 4470 or	Intaglio (Etching)	3 s.h.
ART 4480	Lithography	3 s.h.
ART 4080	Three Dimensional Forms	4 s.h.
	Electives	1 s.h.
		30 s.h.

*Substitutes for general education requirement of ART 2020.

Comprehensive examinations are fulfilled by the production of a comprehensive portfolio/exhibit representative of the student's growth in fine arts.

Fine Arts Minor (24 s.h.)

Required Minor Courses:

ART 1050	The Visual Arts in 2-D	4 s.h.
ART 2070	Creative Design & Color	4 s.h.
ART 2750	Painting & Composition	3 s.h.
ART 3260 or	Art History: Renaissance to 20th Century	4 s.h.
ART 4150	Modern Art: Late 19th Century & 20th Century Art	4 s.h.
ART 3460 or	Relief & Silkscreen Printing	3 s.h.
ART 4470 or	Intaglio (Etching)	3 s.h.
ART 4480	Lithography	3 s.h.
ART 4080	Three Dimensional Forms	4 s.h.
	Electives	2 s.h.
		24 s.h.

Art History Minor (20 s.h.)

Required Minor Courses:

ART 3250	Art History: Ancient to Renaissance	4 s.h.
ART 3260	Art History: Renaissance to Modern	4 s.h.
ART 3350	Asian Art: India, China, Japan	3 s.h.
ART 4150	Modern Art: Late 19th Century & 20th Century Art	4 s.h.
	Minor Electives - to be chosen from:	5 s.h.
	ART 3180 Dynamic Detroit Architecture (2 s.h.)	
	ART 3180.4 Art of Eastern & Central Europe (3 s.h.)	
	ART 4750 Studies in Art History (3 s.h.)	
		20 s.h.

Certificate of Achievement is also available.

A comprehensive portfolio/exhibit representative of the student's growth in a particular medium is required of ALL ART MAJORS.

Advanced placement credit is based upon evaluation of a portfolio of previous art work.

Additional workshops are offered each year in specialized topics, e.g., American and Detroit Architecture, Portfolio Workshop, Chinese and Japanese Art and Gardens, Watercolor Workshop.

The Art Department reserves the right to retain examples of students' work for the annual student exhibit.

Graphic Design Major (45 s.h.)

Required Major Courses:

ART 1050	The Visual Arts in 2-D	4 s.h.
ART 1210	Introduction to Commercial Art	4 s.h.
ART 2070	Creative Design & Color	4 s.h.
ART 2680	Commercial Art Experiences	4 s.h.
ART 2700	Introduction to Computer Art	3 s.h.
ART 3250*	Art History: Ancient to Renaissance	4 s.h.
ART 3260*	Art History: Renaissance to 20th Century	4 s.h.
ART 3460 or	Relief & Silkscreening	3 s.h.
ART 4470 or	Intaglio (Etching)	3 s.h.
ART 4480	Lithography	3 s.h.
ART 3610	Advertising Design	4 s.h.
ART 4150	Modern Art: Late 19th Century & 20th Century Art	4 s.h.
ART 4250	Advanced Problems in Commercial Art	4 s.h.
	Major Electives - to be chosen from:	2-4 s.h.
	ART 2100 Commercial Illustration (3 s.h.)	
	ART 3050 Lettering & Calligraphy (3 s.h.)	
	ART 3130 Photography I (3 s.h.)	
	ART 3140 Photography II (3 s.h.)	
	ART 3300 Advanced Drawing (3 s.h.)	
	ART 3310 Advanced Painting (3 s.h.)	
	ART 3350 Asian Art: India, China, Japan (3 s.h.)	
	ART 3390 Oriental Brushwork (2 s.h.)	
	ART 3700 Adobe Illustrator I-III (1 s.h. each)	
	ART 3710 Photoshop I-III (1 s.h. each)	
	ART 3720 Quark Express I-III (1 s.h. each)	
	ART 4400, 4410 Advanced Studio Electives (2-4 s.h.)	
	ART 4750 Studies in Art History	
		<hr/>
		45 s.h.

Graphic Design Major - Associate's Degree (30 s.h.)

Required Major Courses:

ART 1050	The Visual Arts in 2-D	4 s.h.
ART 1210	Introduction to Commercial Art	4 s.h.
ART 2070	Creative Design & Color	4 s.h.
ART 2680	Commercial Art Experiences	4 s.h.
ART 3260*	Art History: Renaissance to 20th Century	4 s.h.
ART 3460 or	Relief & Silkscreen Printing	3 s.h.
ART 4470 or	Intaglio (Etching)	3 s.h.
ART 4480	Lithography	3 s.h.
ART 3610	Advertising Design	4 s.h.
	Major Elective	<hr/>
		3 s.h.
		30 s.h.

*Substitutes for general education requirement of ART 2020.

One cooperative education placement is highly recommended.

Comprehensive examinations are fulfilled by the production of a comprehensive portfolio/exhibit representative of the student's growth in commercial art.

Additional workshops are offered each year in specialized topics, e.g., American and Detroit Architecture, Portfolio Workshop, Chinese and Japanese Art and Gardens, Watercolor Workshop.

The Art Department reserves the right to retain examples of students' work for the annual student exhibit.

BIOCHEMISTRY

Biochemistry Major (38 s.h.)

Required Major Courses:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 2220	Organic Chemistry II	4 s.h.
CHM 3310	Quantitative Analysis	4 s.h.
CHM 3610	Biochemistry I	4 s.h.
CHM 3620	Biochemistry II	4 s.h.
CHM 4410	Physical Chemistry I	4 s.h.
CHM 4420	Physical Chemistry II	4 s.h.
CHM 4950	Senior Seminar	<hr/>
		2 s.h.
		38 s.h.

Required Support Courses:*

BIO 2240**	Basic Human Physiology	4 s.h.
BIO 2260**	Microbiology	4 s.h.
BIO 3010**	Genetics	4 s.h.
CIS 2800	Introduction to Visual Basic Programming	3 s.h.
CSC 2470	Programming: FORTRAN	3 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
MTH 2520	Calculus with Analytic Geometry II	4 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<hr/>
		4 s.h.
		35 s.h.

*Required support courses provide a basis for selecting a minor toward secondary certification. These include:

1. Natural Science (24 s.h.) with one approved biology or physics course.
2. Mathematics (20 s.h.) with MTH 2350 plus approved courses from mathematics major which may include one computer science course.
3. Physics (20 s.h.) with PHY 2710, 3510, 4510.
4. Biology (20 s.h.) with BIO 1030, 1040.
5. NSC 2160 Earth Sciences (4 s.h.) or NSC 3290 Principles of Astronomy (4 s.h.) must be taken by those seeking Teacher Certification.

**Biology minor includes these courses plus BIO 1030 and 1040. Pre-professional students should elect a biology minor.

BIOLOGY

Biology Major (33 s.h.)

Required Major Courses:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2260	Microbiology	4 s.h.
BIO 2430	Anatomy & Physiology I	3 s.h.
BIO 2440	Anatomy & Physiology II	3 s.h.
BIO 3010	Genetics	4 s.h.
BIO 3210	General Ecology	3 s.h.
BIO 4950	Senior Seminar	2 s.h.
	Major Electives	<hr/>
		6 s.h.
		33 s.h.

Required Support Courses:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
MTH 1210 or	Precalculus	5 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
MTH 2350	Probability & Statistics	3 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<hr/>
		4 s.h.
		24 s.h.

NSC 2160 Earth Sciences (4 s.h.) required for Secondary Education Certification.

A chemistry minor and a cooperative education placement are recommended.

Biology Minor (20 s.h.)Required Minor Courses:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	4 s.h.
BIO 3010	Genetics	4 s.h.
		<u>20 s.h.</u>

BUSINESS ADMINISTRATION**Business Administration Major (62 s.h.)**Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.
QS 4220 or	Tests and Measurements	3 s.h.
QS 4230	Marketing Research	3 s.h.
	Major Electives*	<u>29 s.h.</u>
		62 s.h.

*One course each in the areas of quantitative methods, management, and marketing at the 3000 or 4000 level, plus electives. Program must be developed with an advisor.

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		<u>20-21 s.h.</u>

Business Administration Major - Associate's Degree (30 s.h.)Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
ECN 2720	Principles of Microeconomics	4 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
	Major Electives (School of Business Courses)	<u>14 s.h.</u>
		30 s.h.

Business Administration Minor (24 s.h.)Required Minor Courses:

ACC 2010	Principles of Accounting I	3 s.h.
CIS 2250 or	Computer Fundamentals	2 s.h.
CIS 2380	Introduction to Computers	3 s.h.
ECN 2720	Principles of Microeconomics	4 s.h.
	Minor Electives (School of Business Courses)	<u>14-15 s.h.</u>
		24 s.h.

Recommended Courses:

BL 3330	Business Law I	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.

CHEMISTRY**Chemistry Major (38 s.h.)**Required Major Courses:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 2220	Organic Chemistry II	4 s.h.
CHM 3310	Quantitative Analysis	4 s.h.
CHM 3510	Advanced Inorganic Chemistry	4 s.h.
CHM 4410	Physical Chemistry I	4 s.h.
CHM 4420	Physical Chemistry II	4 s.h.
CHM 4510	Instrumental Analysis	4 s.h.
CHM 4950	Senior Seminar	<u>2 s.h.</u>
		38 s.h.

Recommended Electives:

CHM 3610	Biochemistry I	4 s.h.
CHM 3620	Biochemistry II	4 s.h.
CHM 4900	Problems in Chemistry	<u>1-4 s.h.</u>
		9-12 s.h.

Required Support Courses (20 s.h.):

CIS 2800 or	Introduction to Visual Basic Programming	3 s.h.
CSC 2470	Programming: FORTRAN	3 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
MTH 2520	Calculus with Analytic Geometry II	4 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<u>4 s.h.</u>
		20 s.h.

NOTE: Students seeking Teacher Certification are also required to take (1) CHM 3610 Biochemistry I as part of the major, and (2) NSC 2160 Earth Science or NSC 3290 Principles of Astronomy as a support course.

Chemistry Minor (20 s.h.)Required Minor Courses:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 2220 or	Organic Chemistry II	4 s.h.
CHM 3610	Biochemistry I	4 s.h.
CHM 3310	Quantitative Analysis	<u>4 s.h.</u>
		20 s.h.

CHILD DEVELOPMENT**Child Development Major (42 s.h.)**Required Major Courses:

CD 2160	Child Development & Guidance	4 s.h.
CD 2650	The Role of Content in Early Childhood Curriculum	4 s.h.
CD 3100	Language Development and Language Arts	3 s.h.
CD 3160	Administration of Child Care Centers	3 s.h.
CD 3580	Developing Curriculum for Early Childhood	3 s.h.
CD 3930	Curriculum Practicum	1 s.h.
CD 4100	Philosophies in Early Childhood Education	3 s.h.
CD 4130	Parents & Teachers - Partners in Education	3 s.h.
CD 4160	Assessing Children's Behavior	2 s.h.
CD 4500	Issues Challenging Children and Families	3 s.h.
CD 4930	Senior Practicum	2-4 s.h.
CD 4950	Senior Seminar	2 s.h.
FCS 3530	Marriage & the Family	4 s.h.
NFS 2380	Maternal & Child Nutrition	<u>3 s.h.</u>
		42 s.h.

Child Development Major - Associate's Degree (30 s.h.)Required Major Courses:

CD 2160	Child Development & Guidance	4 s.h.
CD 2650	The Role of Content in Early Childhood Curriculum	4 s.h.
CD 3160	Administration of Child Care Centers	3 s.h.
CD 4130	Parents & Teachers - Partners in Education	3 s.h.
CD 4930	Senior Practicum	2-4 s.h.
NFS 2380	Maternal & Child Nutrition	3 s.h.
	Major Electives	<u>9 s.h.</u>
		30 s.h.

Child Development Minor (23 s.h.)Required Minor Courses:

CD 2160	Child Development & Guidance	4 s.h.
CD 2650	The Role of Content in Early Childhood Curriculum	4 s.h.
CD 3100 or	Language Development and Language Arts	3 s.h.
CD 4100	Philosophies in Early Childhood Education	3 s.h.
CD 4130	Parents & Teachers - Partners in Education	3 s.h.
CD 4930	Senior Practicum	2-4 s.h.
CD 4950	Seminar	2 s.h.
NFS 2380	Maternal & Child Nutrition	<u>3 s.h.</u>
		23 s.h.

Early Childhood Education Minor (23 s.h.)Required Minor Courses:

CD 2160	Child Development & Guidance	4 s.h.
CD 2650	The Role of Content in Early Childhood Curriculum	4 s.h.
CD 3100	Language Development and Language Arts	3 s.h.
CD 3580	Developing Curriculum for Early Childhood	3 s.h.
CD 3930	Curriculum Practicum	1 s.h.
CD 4130	Parents & Teachers - Partners in Education	3 s.h.
CD 4160	Assessing Children's Behavior	2 s.h.
CD 4930	Senior Practicum and Seminar	<u>3 s.h.</u>
		23 s.h.

Required Support Courses:

ART/EDU 3160	Art for Elementary Teachers	2 s.h.
ENG/EDU 3000	Children's Literature & Drama	4 s.h.
MTH/EDU 2330	Learning and Teaching Number Concepts	3 s.h.
MTH/EDU 2340	Learning and Teaching Geometric and Statistical Concepts	3 s.h.
MUS/EDU 3090	Music for Elementary Teachers	2 s.h.
NSC/EDU 3730	Science Foundations I: Chemistry and Life Science	4 s.h.
NSC/EDU 3740	Science Foundations II: Earth Science, Physics and Astronomy	4 s.h.
SSC/EDU 3070	Social Studies Foundations	<u>3 s.h.</u>
		25 s.h.

This minor is available only upon completion of the requirements for Elementary (K-8) Certification.

Post-Degree ZA Endorsement (20 s.h.)Required Courses:

CD 2160	Child Development and Guidance	4 s.h.
CD 2650	The Role of Content in Early Childhood Curriculum	4 s.h.
CD 3100	Language Development and Language Arts	2-3 s.h.
CD 3580	Developing Curriculum in Early Childhood	3 s.h.
CD 3930	Curriculum Practicum	1 s.h.
CD 4130	Parents and Teachers: Partners in Education	3 s.h.
CD 4160	Assessing Children's Behavior	2 s.h.
	Major Electives	<u>1 s.h.</u>
		20 s.h.

Transfer students seeking to further their studies in an Early Childhood Education program may have their child care credits evaluated by the department.

Secondary Teacher Certification & Vocational Authorization: available with a major in Child Development and appropriate work experience.

COMMUNICATION ARTS**Communication Arts Major (40 s.h.)**Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
ENG 3010 or	Major American Writers: Beginnings to 1900	4 s.h.
ENG 3020	Major American Writers: 1900 to Present	4 s.h.
ENG 3610 or	Major British Writers: Chaucer to Johnson	4 s.h.
ENG 3620	Major British Writers: Blake to Eliot	4 s.h.
ENG 3960	Portfolio I: Foundation and Development	1 s.h.
HUM 4950	Senior Seminar	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
SPH 1050	Speech Communication	3 s.h.
SPH 3160	Group Dynamics & Discussion Techniques	4 s.h.
SPH 3410	Acting Techniques I	4 s.h.
	Major Electives - to be chosen from:	3 s.h.

ENG 2090	Approaches to Grammar (4 s.h.)
ENG 2230	Ideas in World Literature (3 s.h.)
ENG 2620	Language & Culture (3 s.h.)
ENG 3000	Children's Literature & Drama (4 s.h.)
ENG 3100	Advanced Composition & Research Strategies (3 s.h.)
ENG 3260	Business & Professional Writing (3 s.h.)
ENG 3440	Advanced Technical Writing (3 s.h.)
ENG 3550	Women in Literature (4 s.h.)
ENG 3710	Contemporary Literature (4 s.h.)
ENG 4210	Time & Literature (4 s.h.)
ENG 4380	Literature for Young Adults (3 s.h.)
ENG 4540	Classics of African-American Literature (4 s.h.)
ENG 4550	Voices of Pluralism in American Literature (4 s.h.)
ENG 4750, 4760	Studies in Literature (4 s.h. each)
JRN 2050	Public Relations Writing (3 s.h.)
JRN 2860	Editorial & Feature Writing (3 s.h.)
JRN 4050	Advanced Public Relations (3 s.h.)
JRN 4160	Advanced Newspaper Production (2 s.h.)
SPH 3420	Acting Techniques II (4 s.h.)
TVC 3510	Television Production Techniques I (3 s.h.)
TVC 3520	Television Production Techniques II (3 s.h.)
SPH 4150	Film Appreciation (4 s.h.)
	<u>40 s.h.</u>

Communication Arts Major - Associate's Degree (24 s.h.)Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
SPH 1050	Speech Communication	3 s.h.
	Major Electives	<u>9 s.h.</u>
		24 s.h.

Communication Arts Minor (24 s.h.)Required Minor Courses:

ENG 3010	Major American Writers: Beginnings to 1900	4 s.h.
ENG 3020	Major American Writers: 1900 to Present	4 s.h.
ENG 3610 or	Major British Writers: Chaucer to Johnson	4 s.h.
ENG 3620	Major British Writers: Blake to Eliot	4 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
SPH 1050	Speech Communication	3 s.h.
	Minor Electives - to be chosen from:	<u>4 s.h.</u>
	(See listing above.)	24 s.h.

COMPUTER INFORMATION SYSTEMS

Computer Information Systems Major (62 s.h.)

Required Major Courses:

CIS 2430	Introduction to Programming Design	3 s.h.
CIS 2480	Programming Applications: COBOL	3 s.h.
CIS 2910	Cooperative Education I	1 s.h.
CIS 3450	Systems Analysis & Design	3 s.h.
CIS 3480	Data Structures	
CIS 3800	Advanced Visual Basic Application	3 s.h.
CIS 3880	Query Languages: SQL, Oracle	3 s.h.
CIS 3910	Cooperative Education II	1 s.h.
CIS 4320	Audit & Control of Accounting & Information Systems	2 s.h.
CIS 4880	Advanced System Programming & Design	3 s.h.
CIS 4900	Information Systems Policy	3 s.h.
	Major Computer Electives - to be chosen from:	8 s.h.
	CIS 2450 Programming Applications: RPG 400 (3 s.h.)	
	CIS 2800 Introduction to Visual BASIC Programming (3 s.h.)	
	CIS 3420 Computer Graphics in Business (2 s.h.)	
	CIS 3860 Decision Support & Expert Systems (2 s.h.)	
	CIS 4250 Networks and Data Communications (3 s.h.)	
	CIS 4710-4750 Seminars in Computer Information Systems (1-3 s.h.)	
	CIS 4910 Cooperative Education III (1 s.h.)	
	CSC 2480 Programming: C (3 s.h.)	
		36 s.h.

Required Business Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	2 s.h.
BUS 3950	Business & Society	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 3020	Organizational Behavior	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.
		26 s.h.

Required Support Courses:

CIS 2380	Introduction to Computers	3 s.h.
ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		23-24 s.h.

CNE or MCSE Certification Option - CIS Majors (8 s.h.)

The Certified Novell Engineer (CNE) certification program is designed to train and test individuals on a continuous basis to provide service and support in the Novell user environment. The Microsoft Certified Systems Engineer (MCSE) certification is considered a leader in knowledge for installing and supporting Microsoft Networks. These certifications ensure that the student has received extensive training and passed strict testing requirements.

The School of Business desires to offer its Computer Information Systems majors the option of CNA, CNE or MCSE certification. Instead of taking eight elective hours in their major, the student may take the CNE or MCSE certification classes (offered jointing with New Horizons Computer Learning Center) and receive a bachelor's degree in CIS and Novell CNE or Microsoft MCSE certification.

Certified Novell Administrator (CNA) Courses:

CIS 4400	IntranetWare: NetWare 4.11 Administration	1 s.h.
	CIS electives	7 s.h.
		8 s.h.

Certified Novell Engineer (CNE) Courses:

CIS 4400	IntranetWare: NetWare 4.11 Administration	1 s.h.
CIS 4410	IntranetWare: NetWare 4.11 Advanced Administration	1 s.h.
CIS 4420	NetWare 4.11 Installation & Configuration	1 s.h.
CIS 4430	NetWare 4.11 Design & Implementation	1 s.h.
CIS 4440	Building Intranets with IntranetWare	1 s.h.
CIS 4450	Networking Technologies	1 s.h.
CIS 4460	Netware Service & Support	2 s.h.
		8 s.h.

Microsoft Certified Systems Engineer (MCSE) Courses:

CIS 4500	Networking Essentials	1 s.h.
CIS 4520	Implementing/Supporting Microsoft Windows 95	1 s.h.
CIS 4530	Implementing/Supporting MS Windows NT Server 4.0	1 s.h.
CIS 4540	Supporting MS Windows NT 4.0 Core Technologies	1 s.h.
CIS 4560	Implementing/Supporting MS Windows NT Server 4.0 for the Enterprise	1 s.h.
CIS 4580	Internetworking MS TCP/IP on Windows NT 4.0	1 s.h.
CIS 4590	Implementing/Supporting MS Systems Management Server	2 s.h.
		8 s.h.

Any CIS student who begins the Novell or Microsoft certification classes and stops taking them may still graduate as long as he or she has taken the required eight elective hours to complete the CIS major. Those students who do not wish to obtain Novell or Microsoft certification will follow the current CIS required and elective course offering.

All certificate programs require CIS 2430 , Introduction to Business Application Programming (3 s.h.) as a minimal requirement.

Computer Information Systems Minor (24 s.h.)

Required Minor Courses:

ACC 2010	Principles of Accounting I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
CIS 2430	Introduction to Business Application Programming	3 s.h.
CIS 2480	Programming Applications: COBOL	3 s.h.
CIS 2910	Cooperative Education I	1 s.h.
	Minor Electives	11 s.h.
		24 s.h.

Computer Technology Major - Associate's Degree (30 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
CIS 2430	Introduction to Business Application Programming	3 s.h.
CIS 2480	Programming Applications: COBOL	3 s.h.
CIS 2910	Cooperative Education I	1 s.h.
ECN 2720	Principles of Microeconomics	4 s.h.
	Major Electives	13 s.h.
		30 s.h.

COMPUTER SCIENCE

Computer Science Major (47-49 s.h.)

Required Major Courses:

CSC 2080	Principles of Computer Science	3 s.h.
CSC 2480	Programming: C	3 s.h.
CSC 2910	Cooperative Education in Operations	2-3 s.h.
CSC 3030	Operating Systems	3 s.h.
CSC 3050	Computer Organization & Assembly Language	4 s.h.
CSC 3090	Practical Operating Systems	3 s.h.
CSC 3130	Compiler & Language Theory	3 s.h.
CSC 3280	Analysis of Algorithms	3 s.h.
CSC 3910	Cooperative Education in Software	2-3 s.h.
CSC 4850	Seminar: Computers & Society	3 s.h.
MTH 2510	Calculus with Analytic Geometry I*	5 s.h.
MTH 2520	Calculus with Analytic Geometry II*	4 s.h.
	Major Electives - to be chosen from:	9 s.h.
	CSC 2470 Programming: FORTRAN (3 s.h.)	
	CIS 2480 Programming Applications: COBOL (3 s.h.)	
	CIS 2800 Introduction to Visual BASIC Programming (3 s.h.)	
	CIS 3410 Programming Applications: Pascal (3 s.h.)	
	CIS 3480 Data Structures (3 s.h.)	
	CSC 3490 Interpretive Languages for Artificial Intelligence (3 s.h.)	
	CSC 3010 Numerical Analysis for Computer Science (3 s.h.)	
	MTH 3410 Linear Algebra (3 s.h.)	
	PHY 4510 Electronics: Digital Techniques (4 s.h.)	
		47-49 s.h.

Required for Associate's Degree in Computer Science: 30-32 hours from required courses listed above (except Cooperative Education courses, which may be taken as electives).

* Both courses must be completed with a grade of C or better within the first 20 hours of the Computer Science major.

Computer Science Minor (24 s.h.)

Required Minor Courses:

CSC 2080	Principles of Computer Science	3 s.h.
CSC 2480	Programming: C	3 s.h.
CSC 3030	Operating Systems	3 s.h.
CSC 3050	Computer Organization & Assembly Language	4 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
	Approved Electives - to be chosen from:	6 s.h.
	CIS 2480 Programming Applications: COBOL (3 s.h.)	
	CIS 2800 Introduction to Visual BASIC Programming (3 s.h.)	
	CIS 3410 Programming Applications: PASCAL (3 s.h.)	
	CSC 2470 Programming: FORTRAN (3 s.h.)	
	CSC 3090 Practical Operating Systems (3 s.h.)	
	MTH 2520 Calculus with Analytic Geometry II (4 s.h.)	
		24 s.h.

Computer Science Major for Teacher Education State Certification (36 s.h.)

Required Major Courses:

CSC 2080	Principles of Computer Science	3 s.h.
CSC 2910 or	Cooperative Education in Operations	2-3 s.h.
CSC 3910	Cooperative Education in Software	2-3 s.h.
CSC 3030	Operating Systems	3 s.h.
CSC 3050	Computer Organization & Assembly Language	4 s.h.
CSC 4850	Seminar: Computers & Society	3 s.h.
MTH 2300 or	Business Calculus	4 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
	Computer Language Requirement*	9 s.h.
	Major Electives - to be chosen from:	6-8 s.h.
	CIS 3480 Data Structures (3 s.h.)	
	or CSC 3280 Analysis of Algorithms (3 s.h.)	
	CSC 3090 Practical Operating Systems (3 s.h.)	
	CSC 3130 Compiler & Language Theory (3 s.h.)	
	MTH 2520 Calculus with Analytic Geometry II (4 s.h.)	
	A second Cooperative Education (2-3 s.h.)	
		36 s.h.

* The Computer Language Requirement (9 s.h.) for Teacher Education Certification for the Computer Science major requires 3 programming languages (one of which must be either C or Pascal) to be selected from the following:

- CIS 2480 Programming Applications: COBOL (3 s.h.)
- CIS 2800 Introduction to Visual BASIC Programming (3 s.h.)
- CIS 3410 Programming Applications: Pascal (3 s.h.)
- CSC 2470 Programming: FORTRAN (3 s.h.)
- CSC 2480 Programming: C (3 s.h.)

Computer Science Minor for Teacher Education State Certification (24 s.h.)

Required Minor Courses:

CSC 2080	Principles of Computer Science	3 s.h.
CSC 3030	Operating Systems	3 s.h.
CSC 4850	Seminar: Computers & Society	3 s.h.
	Computer Language Requirement*	6 s.h.
	Approved Electives - to be chosen from:	
	CIS 3480 Data Structures (3 s.h.)	
	or CSC 3280 Analysis of Algorithms (3 s.h.)	
	CIS 3850 Data Base Management (3 s.h.)	
	CSC 2910 or 3910 Cooperative Education (2-3 s.h.)	
	CSC 3090 Practical Operating Systems (3 s.h.)	
	CSC 3280 Analysis of Algorithms (3 s.h.)	
	An additional programming course	
		24 s.h.

* The Computer Language Requirement (6 s.h.) for Teacher Education Certification for the Computer Science minor requires 2 programming languages (one of which must be either C or Pascal) to be selected from the following:

- CIS 2480 Programming Applications: COBOL (3 s.h.)
- CIS 2800 Introduction to Visual BASIC Programming (3 s.h.)
- CIS 3410 Programming Applications: Pascal (3 s.h.)
- CSC 2470 Programming: FORTRAN (3 s.h.)
- CSC 2480 Programming: C (3 s.h.)

CRIMINAL JUSTICE

Criminal Justice Major (45 s.h.)

Required Major Courses:

CJ 1020	Introduction to Criminal Justice	3 s.h.
CJ 1210	Corrections Process	3 s.h.
CJ 1550	Police Process	3 s.h.
CJ 2010	Criminal Justice Organization and Administration	3 s.h.
CJ 2350	The American Judicial Process	3 s.h.
CJ 2400	Interviewing and Investigative Report Writing	3 s.h.
CJ 2650	Criminal Law	3 s.h.
CJ 3050	Criminal Procedure	3 s.h.
CJ 3210	Principles of Criminology	3 s.h.
CJ 3230	Juvenile Justice	3 s.h.
CJ 4010	Crime Prevention & Police Community Relations	3 s.h.
CJ 4950	Senior Seminar	3 s.h.
	Major Electives - to be chosen from:	9 s.h.
	CJ 1240 Introduction to Private Investigations (3 s.h.)	
	CJ 3110 Criminal Investigation 3 s.h.)	
	CJ 3550 Community Connections (3 s.h.)	
	CJ 4050 Constitutional Law (3 s.h.)	
	CJ 4120 Organized Crime and Gangs In America (3 s.h.)	
	CJ 4140 Drugs, Crime & the Justice System (3 s.h.)	
	CJ 4230 Homicide Investigation (3 s.h.)	
	CJ 4750 Special Topics in Criminal Justice (3 s.h.)	

45 s.h.

At least twenty-one hours of criminal justice courses, including CJ 4950, Criminal Justice Senior Seminar, must be completed at Madonna University

Criminal Justice Major - Associate's Degree (24 s.h.)

Required Major Core Courses:

CJ 1020	Introduction to Criminal Justice	3 s.h.
CJ 1210	Corrections Process	3 s.h.
CJ 1550	Police Process	3 s.h.
CJ 2350	The American Judicial Process	3 s.h.
CJ 2400	Interviewing and Investigative Report Writing	3 s.h.
CJ 2650	Criminal Law	3 s.h.
CJ 3210	Principles of Criminology	3 s.h.
CJ 3230	Juvenile Justice	3 s.h.
		<u>3 s.h.</u>
		24 s.h.

Criminal Justice Minor (21 s.h.)

Required Minor Courses:

CJ 1020	Introduction to Criminal Justice	3 s.h.
CJ 1210	Corrections Process	3 s.h.
CJ 1550	Police Process	3 s.h.
CJ 2350	The American Judicial Process	3 s.h.
CJ 2400	Interviewing and Investigative Report Writing	3 s.h.
CJ 3210	Principles of Criminology	3 s.h.
CJ 3230	Juvenile Justice	3 s.h.
		<u>3 s.h.</u>
		21 s.h.

Criminal Justice - Certificate of Achievement (30 s.h.)

Required Core Courses:

CJ 1020	Introduction to Criminal Justice	3 s.h.
CJ 1210	Corrections Process	3 s.h.
CJ 1550	Police Process	3 s.h.
CJ 2350	The American Judicial Process	3 s.h.
CJ 2400	Interviewing and Investigative Report Writing	3 s.h.
CJ 2650	Criminal Law	3 s.h.
CJ 3210	Principles of Criminology	3 s.h.
CJ 3230	Juvenile Justice	3 s.h.
ENG 1010	Communication Skills I	3 s.h.
	Major Electives	3 s.h.
		<u>3 s.h.</u>
		30 s.h.

A Practicum/Cooperative Education in Criminal Justice (CJ 2910, 3910 or 4910; 3 s.h. each) is strongly recommended for pre-service students.

Private Investigation - Certificate of Completion (15 s.h.)

Required Core Courses:

CJ 1020	Introduction to Criminal Justice	3 s.h.
CJ 1240	Introduction to Private Investigations	3 s.h.
CJ 2350	The American Judicial Process	3 s.h.
CJ 2400	Interviewing and Investigative Report Writing	3 s.h.
CJ 3110	Criminal Investigation	3 s.h.
		15 s.h.

DIETETICS

Dietetics Major - ADA Approved - Didactic Program (42 s.h.)

Required Major Courses:

NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 3250	Clinical Nutrition I	4 s.h.
NFS 3260	Advanced Food Science	4 s.h.
NFS 3380	Methods in Nutrition Education	3 s.h.
NFS 3460	Food Service Management I	3 s.h.
NFS 3760	Food Service Laboratory	2 s.h.
NFS 4250	Advanced Human Nutrition	4 s.h.
NFS 4380	Community Nutrition	2 s.h.
NFS 4420	Clinical Nutrition II	2 s.h.
NFS 4460	Food Service Management II	3 s.h.
NFS 4950	Senior Seminar	2 s.h.
	Major Electives*	<u>5 s.h.</u>
		42 s.h.

* Major electives may be selected from all NFS courses.

Required Support Courses:

BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 3610	Biochemistry I	4 s.h.
CIS 2380	Introduction to Computers	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MTH 2350	Probability and Statistics	4 s.h.
SOC 1010	Introduction to Sociology & Cultural Anthropology	4 s.h.
		<u>4 s.h.</u>
		34 s.h.

EDUCATION

The Madonna University elementary and secondary teacher preparation programs are approved by the Michigan Department of Education and accredited by the National Council for Accreditation of Teacher Education (NCATE). The University recommends students for both provisional (initial) certification and the Professional Education Certificate, as well as for additional endorsements to existing certificates. The University also recommends students for Vocational Authorizations and endorsements in Trade & Industry, Health Occupations, and Home Economics.

Initial (Provisional) Teacher Certification Programs

Students may complete requirements for either elementary provisional certification (K-8) or secondary provisional certification (7-12). Majors in Art, Computer Science, Japanese, or Music may lead to K-12 endorsements on the basic teaching certificate.

Students who are contemplating a teaching career are required to meet with an education department advisor immediately after being admitted

to the University, since the following four sets of requirements must be met (although Madonna University reserves the right to change program requirements to remain in compliance with changes in the State certification code):

1. General Education (see Plan of Study section of this bulletin). Note that the following courses in General Education are to be included in the programs of teacher education students according to their prospective level of certification:

Secondary Certification:

SOC 1010 Introduction to Sociology & Cultural Anthropology 4 s.h.

Elementary Certification:

ENG 3000 Children's Literature & Drama 4 s.h.

NSC 3730 Science Foundations I: Chemistry & Life Science 4 s.h.

NSC 3740 Science Foundations II:

Astronomy, Earth Science & Physics 4 s.h.

PSC 2510 or American Government 4 s.h.

GEO 3010 World Regional Geography 4 s.h.

SOC 1010 Introduction to Sociology & Cultural Anthropology 4 s.h.

2. Teaching Major (must be selected from the listing of Madonna University Teacher Education Programs).

3. Teaching Minor. Secondary candidates must select a minor from the Madonna University Teacher Education Programs. Elementary candidates must complete either the Elementary Curriculum minor (Elementary Planned Program) or the Early Childhood Education minor.

The Elementary Planned Program consists of the following courses:

ART/EDU 3160 Art for the Elementary School Teacher 2 s.h.

ENG/EDU 3000 Children's Literature & Drama 4 s.h.

EDU 3350 Language Arts & Linguistics Foundations 3 s.h.

MTH/EDU 2330 Learning and Teaching Number Concepts 3 s.h.

MTH/EDU 2340 Learning and Teaching Geometric and

Statistical Concepts 3 s.h.

MUS/EDU 3090 Music for the Classroom Teacher 2 s.h.

NSC/EDU 3730 Science Foundations I:

Chemistry & Life Science 4 s.h.

NSC/EDU 3740 Science Foundations II:

Earth Science, Physics & Astronomy 4 s.h.

SSC/EDU 3070 Social Studies Foundations 3 s.h.

28 s.h.

4. The Professional Education sequence consists of the following courses:

EDU 2000 Introduction to Professional Education Experiences 3 s.h.

EDU 3120 Educational Psychology 4 s.h.

EDU 3210 Theory and Principles of Reading Instruction 3 s.h.

EDU 3300 The Exceptional Learner in the Classroom 3 s.h.

EDU 3460 Instructional Media 2 s.h.

EDU 4220 Reading in the Content Areas 3 s.h.

EDU 4400* Behavior Management in the Classroom 2 s.h.

Theory & Techniques of Instruction - to be chosen from:

EDU 4500 Theory & Techniques of Instruction:

Elementary School (K-8) (4 s.h.)

EDU 4510 Theory & Techniques of Instruction: Art (K-12) (4 s.h.)

EDU 4520 Theory & Techniques of Instruction:

Communication Arts (7-12) (4 s.h.)

EDU 4530 Theory & Techniques of Instruction:

Foreign Languages (7-12) (4 s.h.)

EDU 4540 Theory & Techniques of Instruction:

Home Economics & Family Life (7-12) (4 s.h.)

EDU 4550 Theory & Techniques of Instruction:

Mathematics (7-12) (4 s.h.)

EDU 4560 Theory & Techniques of Instruction:
Music (K-12) (4 s.h.)

EDU 4570 Theory & Techniques of Instruction:
Natural Science (7-12) (4 s.h.)

EDU 4580 Theory & Techniques of Instruction:
Social Science (7-12) (4 s.h.)

EDU 4590 Theory & Techniques of Instruction:
Vocational Subjects (9-12) (4 s.h.)

EDU 4610 Theory & Techniques of Instruction:
Computer Science (K-12) (4 s.h.)

Directed Teaching - to be chosen from:

EDU 4680 Directed Teaching: Computer Science (K-12) (8 s.h.)

EDU 4700 Directed Teaching: Elementary School (K-8) (6, 8 s.h.)

EDU 4710 Directed Teaching: Art (K-12) (8 s.h.)

EDU 4720 Directed Teaching: Communication Arts (7-12) (8 s.h.)

EDU 4730 Directed Teaching: Foreign Languages (7-12) (4 s.h.)

EDU 4740 Directed Teaching: Home Economics &

Family Life (7-12) (8 s.h.)

EDU 4750 Directed Teaching: Mathematics (7-12) (8 s.h.)

EDU 4760 Directed Teaching: Music (K-12) (8 s.h.)

EDU 4770 Directed Teaching: Natural Science (7-12) (8 s.h.)

EDU 4780 Directed Teaching: Social Science (7-12) (8 s.h.)

EDU 4790 Directed Teaching: Vocational/Technical (9-12) (8 s.h.)

EDU 4800 Foundations of Education 3 s.h.

EDU 4810 Seminar Directed Teaching 1 s.h.

36 s.h.

*Not required with completion of the Early Childhood Education minor.

K-12 Programs:

All candidates for K-12 certification in Art, Music, Japanese, or Computer Science will fulfill the requirements for their certificate levels (elementary or secondary) as well as additional methods and Directed Teaching requirements for the other level.

Example: Elementary Certification with K-12 Endorsement in Art, Japanese, or Music.

EDU 4500 and Theory & Techniques of Instruction:
Elementary School (K-8) 4 s.h.

EDU 4510 or Theory & Techniques of Instruction: Art (K-12) 4 s.h.

EDU 4530 or Theory & Techniques of Instruction:

Foreign Languages (7-12) 4 s.h.

EDU 4560 Theory & Techniques of Instruction: Music (K-12) 4 s.h.

EDU 4700 and Directed Teaching: Elementary School (K-8) 8 s.h.

EDU 4710 or Directed Teaching: Art (K-12) 4 s.h.

EDU 4730 or Directed Teaching: Foreign Languages (7-12) 4 s.h.

EDU 4760 Directed Teaching: Music (K-12) 4 s.h.

Secondary Certification with K-12 Endorsement in Art, Japanese, Music or Computer Science.

EDU 4510 or Theory & Techniques of Instruction: Art (K-12) 4 s.h.

EDU 4530 or Theory & Techniques of Instruction:

Foreign Languages (7-12) 4 s.h.

EDU 4560 or Theory & Techniques of Instruction:

Music (K-12) 4 s.h.

EDU 4610 Theory & Techniques of Instruction:

Computer Science (K-12) 2,4 s.h.

EDU 4680 or Directed Teaching: Computer Science (K-12) 8 s.h.

EDU 4710 or Directed Teaching: Art (K-12) 8 s.h.

EDU 4730 or Directed Teaching: Foreign Languages (7-12) 8 s.h.

EDU 4760 Directed Teaching: Music (K-12) 8 s.h.

Admission to the Teacher Education Program:

Students planning to pursue a program in teacher education take the following steps:

- Declare intention of preparing for the profession of teaching either on the elementary or secondary level at the time of application to the University.
- Apply for admission to the Teacher Education program during the semester of enrollment in EDU 2000 (the third or fourth semester for full-time students).
- Meet the following criteria for admission to and retention in the program:
 1. 2.75 or higher grade point average, both cumulative and in the major;
 2. Completion of ENG 1010 and ENG 1020 (or equivalents) with a grade of C or better;
 3. 3 semester hours of EDU 2000 with a grade of C or better;
 4. proficiency in use of communication skills as assessed by department faculty on the program application form;
 5. proficiency in Basic Skills related to general education content, as established through examination (both State and local);
 6. two recommendations from university faculty (one from major area) testifying to personal integrity, emotional stability, and social and academic competence.

Applications for admission to the Teacher Education Program are reviewed and approved by the Teacher Education Committee.

Transfer students will be evaluated on an individual basis but must complete a minimum of 20 semester hours at Madonna University before being recommended for initial certification.

Admission to Directed Teaching:

The student applies for admission to Directed Teaching two semesters in advance, according to posted deadlines. At this time the student will submit evidence of the following:

1. Academic competency as evidenced by a grade point average of 2.75 or better, both cumulative and in the major;
2. Attainment of a grade of C or better in professional education courses, major, minor, or planned program;
3. Evidence of growth in professional teaching competence;
4. Written recommendation from major advisor, and departmental approval.

Applications for admission to Directed Teaching are reviewed and approved by the Teacher Education Committee.

Admission to the Teacher Education Program and admission to directed teaching do not guarantee eventual recommendation for a certificate. Students must maintain satisfactory standards, and a grade point average of 2.75 or better, to be retained in the program, and they must be recommended for certification by the Teacher Education Committee. Completion of the relevant subject area tests of the Michigan Test for Teacher Certification (MTTC) is also required.

Programs for Certified Teachers

The following programs are of particular interest to those certified teachers wishing to complete an 18-hour planned program for the Professional Education Certificate and to those individuals who wish to add another teaching endorsement to their current teaching certificate:

1. Middle School (5-9)

The middle school endorsement is a minimum 18 s.h. plan having both generic requirements and subject matter requirements. Note that since 1987 middle school endorsements may be given in individual subject fields only. If the teacher's subject matter area needs strengthening, the middle school endorsement program may exceed 18 s.h. The generic requirements are:

PSY 3130 Adolescent Psychology	4 s.h.
EDU 3210 Theory and Principles of Reading Instruction	3 s.h.
EDU 4220 Reading in the Content Areas	3 s.h.
EDU 4490 Theory & Techniques of Instruction: Middle School (5-9)	4 s.h.
EDU 4690 Directed Teaching: Middle School (5-9)	4 s.h.

2. ZA Endorsement

Early Childhood Pre-K and K. A 20 s.h. program planned with the Coordinator of Child Development. The subject area test in Early Childhood Education of the Michigan Test for Teacher Certification (MTTC) is also required.

3. Learning Disabilities Endorsement Program. See the 1999-2001 Graduate Bulletin for a description of this program.

4. Reading Endorsement Program. See the 1999-2001 Graduate Bulletin, under Literacy Education, for a description of this program.

5. Level Changes

To add elementary certification to a secondary certificate or secondary certification to an elementary certificate, the student must complete requirements of the requested certification.

6. Additional Major or Minor

May be planned in any academic area certifiable through Madonna University (see table for Teacher Education Programs). The relevant subject area test of the Michigan Test for Teacher Certification (MTTC) is required when the major or minor is completed.

For all Planned Programs, the student must take a minimum of 12 s.h. at Madonna University in order for the University to make the certificate recommendation to the Michigan Department of Education. Transfer credits from accredited four-year institutions will be evaluated on an individual basis.

Students in Planned Programs are expected to maintain a grade point average of 2.5 or better, and must earn a C or better in each course used in the planned program, major, or minor.

Teachers in planned programs are admitted to Madonna University as post-degree students and pay undergraduate tuition. Graduate credit is not required by the Michigan Department of Education for these endorsement programs.

Approved by the Michigan Department of Education

Accredited by the National Council for Accreditation of Teacher Education

	Elementary (K-8)		Secondary (7-12)	
	Major	Minor	Major	Minor
Art (Major, K-12)	G	G	G	G
Biology	X	X	X	X
Chemistry	X	X	X	X
Child Care & Guidance (Voc.)			X	
Communication Arts	G	G	G	G
Computer Science (Major, K-12)			G	G
Early Childhood Education		X		
English	X	X	X	X
English-Journalism	G	G	G	G
English-Speech	G	G	G	G
Family & Consumer Sciences	X		X	
General Science	G			
Health Occupations (Voc.)			X	
History	X	X	X	X
Home Economics (Voc.)			X	X
Japanese (K-12)	X		X	
Journalism		X		X
Learning Disabilities (see Graduate Bulletin)				
Mathematics	X	X	X	X
Music Education (Major, K-12)	G	G	G	G
Natural Science		G	G	G
Physics		X		X
Political Science		X		X
Reading (see Graduate Bulletin)				
Social Studies	G	G	G	G
Sociology	X	X	X	X
Spanish	X	X	X	X
Speech		X		X
Trade & Industry (Voc.)			X	

X = Major, minimum 30-32 s.h.; minor, minimum 20 s.h.
 G = Group Major, minimum 36 s.h.; group minor, minimum 24 s.h.
 Note: Certain restrictions on use of group minors apply. Consult an Education advisor.

EMERGENCY MEDICAL TECHNOLOGY

Madonna University does not offer degree completion in Emergency Medical Technology. The University does offer experiential learning credits for completion of Basic EMT as evidenced by current State of Michigan licensure. Experiential learning credits in EMT may be used to satisfy the biological science requirement with lab under General Education for majors in Fire Science (FS), in Occupational Safety, Health, and Fire Science (OSF), and in Allied Health Administration (AHA). Application for Basic EMT credits is to be made through the Fire Science/Occupational Health, Safety, and Fire Science Program Coordinator in the Department of Physical and Applied Sciences, or the Allied Health Administration Program Coordinator in the Department of Biological and Health Sciences, depending on the major selected.

English Major (36 s.h., 28 s.h. in literature)

Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
ENG 3010 or	Major American Writers: Beginnings to 1900	4 s.h.
ENG 3020	Major American Writers: 1900 to Present	4 s.h.
ENG 3610 or	Major British Writers: Chaucer to Johnson	4 s.h.
ENG 3620	Major British Writers: Blake to Eliot	4 s.h.
ENG 3960	Portfolio I: Foundation and Development	1 s.h.
ENG 4540 or	Classics of African-American Literature	4 s.h.
ENG 4550	Voices of Pluralism in American Literature	4 s.h.
ENG 4750, 4760	Studies in Literature	4 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Electives to be chosen from:	13 s.h.
	ENG 1320 Newspaper Reporting (3 s.h.)	
	ENG 2000 Technical Writing (3 s.h.)	
	ENG 2090 Approaches to Grammar (4 s.h.) *	
	ENG 2230 Ideas in World Literature (3 s.h.)	
	ENG 2620 Language and Culture (3 s.h.)	
	ENG 3000 Children's Literature & Drama (4 s.h.) **	
	ENG 3050 Creative Writing (3 s.h.)	
	ENG 3100 Advanced Composition & Research Strategies (3 s.h.)	
	ENG 3260 Business & Professional Writing 3 s.h.)	
	ENG 3440 Advanced Technical Writing (3 s.h.)	
	ENG 3550 Women in Literature (4 s.h.)	
	ENG 3710 Contemporary Literature (4 s.h.)	
	ENG 4170.x - 4190.x Workshops in English (1 s.h.)	
	ENG 4210 Time and Literature (4 s.h.)	
	ENG 4380 Literature for Young Adults (3 s.h.)***	

36 s.h.

* Required for students seeking elementary or secondary certification.

** Required for students seeking elementary certification.

*** Not for general education credit.

English 1010, Communication Skills I (3 s.h.) and English 1020, Communication Skills II (3 s.h.) are required courses in general education but are not applicable to any major or minor in the Department of English and Communication Arts.

There is a foundation course, ENG 1000, Introduction to University Level Writing (3 s.h.). This course is for credit, but does not apply toward a major or minor.

See also offerings in: Communication Arts, Journalism & Public Relations, Speech Communication, Television and Video Communications.

English Major - Associate's Degree (24 s.h.)

Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
ENG 3010 or	Major American Writers: Beginnings to 1900	4 s.h.
ENG 3020	Major American Writers: 1900 to Present	4 s.h.
ENG 3610 or	Major British Writers: Chaucer to Johnson	4 s.h.
ENG 3620	Major British Writers: Blake to Eliot	4 s.h.
	Major Electives in Literature	<u>12 s.h.</u>
		24 s.h.

English Minor (20 s.h.)Required Minor Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
	Minor Electives in Literature	<u>16 s.h.</u>
		20 s.h.

English/Journalism Major (36 s.h.)Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
ENG 3960	Portfolio I: Foundations and Development	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Electives in English	12-13 s.h.
	Major Electives in Journalism	<u>10-11 s.h.</u>
		36 s.h.

Students seeking teacher certification are also required to complete JRN 3130 Photography I (3 s.h.) and JRN 4010 Foundations of Mass Communication (3 s.h.), with 4-5 s.h. required in Journalism electives.

English/Journalism Major - Associate's Degree (24 s.h.)Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
	Major Electives in English	8 s.h.
	Major Electives in Journalism	<u>6 s.h.</u>
		24 s.h.

English/Journalism Minor (24 s.h.)Required Minor Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
	Minor Electives in English	8 s.h.
	Minor Electives in Journalism	<u>6 s.h.</u>
		24 s.h.

Students seeking teacher certification are also required to complete JRN 3130 Photography I (3 s.h.) and JRN 4010 Foundations of Mass Communication (3 s.h.), with no requirement in additional Journalism electives.

English/Speech Major (36 s.h.)Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
ENG 3960	Portfolio I: Foundations and Development	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
SPH 1050	Speech Communication	3 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Electives in English	13-14 s.h.
	Electives in Speech	<u>14-15 s.h.</u>
		36 s.h.

English/Speech Major - Associate's Degree (24 s.h.)Required Major Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
SPH 1050	Speech Communication	3 s.h.
	Electives in English	8 s.h.
	Electives in Speech	<u>9 s.h.</u>
		24 s.h.

English/Speech Minor (24 s.h.)Required Minor Courses:

ENG 2950	Critical Writing & Literary Analysis	4 s.h.
SPH 1050	Speech Communication	3 s.h.
	Minor Electives in English	8 s.h.
	Minor Electives in Speech	<u>9 s.h.</u>
		24 s.h.

Professional & Technical Writing Major (40 s.h.)Required Major Courses:

ENG 2000	Technical Writing	3 s.h.
ENG 2620	Language & Culture	3 s.h.
ENG 3260 or	Business & Professional Writing	3 s.h.
ENG 3440	Advanced Technical Writing	3 s.h.
ENG 3960	Portfolio I: Foundations and Development	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 2050	Public Relations Writing	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
SPH 1050	Speech Communication	3 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Electives - to be chosen from:	16 s.h.

ART 372 Quark XPress I-III(1 s.h. each)

CIS 3420 Computer Graphics in Business (2 s.h.)

ENG 2090 Approaches to Grammar (4 s.h.)

ENG 2950 Critical Writing & Literary Analysis (4 s.h.)

ENG 3000 Children's Literature & Drama (4 s.h.)

ENG 3050 Creative Writing (3 s.h.)

ENG 3100 Advanced Composition & Research Strategies (3 s.h.)

ENG 3440 Advanced Technical Writing (3 s.h.)

ENG 4380 Literature for Young Adults (3 s.h.)

HUM 5050 Communications for the Executive (3 s.h.)

JRN 2860 Editorial & Feature Writing (3 s.h.)

JRN 3130 Photography I (3 s.h.)

JRN 3140 Photography II (3 s.h.)

JRN 3160 Newspaper Production (2 s.h.)

JRN 3510 Television Production Techniques I (3 s.h.)

JRN 3570 Editing & Copyreading (3 s.h.)

JRN 3710 Scriptwriting, Proposal Writing, & Budgeting for Television (3 s.h.)

JRN 4050 Advanced Public Relations (3 s.h.)

JRN 4160 Advanced Newspaper Production (2 s.h.)

JRN 4910 Journalism/Public Relations Practicum (1-4 s.h.)

MKT 2440 Principles of Marketing (3 s.h.)

MKT 2550 Consumer Behavior (3 s.h.)

MKT 3070 Promotional Strategy (3 s.h.)

40 s.h.

Professional & Technical Writing Minor (24 s.h.)Required Minor Courses:

ENG 2000	Technical Writing	3 s.h.
ENG 3260	Business & Professional Writing	3 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 2050	Public Relations Writing	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
SPH 1050	Speech Communication	3 s.h.
	Minor Electives - to be chosen from:	6 s.h.
	(See list of major electives above.)	
		<u>24 s.h.</u>

FAMILY AND CONSUMER SCIENCES

Family and Consumer Science Major (39 s.h.)

Required Major Courses:

CD 2160	Child Development & Guidance	4 s.h.
CD 4500	Issues Challenging Children and Families	3 s.h.
CD 4950	Seminar	2 s.h.
FCS 2360 or	Clothing Selection & Construction	4 s.h.
MM 2370	Apparel Evaluation	3 s.h.
FCS 3530	Marriage & the Family	4 s.h.
MKT 2550	Consumer Behavior	3 s.h.
MM 3050	Textiles	4 s.h.
MM 3630	Architectural Style & Interior Design	4 s.h.
NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NSC 1250	Health Problems	4 s.h.
		<u>39 s.h.</u>

Secondary Teacher Certification & Vocational Authorization is available with a major in Family and Consumer Science. Students seeking vocational authorization must also complete four semester hours of practicum experience, i.e.:

FCS 2930	Practicum in Children and Youth Services	1 s.h.
FCS 2940	Practicum in Educational Services	1 s.h.
FCS 3930	Practicum in Family Services	1 s.h.
FCS 3940	Practicum in Consumer Services	1 s.h.
		<u>4 s.h.</u>

Family and Consumer Sciences Minor (23 s.h.)

Required Minor Courses:

CD 2160	Child Development & Guidance	4 s.h.
FCS 2360	Clothing Selection & Construction	4 s.h.
MM 2370	Apparel Evaluation	3 s.h.
MM 3050	Textiles	4 s.h.
MM 3630	Architectural Style & Interior Design	4 s.h.
NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
		<u>23 s.h.</u>

Note: Teacher certification is not available with this minor.

FIRE SCIENCE

Fire Science Major (30 s.h.)

Required Major Courses:

FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 2910 or	Cooperative Education I*	1-3 s.h.
FS 2930	Internship I*	1-3 s.h.
FS 3500	Hydraulics & Water Supply	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
FS 3910 or	Cooperative Education II**	1-3 s.h.
FS 3930	Internship II**	1-3 s.h.
FS 4400	Tactics & Strategy	3 s.h.
FS 4510	Hazardous Materials	3 s.h.
FS 4950	Senior Seminar	2 s.h.
	Major Electives	1-5 s.h.
		<u>30 s.h.</u>

Required Support Courses:

CHM 1110	General Chemistry I	4 s.h.
MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
		<u>17-19 s.h.</u>

Fire Science Major - Associate's Degree (24 s.h.)

Required Major Courses:

FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 2910 or	Cooperative Education I*	1-3 s.h.
FS 2930	Internship I*	1-3 s.h.
FS 3500	Hydraulics & Water Supply	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
FS 4400	Tactics & Strategy	3 s.h.
FS 4510	Hazardous Materials	3 s.h.
	Major Electives	0-2 s.h.
		<u>24 s.h.</u>

Required Support Courses:

CHM 1110	General Chemistry I	4 s.h.
MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
		<u>17-19 s.h.</u>

*Required for preservice associate and baccalaureate students.

**Required for preservice baccalaureate students.

Fire Science Minor (20 s.h.)

Required Minor Courses:

FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 3500	Hydraulics & Water Supply	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 4510	Hazardous Materials	3 s.h.
	Minor Electives	5 s.h.
		<u>20 s.h.</u>

Fire Science - Certificate of Achievement (30 s.h.)

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 3500	Hydraulics & Water Supply	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
FS 4510	Hazardous Materials	3 s.h.
	Electives	9 s.h.
		<u>30 s.h.</u>

GENERAL SCIENCE

General Science Major (42 s.h.)

Required Major Courses:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2240	Basic Human Physiology	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
NSC 2160	Earth Science	4 s.h.
NSC 3030	Oceans: Our Continuing Frontier	4 s.h.
NSC 3290	Principles of Astronomy	4 s.h.
GSC 4950	Senior Seminar	2 s.h.
		<u>42 s.h.</u>

Required Support Courses:

MTH 1050	and Intermediate Algebra	4 s.h.
MTH 1060	or Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
		<u>5-7 s.h.</u>

The degree of Bachelor of Science with a major in General Science is available only at the completion of all requirements for the Elementary (K-8) Provisional Teaching Certificate. A student who begins the program for teacher certification but does not complete it for any reason must change to another major to complete degree requirements.

GENERAL STUDIES

General Studies Major

The Bachelor of General Studies degree (BGS) is designed for the highly motivated student who desires a program of study with more flexibility and opportunities for interdisciplinary study than a traditional major. Objectives of the BGS program include:

- Integration of personal development, liberal arts, and professional/career studies in an individualized plan of study;
- Development of writing skills, critical thinking skills, and interdisciplinary problem-solving skills;
- Emphasis on breadth of academic experience rather than development of a major;
- Inclusion of applied research and interdisciplinary projects;
- Emphasis on global and multicultural perspectives.

BGS degree students are expected to incorporate clearly articulated educational and career goals into an individual plan of study and rationale, which must be approved by the BGS Program Director and BGS Faculty Advisory Committee. It is recommended that the plan of study focus on a theme, problem, or issue that can be addressed through an interdisciplinary approach. Each student is asked to present her or his plan at a meeting of BGS Faculty Advisory Committee. The plan of study may include approved certificate programs.

Required Courses:

BGS 3000	Topics Seminar	3 s.h.
BGS 4950	Senior Seminar	3 s.h.
ENG 3100	Advanced Composition and Research Strategies	3 s.h.

Students are admitted on a pre-BGS status. Once the student's plan of study is accepted, he/she is fully admitted to the BGS program.

Students must complete a minimum of 45 s.h. at the upper division (3000- or 4000-level) as part of the 120 s.h. required for the degree.

This includes all courses taken at the 3000- or 4000-level, such as General Education, BGS courses, courses taken in the plan of study and electives.

Transfer students must earn at least 30 s.h. at Madonna University.

FTIAC students (first time in any college) must file a plan of study after completing 30 s.h. and before completing 60 s.h. of coursework. Students must complete a minimum of 24 s.h. after gaining approval for the plan of study. It is recommended that transfer students, particularly those with more than 60 s.h. of transfer credit, file a plan of study within two semesters after admission as a pre-BGS student.

Interested students should contact the BGS Program Director for additional information and application guidelines.

GERONTOLOGY

All students working toward a minor, certificate, Associate's or Bachelor degree in Gerontology are required to complete a series of approved professional contacts. This will assure each student has been introduced to a wide range of current programs, services, and organizations available in the field of aging.

Gerontology Major (42 s.h.)*

Required Major Courses:

GER 1070	Introduction to Gerontology	3 s.h.
GER 2010	Introduction to Alzheimers Disease & Other Dementias	1 s.h.
GER 2300	Programs and Services for Older Adults	3 s.h.
GER 3020	Program Planning for Older Adults	3 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4250	Public Policy & Resources in Aging	3 s.h.
GER 4760	Field Placement	4 s.h.
GER 4770	Field Seminar	2 s.h.
GER 4950	Gerontology Senior Seminar	3 s.h.
	Major Electives	<u>9 s.h.</u>
		42 s.h.

* A minimum of 16 s.h. must be taken at Madonna University.

Gerontology Major - Associate's Degree (30 s.h.)

Required Major Courses:

GER 1070	Introduction to Gerontology	3 s.h.
GER 2010	Introduction to Alzheimers Disease & Other Dementias	1 s.h.
GER 2300	Programs and Services for Older Adults	3 s.h.
GER 3020	Program Planning for Older Adults	3 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4760	Field Placement	4 s.h.
GER 4770	Field Seminar	2 s.h.
	Major Electives	<u>3 s.h.</u>
		30 s.h.

Gerontology Minor (20 s.h.)*

Required Minor Courses:

GER 1070	Introduction to Gerontology	3 s.h.
	Minor Electives**	<u>17 s.h.</u>
		20 s.h.

* A minimum of 8 s.h. in upper division courses at Madonna University.

** Gerontology 4760 and 4770 may not be used to satisfy the minor elective requirements.

Activity Therapy in Gerontology - Certificate of Achievement (36 s.h.)Required Courses:

ENG 1010	Communication Skills I	3 s.h.
GER 2100	Physical Education Activities	2 s.h.
GER 2460	Working with Disabled Older Adults	2 s.h.
GER 2850	Documentation in Human Services	2 s.h.
GER 3020	Program Planning for Older Adults	3 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3100	Activity in Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3500	Counseling the Older Adult	3 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4760.4	Field Placement	4 s.h.
GER 4770	Field Seminar	2 s.h.
GER 4850	Gerontology Management	<u>3 s.h.</u>
		36 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
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Prerequisites:

PSY 1010	General Psychology	3 s.h.
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Case Management - Certificate of Achievement (34 s.h.)Required Courses:

ENG 1010	Communication Skills I	3 s.h.
GER 2240	Supporting Family Caregivers	2 s.h.
GER 2300	Programs and Services for Older Adults	3 s.h.
GER 2850	Documentation in Human Services	2 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3500	Counseling the Older Adult	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 3860	Introduction to Case Management Practice	1 s.h.
GER 3870	Assessment Techniques in Case Management Practice	1 s.h.
GER 3880	Developing and Monitoring Care in Case Management Practice	1 s.h.
GER 3890	Practical and Ethical Issues in Case Management Practice	1 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4760.6	Field Placement	4 s.h.
GER 4770	Field Seminar	<u>2 s.h.</u>
		34 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
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Prerequisite Courses:

PSY 1010	General Psychology	3 s.h.
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Case Management - Certificate of Completion (9 s.h.)

GER 1070	Introduction to Gerontology	3 s.h.
GER 2850	Documentation in Human Services	2 s.h.
GER 3860	Introduction to Case Management Practice	1 s.h.
GER 3870	Assessment Techniques in Case Management Practice	1 s.h.
GER 3880	Developing and Monitoring Care in Case Management Practice	1 s.h.
GER 3890	Practical and Ethical Issues in Case Management Practice	<u>1 s.h.</u>
		9 s.h.

Dementia Care - Certificate of Completion (11 s.h.)

GER 1070	Introduction to Gerontology	3 s.h.
GER 2010	Introduction to Alzheimer's Disease and Other Dementias	1 s.h.
GER 2240	Supporting Family Caregivers	2 s.h.
GER 3100	Activity in Aging	3 s.h.
GER 3460	Addressing Behavior Changes in Dementia	<u>2 s.h.</u>
		11 s.h.

Gerontology - Certificate of Achievement (33 s.h.)Required Courses:

ENG 1010	Communication Skills I	3 s.h.
GER 2010	Introduction to Alzheimer's Disease and Other Dementias	1 s.h.
GER 2300	Programs and Services for Older Adults	3 s.h.
GER 3020	Program Planning for Older Adults	3 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4760	Field Placement	4 s.h.
GER 4770	Field Seminar	2 s.h.
	Gerontology Electives	<u>6 s.h.</u>
		33 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
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Prerequisites:

PSY 1010	General Psychology	3 s.h.
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Note: All courses have been approved for continuing education credit in the renewal of the Nursing Home Administrator License.

GRAPHIC DESIGN (see listing under ART)**HISTORY****History Major (36 s.h.)**Required Major Courses:

HIS 1080 or	Ancient World	4 s.h.
HIS 2450	Medieval & Renaissance Europe	4 s.h.
HIS 2310 or	United States to 1900	4 s.h.
HIS 4810	American Civil War	4 s.h.
HIS 3300 or	Early Modern Europe	4 s.h.
HIS 3330	Modern Europe, 1815 to Present	4 s.h.
HIS 3410	Minority Groups in America	4 s.h.
HIS 4530	United States in the Twentieth Century	4 s.h.
HIS 4630	Emerging Nations	3 s.h.
HIS 4950	History & Social Science Seminar	4 s.h.
	Major Electives	<u>9 s.h.</u>
		36 s.h.

History Minor (24 s.h.)Required Minor Courses:

HIS 1080 or	Ancient World	4 s.h.
HIS 2450	Medieval & Renaissance Europe	4 s.h.
HIS 2310 or	United States to 1900	4 s.h.
HIS 4810	American Civil War	4 s.h.
HIS 3300 or	Early Modern Europe	4 s.h.
HIS 3330	Modern Europe, 1815 to Present	4 s.h.
HIS 4530	United States in the Twentieth Century	4 s.h.
HIS 4630	Emerging Nations	3 s.h.
	Minor Electives	<u>5 s.h.</u>
		24 s.h.

HOSPICE EDUCATION

Hospice Education Major (30 s.h.)

Required Major Courses:

HSP 2210	Introduction to Hospice Care Concepts	3 s.h.
HSP 3310	Management of the Bereavement Process	3 s.h.
HSP 3480	Psychosocial Components of Hospice Care	3 s.h.
HSP 3500	Spiritual & Ethical Considerations in Hospice Care	3 s.h.
HSP 3530	Comfort & Care for the Hospice Client	3 s.h.
HSP 4620	Managing Hospice Services I	3 s.h.
HSP 4650	Hospice Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Interdisciplinary Hospice Care	3 s.h.
HSP 4820	Managing Hospice Services II	3 s.h.
HSP 4850	Field Experience II	2 s.h.
HSP 4950	Senior Seminar	1 s.h.
		<u>30 s.h.</u>

Required Support Courses:

RST 4140	Life/Death Issues	2-4 s.h.
SW 2390	Empathy Listening Skills	1 s.h.

Hospice Education Major - Associate's Degree (28 s.h.)

Required Major Courses:

HSP 2210	Introduction to Hospice Care Concepts	3 s.h.
HSP 3310	Management of the Bereavement Process	3 s.h.
HSP 3480	Psychosocial Components of Hospice Care	3 s.h.
HSP 3500	Spiritual & Ethical Considerations in Hospice Care	3 s.h.
HSP 3530	Comfort & Care for the Hospice Client	3 s.h.
HSP 4620	Managing Hospice Services I	3 s.h.
HSP 4650	Hospice Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Interdisciplinary Hospice Care	3 s.h.
	Major Electives	4 s.h.
		<u>28 s.h.</u>

Required Support Courses:

RST 4140	Life/Death Issues	2-4 s.h.
SW 2390	Empathy Listening Skills	1 s.h.

Hospice Education - Certificate of Achievement (31 s.h.)

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
HSP 2210	Introduction to Hospice Care Concepts	3 s.h.
HSP 3310	Management of the Bereavement Process	3 s.h.
HSP 3480	Psychosocial Components of Hospice Care	3 s.h.
HSP 3500	Spiritual & Ethical Considerations in Hospice Care	3 s.h.
HSP 3530	Comfort & Care for the Hospice Client	3 s.h.
HSP 4620	Managing Hospice Services I	3 s.h.
HSP 4650	Hospice Field Experience I	3 s.h.
HSP 4750	Emerging Issues in Interdisciplinary Hospice Care	3 s.h.
RST 4140	Life/Death Issues	4 s.h.
		<u>31 s.h.</u>

Hospice Education Minor (21 s.h.)

Required Minor Courses:

HSP 2210	Introduction to Hospice Care Concepts	3 s.h.
HSP 3310 or	Management of the Bereavement Process	3 s.h.
HSP 4750	Emerging Issues in Interdisciplinary Hospice Care	3 s.h.
HSP 3480	Psychosocial Components of Hospice Care	3 s.h.
HSP 3500	Spiritual & Ethical Considerations in Hospice Care	3 s.h.
HSP 3530	Comfort & Care for the Hospice Client	3 s.h.
HSP 4620	Managing Hospice Services I	3 s.h.
HSP 4650	Hospice Field Experience I	3 s.h.
		<u>21 s.h.</u>

Recommended Course:

RST 4140	Life/Death Issues	2-4 s.h.
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HOSPITALITY MANAGEMENT

Hospitality Management Major (40 s.h.)

Required Major Courses:

HMG 3360	Lodging Management I	3 s.h.
HMG 4360	Lodging Management II	2 s.h.
HMG 4910	Cooperative Education	2 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 3630	Architectural Style & Interior Design	4 s.h.
NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 2760	Food Service Sanitation	2 s.h.
NFS 3460	Food Service Management I	3 s.h.
NFS 3760	Food Management Laboratory	2 s.h.
NFS 4460	Food Service Management II	3 s.h.
	Major Electives*	8 s.h.
		<u>40 s.h.</u>

Required minor in Business Administration (24 s.h.).

* Major electives may be selected from all MM and NFS courses.

Hospitality Management Minor (20 s.h.)

Required Minor Courses:

HMG 3360	Lodging Management I	3 s.h.
HMG 4360	Lodging Management II	2 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 3460	Food Service Management I	3 s.h.
NFS 3760	Food Management Laboratory	2 s.h.
	Major Electives	6 s.h.
		<u>20 s.h.</u>

HUMANITIES

Humanities Minor (24 s.h.)

Required Minor Courses:

HUM 2010 or	The Medium & the Message	4 s.h.
HUM 3050	The Idea of Justice	4 s.h.
	Minor Electives (from a minimum of four Humanities disciplines)*	20 s.h.
		<u>24 s.h.</u>

8 s.h. must be in upper division courses.

*Minor electives to be chosen from the following disciplines: Art, Communication Arts, English, Foreign Languages, Humanities, Journalism, Music, Philosophy, Religious Studies, Sign Language Studies, and Speech.

INTERNATIONAL BUSINESS

International Business & Economics Major (62 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
ECN 3940	Economic Geography	3 s.h.
INB 3140	International Business	3 s.h.
INB 4350	International Trade Structures & Systems	3 s.h.
INB 4450	International Management	3 s.h.
INB 4500	International Business & Culture Experience	1-3 s.h.
INB 4930	Internship	2 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
PSC 3010	International Relations	4 s.h.
PSC 3210	Comparative Politics	4 s.h.
QS 3550	Applied Business Statistics	3 s.h.
Examples of Business electives to chose from: 5-7 s.h.		
CIS 3300 Information Systems for Decision Making (3 s.h.)		
ECN 3800 Money & Banking (3 s.h.)		
FIN 3150 Business Finance (3 s.h.)		
FIN 3710 Institutional Portfolio Management (3 s.h.)		
INB 4710-4750 Seminars in International Business & Economics (1-3 s.h.)		
QOM 4210 Production & Operations Management (3 s.h.)		
Modern Foreign Language (3-4 s.h.) *		_____
		62 s.h.

* Competency in a modern foreign language required. A "Modern Foreign Language" is one which is in current use in the world (e.g., Latin would not be considered a foreign language for this elective as it is not in current use). Foreign Language Proficiency Requirement:

1. If the student has had a minimum of two years or four semesters of a language at the high school level and earned a grade of A or B; or
2. If the student enrolls in a 3 s.h. or 4 s.h. of a foreign language and earns a grade of A or B at any accredited institution; or
3. If the student passes the CLEP exam of any foreign language; or
4. If the student passes a 15 minute conversation in a certain area of preselected topic with an approved faculty member with prior approval by the Dean of the School of Business; then the student has successfully met the Foreign Language Proficiency Requirement.

Experience abroad is also required.

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
HIS 4320	Diplomatic History of the United States	3 s.h.
HIS 4630	Emerging Nations	3 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.

		26-27 s.h.

Combined Baccalaureate/Master's Degree

A combined degree program is offered which results in a student earning a Bachelor of Science degree in International Business and a Master of Science in Business Administration with a major in International Business. Students interested in this combined program should apply at least one semester before they plan to take the graduate-level courses. Students who participate in this track must satisfy all undergraduate degree requirements for their major. They may meet part of these requirements by counting the graduate courses taken before receiving the baccalaureate.

If the student's cumulative GPA is less than 3.25, the Graduate Management Admission Test (GMAT) must be completed before any graduate courses may be taken. Therefore, it is recommended that this test be taken while the student is in the junior year so that students majoring in International Business may substitute the following graduate courses for required undergraduate courses:

Graduate Course and Number	Undergraduate Course
INB 5350 - International Trade Structures and Systems	INB 4350
INB 5450 - International Management	INB 4450
INB 6350 - Foreign Business and Culture Experience	INB 4500

Taking these graduate courses in the undergraduate program does not automatically guarantee admission into the graduate program for International Business.

INTERNATIONAL STUDIES - Certificate of Achievement (30 s.h.)

Required Courses:

INT 2100	International Studies Foundation	1 s.h.
ENG 1010	Communication Skills	3 s.h.
GEO 3010 or	World Regional Geography	4 s.h.
PSC 3010	International Relations	4 s.h.
HIS 4320 or	Diplomatic History of the United States	3 s.h.
HIS 4630	Emerging Nations	3 s.h.
INB 3140 or	International Business	3 s.h.
Other approved course		
INT 4950	International Studies (Seminar)	3 s.h.
Foreign Language		8 s.h.
Study Abroad		
International Studies Electives		5 s.h.

		30 s.h.

JAPANESE

Japanese Major (38-39 s.h.)

Required Courses:

HIS 3570	Modern Asia	3 s.h.
JPN 1010	Beginning Japanese I	4 s.h.
JPN 1020	Beginning Japanese II	4 s.h.
JPN 2010	Intermediate Japanese I	4 s.h.
JPN 2020	Intermediate Japanese II	4 s.h.
JPN 3010	Advanced Japanese I	4 s.h.
JPN 3020	Advanced Japanese II	4 s.h.
JPN 3210	Survey of Japan	3 s.h.
JPN 4020	Advanced Spoken Japanese	3 s.h.
JPN 4230	Japanese Literature in Translation	3 s.h.
Major Electives - to be chosen from:		2-3 s.h.
ART 3350 Asian Art: India, China, Japan (3 s.h.)		
JPN 3510 Japanese Language Pedagogy (2 s.h.)*		
RST 1460 Survey of Eastern Religions (3 s.h.)		

		38-39 s.h.

* Japanese 3510 is required for students seeking Michigan teacher certification in Japanese.

Japanese Minor (27 s.h.)Required Minor Courses

JPN 1010	Beginning Japanese I	4 s.h.
JPN 1020	Beginning Japanese II	4 s.h.
JPN 2010	Intermediate Japanese I	4 s.h.
JPN 2020	Intermediate Japanese II	4 s.h.
JPN 3010	Advanced Japanese I	4 s.h.
JPN 3020	Advanced Japanese II	4 s.h.
JPN 3210	Survey of Japan	<u>3 s.h.</u>
		27 s.h.

Note: Teacher certification is not available with this minor.

JOURNALISM & PUBLIC RELATIONS**Journalism & Public Relations Major (46 s.h.)**Required Major Courses:

ENG 3960	Portfolio I: Foundations and Development	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
JRN 1210	Introduction to Commercial Art	4 s.h.
JRN 1320	Newspaper Reporting	3 s.h.
JRN 2050	Public Relations Writing	3 s.h.
JRN 2860	Editorial & Feature Writing	3 s.h.
JRN 3130	Photography I	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
JRN 4160	Advanced Newspaper Production	2 s.h.
JRN 4910	Journalism/Public Relations Practicum/ Cooperative Education	1-4 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Electives - to be chosen from:	13-16 s.h.
	ART 2070 Creative Design (4 s.h.)	
	ART 2680 Commercial Art Experiences (4 s.h.)	
	ART 3610 Advertising Design (4 s.h.)	
	ART 3720 Quark XPress I-III (1 s.h. each)	
	ART 4250 Advanced Problems in Commercial Art (4 s.h.)	
	ENG 2000 Technical Writing (3 s.h.)	
	ENG 2090 Approaches to Grammar (4 s.h.)	
	ENG 2620 Language & Culture (3 s.h.)	
	ENG 3050 Creative Writing (3 s.h.)	
	ENG 3260 Business & Professional Writing (3 s.h.)	
	JRN 3140 Photography II (3 s.h.)	
	JRN 3510 Television Production Techniques I (3 s.h.)	
	JRN 3520 Television Production Techniques II (3 s.h.)	
	JRN 4050 Advanced Public Relations (3 s.h.)	
	MKT 2440 Principles of Marketing (3 s.h.)	
	MKT 2550 Consumer Behavior (3 s.h.)	
	MKT 3070 Promotional Strategy (3 s.h.)	
	MKT 3870 Sales Management (3 s.h.)	
	MKT 4560 Marketing Management (3 s.h.)	<u> </u>
		46 s.h.

Journalism & Public Relations Major - Associate's Degree (24 s.h.)Required Major Courses:

JRN 1320	Newspaper Reporting	3 s.h.
JRN 2860	Editorial & Feature Writing	3 s.h.
JRN 3130	Photography I	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
	Major Electives in Journalism	<u>10 s.h.</u>
		24 s.h.

Required Support Courses - 6 s.h. to be chosen from:

ART 2070	Creative Design & Color	4 s.h.
ART 2680	Commercial Art Experiences	4 s.h.
JRN 2910, 3910	Practicum/Cooperative Education	1-6 s.h.
MKT 2440	Principles of Marketing	3 s.h.
MKT 2550	Consumer Behavior	3 s.h.
MKT 3070	Promotional Strategy	3 s.h.

Journalism & Public Relations Minor (20 s.h.)Required Minor Courses:

JRN 1320	Newspaper Reporting	3 s.h.
JRN 2860	Editorial & Feature Writing	3 s.h.
JRN 3160	Newspaper Production	2 s.h.
JRN 3570	Editing & Copyreading	3 s.h.
JRN 4160	Advanced Newspaper Production	2 s.h.
	Minor Electives	<u>7 s.h.</u>
		20 s.h.

Students seeking teacher certification are also required to complete JRN 3130 Photography I (3 s.h.) and JRN 4010 Foundations of Mass Communication (3 s.h.), with 1 s.h. required in electives.

LEGAL ASSISTANT

The mission of the legal assistant department is to prepare two-year, four-year and post-baccalaureate students for careers as legal assistants. The program teaches practical legal assistant skills in conjunction with a liberal arts education. This allows graduates to serve a modern, multi-cultural society with a valuable skill. The mission also includes educating B.S.N. credentialed nurses to become nurse paralegals.

The objectives of the legal assistant department are to produce an extremely competent and well-rounded individual who will be able to assist an attorney in various areas of the law. These objectives are met through carefully designed academic requirements and extensive academic advising.

Legal Assistant Major (42 s.h.)Required Major Courses:

LAW 1000	Legal Assistant Orientation	3 s.h.
LAW 1010	Legal Research & Writing I	3 s.h.
LAW 1210	Legal Research & Writing II	3 s.h.
LAW 2570	Litigation	3 s.h.
LAW 3570	Law Office Economics & Management	3 s.h.
LAW 4950	Legal Seminar & Practicum/Cooperative Education	4-6 s.h.
	Major Electives	<u>21-23 s.h.</u>
		42 s.h.

Legal Assistant Major - Associate's Degree (30 s.h.)Required Major Courses:

LAW 1000	Legal Assistant Orientation	3 s.h.
LAW 1010	Legal Research & Writing I	3 s.h.
LAW 1210	Legal Research & Writing II	3 s.h.
LAW 2570	Litigation	3 s.h.
LAW 4950	Legal Seminar & Practicum/Cooperative Education	4-6 s.h.
	Major Electives*	<u>12-14 s.h.</u>
		30 s.h.

* At least one elective must be a legal specialty course.

Legal Assistant Post-Baccalaureate Certificate (42 s.h.)

Required Major Courses:

LAW 1000	Legal Assistant Orientation	3 s.h.
LAW 1010	Legal Research & Writing I	3 s.h.
LAW 1210	Legal Research & Writing II	3 s.h.
LAW 2570	Litigation	3 s.h.
LAW 3570	Law Office Economics & Management	3 s.h.
LAW 4950	Legal Seminar & Practicum/Cooperative Education	4-6 s.h.
	Major Electives	<u>21-23 s.h.</u>
		42 s.h.

THE MADONNA UNIVERSITY LEGAL ASSISTANT PROGRAM IS APPROVED BY THE AMERICAN BAR ASSOCIATION

Completion of the Legal Assistant Program degree requirements DOES NOT AUTHORIZE graduates to practice law as an attorney.

Admission to courses other than LAW 1000 requires departmental approval.

Two letters of recommendation attesting to the applicant's abilities and integrity are required.

The last twenty semester hours of legal courses, including LAW 4950: Legal Seminar and Practicum, must be completed at Madonna University.

LONG TERM CARE ADMINISTRATION

All students working toward a certificate, Associate's or Bachelor degree in Long Term Care Administration are required to complete a series of approved professional contacts. This will assure each student has been introduced to a wide range of current programs, services, and organizations available in the field of long term care.

Long Term Care Administration Major (54 s.h.)

Required Courses:

GER 2300	Programs and Services for Older Adults	3 s.h.
GER 2460	Working with Disabled Older Adults	2 s.h.
GER 3070	Psychology of Aging	3 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4150	Social Gerontology	3 s.h.
GER 4210	Budgeting in Human Services	2 s.h.
GER 4250	Public Policy & Resources in Aging	3 s.h.
GER 4770	Field Seminar	2 s.h.
GER 4850	Gerontology Management	3 s.h.
GER 4950	Senior Seminar	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 3020	Organizational Behavior	3 s.h.
MGT 3100	Introduction to Personnel Administration	3 s.h.
MGT 3690	Entrepreneurship	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
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In addition to the above required courses and required support courses, Long Term Care Administration majors at the baccalaureate level must select a 6 semester hour concentration in either Nursing Home Administration or in Case Management, as indicated below.

Concentration in Nursing Home Administration:

GER 4760.5	Field Experience	4 s.h.
GER 4870	Nursing Home Administration I	3 s.h.
GER 4880	Nursing Home Administration II	<u>3 s.h.</u>
		10 s.h.

Concentration in Case Management:

GER 2850	Documentation in Human Services	2 s.h.
GER 3860	Introduction to Case Management Practice	1 s.h.
GER 3870	Assessment Techniques in Case Management Practice	1 s.h.
GER 3880	Developing and Monitoring Care in Case Management Practice	1 s.h.
GER 3890	Practical and Ethical Issues in Case Management Practice	1 s.h.
GER 4760.6	Field Experience	<u>4 s.h.</u>
		10 s.h.

Total required for major: 54 s.h.

Long Term Care Administration Major - Associate's Degree (30 s.h.)

Required Courses:

GER 2300	Programs and Services for Older Adults	3 s.h.
GER 2460	Working with Disabled Older Adults	2 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4210	Budgeting in Human Services	2 s.h.
GER 4250	Public Policy & Resources in Aging	3 s.h.
GER 4760.5	Field Experience	4 s.h.
GER 4770	Field Seminar	2 s.h.
GER 4850	Gerontology Management	3 s.h.
GER 4870	Nursing Home Administration I	3 s.h.
GER 4880	Nursing Home Administration II	<u>3 s.h.</u>
		30 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	<u>3 s.h.</u>
		9 s.h.

Long Term Care Administration - Certificate of Achievement (33 s.h.)

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
GER 2300	Programs and Services for Older Adults	3 s.h.
GER 2460	Working with Disabled Older Adults	2 s.h.
GER 3150	Physical Aspects of Aging	3 s.h.
GER 3700	Legal Issues for Older Adults	2 s.h.
GER 4210	Budgeting in Human Services	2 s.h.
GER 4250	Public Policy & Resources in Aging	3 s.h.
GER 4760.5	Field Experience	4 s.h.
GER 4770	Field Seminar	2 s.h.
GER 4850	Gerontology Management	3 s.h.
GER 4870	Nursing Home Administration I	3 s.h.
GER 4880	Nursing Home Administration II	<u>3 s.h.</u>
		33 s.h.

Required Support Courses:

GER 1070	Introduction to Gerontology	3 s.h.
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Prerequisite:

CIS 2250 or	Computer Fundamentals	2 s.h.
CIS 2380	Introduction to Computers	3 s.h.

Nursing Home Administration Pre-Licensure Certificate of Completion (9 s.h.)

GER 4850	Gerontology Management	3 s.h.
GER 4870	Nursing Home Administration I	3 s.h.
GER 4880	Nursing Home Administration II	3 s.h.
		<u>9 s.h.</u>

MANAGEMENT

Management Major - Human Resource Administration Track (62 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
CIS 3300	Information Systems for Decision Making	3 s.h.
FIN 3150	Business Finance	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 3020	Organizational Behavior	3 s.h.
MGT 3100	Introduction to Personnel Administration	3 s.h.
MGT 3160	Human Behavior & Leadership	2 s.h.
MGT 4270	Human Resource Development	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.
QS 4220	Tests and Measurements	3 s.h.
	Examples of Business electives to chose from:	12 s.h.
	INB 3140 International Business (3 s.h.)	
	INB 4350 International Trade Structures & Systems (3 s.h.)	
	INB 4450 International Management (3 s.h.)	
	QOM 3630 Materials & Purchasing Management (3 s.h.)	
	MGT 3690 Entrepreneurship (3 s.h.)	
	MGT 3750 Allied Health Management (3 s.h.)	
	QOM 4210 Production & Operations Management (3 s.h.)	
	MGT 4710-750 Seminars in Management (1-3 s.h.)	
	MGT 4910 Cooperative Education (1 s.h.)	
	MGT 4920 Cooperative Education (1 s.h.)	
	PSY 4220 Theories of Personality (4 s.h.)	
	SOC 2330 Interviewing Techniques (3 s.h.)	
		<u>62 s.h.</u>

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		<u>20-21 s.h.</u>

Management Major - Quality & Operations Leadership Track (62 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.

Required Major Courses:

QOM 3210	Production & Operations Management	3 s.h.
QOM 3560	Teaming	3 s.h.
QOM 3630	Managing & Purchasing Management	3 s.h.
QOM 3850	Managing for Quality & Customer Satisfaction-Manufacturing/Assembly	3 s.h.
	OR	
QOM 3860	Managing for Quality & Customer Satisfaction-Service	3 s.h.
QOM 4150	Perspectives on Total Quality Leadership	3 s.h.
QOM 4180	Quality Culture Leadership	3 s.h.
QOM 4210	Total Quality Infrastructure	3 s.h.
QOM 4950	Quality & Operations Leadership	3 s.h.
ACC 4700	Advanced Managerial/Cost Accounting	3 s.h.
CIS 3300	Information Systems for Decision Making	3 s.h.
	<i>Business Electives</i>	<u>2 s.h.</u>
		32 s.h.

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		<u>20-21 s.h.</u>

Fundamentals of Quality and Operations Leadership Certificate

QOM 3210	Production & Operations Management	3 s.h.
QOM 3560	Teaming	3 s.h.
QOM 3630	Material & Purchasing Management	3 s.h.
QOM 4150	Perspectives in Total Quality Leadership	3 s.h.
QOM 3850	Managing for Quality & Customer Satisfaction-Manufacturing/Assembly	3 s.h.
	OR	
QOM 3860	Managing for Quality & Customer Satisfaction-Service	3 s.h.
		<u>15 s.h.</u>

Advanced Quality and Operations Leadership Certificate

QOM 4180	Quality Culture Leadership	3 s.h.
QOM 4210	Total Quality Infrastructure	3 s.h.
QOM 4950	Quality & Operations Leadership	3 s.h.
ACC 4700	Advanced Managerial/Cost Accounting	3 s.h.
		<u>12 s.h.</u>

MARKETING

Marketing Major (62 s.h.)

Required Major Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
ACC 3130	Internal Financial Analysis	3 s.h.
BUS 3950	Business & Society	3 s.h.
BL 3330	Business Law I	3 s.h.
CIS 2380	Introduction to Computers	3 s.h.
FIN 3150	Business Finance	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 4950	Business Policy	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
MKT 2550	Consumer Behavior	3 s.h.
MKT 3070	Promotional Strategy	3 s.h.
MKT 3680	Marketing Communications	3 s.h.
MKT 3730	Principles of Advertising	3 s.h.

MKT 4560	Marketing Management	3 s.h.
QS 3550	Applied Business Statistics	3 s.h.
QS 4230	Market Research	3 s.h.
	Business Courses - minimum of 6 s.h. to be chosen from:	6 s.h.
	INB 3140 International Business (3 s.h.)	
	MGT 3630 Materials & Purchasing Management (3 s.h.)	
	MKT 3660 Business Marketing (3 s.h.)	
	MKT 3870 Sales Management (3 s.h.)	
	Examples of Business Electives to chose from:	5 s.h.
	CIS 3300 Information Systems for Decision Making (3 s.h.)	
	MGT 3690 Entrepreneurship (3 s.h.)	
	MKT 2100 Promotional Mix: Professional Selling (2 s.h.)	
	MKT 2120 Promotional Mix: Theory and Practice of Teleselling (1 s.h.)	
	MKT 2140 Promotional Mix: Sales Communication Strategies (2 s.h.)	
	MKT 2210 Promotional Mix: Customer Service for Sales (1 s.h.)	
	MKT 4710-4750 Seminars in Marketing (1-3 s.h.)	
	MKT 4910 Cooperative Education (1 s.h.)	
	MKT 4920 Cooperative Education (1 s.h.)	
	MM 2400 Principles of Retailing (3 s.h.)	
	MM 2620 Fashion Promotion & Coordination (3 s.h.)	
	MM 3010 Specialty Merchandising (3 s.h.)	
	MM 3080 Visual Merchandising (3 s.h.)	
	MM 3480 Retail Buying (3 s.h.)	
		62 s.h.

Required Support Courses:

ECN 2720	Principles of Microeconomics	4 s.h.
ECN 2730	Principles of Macroeconomics	4 s.h.
MTH 1050 or	Intermediate Algebra	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus	4 s.h.
MTH 2350	Probability & Statistics	4 s.h.
		20-21 s.h.

Sales Specialist Certificate of Completion (9 s.h.)

MKT 2100	Promotional Mix: Professional Selling	2 s.h.
MKT 2120	Promotional Mix: Theory and Practice of Teleselling	1 s.h.
MKT 2140	Promotional Mix: Sales Communication Strategies	2 s.h.
MKT 2210	Promotional Mix: Customer Service for Sales	1 s.h.
MKT 2440	Principles of Marketing	3 s.h.
		9 s.h.

MATHEMATICS

Mathematics Major (34 s.h.)

Required Major Courses:

CSC 2470	Programming: FORTRAN	3 s.h.
MTH 2350	Probability & Statistics	4 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
MTH 2520	Calculus with Analytic Geometry II	4 s.h.
MTH 3300	Modern Algebra	3 s.h.
MTH 3410	Linear Algebra	3 s.h.
MTH 3510	Calculus with Analytic Geometry III	4 s.h.
MTH 4510	Introduction to Real Analysis	3 s.h.
MTH 4650	Foundations of College Geometry	3 s.h.
MTH 4950	Senior Seminar	2 s.h.
		34 s.h.

Mathematics Minor (21 s.h.)

Required Minor Courses:

MTH 2350	Probability & Statistics	4 s.h.
MTH 2510	Calculus with Analytic Geometry I	5 s.h.
MTH 2520	Calculus with Analytic Geometry II	4 s.h.
	Approved Electives*	8 s.h.
		21 s.h.

*Only one Computer Science (CSC) course may be included in minor electives.

Mathematics for Elementary Certification (30-31 s.h.)

Required Major Courses:

MTH 1210	Precalculus	5 s.h.
MTH 2300	Business Calculus or MTH 2510 Calculus I	4/5 s.h.
MTH 2330	Teaching and Learning of Number Concepts	3 s.h.
MTH 2350	Probability & Statistics	4 s.h.
MTH 3330	Algebraic Thinking and Proportional Reasoning	4 s.h.
MTH 3340	Geometry for Elementary Teachers	4 s.h.
MTH 4330	Reasoning and Proof in the Elementary Mathematics Classroom	2 s.h.
MTH 4340	Technology in the Elementary Mathematics Classroom	2 s.h.
MTH 4960	Senior Seminar: Issues in Elementary Mathematics Education	2 s.h.
		30/31 s.h.

Required Minor Courses:

MTH 1210	Precalculus	5 s.h.
MTH 2330	Teaching and Learning of Number Concepts	3 s.h.
MTH 2350	Probability & Statistics	4 s.h.
MTH 3330	Algebraic Thinking and Proportional Reasoning	4 s.h.
MTH 3340	Geometry for Elementary Teachers	4 s.h.
		20 s.h.

The degree of Bachelor of Science with a major in Mathematics for Elementary Certification is available only at the completion of all requirements for the Elementary (K-8) Provisional Teaching Certificate. A study who begins the program for teacher certification but does not complete it for any reason must change to another major to complete degree requirements.

MEDICAL TECHNOLOGY

Madonna University currently offers three levels of preparation in Medical Technology education: (1) the two year Associate's in Applied Science degree (A.A.S.) in Medical Laboratory Technician; (2) the four year Bachelor of Applied Science degree (B.A.S.) with two tracks: Medical Technology, and Medical Laboratory Technician; and (3) the five year Bachelor of Science degree (B.S.) with a major in Biology and an internship following graduation.

Medical Laboratory Technician Major - Associate's Degree (29 s.h.)

Required Major Courses:

AHA 1010	Medical Terminology	2 s.h.
MTE 2010	Introduction to Health Care Professions	2 s.h.
MTE 3050	Clinical Hematology	4 s.h.
MTE 3070	Immunohematology & Serology	4 s.h.
MTE 3090	Hemostasis & Special Procedures	3 s.h.
MTE 3630	Clinical Chemistry I	3 s.h.
MTE 3650	Clinical Chemistry II	3 s.h.
MTE 3930	Clinical Internship I	4 s.h.
MTE 3940	Clinical Internship II	4 s.h.
		29 s.h.

Required Support Courses:

BIO 2240 or	Basic Human Physiology	4 s.h.
BIO 2430 and	Anatomy & Physiology I	3 s.h.
BIO 2440	Anatomy & Physiology II	3 s.h.
BIO 2260	Microbiology	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
MTH 1050	Intermediate Algebra	4 s.h.
		<u>20-22 s.h.</u>

Medical Technology Option - Bachelor of Applied Science (71 s.h.)**Required Major Courses:**

AHA 1010	Medical Terminology	2 s.h.
MTE 2010	Introduction to Health Care Professions	2 s.h.
MTE 3050	Clinical Hematology	4 s.h.
MTE 3070	Immunohematology & Serology	4 s.h.
MTE 3090	Hemostasis & Special Procedures	3 s.h.
MTE 3630	Clinical Chemistry I	3 s.h.
MTE 3650	Clinical Chemistry II	3 s.h.
MTE 3930	Clinical Internship I	4 s.h.
MTE 3940	Clinical Internship II	4 s.h.
MTE 4510	Clinical Internship I	2-10 s.h.
MTE 4520	Clinical Internship II	2-10 s.h.
MTE 4530	Clinical Internship III	2-10 s.h.
MTE 4950	Senior Seminar	2 s.h.
	Biology Courses	16 s.h.
	BIO 2240 Basic Human Physiology (4 s.h.)	
	BIO 2260 Microbiology (4 s.h.)	
	BIO 3280 Immunology (4 s.h.)	
	BIO 4270 Clinical Bacteriology (4 s.h.)	
	Chemistry Courses	16 s.h.
	CHM 1110 General Chemistry I (4 s.h.)	
	CHM 1120 General Chemistry II (4 s.h.)	
	CHM 2210 Organic Chemistry I (4 s.h.)	
	CHM 3610 Biochemistry I (4 s.h.)	
	Mathematics Courses	8 s.h.
	MTH 1050 Intermediate Algebra (4 s.h.)	
	MTH 2350 Probability & Statistics (4 s.h.)	
		<u>71 s.h.</u>

Recommended Electives:

AHA 4250	Health Care Law and Public Policy	3 s.h.
AHA 4740	Health Care Finance	3 s.h.
AHA 4760	Issues in Health Care Administration	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 3160	Human Behavior & Leader Leadership	2 s.h.
MGT 3750	Allied Health Management	3 s.h.
		<u>14 s.h.</u>

Medical Laboratory Technician Option - Bachelor of Applied Science (51 s.h.)**Required Major Courses:**

AHA 1010	Medical Terminology	2 s.h.
MTE 2010	Introduction to Health Care Professions	2 s.h.
MTE 3050	Clinical Hematology	4 s.h.
MTE 3070	Immunohematology & Serology	4 s.h.
MTE 3090	Hemostasis & Special Procedures	3 s.h.
MTE 3630	Clinical Chemistry I	3 s.h.
MTE 3650	Clinical Chemistry II	3 s.h.
MTE 3930	Clinical Internship I	4 s.h.
MTE 3940	Clinical Internship II	4 s.h.
MTE 4950	Senior Seminar	2 s.h.
	Biology Courses	8 s.h.
	BIO 2240 Basic Human Physiology (4 s.h.)	
	BIO 2260 Microbiology (4 s.h.)	

Chemistry Courses	8 s.h.
CHM 1110 General Chemistry I (4 s.h.)	
CHM 1610 Life Chemistry (4 s.h.)	
Mathematics	4 s.h.
MTH 1050 Intermediate Algebra (4 s.h.)	
	<u>51 s.h.</u>

Medical Technology - Post-Degree Certificate of Achievement (31 s.h.)

AHA 1010	Medical Terminology	2 s.h.
MTE 3050	Clinical Hematology	4 s.h.
MTE 3070	Immunohematology & Serology	4 s.h.
MTE 3090	Hemostasis & Special Procedures	3 s.h.
MTE 3630	Clinical Chemistry I	3 s.h.
MTE 3650	Clinical Chemistry II	3 s.h.
MTE 3930	Clinical Internship I	4 s.h.
MTE 3940	Clinical Internship II	4 s.h.
MTE 4950	Senior Seminar	2 s.h.
		<u>31 s.h.</u>

Applicants for the certificate option must provide transcript evidence of completion of Biology, Chemistry and Mathematics courses required by the appropriate credentialing agency. International applicants must provide an evaluation of foreign educational credentials prior to enrollment in the program (applications for this service are available in the Health Sciences office).

Medical Technology - Bachelor of Science (38 s.h.)(Biology Major)**Required Major Courses:**

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	4 s.h.
BIO 3010	Genetics	4 s.h.
BIO 3170	Invertebrate Zoology (Parasitology)	4 s.h.
BIO 3280	Immunology	4 s.h.
BIO 3500	Medical Mycology	4 s.h.
BIO 4270	Clinical Bacteriology	4 s.h.
BIO 4950	Senior Seminar	2 s.h.
		<u>38 s.h.</u>

Required MTE Support Courses:

MTE 2010	Introduction to Health Care Professions	2 s.h.
MTE 3050	Clinical Hematology	4 s.h.
MTE 3070	Immunohematology & Serology	4 s.h.
MTE 3090	Hemostasis & Special Procedures	3 s.h.
MTE 3630	Clinical Chemistry I	3 s.h.
MTE 3650	Clinical Chemistry II	3 s.h.
		<u>19 s.h.</u>

Required Support Courses:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
MTH 1210	Precalculus	5 s.h.
MTH 2350	Probability & Statistics	4 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
		<u>29 s.h.</u>

Medical Laboratory Technician Internships may be full or part-time. CAHEP accredited Medical Technology Internships are full-time. NCA accredited Medical Technology Internships may be full or part-time. Students who elect the medical technology program follow an approved plan of work and will maintain a grade point average of 3.0 or better to be considered for the internship. Madonna University participates in the Medical Technology Internship Matching Program of Michigan (MTIMP).

MERCHANDISING MANAGEMENT

Merchandising Management Major (38 s.h.)

Required Major Core Courses:

MM 1090	Introduction to Merchandising	3 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3480	Retail Buying	3 s.h.
MM 3630	Architectural Style & Interior Design	4 s.h.
MM 4910	Cooperative Education	2 s.h.
MM 4950	Senior Seminar	2 s.h.
		<u>19 s.h.</u>

Fashion Specialization:

Core Courses Plus:

FCS 2360 or	Apparel Construction	3 s.h.
MM 2370	Apparel Evaluation	3 s.h.
MM 2330	Design Principles	3 s.h.
MM 2620	Fashion Promotion and Coordination	3 s.h.
MM 3050	Textiles	4 s.h.
MM 3310	History of Costume	3 s.h.
	Merchandising Management Electives	3 s.h.
		<u>19 s.h.</u>

Required Support Courses:

ART 2070	Creative Design and Color	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
		<u>9 s.h.</u>

General Retail Specialization:

Core Courses Plus:

MM 3010	Specialty Merchandising	3 s.h.
MM 3080	Visual Merchandising	3 s.h.
MM 4300	Theories and Practice of Merchandising	2 s.h.
MM 4450	Retail Management	2 s.h.
	Merchandising Management Electives	9 s.h.
		<u>19 s.h.</u>

NOTE: Business Administration Minor required.

Merchandising Management - Associate's Degree (25 s.h.)

Fashion Specialization

Required Major Courses:

MM 1090	Introduction to Merchandising	3 s.h.
MM 2330	Design Principles	3 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 2620	Fashion Promotion and Coordination	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3050	Textiles	4 s.h.
MM 3310	History of Costumes	3 s.h.
	Merchandising Management Electives	4 s.h.
		<u>25 s.h.</u>

Required Support Courses:

MGT 2160	Human Behavior & Attitudes	2 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 2440	Principles of Marketing	3 s.h.
		<u>8 s.h.</u>

Merchandising Management - Associate's Degree (25 s.h.)

General Retail Specialization

Required Major Courses:

MM 1090	Introduction to Merchandising	3 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3010 or	Specialty Merchandising	3 s.h.
MM 3080	Visual Merchandising	3 s.h.
MM 3480	Retail Buying	3 s.h.
	Merchandising Management Electives	11 s.h.
		<u>25 s.h.</u>

Required Support Courses:

MGT 2160	Human Behavior & Attitudes	2 s.h.
MGT 2360	Principles of Management	3 s.h.
MGT 2440	Principles of Marketing	3 s.h.
		<u>8 s.h.</u>

Merchandising Management - Certificate of Achievement (30 s.h.)

Fashion Specialization

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
MM 1090	Introduction to Merchandising	3 s.h.
MM 2330	Design Principles	3 s.h.
MM 2620	Fashion Promotion & Coordination	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3050	Textiles	4 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
	Merchandising Management Electives	6 s.h.
		<u>30 s.h.</u>

Post-Degree Certificate requirements are the same as above, except that a Merchandising Management course is substituted for ENG 1010.

Merchandising Management - Certificate of Achievement (30 s.h.)

General Retail Specialization

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
MM 1090	Introduction to Merchandising	3 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3010 or	Specialty Merchandising	3 s.h.
MM 3080	Visual Merchandising	3 s.h.
MM 3480	Retail Buying	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
	Merchandising Management Electives	7 s.h.
		<u>30 s.h.</u>

Post-Degree Certificate requirements are the same as above, except that a Merchandising Management course is substituted for ENG 1010.

Merchandising Management - Minor (21 s.h.)

Required Minor Courses:

MM 1090	Introduction to Merchandising	3 s.h.
MM 2400	Principles of Retailing	3 s.h.
MM 2910	Cooperative Education	2 s.h.
MM 3480	Retail Buying	3 s.h.
MM 3630	Architectural Style & Interior Design	4 s.h.
	Merchandising Management Electives	6 s.h.
		<u>21 s.h.</u>

MUSIC

Music Major (37-55 s.h.)

All Music majors must complete a 24 s.h. core curriculum in addition to an area of concentration in Church Music (31 s.h.), Performance (27 s.h.), Music Education (19 s.h.), or Music Management (13-15 s.h.). Students selecting a concentration in Church Music or in Music Management must also complete specified required support courses.

Participation in group performance is expected of all music majors each term they are enrolled as majors in the department. This is a part of the music student's collegial obligation. Exceptions can be made only in cases of extreme hardship or unusual circumstances. **In no case shall students in the Church Music concentration complete fewer than 8 s.h. in Chorale (MUS 1080) nor will those in the other concentrations complete fewer than 4 s.h. in group performance (MUS 1080, 3620 or 3720).**

Advanced placement or credit by evaluation is based upon assessment of prior musical training.

Written approval of the Music Department, prior to registration, is required for all vocal, instrumental and theory courses prior to registration.

Required Major Courses:

Theoretical Studies:

MUS 1110	Theory I	4 s.h.
MUS 1120	Theory II	4 s.h.
MUS 2110	Theory III	4 s.h.
MUS 2120	Theory IV	4 s.h.
MUS 4020	Contrapuntal Techniques	2 s.h.

Historical Analysis

MUS 3330*	History of Music Literature I	3 s.h.
MUS 3340*	History of Music Literature II	<u>3 s.h.</u>
		24 s.h.

*MUS 3330, 3340 satisfies the fine arts component of general education in the program of all music majors.

Areas of Concentration

Church Music:

Required Concentration Courses:

MUS 4030	Form & Analysis	2 s.h.
MUS 4050	Choral Techniques I	1 s.h.
MUS 4060	Choral Techniques II	1 s.h.
MUS 4170	Church Music	2 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Applied Music Electives	16 s.h.
	Minor Applied Music Electives	<u>8 s.h.</u>
		31 s.h.

Required Support Courses:

RST 3490	Christian Worship	2 s.h.
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Instrumental/Vocal Performance:

Required Concentration Courses:

MUS 4030	Form & Analysis	2 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Applied Music Electives	16 s.h.
	Minor Applied Music Electives	<u>8 s.h.</u>
		27 s.h.

Note: a senior recital is required of all performance majors.

Music Education:

Required Concentration Courses:

MUS 3530	Instrumental Techniques	2 s.h.
MUS 4030	Form & Analysis	2 s.h.
MUS 4040	Conducting & Performing Techniques	2 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Applied Music Electives	8 s.h.
	Minor Applied Music Electives	<u>4 s.h.</u>
		19 s.h.

Note: basic proficiency tests in theory & piano are required of all music education majors after the sophomore level courses are completed.

Music Management:

Required Concentration Courses:

MUS 3910, 4910	Music Management Cooperative Education I, II	2-4 s.h.
MUS 4950	Music Management Seminar	2 s.h.
HUM 4950	Senior Seminar	1 s.h.
	Major Applied Music Electives	<u>8 s.h.</u>
		13-15 s.h.

Required Support Courses:

ACC 2010	Principles of Accounting I	3 s.h.
ACC 2020	Principles of Accounting II	3 s.h.
BL 3330	Business Law I	3 s.h.
MGT 2360	Principles of Management	3 s.h.
MKT 2440	Principles of Marketing	3 s.h.
MKT 2550	Consumer Behavior	<u>3 s.h.</u>
		18 s.h.

Piano Pedagogy Certificate (33 s.h.)

Required Certificate Courses:

ENG 1010	Communication Skills I	3 s.h.
MUS 1110	Theory I	4 s.h.
MUS 1120	Theory II	4 s.h.
MUS 1210	Piano	2 s.h.
MUS 1220	Piano	2 s.h.
MUS 2110	Theory III	4 s.h.
MUS 2210	Piano	2 s.h.
MUS 2220	Piano	2 s.h.
MUS 3330*	History of Music Literature I	3 s.h.
MUS 3340*	History of Music Literature II	3 s.h.
MUS 3540	Piano Pedagogy I	2 s.h.
MUS 3550	Piano Pedagogy II	<u>2 s.h.</u>
		33 s.h.

*MUS 3330, 3340 satisfies the fine arts component of general education in the program of all music majors.

Music Minor (24 s.h.)

Required Minor Courses:

MUS 1110	Theory I	4 s.h.
MUS 1120	Theory II	4 s.h.
MUS 3330*	History of Music Literature I	3 s.h.
MUS 3340*	History of Music Literature II	3 s.h.
	Applied Music Electives	<u>10 s.h.</u>
	(majority of hours to be taken in one area)	24 s.h.

*MUS 3330, 3340 satisfies the fine arts component of general education in the program of all music majors.

NATURAL SCIENCE

Natural Science Major (54-62 s.h.)

Consists of courses in the pure sciences of Biology, Chemistry, and Physics distributed in the following manner: a core of 22 s.h. in one area and a track of 16 s.h. in each of the other two. Teacher Certification also requires 4 s.h. in NSC 2160 Earth Science and 4 s.h. in NSC 3290 Principles of Astronomy in addition to the above.

Biology Core:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	4 s.h.
BIO 3010	Genetics	4 s.h.
BIO 4950	Senior Seminar	<u>2 s.h.</u>
		22 s.h.

Chemistry Core:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 2220 or	Organic Chemistry II	4 s.h.
CHM 3610	Biochemistry I	4 s.h.
CHM 3310	Quantitative Analysis	4 s.h.
CHM 4950	Senior Seminar	<u>2 s.h.</u>
		22 s.h.

Physics Core:

PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
PHY 2710	Fundamental Electronics	4 s.h.
PHY 3510	Modern Physics: Atomic & Nuclear	4 s.h.
PHY 4510	Electronics: Digital Techniques	4 s.h.
NSC 4950	Senior Seminar	<u>2 s.h.</u>
		22 s.h.

To complete a natural science major with a core in any of the above areas, students must also choose two of the following tracks which are different from the 22 s.h. core.

Biology Track:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	<u>4 s.h.</u>
		16 s.h.

Chemistry Track:

CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 3610	Biochemistry I	<u>4 s.h.</u>
		16 s.h.

Physics Track:

PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
PHY 3510	Modern Physics: Atomic & Nuclear	4 s.h.
PHY 4510	Electronics: Digital Techniques	<u>4 s.h.</u>
		16 s.h.

Required Support Courses:

MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Pre-calculus	5 s.h.
MTH 2350*	Probability & Statistics	<u>4 s.h.</u>
		5-11 s.h.

* MTH 2350 is required if the Biology Core is selected.

Natural Science Major - Associate's Degree (30 s.h.)

Required Major Courses:

Biology Course	4 s.h.
Chemistry Course	4 s.h.
Physics Course	4 s.h.
Major Electives	<u>18 s.h.</u>
	30 s.h.

Natural Science Minor (24 s.h.) including courses selected from Biology, Chemistry, and/or Physics with a minimum of 8 s.h. in any one of the above areas and independent of courses in the major field.

Associate's degree available in Pre-Nuclear Medicine Technology and Pre-Radiography: see RADIOGRAPHY.

NURSE PARALEGAL

Nurse Paralegal Post-BSN Certificate of Achievement (30 s.h.)

LAW 1000	Legal Assistant Orientation	3 s.h.
LAW 1010	Legal Research and Writing I	3 s.h.
LAW 1210	Legal Research and Writing II	3 s.h.
LAW 2010	Legal Interviewing and Investigation	3 s.h.
LAW 2570	Litigation	3 s.h.
LAW 4220	Torts: An Overview of Negligence	3 s.h.
LAW 4230	Medical-Legal Concepts & Medical Records	3 s.h.
LAW 4270	Evidence	3 s.h.
LAW 4950	Legal Seminar and Practicum	4-6 s.h.
	LAW Electives	<u>0-2 s.h.</u>
		30 s.h.

THE MADONNA UNIVERSITY NURSE PARALEGAL PROGRAM IS APPROVED BY THE AMERICAN BAR ASSOCIATION

Completion of the Nurse Paralegal Certificate requirements DOES NOT AUTHORIZE graduates to practice law as an attorney. Admission to courses other than LAW 1000 requires departmental approval.

The last twenty semester hours of legal courses, including LAW 4950: Legal Seminar and Practicum, must be completed at Madonna University.

NURSING

The Madonna University Department of Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 3rd Floor, New York, NY 10006; Phone: (800) 669-1656, ext. 153. The NLNAC is a resource for information about tuition, fees and length of program.

Madonna University offers a Bachelor of Science in Nursing (BSN) degree for beginning nursing students, and a BSN completion degree for licensed practical nurses (LPNs) and registered nurses (RNs) from associate's degree and diploma programs. The nursing program has been accredited since 1970 by the National League for Nursing.

The University also offers a Master of Science in Nursing (MSN) degree with majors in Nursing Administration, Adult Health: Chronic Health Conditions, Adult Health Nurse Practitioner, a dual degree MSN/MSA (Business Administration) and an M.S. in Hospice program. See the Graduate Studies Bulletin for information about these programs.

Program Description

The organizing framework that gives cohesion to the nursing curriculum uses an interactional model vitalized by Christian humanism. Students are first introduced to basic concepts of nursing care and then to advanced concepts of care for clients, families and groups across the continuum of care that is congruent with community-based nursing practice. The complexity of concepts and nursing role increases as the student progresses through the program.

Admission Requirements for Basic Freshman students applying to the Nursing major:

1. A minimum 2.75 grade point average in high school college preparatory courses is required for basic students.
2. Basic students must provide ACT or Enhanced ACT scores indicating strong potential to succeed in the program (18-20 Composite score).
3. At least one year of high school algebra, biology and chemistry with a grade of C or higher.

Admission Requirements for Transfer students, RNs and LPNs applying to the Nursing major:

1. Transfer students, RNs and LPNs need official transcripts from colleges or post-secondary institutions attended. Applicants who do not hold an associate's degree or higher must submit official high school transcripts, or the equivalent.
2. Minimum cumulative GPA of 2.5.
3. At least one year of high school algebra, biology and chemistry with a grade of C or higher, or one semester of each at the college level with a grade of C or higher.
4. RNs and LPNs must provide a photocopy of current Michigan nursing license.
5. RNs and LPNs should submit a resume of professional work experience.

Note: Once admitted to the Nursing major, if the student receives two D/F grades in a science course, it will result in an automatic dismissal from Nursing.

Nursing Major (50 s.h.)

Required Major Courses:

NUR 3030	Health Assessment Across the Life Span	3 s.h.
NUR 3060	Interpersonal Communication in Nursing Practice	2 s.h.
NUR 3220	Introduction to Nursing Therapeutic Interventions	5 s.h.
NUR 3270	Introduction to Professional Nursing Seminar	2 s.h.
NUR 3300	Nursing Role in Pharmacologic Management	3 s.h.
NUR 3310	Family and Community Health Concepts in Nursing I	3 s.h.
NUR 3320	Nursing Therapeutic Interventions	5 s.h.
NUR 3370	Professional Nursing Seminar II	2 s.h.
NUR 3900	Nursing Research	2 s.h.
NUR 4220	Family and Community Health Nursing Concepts II	3 s.h.
NUR 4250	Complex Nursing Therapeutic Interventions	6 s.h.
NUR 4270	Professional Nursing Seminar III	2 s.h.
NUR 4730	Nursing Leadership in Organizations and Communities	4 s.h.
NUR 4930	Senior Nursing Practicum	5 s.h.
NUR 4950	Senior Seminar in Professional Nursing	3 s.h.
		50 s.h.

Required Support Courses:

BIO 2260	Microbiology	4 s.h.
BIO 2430	Anatomy and Physiology I	3 s.h.
BIO 2440	Anatomy and Physiology II	3 s.h.
BIO 3710	Pathophysiology	3 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
CIS 2380 or	Introduction to Computers	3 s.h.
CSC 2080	Principles of Computer Science	3 s.h.
NFS 2220	General Nutrition for the Health Professional	2 s.h.
NFS 2230	Therapeutic Nutrition for the Health Professional	2 s.h.
MTH 2350	Probability & Statistics	4 s.h.
PSY 2450	Life Span Developmental Psychology	4 s.h.
RST 4110	Medical Ethics	3 s.h.
SOC 1010	Introduction to Sociology and Cultural Anthropology	4 s.h.
		39 s.h.

Nursing students are also required to take 6 s.h. of language and culture, typically during their sophomore year.

Selected courses are offered with opportunity for international travel and learning experience.

UNV 1010, Orientation to Higher Education (1 s.h.) is required of all Freshman students.

NUR 3010, Transitions in Professional Nursing (4 s.h.) is required for RN completion students.

Only students admitted into the Nursing major may enroll in NUR courses.

Criteria to begin upper division Nursing courses:

1. Overall GPA of 2.5 or higher.
2. Grade of C or higher in all science courses.
3. All prerequisites must have been successfully completed.
4. Completion of 60 credits towards the degree.
5. Evidence of physical and emotional health to perform professional nursing responsibilities.
6. Date of enrollment and credit hours earned at Madonna University.

Note: Once a student begins upper level Nursing courses, the student must earn a grade of C or higher in all Nursing courses. The Nursing Department's current dismissal policy of two D/F grades in a Nursing course, as well as two W grades in a Nursing course, will remain.

Progress in the Nursing Major

Students are admitted directly to the major. They must maintain the following:

1. Minimum grade of C in all nursing and required support courses, and a minimum cumulative GPA of 2.0.
2. Proficiency in communication skills.
3. Evidence of personal integrity, emotional stability, social competence and a positive attitude. The University reserves the right to request student's withdrawal from the program or nursing course because of unsatisfactory performance in the theory or clinical phases of the program and/or for inappropriate behavior.
4. The nursing curriculum may be completed on a part time basis.

Credit Hour Conversion to Clock Hours

One semester credit hour requires one clock hour in the classroom or three clock hours in practicum per week of the semester.

Degree Completion Plan for RNs and LPNs

The Department of Nursing provides educational opportunities for Registered Nurses and Licensed Practical Nurses with career mobility aspirations. Since these nurses and the basic nursing student have the same goals, they pursue basically the same nursing curriculum. Building on the competencies acquired in their educational programs, the RNs and LPNs are expected to broaden their nursing theory base, to acquire and demonstrate synthesis of the natural and behavioral sciences, to prepare for nurse leadership roles across the continuum of care, and to ready themselves for advanced study in nursing and related fields.

Degree completion students must meet all general education and supportive courses as required by the University. These courses may be transferred or the student may choose to earn additional credits by examination in psychology, anatomy/physiology, microbiology, sociology, art or music, and English literature. In recognition of nursing knowledge, the program provides opportunity for LPN students to earn nursing credits by examination and validate clinical competencies by examination.

Time to complete will vary with enrollment pattern, depending upon individual background and personal goals.

Degree Completion Plan - Registered Nurse (RN) (18 s.h.)

Required Courses:

NUR 3010	Transitions in Professional Nursing	4 s.h.
NUR 3900	Nursing Research	2 s.h.
NUR 4220	Family and Community Health Nursing Concepts II	3 s.h.
NUR 4270	Professional Nursing Seminar III	2 s.h.
NUR 4730	Nursing Leadership in Organizations and Communities	4 s.h.
NUR 4950	Senior Seminar in Professional Nursing	3 s.h.
		18 s.h.

The program can be completed in five to six semesters of part-time study.

Degree Completion Plan - Licensed Practical Nurse (LPN) (41-47 s.h.)

Required Courses:

NUR 3030	Health Assessment Across the Life Span	1-3 s.h.
NUR 3060	Interpersonal Communication in Nursing Practice	2 s.h.
NUR 3220	Introduction to Nursing Therapeutic Interventions	1-5 s.h.
NUR 3270	Introduction to Professional Nursing Seminar	2 s.h.
NUR 3310	Family and Community Health Concepts in Nursing I	3 s.h.
NUR 3320	Nursing Therapeutic Interventions	5 s.h.
NUR 3370	Professional Nursing Seminar II	2 s.h.
NUR 3900	Nursing Research	2 s.h.
NUR 4220	Family and Community Health Nursing Concepts II	3 s.h.
NUR 4250	Complex Nursing Therapeutic Interventions	6 s.h.
NUR 4270	Professional Nursing Seminar III	2 s.h.
NUR 4730	Nursing Leadership in Organizations and Communities	4 s.h.
NUR 4930	Senior Nursing Practicum	5 s.h.
NUR 4950	Senior Seminar in Professional Nursing	3 s.h.
		41-47 s.h.

The program can be completed in nine semesters of part-time study.

NUTRITION & FOOD SCIENCE

Nutrition & Food Science Major (36 s.h.)

Required Major Courses:

NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 3250	Clinical Nutrition I	4 s.h.
NFS 3260	Advanced Food Science	4 s.h.
NFS 4250	Advanced Human Nutrition	4 s.h.
NFS 4950	Senior Seminar	2 s.h.
	Major Electives*	14 s.h.
		36 s.h.

* Major electives may be selected from all NFS courses.

Required Support Courses:

BIO 2240	Basic Human Physiology	4 s.h.
BIO 2260	Microbiology	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
		16 s.h.

Nutrition & Food Science Major - Associate's Degree (29 s.h.)

Required Major Courses:

NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 2380	Maternal & Child Nutrition	3 s.h.
NFS 2420	Nutrition for the Aging	3 s.h.
NFS 2930	Practicum	1-4 s.h.
NFS 3460	Food Service Management I	3 s.h.
NFS 3760	Food Service Laboratory	2 s.h.
NFS 4950	Senior Seminar	2 s.h.
	Major Electives	5 s.h.
		27-29 s.h.

* Major electives may be selected from all NFS courses.

Required Support Courses:

BIO 2240	Basic Human Physiology	4 s.h.
MGT 2360	Principles of Management	3 s.h.
		7 s.h.

Nutrition & Food Science Minor (21 s.h.)

Required Minor Courses:

NFS 2250	Human Nutrition	4 s.h.
NFS 2260	Introductory Food Science	4 s.h.
NFS 2380	Maternal & Child Nutrition	3 s.h.
NFS 2420	Nutrition for the Aging	3 s.h.
NFS 3260	Advanced Food Science	4 s.h.
	NFS Elective	3 s.h.
		21 s.h.

OCCUPATIONAL SAFETY & HEALTH

Occupational Safety & Health Minor (24 s.h.)

Required Minor Courses:

OSH 1020	Standards & Regulations	3 s.h.
OSH 3220	Inspection & Survey of Facilities	3 s.h.
OSH 3310	Safety Program Management	3 s.h.
OSH 3520	Industrial Hygiene I	3 s.h.
OSH 3980	Industrial Hygiene II	3 s.h.
OSH 4510	Hazardous Materials	3 s.h.
	Major Electives	6 s.h.
		24 s.h.

Required Support Courses:

BIO 2240 or	Basic Human Physiology	4 s.h.
NSC 1250	Health Problems	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	<u>4 s.h.</u>
		21-23 s.h.

Occupational Safety & Health - Certificate of Achievement (30 s.h.)

Required Courses:

ENG 1010	Communication Skills I	3 s.h.
OSH 1020	Standards & Regulations	3 s.h.
OSH 3220	Inspection & Survey of Facilities	3 s.h.
OSH 3310	Safety Program Management	3 s.h.
OSH 3520	Industrial Hygiene I	3 s.h.
OSH 3980	Industrial Hygiene II	3 s.h.
OSH 4510	Hazardous Materials	3 s.h.
	Electives in the major	<u>9 s.h.</u>
		30 s.h.

Occupational Safety, Health & Fire Science Major (42 s.h.)

Required Major Courses:

FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 2910 or	Cooperative Education I*	1-3 s.h.
FS 2930	Internship I*	1-3 s.h.
FS 3220	Inspection & Survey of Facilities	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
FS 3910 or	Cooperative Education II**	1-3 s.h.
FS 3930	Internship II**	1-3 s.h.
FS 4510	Hazardous Materials	3 s.h.
OSH 1020	Standards & Regulations	3 s.h.
OSH 3310 or	Safety Program Management	3 s.h.
FS 4900	Fire Service Management	3 s.h.
OSH 3110	Industrial Safety and Health	3 s.h.
OSH 3520	Industrial Hygiene I	3 s.h.
OSH 3980	Industrial Hygiene II	3 s.h.
OSH 4950	Senior Seminar	2 s.h.
	Major Electives	<u>1-7 s.h.</u>
		42 s.h.

Required Support Courses:

BIO 2240 or	Basic Human Physiology	4 s.h.
BIO 2430 and	Anatomy & Physiology I	3 s.h.
BIO 2440 or	Anatomy & Physiology II	3 s.h.
NSC 1250	Health Problems	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<u>4 s.h.</u>
		25-29 s.h.

Occupational Safety, Health & Fire Science Major - Associate's Degree (30 s.h.)

Required Major Courses:

FS 1010	Introduction to Fire Protection & Prevention	3 s.h.
FS 2150	Building Construction	3 s.h.
FS 2910 or	Cooperative Education I*	1-3 s.h.
FS 2930	Internship I*	1-3 s.h.
FS 3220	Inspection & Survey of Facilities	3 s.h.
FS 3680	Fire Protection Systems I	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
FS 4510	Hazardous Materials	3 s.h.
OSH 1020	Standards & Regulations	3 s.h.
OSH 3310 or	Safety Program Management	3 s.h.
FS 4900	Fire Service Management	3 s.h.
OSH 3520	Industrial Hygiene I	3 s.h.
	Major Electives	<u>2-3 s.h.</u>
		30 s.h.

Required Support Courses:

BIO 2240 or	Basic Human Physiology	4 s.h.
BIO 2430 and	Anatomy & Physiology I	3 s.h.
BIO 2440 or	Anatomy & Physiology II	3 s.h.
NSC 1250	Health Problems	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1610	Introduction to Life Chemistry	4 s.h.
MTH 1050 and	Intermediate Algebra	4 s.h.
MTH 1060 or	Trigonometry	3 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<u>4 s.h.</u>
		25-29 s.h.

* Required for preservice associate's and baccalaureate students.

** Required for preservice baccalaureate students.

Environmental Safety and Health Program (ESHP) Certificate of Completion (17 s.h.)

FS 3220	Inspection & Survey of Facilities	3 s.h.
FS 3690	Fire Protection Systems II	3 s.h.
OSH 1020	Standards & Regulations	3 s.h.
OSH 3110	Industrial Safety and Health	3 s.h.
OSH 3210	Construction Safety	2 s.h.
OSH 3980	Industrial Hygiene II	<u>3 s.h.</u>
		17 s.h.

PASTORAL MINISTRY

Pastoral Ministry Major (34 s.h.)

Required Major Courses:

RST 2240	Theology of Ministry	2 s.h.
RST 2560	The Old Testament I: Torah & Historical Writings	3 s.h.
RST 2580	The New Testament I: The Four Gospels	3 s.h.
RST 3150	Spirituality	2 s.h.
RST 3490	Christian Worship	2 s.h.
RST 3610	Pastoral Counseling	2 s.h.
RST 4270	Resources for Effective Ministry	2 s.h.
RST 4280	Church Policies & Procedures	2 s.h.
RST 4720	Pastoral Administration	3 s.h.
RST 4910	Religious Studies Practicum (As related to one's ministry)	3 s.h.
RST 4950	Senior Seminar	1 s.h.
	Morals/Ethics Elective - to be chosen from:	3 s.h.
RST 4080	Moral Issues in Business (3 s.h.)	
RST 4100	Conscience & Values (3 s.h.)	
RST 4110	Medical Ethics (3 s.h.)	
	Electives	<u>6 s.h.</u>
		34 s.h.

Required Support Courses:

PHL 1010	Introduction to Philosophy	3 s.h.
PHL	Another PHL Elective	3 s.h.
SPH 1050	Speech Communication	3 s.h.
SOC 2330	Interviewing Techniques	3 s.h.
SW 2390	Empathy Listening Skills	<u>1 s.h.</u>
		13 s.h.

Pastoral Ministry Minor (24 s.h.)

Required Minor Courses:

RST 2240	Theology of Ministry	2 s.h.
RST 2560	The Old Testament I: Torah & Historical Writings	3 s.h.
RST 2580	The New Testament I: The Four Gospels	3 s.h.
RST 3610	Pastoral Counseling	2 s.h.
RST 4270	Resources in Effective Ministry	2 s.h.
RST 4720	Pastoral Administration	3 s.h.
RST 4910	Practicum (As related to one's ministry)	3 s.h.
	Morals/Ethics Elective - to be chosen from:	3 s.h.
RST 4080	Moral Issues in Business (3 s.h.)	
RST 4100	Conscience & Values (3 s.h.)	
RST 4110	Medical Ethics (3 s.h.)	
	Religious Studies Elective	<u>3 s.h.</u>
		24 s.h.

Required Support Courses:

PHL 1010	Introduction to Philosophy	3 s.h.
SPH 1050	Speech Communication	<u>3 s.h.</u>
		6 s.h.

Formal application for admission to the Pastoral Ministry major/minor will be made at the conclusion of the student's second semester of work at Madonna University. Forms are to be obtained from the Religious Studies Chairperson's office.

Pastoral Ministry majors and minors will be required to select an area of specialization from programs offered at Madonna University and to complete a major, minor, or the equivalent of the latter as part of the Pastoral Ministry program. Special adjustments will be made for persons currently involved in ministerial roles.

Credit may be obtained through the process of evaluation of life experience for work already completed. The Religious Studies Department does not extend this process, however, to highly personal activities such as personal spiritual direction, retreats, prayer services, and the like.

PHILOSOPHY

Philosophy Minor (21 s.h.)

Required Minor Courses:

PHL 1010	Introduction to Philosophy	3 s.h.
PHL 2210	Person & Society	3 s.h.
PHL 4080 or	Moral Issues in Business	3 s.h.
PHL 4110	Medical Ethics	3 s.h.
PHL 4220	Metaphysics	3 s.h.
	Electives (from existing Philosophy courses)	<u>9 s.h.</u>
		21 s.h.

Students are to declare their Philosophy minor at the time of registration.

PHYSICS

Physics Minor (20 s.h.)

Required Minor Courses:

PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	4 s.h.
PHY 2710	Fundamental Electronics	4 s.h.
PHY 3510	Modern Physics: Atomic & Nuclear	4 s.h.
PHY 4510	Electronics: Digital Techniques	<u>4 s.h.</u>
		20 s.h.

POLITICAL SCIENCE

Political Science Minor (20 s.h.)

Required Minor Courses:

PSC 2510	American Government	4 s.h.
	Minor Electives	<u>16 s.h.</u>
		20 s.h.

PRE-ENGINEERING

Students may earn an engineering degree through special arrangements between Madonna University and the University of Detroit Mercy. Following a planned program fulfilling the degree requirements of each institution, the student may earn a Bachelor of Science degree from Madonna University and a Bachelor of Engineering degree from the University of Detroit Mercy.

This program is under the direction of the Department of Physical & Applied Sciences.

PRE-LAW

Law schools do not prescribe particular curricula for admission. Madonna University, therefore, approaches the preparation for law on an individual basis, tailoring the program of each student to individual needs and desires. Thus, students may major in English, history, political science, psychology, or other liberal arts.

PRE-PROFESSIONAL PROGRAMS*

Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Osteopathy, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary

Students preparing for a health professions career may major in any area whose free electives allow completion of the following basic courses:

BIO 1030	General Biology I	4 s.h.
BIO 1040	General Biology II	4 s.h.
CHM 1110	General Chemistry I	4 s.h.
CHM 1120	General Chemistry II	4 s.h.
CHM 2210	Organic Chemistry I	4 s.h.
CHM 2220	Organic Chemistry II	4 s.h.
MTH 1210	Precalculus	5 s.h.
PHY 2530	General Physics I	4 s.h.
PHY 2540	General Physics II	<u>4 s.h.</u>
		37 s.h.

*Schools and programs vary in general requirements for admission. Students are advised to become familiar with the exact requirements of the program(s) to which application will be made. At Madonna University, these programs are under the direction of the College of Science & Mathematics.

PROFESSIONAL & TECHNICAL WRITING (See listing under ENGLISH.)

<u>Recommended Elective:</u>		
ENG 2000	Technical Writing	3 s.h.
PHL 3650	Epistemology: Philosophy of Knowledge	3 s.h.

PSYCHOLOGY

Psychology Major (36 s.h.)

Required Major Courses:

PSY 1010	General Psychology	3 s.h.
PSY 1020	Controversies in Psychology: A Critical Thinking Approach	4 s.h.
PSY 1030	Tools for Success in Psychology	1 s.h.
PSY 2830	Research and Quantitative Methods I	4 s.h.
PSY 2840	Research and Quantitative Methods II	4 s.h.
PSY 3420	Abnormal Psychology	4 s.h.
PSY 4950	Seminar in Psychology	2 s.h.
PSY	Psychology Content Distribution Requirement**	9-12 s.h.
PSY	Major Electives	<u>2-5 s.h.</u>
		36 s.h.

Recommended Elective:

ENG 2000	Technical Writing	3 s.h.
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Recommended Support Course:

MTH 2350	Probability & Statistics	4 s.h.
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Psychology Major-Mental Health Concentration (45-46 s.h.)

Required Major Courses:

PSY 1010	General Psychology	3 s.h.
PSY 1020	Controversies in Psychology: A Critical Thinking Approach	4 s.h.
PSY 1030	Tools for Success in Psychology	1 s.h.
PSY 2450	Life-Span Developmental Psychology	4 s.h.
PSY 3420	Abnormal Psychology	4 s.h.
PSY 3720	Introduction to Clinical Psychology	3 s.h.
PSY 3750	Mental Health Treatment Theories	3 s.h.
PSY 3760	Mental Health Treatment Techniques	3 s.h.
PSY 3830	Research Methods for Mental Health Settings	3 s.h.
PSY 4700	Mental Health Field Placement and Seminar I	6 s.h.
PSY 4710	Mental Health Field Placement and Seminar II	6 s.h.
PSY 4950	Seminar in Psychology	2 s.h.
PSY	Developmental Psychology Elective - choose one from:	3-4 s.h.
	PSY 2700 Child Psychology (4 s.h.)	
	PSY 3070 Psychology of Aging (3 s.h.)	
	PSY 3130 Adolescent Psychology (4 s.h.)	
		<u>45-46 s.h.</u>

Psychology Major -Research Concentration (44-46 s.h.)

Required Major Courses:

PSY 1010	General Psychology	3 s.h.
PSY 1020	Controversies in Psychology: A Critical Thinking Approach	4 s.h.
PSY 1030	Tools for Success in Psychology	1 s.h.
PSY 2830	Research and Quantitative Methods I	4 s.h.
PSY 2840	Research and Quantitative Methods II	4 s.h.
PSY 3420	Abnormal Psychology	4 s.h.
PSY 4300	Human Learning and Memory	3 s.h.
PSY 4500	Physiological Psychology	3 s.h.
PSY 4850	Advanced Research and Quantitative Methods I	3 s.h.
PSY 4860	Advanced Research and Quantitative Methods II	3 s.h.
PSY 4950	Seminar in Psychology	2 s.h.
PSY	Psychology Content Distribution Requirement**	<u>9-12 s.h.</u>
		44-46 s.h.

Recommended Support Course:

MTH 2350	Probability & Statistics	4 s.h.
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Mental Health Minor (27 s.h.) (not available for PSY majors)

Required Minor Courses:

PSY 1010	General Psychology	3 s.h.
PSY 1020	Controversies in Psychology: A Critical Thinking Approach	4 s.h.
PSY 1030	Tools for Success in Psychology	1 s.h.
PSY 3420	Abnormal Psychology	4 s.h.
PSY 3720	Introduction to Clinical Psychology	3 s.h.
PSY 3750	Mental Health Treatment Theories	3 s.h.
PSY 3760	Mental Health Treatment Techniques	3 s.h.
PSY 4700	Mental Health Field Placement and Seminar I	<u>6 s.h.</u>
		27 s.h.

Psychology Minor (20 s.h.) (not available for PSY majors)

Required Minor Courses:

PSY 1010	General Psychology	3 s.h.
PSY 1020	Controversies in Psychology: A Critical Thinking Approach	3 s.h.
PSY 1030	Tools for Success in Psychology	1 s.h.
PSY	Psychology Content Distribution Requirement**	9-12 s.h.
PSY	Minor Electives	<u>up to 3 s.h.</u>
		20 s.h.

A minimum of eight (8) s.h. must be taken at the upper division.

**Psychology Content Distribution Requirement:

To satisfy the Psychology Content Distribution Requirement (in the Psychology Major, the Psychology Major-Research Concentration, and the Psychology minor), students must select one course from three of the following five areas (total 9-12 s.h.):

(1) Developmental:

- PSY 2450 Life Span Developmental Psychology (4 s.h.)
- PSY 2700 Child Psychology (4 s.h.)
- PSY 3070 Psychology of Aging (3 s.h.)
- PSY 3130 Adolescent Psychology (4 s.h.)

(2) Social:

- PSY 3660 Social Psychology:
A Psychological Perspective (4 s.h.)

(3) Personality:

- PSY 4220 Theories of Personality (4 s.h.)

(4) Clinical:

- PSY 3720 Introduction to Clinical Psychology (3 s.h.)

(5) Biological:

- PSY 4300 Human Learning and Memory (3 s.h.)
- PSY 4500 Physiological Psychology (3 s.h.)

Mental Health - Certificate of Completion (22 s.h.)

Required Courses:

PSY 3420	Abnormal Psychology	4 s.h.
PSY 3720	Introduction to Clinical Psychology	3 s.h.
PSY 3750	Mental Health Treatment Theories	3 s.h.
PSY 3760	Mental Health Treatment Techniques	3 s.h.
PSY 3830	Research Methods for Mental Health Settings	3 s.h.
PSY 4700	Mental Health Field Placement & Seminar I	<u>6 s.h.</u>
		22 s.h.

Prerequisite Courses:

PSY 1010 General Psychology (3sh) 3 s.h.

Psychology - Certificate of Completion (20 s.h.)

Required Courses:

PSY 1020 Controversies in Psychology:
A Critical Thinking Approach 4 s.h.
PSY 1030 Tools for Success in Psychology 1 s.h.
PSY Electives 15 s.h.
Content Area/Research Skills
courses chosen in consultation with
PSY Advisor (15 s.h.; at least 8 s.h. must
be upper-level) 20 s.h.

Research Methods - Certificate of Completion (19 s.h.)

Required Courses:

PSY 1020 Controversies in Psychology:
A Critical Thinking Approach 4 s.h.
PSY 1030 Tools for Success in Psychology 1 s.h.
PSY 2830 Research & Quantitative Methods I 4 s.h.
PSY 2840 Research & Quantitative Methods II 4 s.h.
PSY 4850 Advanced Research & Quantitative Methods I 3 s.h.
PSY 4860 Advanced Research & Quantitative Methods II 3 s.h.
19 s.h.

RADIOGRAPHY

The Associate of Science degree in Natural Science prepares the student to enter the Committee on Allied Health Education and Accreditation (CAHEA) accredited clinical program in Radiography or Nuclear Medicine.

Pre-Radiography/Pre-Nuclear Medicine Technology Major - Associate's Degree (39 s.h.), (Natural Science Major)

Required Major Courses:

AHA 1010 Medical Terminology 2 s.h.
AHA 2010 Introduction to Health Care Professions 2 s.h.
BIO 2260 Microbiology 4 s.h.
BIO 2430 Anatomy & Physiology I 3 s.h.
BIO 2440 Anatomy & Physiology II 3 s.h.
CHM 1110 General Chemistry I 4 s.h.
CHM 1610 Introduction to Life Chemistry 4 s.h.
CIS 2250 Computer Fundamentals 2 s.h.
MTH 1050 Intermediate Algebra 4 s.h.
MTH 1060 Trigonometry 3 s.h.
PHY 2530 General Physics I 4 s.h.
PHY 2540 General Physics II 4 s.h.
39 s.h.

Clinical Internships are processed through the Health Sciences Office in October of each year. These are full-time 40 hour per week positions. Radiography and Nuclear Medicine students register for internship credit while on clinical rotation: RT 1100, RT 1150, RT 1500, and RT 2000 (8 s.h. each).

RELIGIOUS STUDIES

Religious Studies Major (30 s.h.)

Required Major Courses:

RST 2560 The Old Testament I: Torah & Historical Writings 3 s.h.
RST 2570 The Old Testament II: Prophets,
Wisdom & Apocalyptic Writings 3 s.h.
RST 2580 The New Testament I: The Four Gospels 3 s.h.
RST 2590 The New Testament II: Acts, Epistles &
Revelation 3 s.h.
RST 4700 or Catechesis 3 s.h.
RST 4930 Religious Studies Practicum 3 s.h.
HUM 4950 Senior Seminar 1 s.h.
Morals/Ethics Elective - to be chosen from:
RST 4080 Moral Issues in Business (3 s.h.) 3 s.h.
RST 4100 Conscience & Values (3 s.h.)
RST 4110 Medical Ethics (3 s.h.)
Other Major Electives 11 s.h.
30 s.h.

Required Support Courses:

PHL 1010 Introduction to Philosophy 3 s.h.
PHL Second PHL course 3 s.h.
6 s.h.

Religious Studies Major - Associate's Degree (30 s.h.)

Required Major Courses:

PHL 1010 Introduction to Philosophy 3 s.h.
RST 2560 The Old Testament I: Torah & Historical Writings 3 s.h.
RST 2570 The Old Testament II: Prophets, Wisdom &
Apocalyptic Writings 3 s.h.
RST 2580 The New Testament I: The Four Gospels 3 s.h.
RST 2590 The New Testament II: Acts, Epistles & Revelation 3 s.h.
Morals/Ethics Elective - to be chosen from:
RST 4080 Moral Issues in Business (3 s.h.) 3 s.h.
RST 4100 Conscience & Values (3 s.h.)
RST 4110 Medical Ethics (3 s.h.)
Other Religious Studies Electives 12 s.h.
30 s.h.

Religious Studies Minor (20 s.h.)

Required Minor Courses:

RST 2560 The Old Testament I: Torah & Historical Writings 3 s.h.
RST 2570 The Old Testament II: Prophets, Wisdom &
Apocalyptic Writings 3 s.h.
RST 2580 The New Testament I: The Four Gospels 3 s.h.
RST 2590 The New Testament II: Acts, Epistles & Revelation 3 s.h.
Morals/Ethics Electives - to be chosen from:
RST 4080 Moral Issues in Business (3 s.h.) 3 s.h.
RST 4100 Conscience & Values (3 s.h.)
RST 4110 Medical Ethics (3 s.h.)
Minor Electives 5 s.h.
20 s.h.

Required Support Course:

PHL 1010 Introduction to Philosophy 3 s.h.

Religious Studies - Certificate of Achievement (30 s.h.)

Required Courses:

ENG 1010 Communication Skills I 3 s.h.
PHL 1010 Introduction to Philosophy 3 s.h.
RST 2560 The Old Testament I: Torah & Historical Writings 3 s.h.
RST 2570 The Old Testament II: Prophets, Wisdom &
Apocalyptic Writings 3 s.h.
RST 2580 The New Testament I: The Four Gospels 3 s.h.
RST 2590 The New Testament II: Acts, Epistles & Revelation 3 s.h.
Electives in Religious Studies/Pastoral Ministry 8 s.h.
Other Electives 4 s.h.
30 s.h.

Formal application for admission to the Religious Studies major or minor is to be made at the conclusion of a student's second semester at Madonna University. Forms may be obtained from the Religious Studies Department office.

The following courses are designed basically within the Catholic tradition but are not restricted to persons of that religious persuasion:

RST 3450	Contemporary Catholicism	3 s.h.
RST 3470	The Catholic Sacraments	3 s.h.
RST 4700	Catechesis	3 s.h.

All other courses are ecumenical in content and method of presentation.

A variety of contemporary religious/moral/catechetical topics are presented in 1 and 2 s.h. workshops throughout the academic year.

Madonna University, in cooperation with the Detroit Archdiocesan Department of Religious Education and the Detroit Area Consortium of Catholic Colleges, following evaluation and approval by the RST/PHL Department, offers college credit in religious studies for courses offered at parishes throughout the Archdiocese. Further, courses in religious studies offered at Madonna University can be applied to one of four Phases: Catechetics; Scripture; Values, Morals, Christian Formation; and Teaching Techniques.

Upon completion of Spectrum, Ministerial apprenticeship, Pastoral/Hospital/Hospice, or other Christian Ministry programs, students may apply for evaluation and assignment of academic credit. It is not the policy of the Religious Studies Department, however, to include retreats, personal/shared prayer, spiritual direction or similar highly personal experiences in the evaluation process. Students are to initiate the Life Experience work at the beginning of each term.

Comprehensive examinations are fulfilled in HUM 4950, 1 s.h., under the co-direction of the course coordinator and a designated RST department member.

Persons working toward an associate's degree are encouraged to select elective courses that apply to the ministry in which they operate.

SIGN LANGUAGE STUDIES

Sign Language Studies Major (44-53 s.h.)

Required Major Core Courses:

SLS 1000	Introduction to Sign Language Studies	3 s.h.
SLS 1010	Beginning American Sign Language I	4 s.h.
SLS 1020	Beginning American Sign Language II	4 s.h.
SLS 2010	Intermediate American Sign Language I	4 s.h.
SLS 2020	Intermediate American Sign Language II	4 s.h.
SLS 2280	Fingerspelling I	1 s.h.
SLS 2290	Fingerspelling II	1 s.h.
SLS 3010	Advanced American Sign Language I	3 s.h.
SLS 3020	Advanced American Sign Language II	3 s.h.
SLS 4620	Sign Language Structure	4 s.h.
HUM 4950	Senior Seminar*	1 s.h.
		<u>32 s.h.</u>

* HUM 4950 required for all SLS majors.

SLS Interpreting Concentration:

Core courses plus:

SLS 4410	Fundamentals of Interpretation & Transliteration	4 s.h.
SLS 4450	Basic Simultaneous Interpretation for Interpreters	3 s.h.
SLS 4610	Voice to Sign: Interpreting Lab	3 s.h.
SLS 4650	Contrastive Text Analysis: ASL & English for Interpreters	3 s.h.
SLS 4710	Selected Seminar Topics	1-4 s.h.
SLS 4750	Interpreting in Specialized Settings	3 s.h.
SLS 4810	Sign to Voice: Interpreting Lab	3 s.h.
SLS 4930	Field Experience	<u>1-16 s.h.</u>
		22 s.h.

SLS Professional Concentration: Core courses plus 14 hours in SLS electives based on consultation with SLS Department Advisor.

Sign Language Studies Major - Associate's Degree (32 s.h.)

Required Major Courses:

SLS 1000	Introduction to Sign Language Studies	3 s.h.
SLS 1010	Beginning American Sign Language I	4 s.h.
SLS 1020	Beginning American Sign Language II	4 s.h.
SLS 2010	Intermediate American Sign Language I	4 s.h.
SLS 2020	Intermediate American Sign Language II	4 s.h.
SLS 2280	Fingerspelling I	1 s.h.
SLS 2290	Fingerspelling II	1 s.h.
SLS 3010	Advanced American Sign Language I	3 s.h.
SLS 3020	Advanced American Sign Language II	3 s.h.
SLS 4620	Sign Language Structure	<u>4 s.h.</u>
		31 s.h.

Sign Language Studies Minor (32 s.h.)

Required Minor Courses:

SLS 1000	Introduction to Sign Language Studies	3 s.h.
SLS 1010	Beginning American Sign Language I	4 s.h.
SLS 1020	Beginning American Sign Language II	4 s.h.
SLS 2010	Intermediate American Sign Language I	4 s.h.
SLS 2020	Intermediate American Sign Language II	4 s.h.
SLS 2280	Fingerspelling I	1 s.h.
SLS 2290	Fingerspelling II	1 s.h.
SLS 3010	Advanced American Sign Language I	3 s.h.
SLS 3020	Advanced American Sign Language II	3 s.h.
SLS 4620	Sign Language Structure	4 s.h.
HUM 4950	Senior Seminar	<u>1 s.h.</u>
		32 s.h.

Sign Language Studies Certificate of Achievement (35 s.h.)

Required Courses:

ENG 1010	Communication Skills	3 s.h.
SLS 1000	Introduction to Sign Language Studies	3 s.h.
SLS 1010	Beginning American Sign Language I	4 s.h.
SLS 1020	Beginning American Sign Language II	4 s.h.
SLS 2010	Intermediate American Sign Language I	4 s.h.
SLS 2020	Intermediate American Sign Language II	4 s.h.
SLS 2280	Fingerspelling I	1 s.h.
SLS 2290	Fingerspelling II	1 s.h.
SLS 3010	Advanced American Sign Language I	3 s.h.
SLS 3020	Advanced American Sign Language II	3 s.h.
SLS 4620	Sign Language Structure	4 s.h.
HUM 4950	Senior Seminar	<u>1 s.h.</u>
		35 s.h.

American Sign Language (ASL) is the language of the American Deaf Community. ASL has become a serious area of study for individuals interested in communicating and working with Deaf persons. The Sign Language Studies/Interpreting Department offers students the opportunity to develop ASL communication skills and an understanding of the language and its community. Interpreting courses

are also offered for students interested in Sign language interpretation. Second language teaching methods include: structural, functional and communicative approaches to language learning.

Emphasis is placed on the sociocultural aspects of American Deaf Culture and the right of Deaf children and adults to learn and use American Sign Language.

Students pursuing a bachelor's degree in Sign language studies are encouraged to consider a second major as well. Such program planning will assist the student in developing career-related skills by integrating other majors with the SLS major. (See chart of Madonna University Majors.)

Students can be admitted to the interpreter program by completing the SLS core and meeting departmental language requirements. Students may also be admitted to the interpreting concentration if interested in interpreter upgrading or preparation for certification. Please direct all questions to the SLS/Interpreting department.

SOCIAL STUDIES

Social Studies Group Major for Teacher Education State Certification (40 s.h.)

1. Requires 40 s.h. (22 s.h. upper division) distributed as follows:
 - Course work must include classes from the following: HIS, PSC, ECN and GEO
 - 18 s.h. core (9 s.h. upper division) in HIS or PSC only
 - SSC 495 (4 s.h.)

2. Candidates must also include the following:

History

- Minimum of 8 s.h. in United States History, which must include either:
 - HIS 2310 United States to 1900 (4 s.h.) or
 - HIS 4530 United States in the Twentieth Century (4 s.h.)
- One of the following:
 - HIS 1080 Ancient World (4 s.h.)
 - HIS 2450 Medieval and Renaissance Europe (4 s.h.)
 - HIS 3300 Early Modern Europe (4 s.h.)
 - HIS 3330 Modern Europe, 1815-Present (4 s.h.)
- HIS 4630 Emerging Nations (3 s.h.)
- HIS Elective (3 s.h.)

Political Science

- PSC 251 American Government (4 s.h.)
- One of the following:
 - PSC 3010 International Relations (4 s.h.)
 - PSC 3100 Introduction to Public Administration (4 s.h.)
 - PSC 3210 Comparative Politics (4 s.h.)
 - PSC 4510 State and Local Government (4 s.h.)

Economics

- ECN 2710 Economics for Human Services (3 s.h.)
- ECN 4510 Economic and Business History of the U.S. (4 s.h.)

Geography

- GEO 1210 Introduction to Geography (3 s.h.)
- GEO 3010 World Regional Geography (4 s.h.)

Social Studies Group Minor for Teacher Education State Certification (26 s.h.)

1. Requires 26 s.h. (12 s.h. upper division) distributed as follows:

History

- One of the following:
 - HIS 2310 United States to 1900 (4 s.h.) or
 - HIS 4530 United States in the Twentieth Century (4 s.h.)
- One of the following:
 - HIS 1080 Ancient World (4 s.h.)
 - HIS 2450 Medieval and Renaissance Europe (4 s.h.)
 - HIS 3300 Early Modern Europe (4 s.h.)
 - HIS 3330 Modern Europe, 1815-Present (4 s.h.)
 - HIS 4630 Emerging Nations (3 s.h.)

Political Science

- PSC 251 American Government (4 s.h.)
- One of the following:
 - PSC 3010 International Relations (4 s.h.)
 - PSC 3100 Introduction to Public Administration (4 s.h.)
 - PSC 3210 Comparative Politics (4 s.h.)
 - PSC 4510 State and Local Government (4 s.h.)

Economics

- ECN 2710 Economics for Human Services (3 s.h.)
- ECN 4510 Economic and Business History of the U.S. (4 s.h.)

Geography

- GEO 1210 Introduction to Geography (3 s.h.)
- GEO 3010 World Regional Geography (4 s.h.)

SOCIAL WORK

Social Work Major (47 s.h.)

Madonna University offers a Bachelor of Social Work (B.S.W.) degree program which is accredited by the Council on Social Work Education. The B.S.W. program is designed to prepare students for entry-level professional employment and for graduate professional education.

Social Work involves enhancing the problem-solving and coping capacities of people; linking people with systems that provide them with resources, services, and opportunities; and promoting humane services, especially for oppressed and vulnerable populations. Emphasis is placed on the value and the strengths of diverse cultures.

The Social Work curriculum is founded on the premise that a social worker needs a well-integrated program of liberal arts content, specific professional content, a global perspective, and a professionally guided field practicum. These experiences focus on the delivery of services to individuals, families, groups, organizations, and/or communities within Generalist Practice. Opportunities exist for an international practice experience in Mexico.

Social Work Distance Learning Program - Gaylord

The Social Work Program offers its B.S.W. degree program to students in Northern Michigan over interactive television (two way audio/video) through the Alpine Regional Educational Center (AREC) in Gaylord. Designed for transfer students, the part-time program may be completed in 2 1/2 years with classes scheduled to accommodate the working adult student. The Gaylord Social Work Distance Learning Program replicates the main campus part-time degree completion program and is accredited by the Council on Social Work Education.

Admission to the B.S.W. Program

Students must submit an application for formal acceptance to the program after completing SW 2300 with a grade of B or better and successful completion of the required support courses (see below). In addition, applicants should show aptitude for social work practice as evidenced in service learning experiences and recommendations. A GPA of 2.5 is required at the time of application. Only students formally admitted to the program will be permitted to enroll in SW 4800/4850 and SW 4900/4950.

Students may take SW 2300 as a corequisite with SW 3350, and 3400 provided that required support courses have been completed. These social work courses must be completed before transfer students may continue in the sequence of the program.

Required Major Courses:

SW 2300	Introduction to Social Work	4 s.h.
SW 3350	Generalist Practice Methods I	3 s.h.
SW 3400	Human Behavior & Social Environment I	3 s.h.
SW 3410	Human Behavior & Social Environment II	3 s.h.
SW 3500	Social Welfare	4 s.h.
SW 3700	Generalist Practice Methods II	4 s.h.
SW 4350	Generalist Practice Methods III	3 s.h.
SW 4650	Social Policy	4 s.h.
SW 4700	Generalist Practice Methods IV	3 s.h.
SW 4800	Field Practicum I	4 s.h.
SW 4850	Field Practicum Seminar I	2 s.h.
SW 4870	Social Work Research	4 s.h.
SW 4900	Field Practicum II	4 s.h.
SW 4950	Field Practicum Seminar II	2 s.h.
		<u>47 s.h.</u>

These courses must be taken in sequence. Students must successfully complete a total of 100 hours of service learning at the sophomore and junior levels and 400 hours of field experience at the senior level.

Required Support Courses:

BIO 1010 or	Introductory Biology	4 s.h.
BIO 3150	Human Genetics and Society	3 s.h.
CIS 2250 or	Computer Fundamentals	2 s.h.
CIS 2380	Introduction to Computers	3 s.h.
ECN 2710	Economics for Human Services	3 s.h.
PSC 2510	American Government	4 s.h.
PSY 1010	General Psychology	3 s.h.
SOC 1010	Introduction to Sociology & Cultural Anthropology	4 s.h.
SOC 2390	Empathy Listening Skills	1 s.h.
SOC 4140	Conflict Resolution	1 s.h.
		<u>21-23 s.h.</u>

SOCIOLOGY

Sociology Major (34 s.h.)

Required Major Courses:

SOC 1010	Introduction to Sociology & Cultural Anthropology	4 s.h.
SOC 2210	Social Issues and Movements	4 s.h.
SOC 3670	Social Psychology	4 s.h.
SOC 4420	Urban Sociology	4 s.h.
SOC 4900	Social Research Methods	4 s.h.
SOC 4950	Sociology Seminar	4 s.h.
	Major Electives*	<u>10 s.h.</u>
		34 s.h.

* Electives may be chosen from remaining classes in Sociology course listing (see Sociology (SOC)). Students may elect sociology workshops (1-2 s.h.) that are periodically offered. A maximum of three (3) Substance Abuse (SA) courses may be used as electives. Students may also choose one of the following three courses as an elective: (1) ENG 2620, Language and Culture (3 s.h.); (2) PHL 2210, Person and Society (3 s.h.); (3) PSC 3210, Comparative Politics (4 s.h.)

Students are encouraged to discuss expanding career opportunities in sociology with the sociology advisor.

Sociology Minor (20 s.h.)

Required Minor Courses:

SOC 1010	Introduction to Sociology & Cultural Anthropology	4 s.h.
SOC 2210	Social Issues and Movements	4 s.h.
SOC 3130 or	Sociology of the Family	3 s.h.
SOC 3220 or	Race, Ethnicity & Class in American Life	4 s.h.
SOC 3800	Dynamics of Sex and Gender Roles	4 s.h.
SOC 3680 or	Social Change in the Sixties	2 s.h.
SOC 3710	Special Topics	1 s.h.
	Minor Electives*	<u>6-8 s.h.</u>
		20 s.h.

* Electives may be chosen from remaining classes in sociology course description listing (see Sociology (SOC)). At least four (4) semester hours must be upper division. A maximum of two (2) Substance Abuse (SA) courses may be used as an elective in this category.

Applied Sociology Minor (20 s.h.)

SOC 1010	Introduction to Sociology & Cultural Anthropology	4 s.h.
SOC 2210	Social Issues and Movements	4 s.h.
SOC 4900	Social Research Methods	4 s.h.
SOC 4950	Senior Seminar	4 s.h.
	Minor Electives - to be chosen from:	3-4 s.h.
SOC 3130	Sociology of the Family (3 s.h.)	
SOC 3670	Social Psychology (4 s.h.)	
SOC 3800	Dynamics of Sex and Gender Roles (4 s.h.)	
SOC 4420	Urban Sociology (4 s.h.)	
	Minor Elective (if needed)*	<u>1 s.h.</u>
		20 s.h.

* The additional one (1) s.h. minor elective, if needed to complete 20 s.h., must be either SOC 3710, Special Topics or a Sociology workshop (SOC 4190.x).

The applied sociology minor emphasizes the development of social research skills. Students planning careers in the following areas might find this minor an appropriate addition to their curriculum: public policy, administration, management, business, education, social services, nursing and social research. Students minoring in applied sociology should meet with a sociology advisor to plan appropriate course sequencing and to discuss career and/or educational plans.

Addiction Studies - Certificate of Achievement (31-34 s.h.)

Required Course:

ENG 1010	Communication Skills I	3 s.h.
AS 4910, 4920 or	Chemical Dependence Cooperative Education	2-4 s.h.
AS 4930, 4940	Chemical Dependency Practicum	2-4 s.h.
SOC 1010 or	Introduction to Sociology and cultural Anthropology	4 s.h.
SOC 2210	Social Issues and Movements	4 s.h.
SOC 2330	Interviewing Techniques	3 s.h.
SW 2390	Empathy Listening Skills	1 s.h.
	Major Electives*	15 s.h.
	General Electives**	<u>3-4 s.h.</u>
		31-34 s.h.

*Major electives: choice of 15, one-semester hour Addiction Studies courses (AS), including those designated as prerequisites.

**General electives: choice of electives including a listing of relevant courses and dependent on the career field. Highly recommended are: SOC 3130 Sociology of the Family, and SOC 3670 Social Psychology. Other suggestions are: CJ 4140 Drugs, Crime and the Justice System, NFS 2250 Human Nutrition, NSC 1250 Health Problems, GER 3500 Counseling the Older Adult, and SOC 4940 Sociology Practicum.

SPANISH

Spanish Major (30 s.h. beyond elementary level.) Some courses may be taken on a consortial basis.

Not applicable toward major: SPA 1010, 1020.

Spanish Minor (20 s.h. beyond elementary level.)

SPECIAL EDUCATION

Undergraduate Special Education is no longer available. See the current Graduate Bulletin for a program in Learning Disabilities available to candidates who already hold both bachelor degrees and teaching certificates. See the Education portion of this bulletin for information on teaching certificate programs.

SPEECH COMMUNICATION

Speech Communication Minor (20 s.h.)

Required Minor Courses:

SPH 1050	Speech Communication	3 s.h.
SPH 2550	Oral Interpretation	3 s.h.
SPH 3300	Public Speaking	3 s.h.
Minor Electives - to be chosen from:		11 s.h.

JRN 4010	Foundations of Mass Communication (3 s.h.)
SOC 2330	Interviewing Techniques (3 s.h.)
SOC 3160	Group Dynamics & Discussion Techniques (4 s.h.)
SPH 3000	Children's Literature & Drama (4 s.h.)
SPH 3410	Acting Techniques I (4 s.h.)
SPH 3420	Acting Techniques II (4 s.h.)
SPH 4010	Speech and Language Development & Disorders in Children (3 s.h.)
SPH 4150	Film Appreciation (4 s.h.)
TVC 2510	Survey of Telecommunications (3 s.h.)
TVC 3510	Television Production Techniques I (3 s.h.)
TVC 3520	Television Production Techniques II (3 s.h.)
TVC 3710	Scriptwriting, Proposal Writing & Budgeting for Television (3 s.h.)
TVC 3810	Field Production and Editing I (3 s.h.)
TVC 4510	Directing and Producing for Television (3 s.h.)

20 s.h.

TELEVISION AND VIDEO COMMUNICATIONS

Television and Video Communications Major (40 s.h.)

Required Major Courses:

ENG 3960	Portfolio I: Foundations and Development	1 s.h.
ENG 4960	Portfolio II: Showcase and Career Goals	1 s.h.
SPH 1050	Speech Communication	3 s.h.
TVC 2510	Survey of Telecommunications	3 s.h.
TVC 3510	Television Production Techniques I	3 s.h.
TVC 3520	Television Production Techniques II	3 s.h.
TVC 3710	Scriptwriting, Proposal Writing, & Budgeting for Television	3 s.h.
TVC 3810	Field Production and Editing I	3 s.h.
TVC 3820	Field Production and Editing II	3 s.h.
TVC 4110	Television News Reporting and Production	3 s.h.
TVC 4510or	Directing & Producing for Television	3 s.h.
TVC 4910	Cooperative Education	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
HUM 4950	Senior Seminar	1 s.h.

Major Electives - to be chosen from:	7 s.h.
SPH 3410 Acting Techniques I (4 s.h.)	
SPH 3420 Acting Techniques II (4 s.h.)	
SPH 4150 Film Appreciation (4 s.h.)	
SPH 4910 Cooperative Education (1-4 s.h.)	
	40 s.h.

Television & Video Communications Major - Associate's Degree (24 s.h.)

Required Major Courses:

SPH 1050	Speech Communication	3 s.h.
TVC 2510	Survey of Telecommunications	3 s.h.
TVC 3510	Television Production Techniques I	3 s.h.
TVC 3520	Television Production Techniques II	3 s.h.
TVC 3810	Field Production and Editing I	3 s.h.
TVC 3820	Field Production and Editing II	3 s.h.
Major Electives		6 s.h.
		24 s.h.

Television & Video Communications Minor (24 s.h.)

Required Minor Courses:

TVC 2510	Survey of Telecommunications	3 s.h.
TVC 3510	Television Production Techniques I	3 s.h.
TVC 3520	Television Production Techniques II	3 s.h.
TVC 3810	Field Production and Editing I	3 s.h.
JRN 4010	Foundations of Mass Communication	3 s.h.
Minor Electives - to be chosen from:		9 s.h.
SPH 1050	Speech Communication (3 s.h.)	
SPH 3410	Acting Techniques I (4 s.h.)	
SPH 3420	Acting Techniques II (4 s.h.)	
TVC 3710	Scriptwriting, Proposal Writing, & Budgeting for Television (3 s.h.)	
SPH 4150	Film Appreciation (4 s.h.)	
TVC 4510	Directing & Producing for Television (3 s.h.)	
TVC 4910	Cooperative Education (1-4 s.h.)	
		24 s.h.

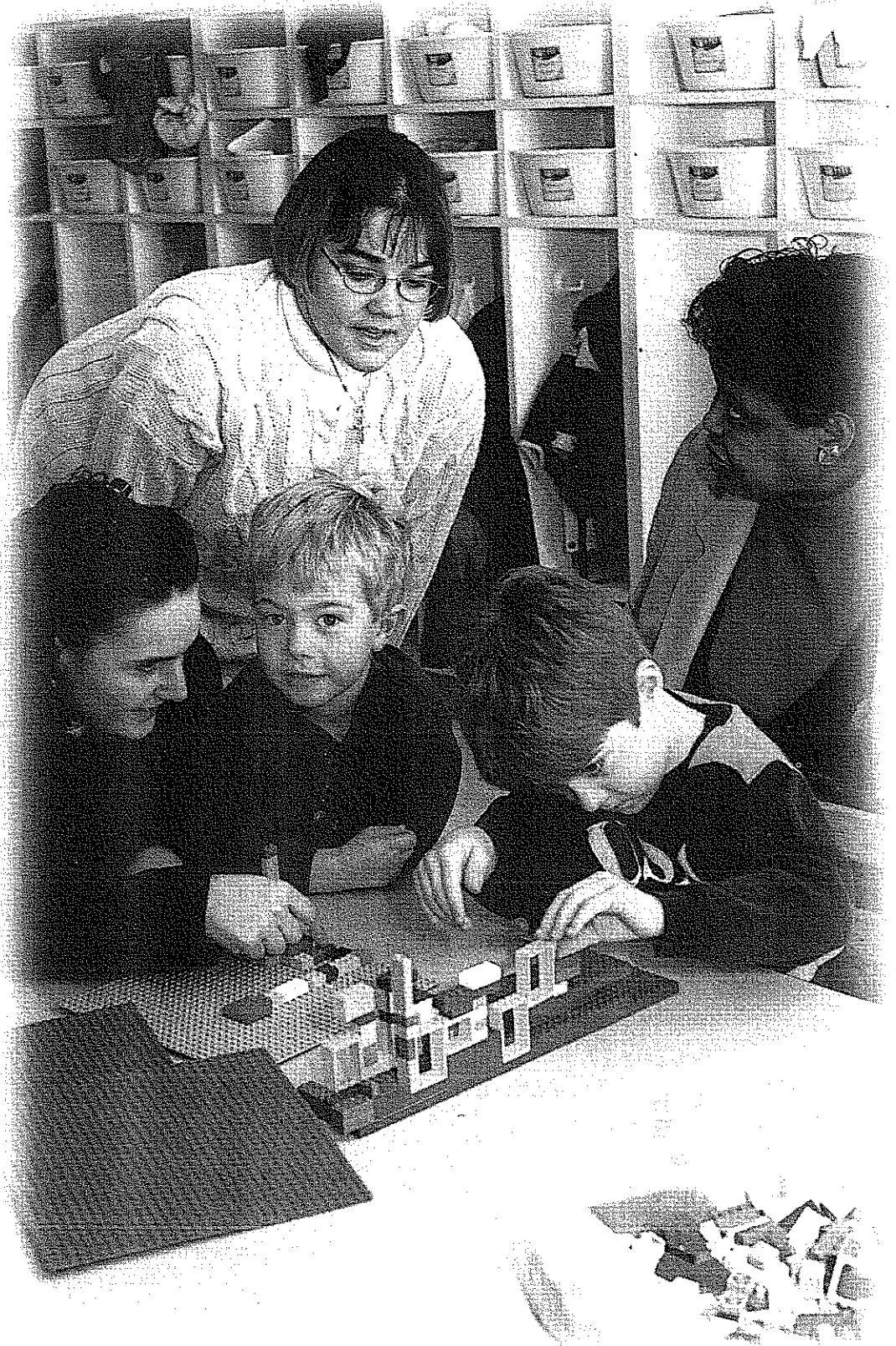
VOCATIONAL AUTHORIZATION OR ENDORSEMENT

Individuals who have worked two years in a particular health field or trade or industry can apply for recommendation by Madonna University to the State Department of Education for a Temporary Vocational Authorization, valid for teaching in State-reimbursed vocational classrooms, provided that they have also completed a Bachelor's degree program and have a major in the health, trade, or industry area. In order to be recommended, the student must complete a minimum of 12 s.h. of coursework at Madonna University. Students will be encouraged to include the courses EDU 2000 and EDU 3120 in this 12 s.h.

In order to be recommended for a secondary provisional teaching certificate with a vocational endorsement, the student must meet the above requirements, and complete an academic minor, the Basic Skills Tests requirement, and the Teacher Education Program, including the state subject area test requirement (see Education section of this bulletin).

Course Descriptions

section 4



The teacher education program at Madonna University integrates teaching theory with practical experience. Pictured are Colette Aloe '96 (left), student Samantha Mann and Madonna adjunct instructor Tommie Mae Lee with children at St. Mary Child Care Center.

COURSE NUMBERING GUIDELINES

The following guidelines for course numbering were approved by the Madonna University Curriculum & Educational Policy Committee on May 19, 1991. These guidelines are intended to facilitate an understanding of and the consistent use of the course numbering system at Madonna University, particularly in the areas of student advisement and new course development.

Major Divisions:

- Numbers below designate Developmental Courses* (e.g., ENG 0990)
1xxx = 1000 level courses are open to first year students, sophomores, juniors, and seniors (e.g., PSY 1010)
2xxx = 2000 level courses are open to sophomores, juniors, seniors, and qualified first year students (e.g., HUM 2010)
3xxx = 3000 level courses are open to juniors, seniors, and other qualified students (e.g., NSC 3250)
4xxx = 4000 level courses are open to seniors and other qualified students (e.g., HIS 4630)

* Developmental courses are designed to strengthen college level skills. Remedial courses, however, are not counted toward the degree requirements. These credits are used for such things as calculating athletic and financial aid eligibility, credit load, tuition charges, and the Madonna University cumulative GPA.

Secondary Divisions:

- x150, x160, x170, x180, x190 = Workshops (e.g., BUS 4190)
x200, x600 = Independent Study (e.g., HUM 3600)
x910, x920 = Paid Co-op (e.g., JRN 4910)
x930, x940 = Internship/Practicum (Unpaid Co-op) (e.g., FCR 4930)
4950 = Senior Seminar (e.g. SSC 4950)

* Current classes, offered as Independent Study to individual students, may retain their regular course number. However, an identifying decimal extension (.99) will be added to indicate that the class was taught as an Independent Study.

Decimal Places:

- xxxx.1 = Experiential Learning or Credit by Exam (e.g., AHM 1300.1)
xxxx.2 = Telecourse or Online Course (e.g., BUS 2360.2)
xxxx.3 through xxxx.89 are used to allow for expansion of the numbering system (e.g., PED 2090.5; BUS 4190.8).
Generally, odd decimals are used in fall term, even decimals in winter term.
xxxx.99 = Independent Study course

Section Numbers:

- Section 26 = Honors Section
Sections 31-39 = Corporate/Community Programs
Sections 41-49 = International Programs
Sections 51-79 = Corporate/Community Programs

Additional Guidelines:

1. For courses in a sequence, earlier courses must have lower numbering.
2. Prerequisites for a course, within the same Department, must have lower numbering.
3. The difficulty of coursework increases with hundreds place only (i.e., CIS 3850 is not necessarily more difficult than CIS 3300).
4. Whenever possible, related coursework should have "related" course numbering (e.g., MUS 1260, 1270; 2260, 2270, etc., or EDU 4510-4610).

5. Although some courses at and above the 200 level do not have explicit prerequisites, there is an implicit prerequisite of class standing or comparable level of academic preparation for such courses.
6. All students should be encouraged to work at the level of their ability. Although students in upper grade levels are permitted to take courses numbered in the lower sequences, they should be discouraged from doing so habitually.

COURSE DESCRIPTIONS

To the Student: What follows is a description of all the courses offered at Madonna University. Students are encouraged to see their academic advisors to review courses and to make course selections. An asterisk (*) is included in parentheses after a course which is cross-listed in other departments; the asterisk indicates the department in which the course originates and in which the full course description can be found. Example:

4050 Constitutional Law (CJ*/LAW)

This course is taught in the Criminal Justice (CJ) Department.

ACCOUNTING (ACC)

2010 Principles of Accounting I

3 s.h.

An introduction to the theory and concepts of financial accounting including generally accepted accounting principles and issues as to classification, recognition, realization, measurement and reporting. Emphasis is placed on the accounting process including preparation of basic financial statements and the accounting for and analysis of transactions affecting assets, selected liabilities and equity. Prerequisites: MTH 1050 or equivalent and CIS 2380.

2020 Principles of Accounting II

3 s.h.

Continued study of the theory and concepts of financial accounting. Emphasis is placed on accounting for and the analysis of transactions affecting selected liabilities, special topics and types of entities. An introduction to managerial-cost accounting principles and techniques of analysis including budgeting, cash flows, product and standard costing, short term operational decisions, financial ratio analysis and capital budgeting. Prerequisite: ACC 2010.

3030 Intermediate Accounting I

3 s.h.

An intermediate level examination of the basic accounting statements and underlying accounting principles. Topics include: present value concepts, current assets and liabilities, tangible and intangible assets. Prerequisite: ACC 2020.

3040 Intermediate Accounting II

3 s.h.

A continuation of the intermediate level examination of the basic accounting statements and underlying accounting principles. Topics include: accounting for leases, pensions, income taxes, earnings per share, financial statement analysis, long-term liabilities, equity transactions and cash flow statements. Prerequisite: ACC 3030. Must be taken at Madonna University.

3130 Internal Financial Analysis

2-3 s.h.

Study of management's use of internal accounting information for planning, managing, controlling and evaluation of business operations. Topics include cost concepts and costing techniques (including activity based costing), budgeting, cost-volume-profit analysis, standard costing, performance evaluation and product pricing. Prerequisites: ACC 2020 and MGT 2360. Must be taken at Madonna University. CIS majors should select ACC 3130 for 2 s.h. All other School of Business majors must take ACC 3130 for 3 s.h.

3580 Taxation I	3 s.h.	2100 Substance Abuse Credentialing (SOC)	1 s.h.
A study of the principles of taxation emphasizing the individual as a taxable entity. Included is a study of tax law as it pertains to inclusions in gross income, exclusions from gross income and deductions available to the taxpayer. Prerequisites: ACC 2020 and BL 3330 or instructor's consent. Must be taken at Madonna University.		Criteria for State credentialing levels; content manuals; accelerated method of learning; requirements and assistance through practice; practice for State exam. To prepare participants for level one of State credential.	
3610 Taxation II	3 s.h.	2120 Chemical Dependency: Special Populations and Credentialing (SOC)	1 s.h.
Continued study of principles of taxation; emphasis on business entities, estates and trusts. Prerequisite: ACC 3580.		Emphasis on the special needs, interventions and approaches for diverse populations with substance abuse problems. Focus on women, youth, aged, Black and Hispanic. Content manuals for second level of State Substance Abuse credential.	
3910 Cooperative Education	1 s.h.	2140 Chemical Dependency Resources (SOC)	1 s.h.
4050 Advanced Accounting	3 s.h.	Films and videos on chemical dependency; discussion; lists of resources and referrals; for those who want information to determine which other classes may suit their needs or interests. To provide information to University and community personnel regarding chemical dependency for personal or professional use as a prevention measure.	
Advanced accounting theory as it applies to partnerships, consolidated financial statements, bankruptcy, fund accounting and international foreign currency translation including forward exchange contracts. Prerequisite: ACC 3040.		2150 Chemical Dependency: Advanced Communication Skills (SOC)	1 s.h.
4060 Government and Non-Profit Accounting	3 s.h.	Gathering information using special and specific tools and assessments; focus on non- verbal communication; specific techniques in developing; undoing family patterns and individual behaviors.	
Emphasis placed on in-depth analysis of accounting principles and procedures applicable to governmental units and non-profit organizations. Prerequisite: ACC 3040.		3390 Dual Diagnosis: Substance Abuse and Mental Health (SOC)	1 s.h.
4500 Auditing	3 s.h.	This class is an introduction to understanding the assessment and treatment of individuals who have a dual disorder of mental illness and chemical dependency. Prerequisite: SA 2000.	
Analysis of the audit process, the audit examination and procedures for completing the audit test. Emphasis on generally accepted auditing standards and professional ethics. Prerequisite: ACC 3040.		3430 Chemical Dependency: Focus on the Individual (SOC)	1 s.h.
4700 Advanced Managerial/Cost Accounting	3 s.h.	Identification of a chemically dependent person; stages (progression) and behaviors; obstacles in getting or giving help (denial, rescuing, enabling, games) and resources available (self-help groups, EAPs, out- and in-patient facilities). Prerequisite or corequisite: SA 2000.	
The advanced study of various costing methodologies and their interrelationship to managerial issues for planning, managing, controlling and evaluating business operations. Topics include standard costing and variance analysis, sales variances, process costing issues, allocation methods for service departments and joint/by-product costs, determination of cost functions, transfer pricing, interrelationship with operations research and strategic control systems. Prerequisites: ACC 3130, FIN 3150, MKT 2440 and QS 3550. Must be taken at Madonna University.		3440 Chemical Dependency: Effects on the Family (SOC)	1 s.h.
4710-4750 Seminars	1-3 s.h.	Emerging knowledge and research, effects on children; adult children of alcoholics; characteristics; myths; family roles; repeated patterns. Potential for suicide, depression, domestic violence, incest. Focus on dysfunctional families and adult children. Prerequisite: SA 2000.	
Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.		3460 Prevention Aspects of Chemical Dependency (SOC)	1 s.h.
4710 Brunch with an Expert Seminar	1 s.h.	Review rites of passage, developmental stages, focus on healthy families; information about school based programs; current prevention activities in state and nationally; and networking. Development of a plan of action.	
4720 Literature Review Seminar	3 s.h.	3540 Substance Abuse and AIDS (SOC)	1 s.h.
4730 Research Seminar	3 s.h.	An introduction to issues relevant to the substance abuse treatment field as it encounters the impact of HIV/AIDS. This course is intended to acquaint the student with factors related to treatment considerations, methods for reducing high risk behaviors, prevention measures, high risk groups, social interventions, and epidemiologic and psychiatric data. This course will provide students with pertinent information on the connection between drug usage, HIV/AIDS, the treatment field and society.	
4740 General Topic Seminar	1-3 s.h.	3560 Chemical Dependency: Its Grief and Loss (SOC)	1 s.h.
4750 Leadership Seminar	1 s.h.	The class will focus on the grief and loss issues that confront individuals in recovery. Issues such as family dysfunction, interpersonal loss and life style changes will be discussed in the context of chemical dependency treatment.	
4910 Cooperative Education	1 s.h.		
ADDICTION STUDIES (AS)			
2000 Chemical Dependency: General Information (SOC)	1 s.h.		
Review of the research about the scope of the problem; definition of terms and vocabulary; review of different theories of addiction; focus on disease concept of alcoholism; ethics of the profession.			

3570 Chemical Dependency: Staff and Program Development (SOC) 1 s.h.

This class is an introduction to developing effective chemical dependency treatment programs. Emphasis will include program design, grant writing, funding, human resource development, team building, conflict resolution, supervision, and available resources in the community.

3580 Writing Goals, Objectives and Activities (SOC) 1 s.h.

The proper format for writing goals, objectives and activities in either behavioral or quantitative terms for the appropriate situation. Inclusion of timeframes, obstacles and resources. Practice and application. For all career majors. A prerequisite for SA 4490, Chemical Dependency: Planning and Treatment.

3610 Chemical Dependency: Recovery and Spirituality (SOC) 1 s.h.

The class will address the theme of spirituality as a key element of chemical dependency treatment in the 1990s. Themes such as healing, forgiveness and acceptance will be discussed within the context of addiction and holistic recovery. Specific intervention strategies will be presented to deal with this vital therapeutic issue.

3620 Chemical Dependency: Focus on Adolescence (SOC) 1 s.h.

Identification of issues unique to adolescent chemical dependence (absence of physical dependency, effects on emotional growth and social development); effects on parents and siblings; obstacles to treatment and resources available.

3630 Chemical Dependency and the Elderly (SOC) 1 s.h.

This class will be an introduction to the issues of chemical dependency and the elderly. focus will include assessment, psychosocial factors, treatment strategies, model program designs and other community resources that address this high-risk, problem-prone client population.

3640 Substance Abuse and the Disabled Population (SOC) 1 s.h.

An introduction to substance abuse issues and the relationship to the affected disabled population. This course is designed to acquaint students with the unique treatment issues involved when providing services to disabled individuals. This course will provide students with pertinent information to address the needs of the disabled population(s).

3650 Chemical Dependency: Focus on Women (SOC) 1 s.h.

Identification of issues specifically related to chemical dependent females (accelerated progression, guilt, shame, societal values); obstacles to treatment (secrets, child care, financial concerns); resources available and needs unmet.

4490 Chemical Dependency: Planning and Treatment (SOC) 1 s.h.

Case illustrations of chemically dependent persons; assessment of problems; development of treatment plan, including correctly stated goals, objectives, activities; evaluation of success and termination plans. To enhance professional's ability in assessing, planning, and treating chemically dependent individuals. Prerequisite: SA 3580.

4910, 4920 Chemical Dependency Cooperative Education (SOC) 2-4 s.h.

4930, 4940 Chemical Dependency Practicum (SOC) 2-4 s.h.

The course will provide students with the opportunity to pursue field work directly related to interest in the field of chemical dependency. The experience will be observation, data collection and specialized interaction. This is a "capstone" course for the certificate program, so only students who have completed or are near completion of the 15 semester hours in chemical dependency for the certificate may take this course. The number of semester hours will determine the required amount of time in the field and the type of assignment that will be due. Students will meet three times during the term in a seminar setting. This will be offered as a Cooperative Education course, so arrangements must be made with the Sociology Department Chairperson in the term prior to taking the course.

ALLIED HEALTH ADMINISTRATION (AHA)

1010 Medical Terminology 2 s.h.

Development of medical vocabulary with emphasis on anatomical terms, diseases, symptoms, treatments, and acceptable medical abbreviations.

2010 Introduction to Health Care Professions (MTE) 2 s.h.

Investigation of health professions including both careers involving direct patient care and those encompassing support services such as laboratory, medical records and health administration. Academic, professional and certification requirements of health professions will be explored. An overview of medical law and ethics, as well as technical and procedural direction, is provided to ensure successful entry into clinical practice. Students will visit health career practitioners on-site as part of class. Required of MLT, MTE, NMT and RTE programs and suggested for students considering transferring to professional programs at either the undergraduate or graduate level.

3750 Allied Health Management (MGT*) 3 s.h.

3800 Health Care Organization 2 s.h.

Overview of legislative, judicial, and political decisions which influence the workings of the health care industry. Examination of issues affecting the roles of health professionals as providers and consumers.

3930 Internship I 1-6 s.h.

Supervised experience in health care administration. Prerequisite: departmental approval.

3940 Internship II 1-6 s.h.

Supervised experience in health care administration. Prerequisite: AHA 3930.

4250 Health Care Law and Public Policy (LAW) 3 s.h.

This course is designed to address the needs of health professionals for information on the fundamentals of Michigan law. Legal terminology, organization of the court system, the source of law and basic principles of civil liability as it relates to negligence and malpractice will be addressed. Issues relative to confidentiality documentation, informed consent, conflict of law and advanced directives will be presented.

4740 Health Care Finance 3 s.h.

Introduction to the theory and practice of health care finance addressing issues of medical cost, models of provider behaviors, regulatory constraint, technology assessment and access to care. Prerequisites: ACC 2010 and ECN 2710.

4760 Issues in Health Care Administration (MTE) 3 s.h.

Current concepts of administrative practice in allied health occupations. Institutional assessment and practices which impact on responsibility, liability, and quality issues. Prerequisites: MGT 2360 and MGT 3750.

4780 Educational Principles for Health Care Personnel (MTE) 2 s.h.

Principles of educational practice for health care professionals. Preparation and presentation of materials for staff development and patient education.

4900 Fundamentals of Health Care Research 2 s.h.

Introduction to the planning, conducting, and presentation of an analytical study of a topic of contemporary clinical significance. Prerequisite: senior status in major.

4950 Senior Seminar (MTE) 2 s.h.
Preparation and presentation of major paper in allied health discipline. Required for major. Prerequisites: AHA 4900 and departmental approval.

APPLIED SCIENCE (APS)

2910 Cooperative Education I 1-4 s.h.
Supervised work experience in a professional setting related to the student's area of specialization. Prerequisite: approval of advisor.

2930 Internship I 1-4 s.h.
Supervised work experience in a professional setting related to the student's area of specialization. Prerequisite: approval of advisor.

3020 Field Experience 1-4 s.h.
Credit awarded to individuals for evidence of completion of licensure programs in a technical field and/or full-time employment of two or more years in applied technology. Documentation of competencies required.

3910 Cooperative Education II 1-4 s.h.
Advanced semi-professional level assignments in on-the-job applications related to the student's area of specialization. Prerequisite: approval of advisor.

3930 Internship II 1-4 s.h.
Advanced semi-professional level assignments in on-the-job applications related to the student's area of specialization. Prerequisite: approval of advisor.

4950 Senior Seminar 2 s.h.
Preparation and presentation of a library research paper or project that integrates knowledge gained in the technology core of the applied science discipline. Taken by students with senior status as a requirement for graduation; to be taken in the final six hours of the program.

ART (ART)

1050 The Visual Arts in 2-D 4 s.h.
Instruction in drawing through extensive exercises in line, texture, value, shape, space and composition. Introduction to various drawing media.

1210 Introduction to Commercial Art (JRN) 4 s.h.
Introduction to the advertising field, its language, manner of working and preparation of ads for commercial purposes. Prerequisite: ART 1050 or permission of instructor.

2010 Art Appreciation 3 s.h.
Survey of major works in visual arts from all ages with emphasis on the appreciation of the contributions of various cultures to the world of art and understanding of the language of design within the context of various media. (Interpreter available; not applicable to an art major.)

2020 Great Monuments in World Art 3 s.h.
Slide lectures and discussions of important artifacts and masters in the visual arts, stressing the understanding and appreciation of man's creative ability as seen through works of art. (Not for art majors.)

2070 Creative Design & Color 4 s.h.
Elements and principles of design and color studied as the basic factors of creative expression. Experimentation in line, texture, value, shape, space and color within the context of principles of composition, balance and movement.

2100 Commercial Illustration 3 s.h.
The combination of drawing skills and color application of designer's gouache for the purpose of developing commercial illustration as reflected in multi-media fields. Prerequisites: ART 1050, 1210 or permission of instructor.

2680 Commercial Art Experiences 4 s.h.
Advertising problems employing prefabricated graphic arts materials, photography and other equipment. Introduction to writing creative captions and related visuals for magazine and newspaper ads, cover designs, posters, flyers and billboards. Prerequisites: ART 1050, 1210 and 2070 or permission of instructor.

2700 Introduction to Computer Art 3 s.h.
Design principles and procedures on the PC as applied to creative graphic design projects.

2750 Painting & Composition 3 s.h.
The development of skills requisite to oil painting or acrylics, based on a systematic treatment of composition and the technique of painting. Emphasis on the most effective use of materials and concepts. Prerequisites: ART 1050 and 2070.

2800 Creative Watercolor 3 s.h.
Introduction to watercolor techniques and application of both traditional and avant-garde methods of painting to imaginative composition and/or stylization of subject matter. Development of advanced understanding of color theory. Prerequisite: ART 2070 or permission of instructor.

3050 Lettering & Calligraphy 3 s.h.
Development of the skills and the art of lettering, spacing and layout as applied to writing of certificates, announcements and resolutions. Preparation of work for professional use. Recommended for graphic design students.

3130 Photography I (JRN*) 3 s.h.

3140 Photography II (JRN*) 3 s.h.

3160 Art for the Elementary School Teacher (EDU) 2 s.h.
Study of elements of art with orientation to a variety of media and techniques emphasizing preparation of innovative, motivating art lessons appropriate to elementary grades. (Specifically designed for non-art majors.)

3250 Art History: Ancient to Renaissance 4 s.h.
Study of painting, sculpture, architecture and decorative arts from prehistoric, ancient Greek, Roman, and medieval periods through the early Renaissance.

3260 Art History: Renaissance to 20th Century 4 s.h.
Study of significant examples of painting, architecture and sculpture from the high Renaissance in Italy, northern and southern Baroque masters, Rococo to 20th century.

3300 Advanced Drawing 3 s.h.
Life drawing among a variety of subjects developing contemporary approaches to realistic and abstract compositions.

3310 Advanced Painting 3 s.h.
Advanced level instruction in one of the following media: oil, watercolor, acrylics, or mixed media.

3350 Asian Art: India, China, Japan (HUM) 3 s.h.
The cultural traditions and aesthetic contributions of India, China, and Japan as reflected in miniature and scroll painting, sculpture, architecture, ceramics, bronze, jade and garden design.

- 3390 Oriental Brushwork** 2 s.h.
A studio course based on the theory and practice of Chinese & Japanese ink brush painting. Lecture and grinding of ink, and painting each class.
- 3460 Relief & Silkscreen Printing** 3 s.h.
Principles and techniques of making multiple images from relief surfaces such as linoleum, wood block, and from stencil printing, particularly silkscreen. Prerequisites: ART 1050, 2070 or permission of instructor.
- 3610 Advertising Design** 4 s.h.
Layout and skillful preparation of advertising problems at an advanced level. Introduction of the television commercial, campaign and specific production knowledge. Areas of interest: art direction, illustration, direct sales and container design. Prerequisite: ART 2680.
- 3700 Adobe Illustrator I-III** 1 s.h. each
This course introduces the student to Illustrator basics, working with tools, the Pen Tool, and transformation tools. At the intermediate level, students learn layers and masks, working with text, custom colors and fills, and graphing. At the advanced level, students learn advanced drawing techniques, how to modify paths, advanced-level text formatting, and special drawing techniques. Meets at Madonna University and New Horizons Computer Learning Center.
- 3710 PhotoShop I-III** 1 s.h. each
This course provides an introduction to PhotoShop's retouching and image-processing capabilities. Students learn how to convert images, make color corrections, create a Quick Mask, work with paths, manipulate layers, apply special effects, printing in PhotoShop and tips and tricks. Meets at Madonna University and New Horizons Computer Learning Center.
- 3720 Quark XPress I-III (ENG*/JRN*)** 1 s.h. each
Students learn to create page layouts, brochures and newsletters. The beginning course demonstrates page layout, importing and manipulating graphics, and flowing text through boxes. The intermediate course presents a wide variety of text and layout options. Emphasis is placed upon professional text linkage, style-sheet commands and advanced graphic runaround features. The advanced course covers custom framing, text control, blend colors and trapping. Meets at Madonna University and New Horizons Computer Learning Center.
- 4080 Three Dimensional Forms** 4 s.h.
Three dimensional forms including sculpture or ceramics. Choice of one medium made and experimented with in depth. Wood, stone, plaster, as well as more contemporary materials employed.
- 4150 Modern Art: Late 19th Century & 20th Century Art (HUM)** 4 s.h.
A detailed study of the art movements, artists and new media of the 19th & 20th centuries in Europe and contemporary America.
- 4250 Advanced Problems in Commercial Art** 4 s.h.
Advertising campaign problems; camera-ready layout and illustration; color separation and preparation of artwork for printing; advanced and independent problems for business and/or institutions, preparation of a job-seeking portfolio.
- 4400, 4410 Advanced Studio** 2-4 s.h.
Independent advanced work in media and disciplines not currently offered, such as advanced painting, drawing, design, sculpture, advertising, etc. Permission of department head and instructor required.
- 4470 Intaglio (Etching)** 3 s.h.
A studio course designed to introduce the various intaglio processes; etching, aquatint, drypoint and the exploration of color and black and white printing. Principles of historical and contemporary techniques are approached and discussed.
- 4480 Lithography** 3 s.h.
A studio course designed to introduce both stone and metal plate lithography. Printing in both color and black and white, advanced exploration and experimentation are encouraged and desired. Principles of historical and contemporary techniques are approached and discussed.
- 4750 Studies in Art History** 3 s.h.
Topics in art history will vary according to period, artists, school, culture or patronage. Prerequisite: ART 2020 or permission of instructor.
- 4950 Senior Seminar (HUM)** 1 s.h.
Required of all fine arts majors.

BIOLOGY (BIO)

- 1010 Introductory Biology** 4 s.h.
A course for non-science majors presenting biological concepts influencing individual decisions affecting community structure and the state of the world. Lecture 3 hours, laboratory 3 hours.
- 1030, 1040 General Biology I, II** 4, 4 s.h.
Fundamental biological principles and problems as they apply to molecular, cellular, organismic, and ecological levels of the plant and animal worlds. Lecture 3 hours, laboratory 3 hours. Corequisite: enrollment in or completion of CHM 1110 or equivalent. One year of high school biology and chemistry recommended.
- 2240 Basic Human Physiology** 4 s.h.
Non-laboratory study of the functioning of the body systems considering the integration and control of life processes in the cells, tissues, organs, and systems of the human body.
- 2260 Microbiology** 4 s.h.
Fundamental principles of microbiology with emphasis on the biology of bacteria and other microbes (metabolism, genetics, growth and death); their ecological relationships in natural and controlled environments and the interactions of pathogenic microorganisms and their human and animal hosts. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1610 or 2210 and BIO 1030 or 2240 or 2430.
- 2430, 2440 Anatomy and Physiology I, II** 3, 3 s.h.
Study of the structure and function of the ten major body systems. Supplementary topics include: the cell, fluids and electrolytes, and acid-base balance. Lecture 2 hours, laboratory 2 hours.
- 3010 Genetics** 4 s.h.
Principles of genetic theory with its application to plants, animals, microorganisms, and humans and techniques (including statistics). Lecture 3 hours, laboratory 3 hours. Prerequisites: 12 s.h. of biology including BIO 2260; MTH 2350; CHM 3610 recommended.
- 3150 Human Genetics and Society** 3 s.h.
The new genetics affects us all and the ethical, legal and social implications of this technology will impact society for years to come. Students will research topics of contemporary significance using tools of classical genetics such as the pedigree and the genetic code as well as RFLP markers, PCR technology and cytogenetics based on DNA probes. (For non-science majors; does not apply to Biology major or minor.)

3170 Invertebrate Zoology (Parasitology) 4 s.h.

Study focuses upon the morphology, classification, life cycles, epidemiology and control of major human parasites. Laboratory will emphasize the identification of parasitic adult and larval forms as observed in clinical specimens. Lecture 2 hours, laboratory 6 hours. Prerequisite: BIO 2260.

3210 General Ecology 3 s.h.

Study of the principles of ecological interdependence and interaction between plants and animals with each other and with their environment. An overview of research methods used in field studies complements theoretical concepts in lecture. Lecture 2 hours, laboratory/field 3 hours. Prerequisite: 6 s.h. in biology.

3280 Immunology 4 s.h.

Basic principles of immunology and serology with emphasis on the nature of antigens and antibodies, the theories of the immune response and the application of principles in hypersensitivity, tumor and transplantation immunology. Theory and practice of serological techniques including immunoprecipitation, agglutination and complement-mediated cell lysis. Lecture 3 hours, laboratory 3 hours. Prerequisites: BIO 2260 and CHM 3610; BIO 3010 recommended.

3500 Medical Mycology 4 s.h.

Studies in the isolation and identification of fungi with emphasis on the fungi of medical importance. Lecture 2 hours, laboratory 6 hours. Prerequisite: BIO 226.

3610 Epidemiology 3 s.h.

Study of factors involved in the occurrence and prevention of diseases within human populations. Prerequisite: BIO 2260.

3710 Pathophysiology 3 s.h.

Study of disease processes affecting normal functioning of the human body in cardiovascular, pulmonary, endocrine, neurological and renal systems. Prerequisites: BIO 2430, 2440.

4270 Clinical Bacteriology 4 s.h.

Study of the qualitative and quantitative aspect of bacteriology in relation to diseases as found in humans. Methods of detection, isolation, enumeration, toxin production and techniques in the identification of pathogenic bacteria. Lecture 2 hours, laboratory 6 hours. Prerequisite: BIO 2260; BIO 3280 recommended.

4700 Biological Investigation 1-4 s.h.

Independent research, directed reading or special problems under the supervision of a faculty member. Prerequisites: recommendation of major advisor and problem director.

4950 Senior Seminar 2 s.h.

Preparation and presentation of a scientific paper. Taken by students with senior status as a requirement for graduation; to be taken in the final six hours of the program.

BUSINESS ADMINISTRATION (BUS)**1010 Contemporary Society & The Organization 3 s.h.**

The dynamics of contemporary administrative, social and political influences on the organization; laws and regulatory agencies and their impact on the organization; career opportunities in the organization. General elective or General Education only; does not apply toward Business majors.

3950 Business and Society 3 s.h.

A conceptual course which studies the historic and sociological relationship between business and society; the development of economic and management thought; and the social responsibility of business. Prerequisites: junior standing, MKT 2440 and MGT 2360. (Also available through distance learning.)

4710-4750 Seminars 1-3 s.h.

Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.

4710 Brunch with an Expert Seminar 1 s.h.**4720 Literature Review Seminar 3 s.h.****4730 Research Seminar 3 s.h.****4740 General Topic Seminar 1-3 s.h.****4750 Leadership Seminar 1 s.h.****4910 Cooperative Education 1 s.h.****4920 Cooperative Education 1 s.h.****BUSINESS LAW (BL)****3330 Business Law I 3 s.h.**

Study of the law and the legal process as it relates to business and society. Emphasis is on the law of contracts, sales under the U.C.C., negotiable instruments, secured transactions and agency. Basic concepts of the law of crimes and torts, including products liabilities, and performing legal research will be covered. Prerequisite: MGT 2360 or consent of instructor.

4330 Business Law II 3 s.h.

A continuation of Business Law 3330 with emphasis on the legal aspects of corporations and partnerships, property rights, debtor-creditor relations and securities regulation. The general principles of governmental regulation of business and the legal aspects of international business transactions will be explored. Prerequisite: BL 3330.

CHEMISTRY (CHM)**1010 Introductory Principles of Chemistry 4 s.h.**

A study of the basic principles of general chemistry and their applications including: systems of measurement; structure and properties of atoms; the periodic table; chemical symbols and their equations; stoichiometry; introduction to chemical bonding; solutions; acids, bases, and salts; and special topics as nuclear and environmental chemistry. This course may be used to satisfy the physical science general education requirement with laboratory and the chemistry prerequisite for CHM 1110. Lecture 3 hours, recitation 1 hour, laboratory 2 hours. Prerequisite: one year of high school algebra or MTH 1040 with grade of C or better. (Does not apply toward Chemistry major or minor.)

1110 General Chemistry I 4 s.h.

Principles of chemistry including atomic structure and periodicity, chemical bonding, stoichiometry, gas laws, solution concepts, acid-base theory, redox processes, and equilibrium. Lecture 3 hours, laboratory 3 hours. Prerequisites: one year of high school chemistry or CHM 1010 with grade of C or better; one year of high school algebra or MTH 1040 with grade of C or better. Two years of high school algebra highly recommended, or MTH 1040 and 1050 with grades of C or better.

- 1120 General Chemistry II** 4 s.h.
Principles of thermodynamics, kinetics, equilibrium systems, proton transfer, electrochemistry, and nuclear chemistry. Laboratory projects related to each major subject area. Lecture 3 hours, laboratory 3 hours. Prerequisite: CHM 1110 or equivalent; prerequisite or corequisite MTH 1060 or 1210 or equivalent.
- 1610 Introduction to Life Chemistry** 4 s.h.
Integrated organic and biochemical principles related to normal functioning of the human body. Lecture 3 hours, laboratory 3 hours. Prerequisite: High school chemistry with graduation within the past two years, or CHM 1010 or CHM 1110 within the past two years, with a grade of C or better, or chemistry placement test. (Does not apply toward chemistry major or minor.)
- 2210 Organic Chemistry I** 4 s.h.
Structure and classification of compounds of carbon with stress on the aliphatics; IUPAC nomenclature; properties, characteristic reactions of the common functional groups, especially of the oxygen functions; concepts of stereochemistry; introduction to mechanisms; stress on Bronsted and Lewis acid/base processes. Laboratory exercises directed to demonstration of mechanistic processes. Lecture 3 hours, laboratory 3 hours. Prerequisite: CHM 1110 or equivalent.
- 2220 Organic Chemistry II** 4 s.h.
More extensive study of reaction mechanisms; aromatics; spectroscopy; organometallics. Laboratory exercises directed to the systematic identification of organic functional groups, spectroscopy and gas chromatography. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110 and 2210.
- 3310 Quantitative Analysis** 4 s.h.
Theory and techniques of classical quantitative analysis, including acquisition and evaluation of analytical data from gravimetry, titrimetry, potentiometry, and spectrophotometry techniques. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 1120, 2210, MTH 1210 or equivalent.
- 3510 Advanced Inorganic Chemistry** 4 s.h.
Descriptive chemistry of the representative elements, transition metal complexes and organometallic compounds; ligand field theory, molecular orbital and valence bond theories, symmetry and group theory, nuclear chemistry. Prerequisites: CHM 1110, 1120, MTH 1210 or equivalent.
- 3610 Biochemistry I** 4 s.h.
Principles of biochemistry; major metabolic and biosynthetic pathways, structure and conformation of biological molecules and their molecular biology. Laboratory exercises in enzyme kinetics, electrophoresis, chromatography and DNA isolation and manipulation. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 2210.
- 3620 Biochemistry II** 4 s.h.
Advanced treatment of modern topics including DNA structure and function; gene control; recombinant techniques; and newer techniques of protein design and engineering. Laboratory exercises in molecular cloning, transformation, DNA transfer techniques, immunoprecipitation and mutagenesis studies. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 2210, and 3610.
- 3630 Clinical Chemistry I (MTE*)** 3 s.h.
- 3650 Clinical Chemistry II (MTE*)** 3 s.h.
- 4410 Physical Chemistry I** 4 s.h.
Kinetics, mechanisms, rate laws, properties of solids, liquids, and gases; kinetic theory of gases, phase rules, thermodynamics, equilibria, chemical activity, and electrochemistry; introduction to statistical mechanics. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 1120, 2210; MTH 2510, 2520; PHY 2530, 2540.
- 4420 Physical Chemistry II** 4 s.h.
Atomic and molecular structure, quantum theory and mechanics, analytical spectroscopy, selection rules, photochemistry. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 1120, 2210, 4410; MTH 2510, 2520; PHY 2530, 2540.
- 4510 Instrumental Analysis** 4 s.h.
Theory and techniques of modern instrumental analysis including UV, visible, and IR spectrophotometry; NMR, EPR, and mass spectroscopies; electrochemistry; chromatography including HPLC; other current topics. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 1110, 1120, 2210; MTH 1210 or 2510 and 2520; PHY 2530, 2540.
- 4900 Problems in Chemistry** 1-4 s.h.
Advanced study in a special area of interest in laboratory or library research studies. Prerequisite: Recommendation of major advisor.
- 4950 Senior Seminar** 2 s.h.
Preparation and presentation of a scientific paper. Taken by students with senior status as a requirement for graduation; to be taken in the final six hours of the program.

CHILD DEVELOPMENT (CD)

- 2160 Child Development & Guidance (FCS)** 4 s.h.
Growth and behavior of a child from the prenatal stage through early childhood as well as guidance techniques for each stage of development.
- 2610 Infant and Toddler Development, Care Giving & Curriculum Planning** 1 s.h.
This course teaches the student the various aspects of the development of infants and toddlers with special focus on attachment, perception, motor skills, language, cognition and brain development, emotions and social skills. This course also teaches the student the essentials of infant and toddler caregiving, which is frequently integrated with the focus of development. Emphasis will be placed on the significance of parent and caregiver relationships, the physical and social environment, as well as curriculum planning for play and caregiving times for infants and toddlers.
- 2650 The Role of Content in Early Childhood Curriculum** 4 s.h.
This course teaches the student the elements of art, music, creative play, movement, science and mathematics. Included in the course is learning to plan creative activities in these curriculum areas based on the developmental needs of children. An emphasis will be placed on the integration of these content areas into the daily or weekly plans for children's learning in the affective, cognitive, and psychomotor domains. Developmentally appropriate assessment is stressed so that individualized activities can be developed to facilitate the child's progressing through the content areas.

3100 Language Development & Language Arts 3 s.h.

This course examines the development of the language of a child from birth through elementary school. It also applies linguistic theory to language arts education including an overview of structural and transformational linguistics, and its impact on oral and written communication and an exploration of the theory and techniques of listening, speaking and writing effectively in the English language. Prerequisites: ENG 1010.

3160 Administration of Child Care Centers 3 s.h.

Basic processes of administration including planning, organizing, supervising, assembling resources, accounting and specific administrative skills required by child care center administrator. Prerequisite: experience in child care and planning.

3580 Developing Curriculum for Early Childhood 3 s.h.

Study of how to design curriculum and the environment to promote the growth in the social/emotional, cognitive and psychomotor domains of the preschool child. Prerequisite: CD 2160, CD 2650, CD 3100. Corequisite, CD 3930.

3930 Curriculum Practicum 1 s.h.

This class is taken concurrently with CD 3580. It provides the field experience for observing, planning and practicing strategies that are learned in CD 3580.

4100 Philosophies in Early Childhood Education 3 s.h.

This course examines contemporary early childhood care and educational practices. Theoretical foundations for early childhood curricula are also explored.

4130 Parents and Teachers - Partners in Education (EDU) 3 s.h.

Information and strategies that can be utilized by teachers to aid parents to work in partnership with schools to promote the cognitive, affective and psychomotor development of their children.

4160 Assessing Children's Behavior 2 s.h.

A study of the purposes for assessing children's behavior and the development of skills required for evaluating behavior. Emphasis will be placed on preparing reports for parents and institutions.

4500 Issues Challenging Children and Families (FCS) 3 s.h.

This course will survey issues that present challenges to children and families. Students will learn how current societal factors present stress to the family as it seeks to nurture the emotional/social and cognitive development of children. Community resources that are available for families will also be assessed.

4930 Senior Practicum 2-4 s.h.

Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: approval of advisor.

4950 Seminar (FCS) 2 s.h.

In-depth consideration of controversial issues in a related field, integration and verification of exit-level competencies.

COMPUTER INFORMATION SYSTEMS (CIS)**2250 Computer Fundamentals 2 s.h.**

Introduction to the fundamentals of computers for the non-technical person. Study the operating functions of both the hardware and software components of an information system. Emphasis on hands-on experiences with word processing, spreadsheet, and data base management systems. Study the evolution, application, and ethical aspects of computer systems. Does not apply towards credit for business or computer information systems majors.

2380 Introduction to Computers 3 s.h.

Study the evolution of computers and the operating functions of the hardware, systems software, application software, data communications, and ethics of data storage and retrieval; explore the integration and application of information processing in the business environment and in the global society; hands-on experience with word processing, electronic spreadsheets, graphics, data base management and electronic mail.

2430 Introduction to Business Application Programming 3 s.h.

Emphasis on a structured, multi-phase approach to program design and development. Uses problem-solving techniques which are independent of programming languages. Introductory instruction in QBASIC. Proposed solutions will be coded in QBASIC. Prerequisite: CIS 2380.

2450 Programming Applications: RPG 400 3 s.h.

Problem-solving with the computer using the computer languages RPG 400, numerical and non-numerical applications in a business environment. Emphasis on translating specifications into RPG 400, using a top-down structured approach. Prerequisite: CIS 2430.

2480 Programming Applications: High Level Language 3 s.h.

Problem-solving with the computer, using the programming language COBOL, numerical and non-numerical applications in a business environment. Emphasis on understanding problem definition, top-down structured design, related program design tools and translation of specifications into COBOL syntax. Hands-on testing and debugging of assignments, which include: sequential file processing, file matching, and table handling. Prerequisite: CIS 2430.

2800 Introduction to Visual BASIC Programming 3 s.h.

Problem-solving with the computer using the computer language; Microsoft Visual Basic for Windows, in numerical and non-numerical applications in a business environment; emphasis on creating business-oriented applications in the Microsoft Windows operating system environment, using an Objective Oriented Programming (OOP) approach. Prerequisite: one procedural programming language course.

2910 Cooperative Education I 1 s.h.

Experience in a computer environment; includes programming, use of software packages, trouble-shooting, and hands-on experience with a computer system. Prerequisite: CIS 2480.

3300 Information Systems for Decision Making 3 s.h.

Presents the fundamental concepts of information systems. Emphasis on the process by which systems are developed from the end user's perspective. Problem solving using computer based information systems. Analyze existing Information Systems by way of case study methodology. Prerequisite: CIS 2250 or 2380. No credit for Computer Information Systems majors. (Also available through distance learning).

3420 Computer Graphics in Business 2 s.h.

Study of the principles of presentation graphics, including design, creation, and usage of graphics hardware and software. Includes the design of a business oriented graphic presentation project. Prerequisites: CIS 2250 or 2380 or CSC 2080.

3450 Systems Analysis & Design 3 s.h.

An overview of the systems development life cycle with emphasis on techniques and tools of analysis, design, documentation, and logical system specification. Prerequisite: CIS 2480.

- 3480 Data Structures** 3 s.h.
Data file organization and manipulation: includes sequential and random access, indexed files, linked lists, trees, searches and sorts. Prerequisites: CIS 2430 or equivalent, MTH 1050, and working knowledge of a procedural language other than COBOL.
- 3800 Advanced Visual Basic**
- 3850 Data Base Management** 3 s.h.
Study of the concepts governing the design and management of database systems. Comparison of the hierarchical, inverted list, network, and relational data models. In depth study of the relational data model theory. Development of a business oriented computer system using a relational data base management system. Analysis of data base issues, such as security, privacy, and integrity, for which a Chief Information Officer is held responsible. Prerequisites: BUS 3950, CIS 3880, and CIS 3960.
- 3860 Decision Support and Expert Systems** 2 s.h.
Study of how computers provide important insight to business decision alternatives. Assembling, organizing, and designing the line of reasoning for more effective problem solving. Prerequisite: CIS 3450.
- 3880 Query Languages: SQL, Oracle** 3 s.h.
An advanced course in database query and data reporting functions using Structured Query Language (SQL) and Oracle Languages. Developing a relational database application using Oracle's database development utilities.
- 3910 Cooperative Education II** 1 s.h.
Experience in a computer environment. Apply the skills and techniques learned in the prerequisite systems courses to strategic systems planning. Prerequisite: CIS 3880.
- 4250 Networks and Data Communications** 3 s.h.
Analysis of data communications systems for business. Considers distributed processing, networks, protocols, standards, topologies and management concerns. Prerequisite: CIS 3450.
- 4320 Audit & Control of Accounting & Information Systems** 2 s.h.
Principles of auditing of information systems with emphasis on controls, audit types, security, and audit techniques and their effects on accounting and computer system development. Prerequisites: CIS 3450 or 3300 and ACC 2020.
- 4400 IntranetWare: NetWare 4.11 Administration** 1 s.h.
This course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager. Students completing this course will be able to accomplish basic and fundamental network management tasks on a NetWare 4 network. Prerequisites: students should have a basic understanding of personal computers, operating systems, and networking technology. They should have a working knowledge of DOS, including such skills as navigating directory structures, executing applications, saving and deleting files, and using the MD, CD, RD, DIR, PATH, COPY, COPY CON, and TYPE commands. Additionally, students should have working knowledge of Microsoft (MS) Windows 3.1, including such skills as using a mouse, activating applications, managing windows, switching between active applications, and accessing the DOS command prompt from a window. Prerequisite: CIS 2430. Meets at Madonna University and New Horizons Computer Learning Center.
- 4410 IntranetWare: NetWare 4.11 Advanced Administration** 1 s.h.
This course is designed to provide students with the knowledge and skills to design, configure, and administer a complex network. Students who complete this course will be able to accomplish advanced network tasks on a NetWare 4 network. The course is designed to provide students who have completed CIS 4400 class an advanced skill set and abilities to handle more challenging network situations than were presented in the basic administration course. Prerequisites: CIS 4400 or an equivalent level of management experience with NetWare 4. Meets at Madonna University and New Horizons Computer Learning Center.
- 4420 NetWare 4.11 Installation & Configuration** 1 s.h.
This course is designed to provide students with the opportunity to apply skills learned in CIS 4400 and CIS 4410 or NetWare 3 to NetWare 4 Update courses. Students completing this course will be able to install and configure NetWare 4.1 operating systems, upgrade servers from NetWare 3.1x to NetWare 4.x, and configure the NetWare 4 network software. Prerequisite: CIS 4410. Meets at Madonna University and New Horizons Computer Learning Center.
- 4430 NetWare 4.11 Design & Implementation** 1 s.h.
This course is designed to provide students with the ability to design and create a NetWare 4.1 implementation plan for a case-study company. Interactive group activities lead the student through this process by acting in project roles to assess the needs of the case company. Students use templates to complete a NetWare 4 design strategy and implementation schedule. Prerequisite: CIS 4420. Meets at Madonna University and New Horizons Computer Learning Center.
- 4440 Building Intranets with IntranetWare** 1 s.h.
This course is designed to provide students with the necessary skills to implement the web services components of IntranetWare. Students will receive step-by-step instruction on how to incorporate an Intranet on their existing Novell network, including the implementation of Multiprotocol Router (IPX/IP gateway), Novell Web Server and Novell FTP services. Most importantly, students will learn how to design an Intranet that provides real-world business solutions. Prerequisites: NetWare 3 CNE, NetWare 4 CNE, or equivalent experience. Meets at Madonna University and New Horizons Computer Learning Center.
- 4450 Networking Technologies** 1 s.h.
This course cover the basic concepts and prerequisites of network computing, and provides the background information necessary to prepare for network administration and certification. Prerequisite: CIS 4440. Meets at Madonna University and New Horizons Computer Learning Center.
- 4460 Netware Service & Support** 2 s.h.
This course enables the student to solve real-world problems in a hands-on laboratory setting. The course focuses on the prevention, diagnosis and resolution of hardware-related networking problems in a NetWare 3 environment. Prerequisite: NetWare 3 or equivalent experience. Meets at Madonna University and New Horizons Computer Learning Center.
- 4500 Networking Essentials** 1 s.h.
This course is designed to provide students with the background necessary to understand the local area networking information in Microsoft courses on workstations and networking. The course serves as a general introduction for students who need a foundation in current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. It includes text-based study material, simulation lab exercises, and demonstrations so students can do networking tasks that reinforce the information in the text. Prerequisite: CIS 2430. Meets at Madonna University and New Horizons Computer Learning Center.

4520 Implementing/Supporting Microsoft Windows 95 1 s.h.

This course helps students gain the knowledge and skills to install, configure, customize, optimize, maintain, and troubleshoot the Microsoft Windows 95 operating system. Prerequisites: CIS 4520; operational understanding of the implementation and function of the following: memory, hard disks, types of central processing units, communication ports, printer ports, display adapters, pointing devices, and basic input/output system; experience with Windows 95 or Windows NT 4.0 interface. Meets at Madonna University and New Horizons Computer Learning Center.

4530 Implementing/Supporting MS Windows NT Server 4.0 1 s.h.

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT-based network. It also provides students with the prerequisite knowledge and skills required for CIS 4540. Prerequisite: working knowledge of the Microsoft Windows 95 or Windows NT 4.0 interface. Meets at Madonna University and New Horizons Computer Learning Center.

4540 Supporting MS Windows NT 4.0 Core Technologies 1 s.h.

This course provides the core foundation for supporting Microsoft Windows NT operating system version 4.0. The goal of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0. Prerequisite: CIS 4530 or equivalent. Meets at Madonna University and New Horizons Computer Learning Center.

4560 Implementing/Supporting MS Windows NT Server 4.0 for the Enterprise 1 s.h.

This course provides a training solution for support professionals working in a Microsoft Windows NT Server 4.0-based enterprise environment. It is assumed that students of this course have experience supporting a Windows NT Server-based network. The goal of CIS 4560 is for support professionals to be able to design, implement, and support the Windows NT Server network operating system in a multidomain enterprise environment. Prerequisite: CIS 4540. Meets at Madonna University and New Horizons Computer Learning Center.

4580 Internetworking MS TCP/IP on Windows NT 4.0 1 s.h.

This course provides students with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. Prerequisites: CIS 4530 or CIS 4540. Meets at Madonna University and New Horizons Computer Learning Center.

4590 Implementing/Supporting MS Systems Management Server 2 s.h.

This course provides students with the knowledge and skills required to install, configure, administer, and trouble-shoot Microsoft Systems Management Server version 1.2. Students will have an opportunity to implement multiple System Management Server sites, collecting hardware and software inventory, distributing software to client computers, managing shared applications, and using remote control functions to diagnose and solve common problems. Prerequisite: Windows NT Server certification or equivalent knowledge. Meets at Madonna University and New Horizons Computer Learning Center.

4710-4750 Seminars 1-3 s.h.

Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.

4710 Brunch with an Expert Seminar 1 s.h.**4720 Literature Review Seminar 3 s.h.****4730 Research Seminar 3 s.h.****4740 General Topic Seminar 1-3 s.h.****4750 Leadership Seminar 1 s.h.****4880 Advanced System Programming and Design 3 s.h.**

Advanced coverage of the strategies and techniques of structured systems development and application programming, using COBOL. Prerequisites: CIS 2480 and 3480.

4900 Information Systems Policy 3 s.h.

A capstone course covering advanced strategies for matching an information system department to the structure and behavior of the organization. Study of the overall information needs of an organization and the role information systems play in meeting them. Investigate the administrative and management issues relative to administration of the information systems function. Prerequisite: Must be taken within final six hours of major.

4910 Cooperative Education III 1 s.h.

Experience in a computer environment; applies skills and techniques learned in programming and systems courses to a systems development project. Prerequisite: CIS 3910.

COMPUTER SCIENCE (CSC)**2080 Principles of Computer Science 3 s.h.**

Overview of computers and an introduction to programming. Introduction to algorithms, data types, iteration, subprograms and dimensioned variables. Study of the impact of computers on society. Does not apply toward math major or minor.

2470 Programming: FORTRAN 3 s.h.

In-depth study of FORTRAN programming language with applications in mathematics and the sciences. Structured programming using subprograms, nested iterations and matrix processing. Prerequisite: CSC 2080 or equivalent.

2480 Programming: C 3 s.h.

Students will design and write programs using the C language. Explorations center on: graphics, memory management, pop-up windows, ergonomics, as well as terminate and stay resident programming. Prerequisite: CSC 2080 and one programming language with a grade of B or better.

2910 Cooperative Education in Operations 2-3 s.h.

Cooperative education experience with emphasis on computer operations. Consent of advisor is required.

3010 Numerical Analysis for Computer Science 3 s.h.

Study of numerical methods in the solution of mathematical problems: integration, differentiation, curve construction and fitting, interpolation and extrapolation. Introduction to numerical computer algorithms. Prerequisite: CSC 2470 or 2480, MTH 2520.

3030 Operating Systems 3 s.h.

Study of the organization and operation of computer system software; control of computer resources; command parsing; logical and Physical I/O; algorithms for multiprogramming and resource sharing. Prerequisites: PASCAL or C programming and one additional computer science course above CSC 2080, all with grades of C or better.

- 3050 Computer Organization & Assembly Language** 4 s.h.
Study of the organization and operation of the digital computer and the techniques of programming in machine and assembler language. Prerequisite: 6 s.h. of computer programming with a grade of C or better.
- 3090 Practical Operating Systems** 3 s.h.
In this laboratory based course, students will explore Operating Systems Languages currently in use on mainframes and on personal computers. Students will learn how to establish and maintain user disk space, programs, and files. Students will learn modular programming techniques, and gain experience in program design and implementation.
- 3130 Compiler & Language Theory** 3 s.h.
Study of the operation of language compilers and the underlying theory of computer languages: parsing algorithms, scanning techniques, grammars and code generation. Prerequisite: CSC 3030 with a grade of C or better.
- 3280 Analysis of Algorithms** 3 s.h.
This course is designed to expand students' knowledge and use of the C programming language. The focus of the course will be on the development and analysis of algorithms. The study of data structures and their relationship to algorithms is also included. Prerequisites: CSC 2480 and MTH 2510.
- 3490 Interpretive Languages for Artificial Intelligence** 3 s.h.
Study of interpretive languages LISP and PROLOG as they apply to the Artificial Intelligence Community. List processing, query manipulation, and data management techniques discussed. Current trends in the national and international Artificial Intelligence Community explored. Prerequisites: FORTRAN (CSC 2470) or C programming (CSC 2480) with a grade of C or better.
- 3910 Cooperative Education in Software** 2-3 s.h.
Cooperative education experience with emphasis on computer programming or software engineering. Consent of advisor is required.
- 4850 Seminar: Computers & Society** 3 s.h.
Study of positive and negative impacts of computers in society; introduction to automation, robotics, and artificial intelligence, and the implications of each; examination of computer crime and methods to detect and prevent it; ethics and professionalism in computer science. Prerequisites: Senior status and major in computer science; to be taken in the final six hours of the program.
- CRIMINAL JUSTICE (CJ)**
- 1020 Introduction to Criminal Justice** 3 s.h.
Study of agencies and processes to the criminal justice system. Responsibilities of the police, prosecutor, courts, corrections and society in the criminal justice process.
- 1210 Corrections Process** 3 s.h.
An overview of the post-correctional process as a function of the criminal justice system in contemporary society; the development of correctional philosophy, theory, history and practice; a description of institutional operation, programming and management; special populations; the effects of institutionalization upon individuals; alternatives to incarceration; survey of career opportunities.
- 1240 Introduction to Private Investigations** 3 s.h.
An overview of the private investigation industry. This includes but is not limited to employment opportunities, history/evolution, methods and management of private investigation, sources of information, investigative technology, and ethical and public policy considerations related to private investigations.
- 1550 Police Process** 3 s.h.
An overview of the police function and responsibility at the local, state and federal level. This course will examine the philosophy, history, character, structure, function, and complexity and limitations imposed on law enforcement in a democratic society. Police operations will be examined relative to effectiveness in crime control, delivery of service and order maintenance.
- 2010 Criminal Justice Organization & Administration (PSC)** 3 s.h.
Organization and management of the various criminal justice agencies through the United States. Includes systems of management, substance abuse as a management problem, and systems analyses and their relationships.
- 2350 The American Judicial Process** 3 s.h.
Analysis of the American state and federal court systems; history, traditions, and philosophy underlying the American system of justice; legal systems and law; court structures and roles - judges, Prosecutors, Attorneys, litigants; and the adjudication process - arrest to arraignment, trials, Juries, and Sentencing.
- 2400 Interviewing and Investigative Report Writing** 3 s.h.
This course is designed to expose the student to the art of interview and interrogation and to provide the student with the basic skills that are necessary for the documentation of information that is obtained from a wide variety of sources.
- 2650 Criminal Law** 3 s.h.
History, purposes and philosophy of criminal law, local, state and federal law; development, application and rights of the offender.
- 2910, 3910, 4910 Practicum/Cooperative Education in Criminal Justice** 3, 3, 3 s.h.
Internship in an approved criminal justice setting designed to provide opportunities to synthesize theory with practice. Laboratory 32 hours for each semester hour, available for cooperative education.
- 3010 Basic Criminal Justice Training** 3 s.h.
Credit awarded to those who have successfully completed an approved Michigan Regional Police Academy, or equivalent CJ instruction.
- 3020 Field Experience** 3 s.h.
Credit awarded by the chairperson for one year full-time experience in an appropriate area of the criminal justice system.
- 3050 Criminal Procedures (LAW)** 3 s.h.
Procedural law for law enforcement officers. Law of arrest, evidence and search and seizure.
- 3110 Criminal Investigation** 3 s.h.
Basic principles and procedures of criminal investigation; conduct at crime scene; search, collection and preservation of evidence; interviewing; and methods used in crime laboratories.
- 3210 Principles of Criminology (SOC)** 3 s.h.
Study of the incidence, type, causes and theories of adult deviant behavior. Emphasis is placed upon current crime trends and statistics and the processes involved in dealing with crime.

- 3230 Juvenile Justice (SOC) 3 s.h.**
Theories of causation and prevention of delinquency; role of the courts, policy prevention programs, institutions in the control and prevention of juvenile delinquency.
- 3550 Community Corrections 3 s.h.**
Examines the history, philosophy of probation, aftercare, parole and other community-based programs for juvenile and adult clients; function and operation of parole authorities; statutory authorization; case law; current practices and trends.
- 4010 Crime Prevention & Police Community Relations 3 s.h.**
Social responsibility of criminal justice personnel; cooperation between criminal justice personnel and the community; emphasis on minority groups, political pressure and cultural problems.
- 4050 Constitutional Law (PSC/LAW) 3 s.h.**
Introduction to constitutional law, political theory. Historical examination of the major Supreme Court decisions which have contributed to contemporary judicial interpretations of the Constitution.
- 4120 Organized Crime and Gangs in America 3 s.h.**
This course will explore the history, scope and methods of controlling organized crime and street gangs in America. Emphasis will be placed on local, regional and statewide crime control efforts. The social implications of both organized crime and gangs will be examined. Federal and state laws aimed at curbing this type of crime will be researched and discussed.
- 4140 Drugs, Crime and the Justice System 3 s.h.**
Study of issues and problems relating to drug and alcohol abuse, impact of substance use on individual health and societal progress, identification and classification of abused drugs, problems faced by law enforcement efforts to control are discussed.
- 4230 Homicide Investigation 3 s.h.**
Study of many facets which comprise a thorough, sound and reliable homicide investigation; inquiry into new investigative techniques as well as a review of State laws concerning homicide. Consideration of case preparation, warrant writing, arrests, arraignment and preliminary examinations.
- 4750 Special Topics in Criminal Justice 1-3 s.h.**
A specialized course dealing, each time it is scheduled, with some particular aspect of criminal justice not usually included in other criminal justice course offerings. This course will examine contemporary issues, problems, present status, future development and the criminal justice response to a specific problem.
- 4950 Criminal Justice Seminar 3 s.h.**
This capstone course provides a critical analysis of contemporary criminal justice practices and procedures, current issues, trends, new programs, and court decisions affecting the criminal justice system. Topics such as multiculturalism, ethics, corruption, crime, civil/criminal liability, victimology and public policy will be considered. Prerequisite: Senior status and departmental approval.
- 2720 Principles of Microeconomics 4 s.h.**
Theories of production and cost, demand, supply, competition, consumer behavior, and distribution of income. Prerequisite: MTH 1050. (Also offered through distance learning.)
- 2730 Principles of Macroeconomics 4 s.h.**
Measurement and determination of economic activities and development, aggregate income, and employment. Emphasis on consumption, monetary policy, fiscal policy, taxes, government, investment, and expenditures. Prerequisites: ECN 2720 and MTH 1050. (Also offered through distance learning.)
- 3800 Money & Banking 3 s.h.**
Study of the nature and function of money with reference to the expansion and contraction of the money supply. The various functions of the Federal Reserve System including the control of the rate of interest, and money supply. Prerequisites: ECN 2720, ECN 2730, and ACC 2010.
- 3940 Economic Geography 3 s.h.**
Geography from an economic perspective; locations and locational changes in *primary*, *secondary*, and *tertiary* production services; a comparative analysis of global demography; role and rise of the city and the metropolis; effects of technology; nations and regional and strategic political and commercial alignments and realignments; natural and human resources; the Less developed, More developed and Developing Worlds; "core" and "periphery;" multinational corporations and the "global village." Prerequisites: ECN 2720, INB 3140, MGT 2360 and QS 3550.
- 4510 Economic & Business History of the United States (HIS*) 4 s.h.**
- ## EDUCATION (EDU)
- 2000 Introduction to Professional Education Experiences 3 s.h.**
Introduces the student to the realities of the teaching profession, the structure and operation of schools, current educational issues and trends, and the foundations of education. Coursework includes observation and participation in classroom settings. Lecture 2 hours, laboratory 1 hour. Prerequisite: PSY 1010.
- 2010 Introductory Education Field Experience 1 s.h.**
Observations and participation in classroom settings. The course is designed for students who have completed an introductory education course equivalent to EDU 2000, but do not have the required field experience.
- 2330 Learning and Teaching Number Concepts (MTH*) 3 s.h.**
- 2340 Learning and Teaching Geometric and Statistical Concepts (MTH*) 3 s.h.**
- 3000 Children's Literature & Drama (ENG*/SPH) 4 s.h.**
- 3020 Program Planning for Older Adults (GER*) 3 s.h.**
- 3070 Social Studies Foundations (SSC*) 3 s.h.**
- 3090 Music for the Classroom Teacher (MUS*) 2 s.h.**
- 3120 Educational Psychology 4 s.h.**
Focus on the learning process: role of the teacher in learning; efficiency of learning as it is affected by the developmental processes; psychological principles that are central to the learning process and their relationship to the teaching situation; variables in learning; evaluation of the outcomes of learning. Application of learning theory and multicultural concepts in a field-based context. Lecture 3 hours, laboratory 1 hour. Prerequisites: PSY 1010 and EDU 2000.

- 3130 Field Experience for Educational Psychology** 1 s.h.
Observations and participation in classroom settings. The course is designed for students who have completed an educational psychology course equivalent to EDU 3120, but do not have the required field experience.
- 3160 Art for the Elementary School Teacher (ART*)** 2 s.h.
- 3210 Theory and Principles of Reading Instruction** 3 s.h.
Study of theory and process in developmentally appropriate reading/writing instruction including language and literacy acquisition, comprehension, word recognition, methods of instruction and assessment, program development, and planning for individual instructional needs. Prerequisites: EDU 2000, PSY 1010. Prerequisite or corequisite: EDU 3120.
- 3300 The Exceptional Learner in the Classroom (SED)** 3 s.h.
Study of physical, psychological, social and educational factors related to exceptional individuals, including intellectually gifted and the handicapped. Emphasis upon collaborative historical, legal, legislative, and futurist aspects of education for the exceptional. Prerequisite: EDU 2000 or departmental approval.
- 3350 Language Arts & Linguistics Foundations** 3 s.h.
Application of linguistic theory to language arts education, including an overview of structural and transformational linguistics, and its impact on oral and written communication; techniques of handwriting, and an exploration of the theory and techniques of listening, speaking, and writing effectively in the English language. Prerequisites: ENG 1010 and EDU 2000. Prerequisite or Corequisite EDU 3210.
- 3460 Instructional Media** 2 s.h.
Selecting, evaluating and using appropriate media, including microcomputers, as an integral part of the curriculum to achieve stated learning or behavioral objectives. Experience in preparing and using audio-visual materials and equipment for effective classroom presentations.
- 3730 Science Foundations I: Chemistry & Life Science (NSC*)** 4 s.h.
- 3740 Science Foundations II: Earth Science, Physics & Astronomy (NSC*)** 4 s.h.
- 4130 Parents and Teachers - Partners in Education (CD*)** 3 s.h.
- 4140 Conflict Management in the Classroom, Home, and Job (SOC*)** 1 s.h.
- 4210 In-Service Projects** 1-4 s.h.
Focus on new developments in education with practical implementation: open classroom concept, individual instruction, instructional technology, accountability, mainstreaming, multicultural education. Prerequisite: departmental approval. (May not substitute for a required course.)
- 4220 Reading in the Content Areas** 3 s.h.
Study of the principles, techniques and processes of literacy instruction needed for students to be independent, strategic learners in the content areas taught in the elementary, middle and high schools. Application of learned principles and practices to teaching situations. Lecture 2 hours, laboratory 1 hour. Prerequisite: EDU 3210.
- 4380 Literature for Young Adults (ENG*)** 3 s.h.
- 4400 Behavior Management in the Classroom** 2 s.h.
An investigation of the analysis of discipline, behavior modification and group dynamics, designed to give students an opportunity to discuss various approaches to handling disruptive behavior with actual problem situations. Emphasis on prevention of classroom problems. Prerequisite: EDU 3120.
- 4470 Theory & Techniques of Science Instruction: Elementary School** 1 s.h.
Theories of instruction, methods and materials for teaching science in the elementary school. Attention will be focused on the special skills needed to manage science activities, the application of the scientific method to classroom inquiry and an awareness of social/economic impacts of science and technology. Lecture 1 hour. Prerequisites: EDU 2000, EDU 3120. Corequisite: EDU 4500.
- 4480 Theory & Techniques of Science Instruction: Middle School** 1 s.h.
Theories of instruction, methods and materials for teaching science in the middle school. Attention will be focused on the special skills needed to manage science activities, including the application of the scientific method to classroom inquiry and an awareness of social/economic impacts of science and technology. Lecture 1 hour. Prerequisites: EDU 2000, EDU 3120. Corequisites: EDU 4500 or EDU 4570.
- 4490 Theory & Techniques of Instruction: Middle School (5-9)** 4 s.h.
Theory of instruction, methods, and materials in the middle school curriculum; observations of classroom procedures; participation in simulation and micro-teaching. Emphasis on the application of effective instructional theory and practice, sound decision-making and multicultural education in a field-based context. Lecture 3 hours, laboratory 1 hour. Offered Fall, Winter. Prerequisites: EDU 2000 and 3120.
- 4500 Theory & Techniques of Instruction: Elementary School (K-8)** 4 s.h.
Theory of instruction, methods, and materials in the elementary school curriculum; observation of classroom procedures; participation in simulation and micro-teaching. Emphasis on the application of effective instructional theory and practice, sound decision-making and multicultural education in a field-based context. Lecture 3 hours, laboratory 1 hour. Offered Fall, Winter. Prerequisites: EDU 2000 and 3120.
- 4510-4610 Theory & Techniques of Instruction: Major Field (Secondary)** 4 s.h.
Theory of instruction, secondary methods and materials in the secondary subject-matter fields in which students expect to teach; observations of classroom procedures; participation in simulation and micro-teaching. Emphasis upon the application of effective instructional theory and practice, sound decision-making and multicultural education in a field-based context. Lecture 3 hours, laboratory 1 hour. Offered Fall only. Prerequisites: EDU 2000 and 3120.
- 4510 Theory & Techniques of Instruction: Art (K-12)** 4 s.h.
- 4520 Theory & Techniques of Instruction: Communication Arts (7-12)** 4 s.h.
- 4530 Theory & Techniques of Instruction: Foreign Languages (7-12)** 4 s.h.
- 4540 Theory & Techniques of Instruction: Home Economics & Family Life (7-12)** 4 s.h.
- 4550 Theory & Techniques of Instruction: Mathematics (7-12)** 4 s.h.

- 4560 Theory & Techniques of Instruction: Music (K-12) 4 s.h.**
- 4570 Theory & Techniques of Instruction: Natural Science (7-12) 4 s.h.**
- 4580 Theory & Techniques of Instruction: Social Science (7-12) 4 s.h.**
- 4590 Theory & Techniques of Instruction: Vocational Subjects (9-12) 4 s.h.**
 Concepts and techniques for developing professional teaching abilities; use of community resources; guidance procedures. Performance objectives, relevant teaching materials, equipment aids and effective delivery systems in specific adult education and vocational curriculum areas. Lecture 3 hours, laboratory 1 hour. Prerequisites: EDU 2000 and 3120.
- 4610 Theory & Techniques of Instruction: Computer Science (K-12)2, 4 s.h.**

Directed Teaching

Applications for admission to Directed Teaching must be approved by the Teacher Education Committee.

All candidates for initial teaching certificates must register for 8 s.h. of directed teaching and EDU 4810, Seminar: Directed Teaching, 1 s.h. Level change candidates must register for a minimum of 4 s.h. of directed teaching.

- 4680 Directed Teaching: Computer Science (K-12) 4, 8 s.h.**
 Observations and teaching in classroom situations and individual conferences.
- 4690 Directed Teaching: Middle School (5-9) 4, 8 s.h.**
 Observations and teaching in classroom situations and individual conferences.
- 4700 Directed Teaching: Elementary School (K-8) 4, 6, 8 s.h.**
 Observations and teaching in classroom situations; individual conferences and seminars.
- 4710-4790 Directed Teaching: Secondary School 4, 8 s.h.**
 Observations and teaching in classroom situations; individual conferences and seminars.
- 4710 Directed Teaching: Art (K-12) 4, 8 s.h.**
- 4720 Directed Teaching: Communication Arts (7-12) 4, 8 s.h.**
- 4730 Directed Teaching: Foreign Languages (7-12) 4, 8 s.h.**
- 4740 Directed Teaching: Home Economics & Family Life (7-12) 4, 8 s.h.**
- 4750 Directed Teaching: Mathematics (7-12) 4, 8 s.h.**
- 4760 Directed Teaching: Music (K-12) 4, 8 s.h.**
- 4770 Directed Teaching: Natural Science (7-12) 4, 8 s.h.**
- 4780 Directed Teaching: Social Science (7-12) 4, 8 s.h.**
- 4790 Directed Teaching: Vocational/Technical (9-12) 4, 8 s.h.**
- 4800 Foundations of Education 3 s.h.**
 The interdisciplinary study of education and schooling in American culture and society. Hypotheses and concepts drawn from a series of disciplines are employed as a means of identifying and examining central characteristics of the American educational system. Particular attention is focused upon the interpretation and appraisal of current educational practices and trends. Prerequisites: EDU 2000 and 3120.

- 4810 Seminar: Directed Teaching 1 s.h.**
 Field trips, workshops, community resources, public and private school personnel, college faculty and student resources utilized to provide students in directed teaching contacts with practical information which can be applied in the classroom.

EMERGENCY MEDICAL TECHNOLOGY (EMT)

- 1550 Basic EMT 1-10 s.h.**
 Experiential learning credits available to those who have current State of Michigan licensure. Application for credit is to be made through the Program Coordinator for Fire Science and Occupational Safety, Health and Fire Science in the Department of Physical and Applied Sciences.

ENGLISH & COMMUNICATION ARTS (ENG)

- 1000 Introduction to University Level Writing 3 s.h.**
 This course introduces students to university level writing using challenging materials and requiring a variety of writing experiences, including both expressive and transactional communication. (Does not apply to any major or minor in English & Communication Arts department.)
- 1010 Communication Skills I 3 s.h.**
 Study of strategies for sentence and paragraph development; application of such strategies in descriptive, narrative, and expository essays; examination of writing as a process; oral presentation; introduction to library resources. (Does not apply to any major or minor in English & Communication Arts department.)
- 1020 Communication Skills II 3 s.h.**
 Application in essays of a variety of purposes such as cause/effect, comparison/contrast, and definition; special emphasis on argumentation; development of library research paper; study of professional writing; participation in stages of writing process; presentation of oral argument. (Does not apply to any major or minor in English & Communications Arts department.)
- 1160 Portfolio Development 1 s.h.**
 Process of identifying prior learning and developing learning components; gathering necessary information; determining credit equivalency; and preparing portfolio for assessment.
- 1320 Newspaper Reporting (JRN*) 3 s.h.**
- 2000 Technical Writing 3 s.h.**
 Theory and application of technical writing principles; culminating in the preparation of a research paper. Topics discussed include: definitions, instructions, processes, computer graphics, and research strategies. Web site evaluation and research, along with writing for the Web, are covered. Course concludes with an oral presentation of research paper findings.
- 2090 Approaches to Grammar 4 s.h.**
 This course provides an historical sketch of the development of the English language and treats the interplay between theory of language and approaches to the study of grammar. By tracing the evolution of dictionaries, spellers, grammars and handbooks of English - influenced by the processes of decay, growth, and confusion - the course emphasizes how politics and culture interact and influence English morphology, syntax, semantics, and rhetoric.

- 2230 Ideas in World Literature** 3 s.h.
Survey of Western civilization as expressed in major literary works which reveal the distinctive ideals, values, and attitudes of various eras; includes works outside the Western tradition produced during the same eras.
- 2550 Oral Interpretation of Literature (SPH*)** 3 s.h.
- 2620 Language & Culture** 3 s.h.
The central concerns of this course are how and why people communicate in the ways they do. Habitual talking, listening, and writing behaviors of individuals and groups will be examined, as well as the influences of home, community, and culture on the language structures and language uses of individuals. Culture, as it influences linguistic preference, will be considered, as will methods of semiotic and discursal analysis.
- 2950 Critical Writing & Literary Analysis** 4 s.h.
A study and practice of the methods used to analyze the contents of a literary work; a review of major themes and schools of literary criticism. Prerequisite: ENG 102.
- 3000 Children's Literature & Drama (SPH/EDU)** 4 s.h.
Classical and contemporary writing for children; dramatization of stories. Selection of materials with reference to the interest, needs, and abilities of children.
- 3010 Major American Writers: Beginnings to 1900** 4 s.h.
A study of those writers who expressed in distinctive styles the diverse elements of the American experience from early Amerindian folktales through the end of the nineteenth century, often including Thoreau, Poe, Hawthorne, Melville, Whitman, Dickinson, Twain, and Douglass.
- 3020 Major American Writers: 1900 to Present** 4 s.h.
Critical examination of major writers, poets, and dramatists who have explored the changing values and concerns of American society in the twentieth century; minority and ethnic perspectives are to be expressly noted.
- 3050 Creative Writing** 3 s.h.
Critical study and practical application of the techniques of poetry, fiction, and drama, with emphasis on creative expression.
- 3100 Advanced Composition and Research Strategies** 3 s.h.
Application of advanced writing strategies with emphasis on argumentation; assignments corresponding to research and writing demands of varied academic disciplines including humanities, natural science, social science and business; use of wordprocessing and editing software for writing. Prerequisite: ENG 101 or department approval (in which case, course substitutes for ENG 102).
- 3260 Business & Professional Writing** 3 s.h.
A study of the strategies and stylistic devices which lead to clear, concise, and complete business writing. Various types of business letters, memoranda, proposals and reports will be examined and developed. Prerequisite: ENG 102.
- 3440 Advanced Technical Writing** 3 s.h.
Application of technical writing principles to individual career demands; analysis of case studies, with emphasis on appropriate strategies for various audiences; preparation of flyer/brochure, feasibility study, instructional manual. Prerequisite: ENG 200 or departmental approval.
- 3550 Women in Literature** 4 s.h.
Study of representative prose and poetry by and about women which focuses on their search for independence and fulfillment.
- 3610 Major British Writers: Chaucer to Johnson** 4 s.h.
A study of principal figures in British literature from the fourteenth through the eighteenth century; includes Chaucer, Spenser, Shakespeare, Donne, Milton, Swift, Pope, and Samuel Johnson.
- 3620 Major British Writers: Blake to Eliot** 4 s.h.
An examination of major British authors from the Romantic period to the post World War I era; includes Blake, Wordsworth, Keats, Shelley, Coleridge, Byron, Tennyson, Browning, Dickens, George Eliot, Hardy, Conrad, Yeats, Joyce, and T.S. Eliot.
- 3710 Contemporary Literature** 4 s.h.
A study of contemporary authors who may be classified as Modernist or Post-Modern; figures may will include principal ethnic and minority writers.
- 3720 Quark XPress I-III (ART*/JRN*)** 1 s.h.
Students learn to create page layouts, brochures and newsletters. The beginning course demonstrates page layout, importing and manipulating graphics, and flowing text through boxes. The intermediate course presents a wide variety of text and layout options. Emphasis is placed upon professional text linkage, style-sheet commands and advanced graphic runaround features. The advanced course covers custom framing, text control, blend colors and trapping. Meets at Madonna University and New Horizons Computer Learning Center.
- 3960 Portfolio I: Foundation and Development** 1 s.h.
Students begin assembling individual portfolios that represent their academic and professional work in their respective programs of study within the Department of English & Communication Arts. Students will gain an understanding of what a program portfolio is and how it works, and learn to engage in a portfolio process. Prerequisite: Junior-level standing.
- 4210 Time & Literature (HIS)** 4 s.h.
Interdisciplinary analysis of a particular period, event, or personality in terms of the human dilemmas and choices which are confronted.
- 4380 Literature for Young Adults (EDU)** 3 s.h.
Study of genres and themes presented by contemporary writers of literature for young people: violence in society, search for identity, family life, friendship, historical fiction, poetry, short stories, adventure and fantasy. Course will not fulfill upper level general education requirement.
- 4540 Classics of African-American Literature** 4 s.h.
This course will focus on African-American literature in all three genres: prose, poetry and drama. Course content will include significant African-American writers from the 18th-19th centuries (Wheatley, Douglass) but will primarily focus on 20th century works by Wright, Baldwin, Hansberry, Walker, Morrison and others. There is a significant out-of-class 4th credit hour project which will involve either a teaching session at a local high school or a museum or library visit, followed by either the development of a teaching module or a report paper. English majors will be required to take either ENG 4540 or 4550.

4550 Voices of Pluralism in American Literature 4 s.h.

This course will focus on minority literatures besides African-American literature. Course content will generally include, though may not be limited to, Asian-American, Arab-American, Latino-American and Native American literatures. Authors under study may include Tan, Kingston (Asian-American), Said (Arab-American), Rodriguez, Anzaldua (Latino-American), Erdich, Silko (Native American). There is a significant out-of-class 4th credit hour project that each student will complete which will involve either a teaching module at an area high school or a library or museum visit. English majors will be required to take either ENG 4540 or 4550.

4750, 4760 Studies in Literature 4 s.h. each

Topics in literature will vary on a semester basis. Seminar is required of English majors but is open to all students.

4950 Senior Seminar (HUM*) 1 s.h.

4960 Portfolio II: Showcase and Career Goals 1 s.h.

Students will complete work begun in English 3960 culminating in a showcase portfolio. This portfolio will include exhibits chosen by the student and evaluated by the instructor. It is intended not only to showcase students' best work, but also give them the opportunity to make connections between their education and career goals, so that the portfolio can be used for academic and employment purposes. Designed to compliment the Senior Seminar, Humanities 4950, these experiences will serve as the capstone for the major. Prerequisite: English 3960.

ENGLISH AS A SECOND LANGUAGE (ESL)

1130 Beginning ESL Reading and Writing 3 s.h.

This basic reading and writing course focuses on sentence level reading and writing. It includes grammar manipulation of simple sentences which are contextualized to integrate reading and writing.

1140 Beginning English Grammar 3 s.h.

The course takes an interactive approach to understanding the role of grammar in English communication. The fundamentals of English grammar such as parts of speech, simple verb tenses, questions and negative forms are introduced.

1160 Beginning ESL Speaking and Listening 3 s.h.

This course promotes and practices production and comprehension of conversational and survival levels of communication. It is recommended that students take ESL 1130 and ESL 1160 simultaneously.

2130 Intermediate ESL Reading and Writing 3 s.h.

Expanding sentence structure and paragraph construction including unity, coherence and transitional phrases. Readings from contextualized reading and writing practice.

2140 Intermediate English Grammar 3 s.h.

The course develops existing knowledge of grammar structures and helps students to acquire new ones. Emphasis is placed on the use of simple and some complex verb tenses as well as well as auxiliary and modal verbs. These and other grammar structures are practiced through the performance of common language functions such as making suggestions, requests and invitations.

2160 Intermediate ESL Speaking and Listening 3 s.h.

Beginning formal speaking and sustained factual listening are experienced extensively. Short speeches are videotaped, reviewed and critiqued. Pronunciation practice is an integral part of the preparation for speech delivery. Colloquial versus formal language is examined.

3130 Advanced Reading and Writing 3 s.h.

The course is designed to expand the knowledge of organizational patterns used in writing both compositions and paragraphs. Integrated readings serve as models for the principal parts of compositions. Coherence and unity are stressed.

3140 Integrated English Grammar 3 s.h.

The study of English grammar as a developmental skill is presented by integrating reading and rhetoric to identify key structures and grammar rules that govern them. The course focuses on the formation and manipulation of clauses in complex sentences and the sequence of verb tenses across clauses.

3150 Advanced ESL Reading 3 s.h.

Reading strategies such as the SQ3R reading method are introduced and practiced to prepare for the transition from ESL texts and literature, to content specific literacy and increased linguistic complexity.

3160 Advanced Speaking and Listening 3 s.h.

Continued development of conversational, speaking, and listening skills. Experience listening and speaking in conversational and academic settings. Video taped oral presentations on various topics encountered in general education courses are given and critiqued.

PLEASE NOTE: UP TO 9 SEMESTER HOURS OF 4000 LEVEL ESL COURSEWORK MAY BE USED TO SATISFY DEGREE REQUIREMENTS.

4130 Advanced Academic Reading and Writing 3 s.h.

Special emphasis is placed on reading unabridged academic texts with speed and accuracy. Essays in the reading segment serve as models for the writing component of the course. Extensive practice in rhetorical strategies and techniques and a review of appropriate grammatical structure and verb tenses. This course is in preparation for ENG 101, using the "Process" approach to writing.

4140 Advanced English Grammar 3 s.h.

The study and analysis of the grammatical structures of English within contemporary literature and rhetoric is examined. Theme-based grammatical presentation, inductive exercises and common errors related to target structures are presented using authentic academic contexts.

4150 Advanced Academic Reading 3 s.h.

Authentic content specific academic readings are used to focus on comprehension of difficult undergraduate level texts. Current articles of political, economic and sociological importance, taken from journals and periodical literature, are read, analyzed and written about in reading journals. Linguistic morphology such as stems and affixes are identified and applied to facilitate increased reading speed and comprehension.

4160 Advanced Academic Speaking and Listening 3 s.h.

Designed to help advanced ESL students prepare for the demands of academic lecture comprehension and taking notes, predicting, evaluating, and organizing academic lectures. Formal speeches are practiced, video taped and critiqued. A TV News production with student generated segments and performed in the M.U. TV studio, is the highlight of this course.

4230 Academic ESL Writing 3 s.h.

This course is designed to supplement the required ENG 1020 course. The focus is on writing a research paper from organization to completion, with a segment on plagiarism. Both MLA and APA style are introduced, as are techniques on how to incorporate sources into the body of the paper. In addition to the research paper, students will write abstracts, research proposals and a reflection paper. All drafts and copies of courses are presented in a portfolio.

FAMILY AND CONSUMER SCIENCES (FCS)

1250 Health Problems (NSC*/NSF)	4 s.h.
2160 Child Development & Guidance (CD*)	4 s.h.
2250 Human Nutrition (HMG/NSC/NFS*)	4 s.h.
2260 Introductory Food Science (HMG/NFS*)	4 s.h.
2360 Apparel Construction Principles of clothing construction related to fit, fabric and garment construction.	3 s.h.
2370 Apparel Evaluation (MM*)	3 s.h.
2550 Consumer Behavior (NFS/HMG/MM/MKT*)	3 s.h.
2930 Practicum in Children and Youth Services This practicum is designed to provide the student with fifty hours of experience working with children and/or youth.	1 s.h.
2940 Practicum in Educational Services This practicum is designed to provide the student with fifty hours of experience in an educational setting.	1 s.h.
3050 Textiles (MM*)	4 s.h.
3530 Marriage and the Family (RST/SOC) Marriage and family from the biblical, theological, economic, psychological and sociological points of view. (Interdisciplinary.) Prerequisite: junior or senior status.	4 s.h.
3630 Architectural Styles & Interior Design (HMG/MM*)	4 s.h.
3930 Practicum in Family Services This practicum is designed to provide the student with fifty hours in a family service agency.	1 s.h.
3940 Practicum in Consumer Services This practicum is designed to provide the student with fifty hours of experience in consumer services.	1 s.h.
4500 Issues Challenging Children and Families (CD*)	3 s.h.
4950 Seminar (CD*)	2 s.h.

FINANCIAL ADMINISTRATION (FIN)

3150 Business Finance Study of the management of the financial affairs of a business enterprise in respect to planning and analysis of the financial decision making function. Topics include time value of money, working capital management, leverage, ratio analysis, capital budgeting, capital structure decisions, dividend policy and international financial management. Prerequisites: ACC 3130, ECN 2730 and MTH 2350.	3 s.h.
3700 Life Cycle Financial Planning Basic planning of personal finances to satisfy personal and family life cycle goals. Topics include budgeting, consumer credit, investments, insurance, personal residences and real estate, retirement plans and individual income taxes. The life cycle of personal investment strategies will be explored.	3 s.h.

3710 Institutional Portfolio Management **3 s.h.**
Analysis of the savings/investment process. An appraisal of the relative values and importance of various instruments, kinds and types of investment is made. The role of government in the investment-making function is discussed as to its impact on the outcome of investment decisions. Prerequisite: FIN 3150.

4640 Managerial Finance **3 s.h.**
This is an upper level course in financial management. Theory is stressed in capital budgeting, interest rate, financial intermediation, and international financial management. The three financial functions of managers will be discussed at an advanced level: the investment decision, the financial decision, and the dividend decision. Prerequisite: FIN 3150.

FIRE SCIENCE (FS)

1010 Introduction to Fire Protection & Prevention **3 s.h.**
History of fire protection practices; problems of fire suppression and practices; aspects of fire protection and prevention including basic field equipment, methods of fire suppression, fireground command structure, inspection procedures, codes, and the town grading schedule.

1030 Basic Fire Protection Training **1-6 s.h.**
Credit awarded for evidence of successful completion of a certified training program.

2150 Building Construction (OSH*) **3 s.h.**

2910 Cooperative Education I (OSH) **1-3 s.h.**
Field placement in either municipal, industrial, hospital or similar settings that provide experience in fire protection for pre-service students.

2930 Internship I (OSH) **1-3 s.h.**
Field placement in either municipal, industrial, hospital or similar settings that provide experience in fire protection for pre-service students.

3020 Field Experience (OSH) **1-3 s.h.**
Credit awarded individuals for evidence of full-time employment of two or more years in fire protection. Documentation of competencies required.

3110 Industrial Safety and Health (OSH*) **3 s.h.**

3220 Inspection & Survey of Facilities (OSH*) **3 s.h.**

3280 Fire & Arson Investigation (OSH) **3 s.h.**
Role of safety/fire science specialist in arson investigation; methods and mechanics of protecting, searching, and controlling fire scene; interviewing and interrogation; recognition and preservation of evidence; case preparation, court testimony, corpus delicti, alibis, motives; dealing with pyromaniacs and juvenile fire setters; Michigan and National arson laws. Prerequisites: FS 1010 and 2150.

3500 Hydraulics & Water Supply (OSH) **3 s.h.**
Principles of hydraulics theory, grading of water supplies, water supply adequacy testing procedures and computation of velocity friction loss related to tactical decision-making. Prerequisites: PHY 2530 and 2540.

3680 Fire Protection Systems I (OSH) 3 s.h.

Survey of sprinkler systems covering design details, placement, inspection, and maintenance; practical application of current codes and standards for system utilizations. Prerequisite: MTH 1050 or its equivalent.

3690 Fire Protection Systems II (OSH) 3 s.h.

Principles of use and design characteristics of special fire protection systems; halons, CO₂, dry chemical foam, and alarm and detection systems. Prerequisite: MTH 1050 or its equivalent.

3910 Cooperative Education II (OSH) 1-3 s.h.

Advanced semi-professional level assignments in on-the-job application of fire protection principles in either municipal, industrial, commercial, or institutional settings. Pre-service students only.

3930 Internship II (OSH) 1-3 s.h.

Advanced semi-professional level assignments in on-the-job application of fire protection principles in either municipal, industrial, commercial, or institutional settings. Pre-service students only.

4280 Fire & Arson Investigative Techniques (OSH) 3 s.h.

Evaluation and application of methods and techniques for investigative determination of fire occurrences. Includes study of the origin of ignition and conducting investigative surveys. Preparation of case findings for expert witness. Prerequisite: FS 3280.

4400 Tactics & Strategy (OSH) 3 s.h.

Study and evaluation of various methods and techniques employed in fire suppression; includes preplanning and analysis of emergency situations with emphasis on individual decision-making, the effective use of equipment, apparatus and manpower.

4510 Hazardous Materials (OSH*) 3 s.h.

4900 Fire Service Management (OSH) 3 s.h.

Principles of management and organization in fire protection. Includes analysis of an organization as to its administrative, leadership, and management style in fire protection.

4950 Senior Seminar (OSH) 2 s.h.

Preparation and presentation of a library research paper that integrates knowledge gained in the major discipline. Taken by students with senior status as a requirement for graduation; to be taken in the final six hours of the program.

FOREIGN LANGUAGES (FL)

2100 Language and Culture for Health Care Professionals 2 s.h.

A team taught course examining culturally based health and illness concepts within the context of foreign language development. In addition to lectures, students will engage in language development under the guidance of a foreign language faculty member. Students will meet for two hours a week for the full academic term. In the latter part of the course, students will be grouped by language. The course will culminate in an independent and/or group research project. Prerequisite: one semester of foreign language or equivalent; SOC 1010 or equivalent.

FRENCH (FRE)

1010, 1020 Elementary French I, II 4, 4 s.h.

Introduces the basic skills for mastery of the French language: listening, speaking, reading and writing. Three hours of classroom work weekly, reinforced by individual efforts, assures respectable fluency in two terms.

4800 Foreign Study in French-Speaking Countries 4-16 s.h.

Study abroad may be arranged during any calendar term with any approved institute of learning, including the Alliance Francaise, Paris.

GENERAL SCIENCE (GSC)

4950 Senior Seminar 2 s.h.

Preparation and presentation of a scientific paper. Taken by general science majors with senior status as a requirement for graduation; to be taken in the final six hours of the program. See General Science Plan of Study.

GENERAL STUDIES (BGS)

3000 Topics Seminar 3 s.h.

An interdisciplinary exploration of a topic or theme related to global, technological, or societal issues, focusing on the pervasive long-term implications this issue will have for the future as well as the human dilemmas that will emerge. Emphasis will be placed on developing critical thinking and interdisciplinary problem-solving skills, particularly in the context of information access and management. This is a writing intensive course, which will provide students with a variety of active learning opportunities: interviews with guest speakers, journal writing, class presentations, and group projects.

4950 Senior Seminar 3 s.h.

Culmination of the BGS student's plan of study resulting in an interdisciplinary project, requiring a research paper or interdisciplinary/multi-genre portfolio and an oral presentation. Students must demonstrate competency in writing, critical thinking, interdisciplinary problem-solving skills, and information management skills. Prerequisites: BGS 3000; ENG 3100 (can be co-requisite); and senior standing.

GEOGRAPHY (GEO)

1210 Introduction to Geography 3 s.h.

Introduction to the basic concepts, terms and methods of geography, and to the physical and cultural regions of the world, the United States and Michigan. Relationship between the diversity of humans and the physical environment. Major world, regional and local patterns and processes.

3010 World Regional Geography 4 s.h.

Regional study of the earth's realms; cultural and physical factors affecting people; effect of the demographic and industrial revolutions of the world.

GERONTOLOGY (GER)

1070 Introduction to Gerontology 3 s.h.

A general overview of the field of aging. The topics include demographic aspects as well as biological, psychological and social aspects of the aging process.

2010 Introduction to Alzheimer's Disease and Other Dementias (PSY) 1 s.h.

This course provides an introduction to and an overview of Alzheimer's disease and other major causes of dementia in older adults. It is a combination of lecture, class discussion, videotapes, and case studies. This course is a prerequisite for GER 3460.

2100 Physical Education Activities (PED) 2 s.h.

Prepares students to design, conduct, and evaluate physical education programs for older adults. Emphasis on determining appropriate program content, resources, music selection, and leadership techniques. Students will have numerous opportunities to develop their individual leadership skills.

- 2240 Supporting Family Caregivers** 1-2 s.h.
This course provides an overview of the various formal resources available to the caregiver responsible for the mental, physical and emotional well-being of an aged family member.
- 2300 Programs and Services for Older Adults** 3 s.h.
Focus on the continuum of care. Lectures by practitioners in gerontology on the range of programs, services, and resources available for older adults and family caregivers.
- 2420 Nutrition for the Aging (NFS*)** 3 s.h.
- 2460 Working with Disabled Older Adults** 2 s.h.
An examination of programs, techniques, and resources that address the needs of older adults challenged with aphasia, physical limitations, dementia and/or developmental disabilities. The social, psychological, and physical abilities and limitations of each group are explored.
- 2850 Documentation in Human Services** 2 s.h.
This course provides an overview of the documentation process and its role in the continuum of long term care serving the needs of the older adult. Emphasis will be placed on observation, interviewing, and recording techniques.
- 3020 Program Planning for Older Adults (EDU)** 3 s.h.
Focus on the learning potential of older adults; emphasis on designing programs that address the educational needs and interests of older adults in a variety of environments.
- 3060 Community Resources** 1 s.h.
Focus on the identification and scope of current and potential resources and programs for older adults.
- 3070 Psychology of Aging (PSY)** 3 s.h.
Overview of psychology of aging; study of personality; adjustments common in process of aging; examination of cognitive and emotional developments as a function of aging. Prerequisite: PSY 1010.
- 3100 Activity in Aging** 3 s.h.
An analysis of concepts, theories and programming related to the role activity plays in successful aging. Topics include the meaning of activity, standards of practice, current modalities, multiple strategies, resource utilization, leadership styles and motivation.
- 3150 Physical Aspects of Aging (NSC)** 3 s.h.
Study of the normal, as well as the pathological, changes occurring in the aging human body with special emphasis on age-related chronic diseases.
- 3460 Addressing Behavior Changes in Dementia (PSY)** 2 s.h.
This course explores the causes of challenging behaviors in people with dementia and discusses strategies for addressing these behaviors. Through exploration of the effects of the environment, of communication strategies and other relevant factors, students learn a systematic approach to understanding and addressing behavioral change in dementia. Prerequisite: GER 2010.
- 3500 Counseling the Older Adult** 3 s.h.
This course will focus on the practical application of diagnostic criteria and counseling techniques to the elderly. Emphasis will be placed on the unique challenges and issues of common mental health problems presented by older adults in the counseling setting.
- 3700 Legal Issues for Older Adults (LAW)** 2 s.h.
This course will provide the student with an overview of legal issues typically encountered by people in their later years with emphasis on laws and policies affecting management of their care, including substitute decision making, public benefits, and medical treatment issues.
- 3860 Introduction to Case Management Practice** 1 s.h.
This course examines a framework of case management practice, including direct and indirect service functions of case management, goals and benefits of the profession, and the relationship between case management and managed care. The role of diversity, rights, values and preferences in case management, as well as careers in the profession, are also a part of this course.
- 3870 Assessment Techniques in Case Management Practice** 1 s.h.
This course provides in-depth coverage of assessment techniques in case management practice. It explores data-gathering, documentation as it relates to assessment, team-building, interview processes, and communication techniques in assessing individuals. Prerequisite: GER 3860.
- 3880 Developing and Monitoring Care in Case Management Practice** 1 s.h.
Through the use of case studies, quizzes, lectures and discussions, this course will provide students with the ability to research, plan, pay for, monitor and evaluate services using a community-based care management model. It will also explore the processes of client reassessment and case closure. Prerequisite: GER 3860.
- 3890 Practical and Ethical Issues in Case Management Practice** 1 s.h.
Through the use of case studies, self-assessment, lectures and discussions, this course will help students address key practical and ethical issues in case management practice. Practical issues will include stress management, conflict resolution, and cultural and ethnic diversity. Ethical concepts will include client self-determination, whistle-blowing, conflict of interest, and resource allocation. Prerequisite: GER 3860.
- 4140 Grant Writing** 2 s.h.
Students will learn the basic skills needed to develop and write a successful program proposal which will allow them to compete for funds from sources outside the control of their organization or agency. Topics to be covered: generating program ideas, researching funding sources, utilizing contacts, basic proposal format, self-funding, and understanding the politics of grants.
- 4150 Social Gerontology (SOC)** 3 s.h.
Focus on the impact of aging upon the individual and society. An examination of attitudes, concepts, theoretical perspectives, and issues of an aging culture.
- 4210 Budgeting in Human Services** 2 s.h.
Budgeting in Human Services programs with emphasis on programmatic and fiscal considerations, cost determination, cost projection, basic budgeting concepts and options for funding Human Services for older adults. Prerequisites: CIS 2250 or 2380.
- 4250 Public Policy & Resources in Aging** 3 s.h.
Examination of public policies, legislation, and resources related to older people. Focus on the role of gerontology professionals in policy decision-making and the role of ethics. Analysis of structure and functions of service delivery systems and organizations.

- 4760, 4770 Field Placement, Field Seminar** 4, 2 s.h.
Professionally supervised practical experience with organizations providing services to, or for, older adults. Students meet biweekly with their University instructor to discuss placement progress, resume writing, and job search strategies.
- 4850 Gerontology Management** 3 s.h.
Examination of gerontology management techniques. Focus on basic principles of management as they relate to human services.
- 4870 Nursing Home Administration I** 3 s.h.
An overview of health concerns in the nursing home. Topics include: Federal and State health regulations; dietetics; health policy; pharmacology; infection control; nursing; quality assurance; and physical plant.
- 4880 Nursing Home Administration II** 3 s.h.
Focus on regulatory issues of nursing home administration, Medicare, Medicaid and insurance requirements, budgeting and accounting, and life safety codes.
- 4950 Gerontology Senior Seminar** 3 s.h.
Methodological and philosophical foundations of gerontology. Students prepare and present an original research paper and formulate an individual approach to aging. (This course is to be taken during the senior year).
- HISTORY (HIS)**
- 1010 World Problems (PSC)** 3 s.h.
Analysis of the most significant contemporary world issues confronting the international community of nations and citizens of United States.
- 1080 Ancient World** 4 s.h.
Three-part investigation of ancient times, including the Ancient Near East, Ancient Greece, and the Roman Republic and empire; the origins of Christianity.
- 2310 United States to 1900** 4 s.h.
Political, social, economic and cultural development of the United States; emphasis on the colonial period, the Civil War, and the rise of America to world power.
- 2450 Medieval & Renaissance Europe** 4 s.h.
Study of the Middle Ages from the Germanic invasions, emphasizing feudalism, chivalry, the Church and Empire, the Crusades, the Italian Renaissance and Northern Humanism.
- 2750 Michigan History** 2 s.h.
Capsule views of significant people and events during Michigan's long history, including the roles of the French, the British, the Native Americans, the Toledo War, Civil War, Michigan's economic growth, the Great Depression, the roles of labor and minorities, and discussion of the several state constitutions.
- 3210 Survey of Japan (JPN*)** 3 s.h.
- 3220 Race, Ethnicity, & Class in American Life (SOC)** 4 s.h.
Survey of historical and contemporary expressions, patterns and consequences of intergroup tensions stemming from discrimination in American Life.
- 3300 Early Modern Europe** 4 s.h.
European politics, religion and ideas from the Age of Discovery to the Napoleonic Wars, with emphasis upon the Reformation, religious and dynastic wars, scientific revolution, absolute monarchies, the Enlightenment, and the French Revolution.
- 3330 Modern Europe, 1815-Present** 4 s.h.
European politics and ideas from the Napoleonic Wars to contemporary Europe, emphasizing the industrial revolution, the Victorian Age, German unification, imperialism, First World War, Bolshevik Revolution and Stalinist Russia, Fascism and the Second World War, the Cold War and the Rise of Europe.
- 3410 Minority Groups in America** 4 s.h.
Conflict between the revolutionary ideals of the American dream and the reality of majority-minority group relations from colonial America to the present.
- 3570 Modern Asia** 3 s.h.
Emergence of Modern Asia and the relationship of the United States to the Pacific Basin, with special attention to Japan and the People's Republic of China, emphasizing the political and economic development of the past 150 years in Asia, from colonialism to nationalism, from military clashes to economic competition.
- 3800 Dynamics of Sex and Gender Roles (SOC*)** 4 s.h.
- 3810 American Civil Rights Movement (LAW/RST)** 3 s.h.
Study of the American Civil Rights Movement for African-Americans from the Second World War until the present. Various strategies for achieving social change will be examined and assessed, with due attention to the complementary roles of leaders and of ordinary Americans. Emphasis on the powerful and defining influences of religion and law in American responses to the value dilemmas related to social justice and social change.
- 4100 Special Problems in History** 1-3 s.h.
Study of selected topics of interest in History.
- 4210 Time & Literature (ENG*)** 4 s.h.
- 4320 Diplomatic History of the United States** 3 s.h.
Influence of foreign policy on past and present life of the United States; emphasis on the nation as a world power, taking into account the viewpoints of the international community of nations.
- 4510 Economic & Business History of the United States (ECN)** 4 s.h.
Survey of major changes in the American economy, including transportation, industry, labor, finance and marketing. Role of private business and government in economic change.
- 4530 United States in the Twentieth Century** 4 s.h.
Development of the United States as a world power and its impact on the social, economic, cultural, and political changes in the contemporary era.
- 4630 Emerging Nations (PSC)** 3 s.h.
Introduction to patterns of political, social, religious, and economic development of emerging nations in Asia, Africa, and Latin America.
- 4800 Foreign Study Abroad (HUM)** 3 s.h.
Foreign travel study program. Travel to major foreign cities with an emphasis on comparative studies of government, history, and culture of the people.
- 4810 American Civil War** 4 s.h.
Examination of the American Civil War, the pivotal event in the American experience, emphasis on the causes of the Civil War, the course of the War from several angles, and an overview of Reconstruction.

4950 History & Social Science Seminar (SSC) 4 s.h.
Theoretical and philosophical foundations of history and the social sciences, including a paper or project reflecting methodological skills. Prerequisite: senior status.

HOSPICE EDUCATION (HSP)

2210 Introduction to Hospice Care Concepts 3 s.h.
Deals with the history of the hospice movement and the philosophy of care inherent in it; is humanistic and interdisciplinary in nature; emphasizes the therapeutic community and the hospice team; stresses hospice as a concept of care, not simply as an institution; discusses recent studies done in the hospice field and local practices.

3250 Nursing Care of the Terminally Ill 1 s.h.
Presents an overview of the concepts and practices of palliative nursing care for the terminally ill. Selected hospice concepts will be discussed in relation to their application in various traditional, structured health care settings. Emphasis will be on controlling symptoms to enhance the quality of life when goals of cure are no longer realistic.

3310 Management of the Bereavement Process 3 s.h.
This course presents a basic foundation for interventions in the management of the bereavement process, including the bereavement process in children of various developmental stages. Guidelines supported by updated research will provide correct practices that will enable the caregiver to understand and deal with long-standing myths pertaining to bereavement. Suggestions and recommendations will provide assistance to the caregiver who desires to relieve pain in persons who have experienced a significant loss.

3480 Psychosocial Components of Hospice Care (PSY) 3 s.h.
Explores the psychosocial aspects of the terminally ill and bereaved across the lifespan; focuses upon the importance of communication skills and psychosocial problems encountered in hospice care; guides the caregiver on how to approach the discussion of death with dying persons and bereaved families and friends of various cultures; addresses stress reduction techniques for caregivers.

3500 Spiritual & Ethical Considerations in Hospice Care (RST) 3 s.h.
Presents the ethical principles involved in problem-solving of moral issues for clients, families, and/or caregivers; studies dealing with death and dying issues; gives overview of major world religions, identifying their tenets/practices related to meeting the spiritual needs of the terminally ill and their families; offers examples of how the interdisciplinary hospice care team can facilitate spiritual comfort in their clients and their families.

3530 Comfort & Care for the Hospice Client 3 s.h.
Provides instruction in the physical aspects of therapeutic interventions to relieve the distress of common problems associated with disease process; emphasizes ways to control pain and manage other symptoms associated with dying; provides for practicing selected comfort measures in a simulated laboratory setting.

4620 Managing Hospice Services I 3 s.h.
Focuses on the general functions of a manager and application of these functions to various hospice models; explains the history of management as well as motivation and leadership theory and practice; explains accreditation and licensure of agency services, as well as standards and legal aspects; discusses staffing issues, particularly human resource management, and identifies reimbursement methods. Prerequisite: HSP 221 or department approval.

4650 Hospice Field Experience I 3 s.h.
Consists of 15 hours of seminars on campus and 90 hours in selected agencies. This experience will include observing and applying principles of palliative care and management in a variety of hospice settings. Prerequisite: department approval.

4750 Emerging Issues in Interdisciplinary Hospice Care 3 s.h.
Discusses current issues and emerging trends in the evolution of hospice care; reviews and analyzes relevant literature and research from various professional journals and publications.

4820 Managing Hospice Services II 3 s.h.
Focuses on advanced management functions and application of these functions to various hospice settings. Explores fiscal management, marketing, public relations, strategic planning, human resource management, funding sources, legal issues, and quality assurance. Prerequisite: HSP 4620.

4850 Hospice Field Experience II 2 s.h.
Focuses on advanced field experience in a specific area related to the student's interest of specialization. This experience will include observing and applying principles of hospice care and management in a chosen hospice setting. Prerequisite: HSP 4650. Must be taken concurrently with HSP 4950.

4950 Hospice Senior Seminar 1 s.h.
Preparation and presentation of a project that integrates knowledge acquired in the related area of specialization in a hospice setting. To be taken by students with senior status in Hospice Education as a requirement for graduation, concurrently with HSP 4850.

HOSPITALITY MANAGEMENT (HMG)

2250 Human Nutrition (FCS/NFS*/NSC) 4 s.h.

2260 Introductory Food Science (FCS/NFS*) 4 s.h.

2400 Principles of Retailing (MM*) 3 s.h.

2760 Food Service Sanitation (NFS*) 2 s.h.

3360 Lodging Management I (NFS) 3 s.h.
A study in general responsibilities of various departments within the rooms, the food and beverage, the marketing and sales, and the administrative divisions of a lodging property. Prerequisite: MGT 2360.

3460 Food Service Management I (NFS*) 3 s.h.

3630 Architectural Style & Interior Design (FCS/MM*) 4 s.h.

3760 Food Service Laboratory (NFS*) 2 s.h.

4360 Lodging Management II (NFS) 2 s.h.
A study of various organizational structures and systems in the lodging industry and the authority vested in the respective levels of management. Emphasis on operations analysis and problem solving. Prerequisites: HMG 3360 and MGT 2360.

4460 Food Service Management II (NFS*) 3 s.h.

HUMANITIES (HUM)

1050	Anthropology: Philosophy of Person (PHL*)	3 s.h.
1330	Survey of Christianity (RST*)	3 s.h.
1450	Survey of Western Religions (RST*)	3 s.h.
1460	Survey of Eastern Religions (RST*)	3 s.h.
1550	Inquiry into Values (PHL*/RST)	3 s.h.
2010	The Medium & the Message Interdisciplinary introduction to art, history, music, and literature, focusing on their means of communication and potential to express spiritual, humanistic, and aesthetic concepts.	4 s.h.
2240	Theology of Ministry (RST*)	2 s.h.
2560	The Old Testament I: Torah & Historical Writings (RST*)	3 s.h.
2570	The Old Testament II: Prophets, Wisdom & Apocalyptic Writings (RST*)	3 s.h.
2580	The New Testament I: The Four Gospels (RST*)	3 s.h.
2590	The New Testament II: Acts, Epistles, & Revelations (RST*)	3 s.h.
2670	Epistles of St. Paul (RST*)	3 s.h.
3050	The Idea of Justice (RST) An interdisciplinary study of justice based on an analysis of humanities texts from a variety of discourse communities in order to develop an appreciation of diverse concepts and expressions of justice.	4 s.h.
3080	The Nature and Scope of Inquiry (SSC/NSC) This theme-based, highly interactive interdisciplinary course is designed to enable students to explore the different approaches and ways of knowing that contribute to understanding and resolving complex issues, problems or dilemmas of contemporary life. Utilizing the different modes of inquiry which characterize the various disciplines, the course involves students in readings, discussions, works of art, lectures by experts, team collaboration and independent research. The course focuses on a compelling theme and is designed to develop the commitment to intellectual inquiry, humanistic values and service to others as embodied in the mission of the University.	3-4 s.h.
3150	Spirituality (RST*)	2 s.h.
3210	Aesthetics (PHL*)	3 s.h.
3350	Asian Art: India, China, Japan (ART*)	3 s.h.
3400	Person & Mission of Christ (RST*)	3 s.h.
3490	Christian Worship (RST*)	2 s.h.
3610	Pastoral Counseling (PSY/RST*)	2 s.h.
3750	Religion & Society (SOC*/RST)	3 s.h.
4080	Moral Issues in Business (PHL/RST*)	3 s.h.
4100	Conscience & Values (PHL/RST*)	3 s.h.

4110	Medical Ethics (PHL/RST*)	3 s.h.
4140	Life/Death Issues (RST*)	4 s.h.
4150	Modern Art: Late 19th Century & 20th Century Art (ART*)	4 s.h.
4220	Christian Awareness (RST*)	3 s.h.
4270	Resources in Effective Ministry (RST*)	2 s.h.
4280	Church Policies and Procedures (RST*)	2 s.h.
4720	Pastoral Administration (RST*)	3 s.h.
4800	Foreign Study Abroad (HIS*)	3 s.h.
4950	Senior Seminar Interdisciplinary seminar requiring majors in humanities disciplines to integrate and synthesize knowledge gained in the major and relate that to other humanities fields. Emphasis on demonstrating the analytical, critical, and communication skills necessary for competency in a humanities discipline.	1 s.h.

INTERNATIONAL BUSINESS (INB)

3140	International Business The relationship of culture, politics, law, and economics to the operation of multinational business. Takes an integrated approach to marketing, finance, law, management, sociology, political science and economics.	3 s.h.
4350	International Trade Structures & Systems An examination of current theories of the patterns of international trade and finance. An exploration of the history, institutional framework and structural patterns of international trade. Discussion of theories of the determination of exchange rates. Prerequisites: ECN 2720, ECN 2730, and INB 3140.	3 s.h.
4450	International Management Study of international management as a function of characteristics of the nation state and its international trade practices, policies and management expectations. Prerequisites: INB 3140 and MGT 2360. (Also offered through distance learning.)	3 s.h.
4500	International Business and Culture Experience A key requirement of the international business program is for students to have a "real-life" business and culture experience in a foreign country. Students work with their advisor to select a country of travel, establish learning objectives and guidelines to write a paper.	1-3 s.h.
4710-4750	Seminars Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.	1-3 s.h.
4710	Brunch with an Expert Seminar	1 s.h.
4720	Literature Review Seminar	3 s.h.
4730	Research Seminar	3 s.h.
4740	General Topic Seminar	1-3 s.h.
4750	Leadership Seminar	1 s.h.
4930	Internship	2 s.h.

INTERNATIONAL STUDIES (INT)

2100 International Studies Foundation 1 s.h.

Through a series of readings, discussions, and lectures, students will explore the dimensions of internationalization. The course will expose students to a variety of international learning opportunities related to the overall plans of study. Readings will drawn from interdisciplinary sources.

4950 International Studies (Seminar) 3 s.h.

This theme-based, culminating seminar will afford students the opportunity to analyze and understand specific complex global issues and trends from multi disciplinary, cross-cultural, and comparative perspectives.

JAPANESE (JPN)

Some courses must be taken at Oakland University. Please see Foreign Language Program Director for details.

1010, 1020 Beginning Japanese I, II 4, 4 s.h.

Introduction to the rudiments of spoken and written Japanese. Focus on the four language skills: speaking, listening, reading and writing; particular emphasis is placed on speaking and listening. Introduction of *hirigana* and *katakana* writing systems, as well as to a limited number of Chinese characters (*Kanji*). The social and cultural context of Japanese language is given close attention. Recitation sessions emphasize correct pronunciation, rhythm and accent. Students are expected to practice with audio tapes outside of class. Prerequisite for JPN 1020 is JPN 1010.

2010, 2020 Intermediate Japanese I, II 4, 4 s.h.

Continuation of the study of Japanese, concentrating on the acquisition of more advanced grammatical patterns, vocabulary and 2000 *Toyo Kanji*. Intensive classroom drills provides opportunities to practice listening as well as to gain confidence in speaking within a structured setting. Emphasis on recitation, reading and writing. Students are expected to practice with audio tapes outside of class. Prerequisite for JPN 2010 is JPN 1020; prerequisite for JPN 2020 is JPN 2010.

3010, 3020 Advanced Japanese I, II 4, 4 s.h.

Intensive training in the four language skill areas, concentrating on the acquisition of advanced grammatical patterns, vocabulary and 3500 additional *Kanji*. Classroom drills and recitation target specific patterns, with emphasis on use of patterns in different settings. Students are expected to practice with audio tapes outside of class. Prerequisite for JPN 3010 is JPN 2020; prerequisite for JPN 3020 is JPN 3010.

3210 Survey of Japan (HIS) 3 s.h.

Introduction to Japanese history, religion, culture, geography, statecraft and social institutions. The approach of the course is historical-chronological, emphasizing how the distinctive attitudes of the Japanese have emerged and changed over time. The arts in particular will be examined, since they offer the single most eloquent record of Japanese culture and reflect how the Japanese have defined themselves and their vision of life. Course taught in English.

3510 Japanese Language Pedagogy 2 s.h.

A three-week intensive seminar in language pedagogy for teachers of the Japanese language. The seminar is designed to help K-12 teachers perfect their grasp of the more difficult grammatical patterns of modern Japanese, to deepen their understanding of the social and cultural context in which these patterns can be used, and to help them learn how best to teach Japanese to K-12 students.

4020 Advanced Spoken Japanese 3 s.h.

The course gives practice in speaking Japanese at an advanced level, with emphasis upon developing familiarity with different styles of delivery appropriate to formal and informal speaking situations.

4230 Japanese Literature in Translation 3 s.h.

A survey of Japanese literature from antiquity to the present, emphasizing the development of Japanese culture and civilization and the distinctive themes, values, ideals and literary forms of various periods. The relationship between literature and the performing arts in Japan is given special attention. Works will be read in translation.

JOURNALISM & PUBLIC RELATIONS (JRN)

1210 Introduction to Commercial Art (ART*) 4 s.h.

1320 Newspaper Reporting (ENG) 3 s.h.

Organization of the modern newspaper, news values and news sources; structures of the news story; practical training in gathering and writing typical news stories.

2050 Public Relations Writing 3 s.h.

Acquaints student with functions of public relations in our society and explains basic theories and principles in publicity writing and placement. Prerequisite: JRN 1320 or departmental approval.

2510 A Survey of Telecommunications (TVC*) 3 s.h.

2860 Editorial Writing & Feature Writing 3 s.h.

Study of writing of newspaper features, principles and ethics of editorial judgment; the means of persuasion; nature, structure, and function of the editorial; editorial page layout and content; writing of opinion articles. Prerequisite: JRN 1320 or departmental approval.

3130 Photography I (ART) 3 s.h.

Basic black-and-white photography; principles of light, lenses and film; processing and darkroom techniques; participation in all phases of photograph production from initial composition to finished print. Required for students seeking teaching certification with either an English/Journalism major or a Journalism & Public Relations minor. 35mm camera required.

3140 Photography II (ART) 3 s.h.

A further exploration of black-and-white photographic processes including slides, printing, and negative development; archival and gallery black-and-white printing; emphasis on visualization and creativity. 35mm camera required. Prerequisite: JRN 3130 or permission of instructor.

3160 Newspaper Production 2 s.h.

Techniques and hands-on experience of covering beats, digging out stories, writing stories, and validating facts under pressure of deadlines through working on the school publication. Prerequisite: JRN 1320, 2860 or departmental approval.

3510 Television Production Techniques I (TVC*) 3 s.h.

3520 Television Production Techniques II (TVC*) 3 s.h.

3570 Editing & Copyreading 3 s.h.

Principles of editing, headline writing, page make-up, use of pictures in newspapers, special sections, magazines. Prerequisite: JRN 1320 or departmental approval.

3710 Scriptwriting, Proposal Writing, & Budgeting for Television (TVC*) 3 s.h.

3720 Quark XPress I-III (ART*, ENG)	1 s.h.
3810 Field Production and Editing I (TVC*)	3 s.h.
3820 Field Production and Editing II (TVC*)	3 s.h.
3910 Journalism/Public Relations Practicum/Cooperative Education	1-4 s.h.
On-campus or on-the-job experience in publications, publicity, or promotion work. One or more cooperative education experiences may substitute for the practicum. Prerequisite: JRN 1320, 2860, 3570 or departmental approval.	
3920 Journalism/Public Relations Practicum/Cooperative Education	1-4 s.h.
On-campus or on-the-job experience in publications, publicity, or promotion work. One or more cooperative education experiences may substitute for the practicum. Prerequisite: JRN 1320, 2860, 3570 or departmental approval.	
4010 Foundations of Mass Communication (SPH)	3 s.h.
Theory of behavior in communications in general and the mass media in particular. The design and evaluation of public opinion studies and research topics in communications with emphasis on the effects that the various media have had on consumers. Required for students seeking teaching certification with either an English/Journalism major or a Journalism & Public Relations minor.	
4050 Advanced Public Relations	3 s.h.
The student will gain hands-on experience developing a variety of public relations projects for clients. Assignments may include generating publicity and news coverage for organizations and/or events; creating brochures, newsletters and periodicals for internal and external audiences; writing press releases; developing media kits; and devising strategies to improve the public image of an organization. In addition, class time will be spent in the Madonna Center for Academic Writing where the student will learn word processing, desktop publishing, presentation creation and other skills on the Macintosh computer. Prerequisite: JRN 2050 or departmental approval.	
4110 Television News Reporting and Production (TVC*)	3 s.h.
4160 Advanced Newspaper Production	2 s.h.
Selecting and measuring type, photographic art, captions, mastheads and logos; designing pages within constraints of newshole and budget; editing the school publication under actual deadline conditions. Prerequisite: JRN 1320, 3160, 3570 or departmental approval.	
4510 Directing & Producing for Television (TVC*)	3 s.h.
4910 Journalism/Public Relations Practicum/Cooperative Education	1-4 s.h.
On-campus or on-the-job experience in publications, publicity, or promotion work. One or more cooperative education experiences may substitute for the practicum. Prerequisite: JRN 1320, 2860, 3570 or departmental approval.	
4920 Journalism/Public Relations Practicum/Cooperative Education	1-4 s.h.
On-campus or on-the-job experience in publications, publicity, or promotion work. One or more cooperative education experiences may substitute for the practicum. Prerequisite: JRN 1320, 2860, 3570 or departmental approval.	

LEGAL ASSISTANT (LAW)

1000 Legal Assistant Orientation	3 s.h.
Introduction to the various roles of the legal assistant with an emphasis upon job functions, ethics and skills, legal terminology, the court system.	
1010 Legal Research & Writing I	3 s.h.
An introduction to the law library and the use of legal references; the techniques of legal research as used in writing letters, instruments, pleadings, briefs and memoranda. Emphasis on State law.	
1210 Legal Research & Writing II	3 s.h.
Further development of research and writing skills analyzing a fact situation and following the evolution of a typical lawsuit. Emphasis on Federal law. Prerequisite: LAW 1010.	
2010 Legal Interviewing & Investigations	3 s.h.
Collection, organization and use of facts, sources of evidence, access to records, evaluation of testimony and physical evidence, interviewing.	
2220 Domestic Relations	3 s.h.
Divorce law, including interviewing, determination of jurisdiction, counseling, investigation; drafting, serving and filing of legal papers; Friend of the Court Act and property settlements.	
2350 Real Estate	3 s.h.
Interviewing and data collection, title work, mortgage work, taxation, drafting of purchase and sale agreements, closing, liability, insurance.	
2410 Contractual & Commercial Relations	3 s.h.
Fundamentals and theory of the law of contracts. Sales transactions, the Uniform Commercial Code, banking transactions, consumer law, analysis of standard commercial contracts.	
2570 Litigation	3 s.h.
Pre-trial, trial, appeal, and enforcement/compliance procedures for civil and criminal cases, through courts and administrative agencies. Data collection and analysis; calendar control and scheduling; organization and coordination of exhibits; drafting of interrogatories, answers and pleadings.	
3050 Criminal Procedures (CJ*)	3 s.h.
3260 Using Computers in the Law	3 s.h.
Law-firm utilization of computers for practice and business, the use of computers in legal drafting, and litigation support. Prerequisite: CIS 2250 or 2380 or CSC 2080.	
3450 Business Associations	3 s.h.
Pre-incorporation and incorporation procedures, directors' meetings, stockholders' meetings, public sales of securities, foreign jurisdictions, amending Articles of Incorporation and by-laws, partnership agreements and dissolution.	
3570 Law Office Economics & Management	3 s.h.
Supervision, personnel, types of legal practice, governance, finances, equipment and facilities, timekeeping, billing, administrative reports, document control.	
3700 Legal Issues for Older Adults (GER*)	2 s.h.

3810 American Civil Rights Movement (HIS*/RST)	3 s.h.	3020 Organizational Behavior	3 s.h.
3860 Probate Estates	3 s.h.	Analysis of group and individual behavior in the organization; analysis of social structures which affect management policies and procedures. Prerequisite: MGT 2360. (Also offered through distance learning.)	
Probate administration, Michigan Probate Code, gift taxes, decedents' estates, including determination of assets, federal and state tax returns, fiduciary income tax returns, transfer of securities, closing documents.		3100 Introduction to Personnel Administration	3 s.h.
4050 Constitutional Law (CJ*/PSC)	3 s.h.	Analysis of personnel functions, job and manpower requirements, techniques for recruitment and hiring, job analysis techniques; compensation process; collective bargaining process. Prerequisite: MGT 2360.	
4100 Special Problems in Law	1-3 s.h.	3160 Human Behavior & Leadership	2 s.h.
Study of selected areas of paralegal practice on a seminar basis. Topics include: Mediation & Arbitration, Intellectual Property, Michigan Tort Reform, Legal Research on the Internet, Case Preparation and Trial, Will and Trust Drafting, Computer Assisted Legal Research, and Labor and Employment Law.		Leadership and its relationship to theory, style, time management, problem solving, personal power, team building, and self-assessment. Prerequisite: junior standing or full-time work experience.	
4220 Torts: An Overview of Negligence	3 s.h.	3690 Entrepreneurship	3 s.h.
The fundamentals of tort law with emphasis on application to fact situations encountered in legal practice. Areas covered are intentional interferences and defenses, negligence and defenses, strict liability, product liability, misrepresentation, defamation, wrongful death, medical malpractice and auto negligence.		A study of the entrepreneur and the entrepreneurial spirit in business and the financial, organizational, and personal influences which combine to create a flow of new ideas, new markets, new products, and new technology. Applications of business research techniques for assisting local business owners and operators in analyzing their operations and practices. Prerequisites: ACC 2010, MGT 2360 and MKT 2440 or consent of instructor.	
4230 Medical-Legal Concepts and Medical Records	3 s.h.	3750 Allied Health Management (AHA)	3 s.h.
Practical applications of legal concepts to medical-legal records. Medical terminology and review of medical records will be covered.		Management problems and practices in health care facilities. Prerequisite: MGT 2360.	
4250 Health Care Law and Public Policy (AHA*)	3 s.h.	4270 Human Resource Development	3 s.h.
4270 Evidence	3 s.h.	Processes involved in retaining and developing the human resources of any organization; includes learning theory and its pathing and consulting techniques. Prerequisite: MGT 3020 and senior standing.	
Practical use of evidentiary rules in terms of case development and the trial process, including pre-trial discovery plans, trial preparation, and trial assistance.		4710-4750 Seminars	1-3 s.h.
4330 Administrative Procedures	3 s.h.	Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.	
Rules of procedure and evidence for workers' compensation, and social security. Review of Freedom of Information Act, Privacy Act and Open Meetings Act.		4710 Brunch with an Expert Seminar	1 s.h.
4950 Legal Seminar & Practicum/Cooperative Education	4-6 s.h.	4720 Literature Review Seminar	3 s.h.
In-service training, demonstration of professional legal assistant skills in an employment situation, self-assessment, evaluation of personal and program curriculum, strategy for continuing legal education. Position arranged by student. Permission of instructor required. Prerequisite: completion of 24 s.h. of law classes.		4730 Research Seminar	3 s.h.
		4740 General Topic Seminar	1-3 s.h.
		4750 Leadership Seminar	1 s.h.
		4910 Cooperative Education	1 s.h.
		4920 Cooperative Education	1 s.h.
		4950 Business Policy	3 s.h.
		Capstone course; students bring to bear all the experience and knowledge of their study of business administration to analyze central problems of profit and not-for-profit enterprises and to apply strategic management in developing business policy. Case study approach. Prerequisites: Major in Accounting, Business Administration, Computer Information Systems, Financial Administration, International Business, Management, or Marketing. To be taken in final six hours of major.	
MANAGEMENT (MGT)			
2160 Human Behavior & Attitudes	2 s.h.		
Holistic approach to understanding oneself; discussion of various approaches to personal growth and development; overview of communication skills and practices; analysis of personal values and attitudes. General elective or General Education only. No credit within business majors.			
2360 Principles of Management (CJ)	3 s.h.		
An introduction to the nature and principles of management; history, theories, practices, problems, and techniques; characteristics and qualities of managers; contemporary trends in management thought and practice. (Also offered through TV and distance learning.)			

MARKETING (MKT)

2100 Promotional Mix: Professional Selling 2 s.h.

Study of the theory and use of personal selling as it relates to the promotion of the marketing mix and as integrated with the other elements of the promotion mix.

2120 Promotional Mix: Theory and Practice of Teleselling 1 s.h.

Theory and art of selling translated into the format for effective electronic selling (telephone, fax, interactive computer). Coursework focuses on application of sales theory to non face-to-face selling. Prerequisites: MKT 2100.

2140 Promotional Mix: Sales Communication Strategies 2 s.h.

Study of the theory and use of effective communications strategies, vehicles, and target marketing; preparation and presentation of sales communications materials in video, electronic, oral and printed formats coordinate with the promotion and marketing mix.

2210 Promotional Mix: Customer Service for Sales 1 s.h.

Study and theory and opportunity to plan for superior customer service as a function of the personal selling element of the promotional mix. Prerequisites: MKT 2100 and MKT 2140.

2440 Principles of Marketing 3 s.h.

Study of marketing concepts, terminology, and applications, with special emphasis on the marketing mix relationships: e.g., product, price, promotion, and distribution. Introduction to the role and operation of marketing functions and their respective influence on the organization, both internally and externally. Prerequisites: ENG 1010 and 1020. Recommended prerequisites: ACC 2010 or equivalent. (Also offered through distance learning.)

2550 Consumer Behavior (FCS/NFS/HMG/MM) 3 s.h.

The study of the impact of consumer behavior (based on psychological and social forces) on the market. Analysis of the buying decision process and how it is affected by advertising, public relations, and the mass media. Emphasis on consumer-oriented legislation. Prerequisite: MKT 2440.

3070 Promotional Strategy 3 s.h.

A study of key promotional tools of advertising, public relations, sales and sales promotion. Major emphasis on identifying the factors that become the basis of managerial strategy which determine promotional decisions. Prerequisites: MKT 2440 and MKT 2550.

3660 Business Marketing 3 s.h.

A study of business marketing as a specialization. Examines characteristics of the industrial marketplace and emphasizes key differences from the consumer goods marketplace. Topics include: value analysis, current market analysis, marketing mix management techniques, how business organizations buy, product development, pricing, competitive bidding and control of costs, and developing and evaluating business marketing strategies. Prerequisites: ACC 2010, MGT 2360 and MKT 3070.

3680 Marketing Communications 3 s.h.

Principles of effective communications as applied to marketing operations including preparation of marketing surveys and sales communications; preparation of oral presentations and video informational programs for consumer and business marketing. Prerequisites: MGT 2360, MKT 2440 and ENG 1020.

3730 Principles of Advertising 3 s.h.

Intended for students with career plans in advertising and related fields. Emphasis on application of theory and strategies. Students develop and apply marketing and creative skills in analyzing advertising problems and preparing advertisement concepts for consumer and business marketing. Examination of the strategic, practical, and ethical dimensions of advertising through applications. Prerequisite: MKT 3070 or MKT 3680.

3870 Sales Management 3 s.h.

Introduction to organization and direction of sales programs, involving personal selling activities and integration of sales efforts with other marketing elements of the firm, implementation of sales programs, selection of appropriate sales personnel, designing and implementing sales policies and procedures, evaluation and control of sales force performance. Prerequisites: MKT 2440 and MGT 2360.

4560 Marketing Management 3 s.h.

A study of the overall marketing strategy pertaining to problems experienced in today's economy, utilizing a case study method. Emphasis on physical distribution, cost analysis, and effective pricing. Prerequisites: QS 3550 and QS 4230, minimum of 12 s.h. in marketing, and senior standing.

4710-4750 Seminars 1-3 s.h.

Prerequisites for all seminars: Junior level or full-time work experience. Students are limited to a total of 4 s.h. of seminars.

4710 Brunch with an Expert Seminar 1 s.h.

4720 Literature Review Seminar 3 s.h.

4730 Research Seminar 3 s.h.

4740 General Topic Seminar 1-3 s.h.

4750 Leadership Seminar 1 s.h.

4910 Cooperative Education 1 s.h.

4920 Cooperative Education 1 s.h.

MATHEMATICS (MTH)

0950 Developmental Mathematics 3 s.h.

Emphasis on developing computational skills with whole numbers, common and decimal fractions, and pre-algebra. For credit but not applicable toward degree.

1040 Introduction to Algebra 4 s.h.

This course is an introduction to algebraic thinking with a focus on concepts and processes. Problem solving is emphasized and the use of the graphing calculator is integrated throughout the course. A Key issue of the course is the development of appropriate skills for later courses including operations with subsets of the real numbers and familiarity with linear functions and equations. This course does not satisfy general education requirement and does not apply toward math major or minor.

1050 Intermediate Algebra 4 s.h.

This second course in algebra is designed to help students develop appropriate skills with algebraic concepts and processes needed for later courses. The course emphasizes problem solving, multiple representations of functions and the use of a graphing calculator. Prerequisite: MTH 1040 within the last two years with a grade of C or better, or placement test. Does not apply toward math major or minor.

- 1060 Trigonometry** **3 s.h.**
 Study of trigonometric functions, their properties, inverses and graphs; trigonometric ratios, the solutions of triangles; basic identities; the sum and difference formulas; trigonometric equations. Geometric vectors and operations with complex numbers are introduced. Prerequisite: MTH 1050 or equivalent. Does not apply toward math major or minor.
- 1150 Contemporary Mathematics** **3 s.h.**
 This course helps students develop an understanding of and appreciation for the history, techniques and applications of mathematics. It focuses on a variety of real-world problems that can be solved by quantitative methods. Topics are selected from different branches of mathematics in order to bring the excitement of contemporary mathematical thinking to the non-specialist. Satisfies the general education requirement.
- 1210 Precalculus** **5 s.h.**
 This course focuses on a study of functions, their inverses; graphs and properties. Specifically, polynomial, rational, exponential, logarithmic and trigonometric functions will be explored. Students will solve equations and real-world problems involving these functions. Graphing calculators are an integral part of the course. Prerequisites: two years of algebra and a course in trigonometry.
- 2300 Business Calculus** **4 s.h.**
 This course introduces the concepts and techniques of differential and integral calculus useful to students in business, economics, and the social sciences. The course is designed to give students a sound, intuitive, and geometric understanding of basic concepts and to enable students to apply a variety of techniques to practical situations. Graphing calculators are an integral part of the course. Prerequisite: MTH 1050.
- 2330 Learning and Teaching Number Concepts (EDU)** **3 s.h.**
 This course is designed specifically for prospective elementary school teachers. Its purpose is to help students understand and use the underlying principles of key mathematical concepts in a problem solving environment. The focus of the course is on number sense and numeration, whole number operations, fractions and decimals, computational algorithms, patterns, relations, functions and informal algebra. Students will also be introduced to a variety of materials, activities and strategies appropriate to teaching elementary school mathematics. This course is a requirement in the planned program for elementary school certification; it satisfies the general education requirement for students in the Elementary Teacher Education Program. Prerequisite: MTH 1040 or equivalent.
- 2340 Learning and Teaching Geometric and Statistical Concepts (EDU)** **3 s.h.**
 This course is designed specifically for prospective elementary school teachers. Its purpose is to help students understand and use key mathematical concepts in a problem solving environment. The focus of the course is on mathematical logic; properties of two- and three-dimensional geometric figures; similarity and congruence; motion geometry; common and metric measurement; statistical methods to describe, analyze and use data; and probability applied in everyday life. Students will also be introduced to a variety of materials, activities and strategies appropriate to teaching elementary school mathematics. This course is a requirement in the planned program for elementary school certification. Prerequisites: MTH 1040 and MTH 2330.
- 2350 Probability & Statistics** **4 s.h.**
 This course presents the student with basic concepts of probability and statistics such as measures of central tendency and deviation, sampling and sampling distribution, random variables, frequency distribution, statistical inference, hypothesis testing and applications. The purpose of this course is to help individuals make decisions based on analysis of data. Use of the graphing calculator is an integral part of the course. Prerequisite: MTH 1040.
- 2510 Calculus with Analytic Geometry I** **5 s.h.**
 A study of the concepts of the calculus including limits of functions, special limits, and continuity; the derivative; and indefinite and definite integration. Included will be applications of these concepts with an emphasis on problem solving with the use of the graphing calculator. Prerequisite: MTH 1210 or departmental approval. Computer Science majors must complete this course with a grade of C or better within the first 20 hours of their major.
- 2520 Calculus with Analytic Geometry II** **5, 4 s.h.**
 A study of the concepts of the calculus including area and volume applications of the definite integral; various techniques of integration; the calculus of the exponential and logarithmic functions, trigonometric functions and hyperbolic functions; the use of the polar coordinate system; and indeterminate forms and improper integrals. Use of the graphics calculator will be integrated throughout the course. Prerequisite: MTH 2510. Computer Science majors must complete this course with a grade of C or better within the first 20 hours of their major.
- 3250 Introduction to Statistical Research** **3 s.h.**
 An extension of statistical techniques to include analysis of variance and correlation. Develops the ability to understand and evaluate research papers. Consideration is given to legitimacy of design, appropriateness of analysis and validity of conclusions. Prerequisite: MTH 2350.
- 3300 Modern Algebra** **3 s.h.**
 Students will explore the ideas, methods, applications, and questions of modern algebra. Students will study the basic properties and theorems related to groups, rings, integral domains and fields; the familiar number systems will serve as models for the abstract systems. Students will also gain experience in abstract reasoning: Making and testing conjectures and proving theorems. Prerequisite: MTH 2520
- 3330 Algebraic Thinking and Proportional Reasoning** **4 s.h.**
 This course is designed specifically for elementary school teachers. The focus of the course is on building algebraic thinking through examination of patterns and relationships, logic, and functions as well as developing appropriate symbolic forms to represent and analyze mathematical situations and structures. Multiple representations of situations will be used and the interrelationships of these representations will be stressed. Attention will be given to developing proportional reasoning by investigating number theory, ratio and proportion, and decimals and percents as extensions of the whole number system. Prerequisite: MTH 2330 and MTH 105 or equivalent.
- 3340 Geometry for Elementary Teachers** **4 s.h.**
 This course is designed specifically for prospective elementary school teachers. Students will be introduced to a variety of materials, activities and physical models and manipulatives, and dynamic software as learning tools. The focus of the course is on analyzing characteristics and properties of two and three dimensional geometric objects and their measurement using different representational systems, recognizing the usefulness of transformations and symmetry in analyzing mathematical situations and using visualization and spatial reasoning to solve problems both within and outside mathematics. Prerequisite: MTH 2330.
- 3410 Linear Algebra** **3 s.h.**
 In this course students will use multiple representations of linearity, solve systems of linear equations, organize data using matrices, perform matrix operations, use determinants, study algebraic and geometric structures of vector spaces, recognize subspaces and spanning sets, find eigenvectors and eigenvalues, use technology to explore ideas, develop logical proofs, and apply concepts to real-life situations. Prerequisite: MTH 2520

3510 Calculus with Analytic Geometry III 4 s.h.

A study of the concepts of the calculus applied to sequences and series, and special series; vectors and analytical geometry in two and three dimensions including vector valued functions; partial differentiation and its applications; and multiple integration. Prerequisite: MTH 2520.

4330 Reasoning and Proof in the Elementary Mathematics Classroom 2 s.h.

Emphasis will be on making and investigating mathematical conjectures, developing and evaluating mathematical arguments and proofs, selecting and using various types of reasoning and methods of proof as appropriate ways to foster systematic thinking, conjecturing and marshaling of evidence that are precursors to formal mathematical argumentation. Prerequisite: MTH 1210, MTH 3330.

4340 Technology in the Elementary Mathematics Classroom 2 s.h.

This course will focus on the appropriate use of electronic technologies to help elementary school students understand mathematics. Calculators, graphers and computers will be used in a laboratory setting to investigate patterns; test conjectures; explore and analyze data, connect numerical, symbolic and graphical representations; visualize geometric concepts; and investigate and solve real-world problems. Students will also have hands-on experience using and evaluating Internet resources appropriate for use in an elementary school mathematics classroom. Prerequisite: MTH 2330 or permission of instructor.

4510 Introduction to Real Analysis 3 s.h.

In this course students will develop a working knowledge of logic and the standard methods of mathematical proof, use set theory concepts and notation, master the notion of relation - especially equivalencies relation, understand the basic properties of functions and operations of functions, and study the properties of the real number system. Prerequisite: MTH 2520.

4530 Differential Equations 3 s.h.

Relevant techniques of solving first-order differential equations, linear differential equations, and linear systems, basic theories behind various solution techniques to various fields. Prerequisite: MTH 2520.

4650 Foundations of College Geometry 3 s.h.

In this course students will broaden their understanding of Euclidean geometry; study finite geometries, geometric transformations and non-Euclidean geometries; write geometric proofs; apply geometric concepts to real-world situations; and explore geometric concepts and relationships using interactive software. Prerequisite: MTH 2520.

4950 Senior Seminar 2 s.h.

A course designed to give experience in preparing and presenting a scientific paper. Taken by mathematics students with senior status as a requirement for graduation; to be taken in the final six hours of the program.

4960 Senior Seminar in Elementary Mathematics Education 2 s.h.

Students preparing to teach mathematics in the elementary school will research and discuss issues and evolving practice related to the teaching and learning of mathematics. They will become acquainted with the professional community of mathematics educators and become familiar with curriculum and evaluation standards. They will also have the opportunity to explore the historical development of mathematics that includes the contributions of various cultures. Oral presentations and a research paper are required. Prerequisite: Senior status in the Elementary Certification Program.

MEDICAL TECHNOLOGY (MTE)**2010 Introduction to Health Care Professions (AHA*) 2 s.h.****3050 Clinical Hematology 4 s.h.**

Introduction to hematology with emphasis on normal and abnormal formed elements of human blood. Laboratory practice in enumeration, identification and interpretation of dyscrasias as they relate to the clinical situation.

3070 Immunohematology and Serology 4 s.h.

Immunologic principles and practice of blood transfusion science for the medical technologist. Laboratory practice in antigen identification, antibody detection, cross-matching, and procedures aimed at diagnosis and treatment of hemolytic disorders.

3090 Hemostasis and Special Procedures 3 s.h.

Pathophysiology of the hemorrhagic processes, including vascular and platelet disorders, coagulation defects, and DIC. Laboratory in screening and differential diagnosis of bleeding problems body fluids in health and disease.

3630 Clinical Chemistry I (CHM) 1-6 s.h.

Physiological chemistry of carbohydrates, lipids and proteins in health and disease. Laboratory diagnosis of cardiovascular, respiratory, hepatic and renal disorders. Prerequisite: CHM 1610 or CHM 3610.

3650 Clinical Chemistry II (CHM) 1-6 s.h.

Pathophysiological diagnosis of endocrine, hematologic, bone, muscle, metabolic and neoplastic disease. Principles of toxicology, and therapeutic drug monitoring, quality assurance, and proficiency testing. Prerequisite: CHM 1610 or CHM 3610.

3930 Clinical Internship I 4 s.h.

Supervised clinical practice for students in MLT program. Prerequisites: MTE 3000, 3010, 3020, 3630, 3650 and department approval.

3940 Clinical Internship II 4 s.h.

Supervised clinical practice in approved clinical laboratory. Prerequisite: departmental approval.

4510 Internship I 2-10 s.h.

Clinical practice in CAHEA medical technology program. Prerequisites: all MTE courses with grades of C or better and departmental approval.

4520 Internship II 2-10 s.h.

Clinical practice in CAHEA medical technology program. Prerequisites: all MTE courses with grades of C or better and departmental approval.

4530 Internship III 2-10 s.h.

Clinical practice in CAHEA medical technology program. Prerequisites: all MTE courses with grades of C or better and departmental approval.

4760 Issues in Health Care Administration (AHA*) 3 s.h.**4780 Educational Principles for Health Care Personnel (AHA*) 2 s.h.****4950 Senior Seminar (AHA*) 2 s.h.**

Evaluation of allied health practices and procedures with emphasis on summation and integration for the entry-level practitioner. Required for B.S.M.T. students; to be taken in the final six hours of the program.

MERCHANDISING MANAGEMENT (MM)

- 1090 Introduction to Merchandising** 3 s.h.
Basic principles that influence and govern the merchandising effort; a study of the activities that make up the merchandising function.
- 2330 Design Principles** 3 s.h.
Basic principles of color and design as related to fashion and clothing styles. Study of apparel design process and fashion designers.
- 2370 Apparel Evaluation (FCS)** 3 s.h.
A study of the components of apparel; from fiber to garment construction and fit. Various quality and price levels will be studied. Industry terminology will be emphasized.
- 2400 Principles of Retailing (HMG)** 3 s.h.
Principles of retail store management; emphasis is given to store location, layout, personnel, structure, buying, inventory, sales promotion, customer services and operating expenses. Prerequisites: MGT 2360, MKT 2440.
- 2620 Fashion Promotion & Coordination** 3 s.h.
Study of the principles, procedures and special techniques of fashion promotion and coordination. Analysis of sources of information and responsibilities of fashion promotion personnel in various organizations.
- 2910 Cooperative Education** 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: Approval of advisor.
- 3010 Specialty Merchandising** 3 s.h.
Study of the merchandising of specialty goods and services. Specific techniques of merchandising specialty goods are analyzed from the retailer's point of view. Characteristics of specialty goods and consumer buying habits are studied. Prerequisite: MM 2400.
- 3050 Textiles (FCS)** 4 s.h.
Basic principles and recent developments in textile products. Chemical and physical properties of fibers, yarns, fabric structures and finishes related to fabric care.
- 3080 Visual Merchandising** 3 s.h.
Study of the various facets of visual merchandising, encompassing retail merchandise presentation, displays, store planning, signage, lighting and fixtures. Discussion of the merchandising and design criteria for point-of-purchase, exhibits, and special promotions. The merchandising and design aspects will be emphasized.
- 3310 History of Costume** 3 s.h.
Study of dress and accessories from ancient times to present day; emphasis on aesthetic, social, political, and economic influences; influence of recurring styles on present fashion.
- 3480 Retail Buying** 3 s.h.
Merchandising functions of retail buying with emphasis on the varied techniques used for planning, executing and evaluating merchandise. Prerequisites: CIS 2250 or 2380, MGT 2360, MKT 2440.
- 3630 Architectural Style & Interior Design (FCS/HMG)** 4 s.h.
Basic principles of design and color related to lodging interiors and exteriors; emphasis on planning, selecting, and furnishing environments for both commercial and consumer needs.

- 3650 Market Field Study** 2 s.h.
An in-depth study of a fashion market district emphasizing history, creation, production, and distribution of fashion. On site visit for a three to five day period.
- 4300 Theories and Practices of Merchandising** 2 s.h.
Applications of merchandising planning concepts utilizing computer systems. Development of processing tasks using merchandising case studies. Simulation problem solving. Prerequisites: MM 3480, CIS 2380.
- 4450 Retail Management** 2 s.h.
Study of the role of the retail manager, with examination of selected current topical issues. Review of budgetary standards and techniques used for strategic planning. Emphasis placed on critical analysis and decision making. Prerequisites: MM 2400, MGT 2360.
- 4910 Cooperative Education** 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: approval of advisor.
- 4950 Seminar** 2 s.h.
In-depth consideration of controversial issues in a related field, integration and verification of exit-level competencies.

MUSIC (MUS)

- 1050, 1060, 1070 Piano for the Adult** 2 s.h. each
Basic course with emphasis on fundamental keyboard technique and musicianship. Credit not applicable to piano performance major or major applied music electives.
- 1080.3-1080.9 Chorale** 1 s.h. each
Study and performance of sacred and secular choral literature; development of a discriminatory taste in music through experience in actual participation.
- 1090 Voice Class I** 2 s.h.
Practical approach to fundamentals of good singing techniques: support, vowel formation, concepts of resonance. Emphasis is on establishment of good vocal habits and exercises for development of the singing and speaking voice.
- 1100 Voice Class II** 2 s.h.
Continuation of Voice Class I.
- 1110, 1120 Theory I, II** 4, 4 s.h.
Aural, visual and written approach to musicianship: sightsinging, melodic and harmonic dictation; four-part writing: triads, sevenths, modulation.
- 1150, 1160 Voice** 2, 2 s.h.
Voice placement; vocalization for tone production, intonation, breath control, relaxation, resonance, vowel formation and study of the consonants; simple songs with English diction suitable to acquired technique; introduction to the Art Song: Italian Art Song, selected arias.
- 1210, 1220, 2210, 2220, 3210, 3220, 4210, 4220 Piano** 2 s.h. each
Study of keyboard theory, techniques and repertoire designed to meet needs of individual students.
- 1240, 1250, 2240, 2250, 3240, 3250, 4240, 4250 Organ** 2 s.h. each
Organ technique; application to basic materials; congregational accompaniment; repertoire designed to meet needs of individual students.

1260, 1270, 2260, 2270, 3260, 3270, 4260, 4270	Violin	2 s.h. each	3910, 4910	Music Management Cooperative Education I, II	4 s.h.
1280, 1290, 2280, 2290, 3280, 3290, 4280, 4290	Guitar	2 s.h. each		Specialized learning experiences related to music management, under supervision of authorized personnel. Prerequisite: approval of advisor.	
1310, 1320, 2310, 2320, 3310, 3320, 4310, 4320	Flute	2 s.h. each	4020	Contrapuntal Techniques	2 s.h.
1360, 1370, 2360, 2370, 3360, 3370, 4360, 4370	Saxophone	2 s.h. each		Aural and visual acquaintance with contrapuntal music of the 17th and 18th centuries; writing of music involving techniques characteristic of the period.	
1410, 1420, 2410, 2420, 3410, 3420, 4410, 4420	Clarinet	2 s.h. each	4030	Form & Analysis	2 s.h.
1430, 1440, 2430, 2440, 3430, 3440, 4430, 4440	Viola	2 s.h. each		Structural elements of musical composition as applied to form, from the simple song forms to the sonata-allegro form; melodic, harmonic, and structural analysis of representative works.	
1510, 1520, 2510, 2520, 3510, 3520, 4510, 4520	Trumpet	2 s.h. each	4040	Conducting & Performing Techniques	2 s.h.
1560, 1570, 2560, 2570, 3560, 3570, 4560, 4570	Trombone	2 s.h. each		Integrated course with emphasis on baton technique, score reading, and arranging. Lecture 1 hour, laboratory 2 hours.	
2020	Music Through the Ages	3 s.h.	4050	Choral Techniques I	1 s.h.
	Introduction to music designed especially for the non-musician to increase understanding and enjoyment of music through intelligent listening habits. Includes music literature together with life and thought during major historical eras; contemporary composers and new trends.			Integrated course in development of choral tone, blend, balance, articulation and appropriate baton techniques.	
2110, 2120	Theory III, IV	4, 4 s.h.	4060	Choral Techniques II	1 s.h.
	Advanced sight singing and dictation; four-part writing; non-harmonic tones, chromatic harmony, modulation, twentieth-century practices.			Continuation of MUS 4050 with further emphasis on style and rehearsal procedures.	
2150, 2160, 3150, 3160, 4150, 4160	Voice	2 s.h. each	4170	Church Music (RST)	2 s.h.
	Continuation of 1150, 1160; more advanced repertoire.			Course dealing with the practice of church music in Catholic and Protestant traditions; a survey of music literature for liturgical purposes; principles of church music administration and program organization.	
3090	Music for the Classroom Teacher (EDU)	2 s.h.	4950	Music Management Seminar	2 s.h.
	Development of the basic knowledge of the melodic, rhythmic, and harmonic elements of music; introductory experiences in reading and playing music using the autoharp, guitar, piano, and recorder. The course is particularly designed for but not limited to, the elementary school teacher. Prerequisite: EDU 2000.			A seminar in which students will, through class discussion, presentations, and directed projects, acquire information and skills pertinent to their particular interests and goals, as well as an overview of the entire music management field.	
3330	History of Music Literature I	3 s.h.	NATURAL SCIENCE (NSC)		
	Development of music from pre-Christian beginnings through the Baroque period with emphasis on music form, style, literature, and composers.		1250	Health Problems (FCS/NFS)	4 s.h.
3340	History of Music Literature II	3 s.h.		Biological approach to health and disease in man. Study of drugs, smoking, alcohol, venereal disease, sex education, nutrition, heredity, and topics of current interest. (For non-science majors.)	
	Development of music from the Classical period to the present with emphasis on musical form, style, literature, and composers.		2160	Earth Science	4 s.h.
3530	Instrumental Techniques	2 s.h.		Encompasses the rocky surface of our planet as related to the earth's mineral and energy resources, oceans, climate, interaction with the sun, history as a member of the solar system, and fate in the hands of man. Includes laboratory. Interdisciplinary course designed for General Science and non-science majors.	
	Group study of the four families of instruments in the orchestra; technical differences, capabilities, peculiarities, range, embouchure.		2250	Human Nutrition (FCS/HMG/NSF*)	4 s.h.
3540	Piano Pedagogy I	2 s.h.			
	Intensive study of methods and materials in piano teaching as applied to beginning and intermediate students.		3030	Oceans: Our Continuing Frontier	4 s.h.
3550	Piano Pedagogy II	2 s.h.		Introduction to the whole range of human involvement with the sea, emphasizing awareness of and possible solutions to technological problems inherent in exploring the sea. Interdisciplinary course designed for General Science and non-science majors.	
	Continuation of MUS 3540 as applied to the advanced student.		3080	The Nature and Scope of Inquiry (HUM*/SSC)	3-4 s.h.
3620.3-3620.6	Ensemble: Instrumental Chamber Music 1	s.h. each	3150	Physical Aspects of Aging (GER*)	3 s.h.
	Study and performance of duos, trios, quartets and other combinations; open to all students by audition.				
3720.3-3720.9	Orchestra/Band	2 s.h. each			
	By audition: rehearsal; membership; and performance in the Livonia Symphony.				

- 3250 The Ascent of Man** 4 s.h.
Presentation of interrelationships of science and humanities throughout history. Discussion of the role of science and technology on the course of human events; course based on TV series. (For non-science majors.)
- 3290 Principles of Astronomy** 4 s.h.
Provides a comprehensive introduction to astronomy. Topics include the solar system, stars, galaxies, cosmology, and history of astronomy. Astronomical laboratory investigations are part of the course. Interdisciplinary course designed for General Science and non-science majors.
- 3730 Science Foundations I: Chemistry & Life Science (EDU)** 4 s.h.
An introduction, for pre-service elementary teachers, to the basic concepts of matter: atoms, molecules, its changes, properties, and reactions. Plant and animal life, genetics, food cycle, changes in digestion, and ecosystems. Lecture 3 hours, laboratory 3 hours. Prerequisite: MTH 1040 or equivalent. (For non-science majors.) Offered in Term I only.
- 3740 Science Foundations II: Astronomy, Earth Science & Physics (EDU)** 4 s.h.
A continuation of basic science concepts for pre-service elementary teachers; study of the solar system, the earth's structure and the laws and forces which govern our planet and the universe as a whole. Lecture 3 hours, laboratory 3 hours. Prerequisite: NSC 3730; MTH 1040 or equivalent. (For non-science majors.) Offered in Term II only.
- 4950 Senior Seminar** 2 s.h.
Preparation and presentation of a scientific paper. Taken by students with senior status as a requirement for graduation; to be taken in the final six hours of the program.
- NURSING (NUR)**
- 3010 Transitions in Professional Nursing** 4 s.h.
This course incorporates concepts of professional nursing in contemporary society which reflect Christian Humanistic values. Critical thinking, communication and therapeutic intervention strategies are utilized in assisting nurses who are making a transition in their academic and professional development. This course includes a supervised practicum. Prerequisites: BIO 2260, 2430, 2440; CHM 1610; NFS 2230 or permission of department; PSY 2450; SOC 1010. Corequisites: BIO 3710; Foreign Language/Culture; NUR 3900 for RN students only.
- 3030 Health Assessment Across the Life Span** 3 s.h.
Application of an organized approach to obtain a comprehensive health assessment across the life span. This course includes a supervised practicum.
- 3060 Interpersonal Communication in Nursing Practice** 2 s.h.
This course focuses on foundations of therapeutic communication in nursing practice with diverse clients in a variety of settings.
- 3220 Introduction to Nursing Therapeutic Interventions** 5 s.h.
This course focuses on concepts of wellness, health maintenance and identification of risk factors. Fundamental nursing practices that support optimal human responses and the approaches to providing client care will be addressed. This course includes a supervised practicum. Prerequisites: NUR 3030, 3060. Corequisite: NUR 3270.
- 3270 Introduction to Professional Nursing Seminar** 2 s.h.
The role of the professional nurse in contemporary society is reviewed. Students use critical thinking to integrate fundamental concepts and Christian Humanistic values into nursing practice and their emerging professional roles. Prerequisites: NUR 3030, 3060. Corequisite: NUR 3220.
- 3300 Nursing Role in Pharmacologic Management** 3 s.h.
This course includes principles of pharmacology and implications for nursing practice. Prerequisites: NUR 3270.
- 3310 Family and Community Health Concepts in Nursing I** 3 s.h.
This course focuses on the application of fundamental nursing practices with families in the context of community. It includes a supervised practicum. Prerequisite: NUR 3270. Corequisite: NUR 3320, 3370.
- 3320 Nursing Therapeutic Interventions** 5 s.h.
This course will facilitate the development of nursing judgment when providing preventive, restorative and supportive nursing care to clients with increasingly complex human responses. It includes a supervised practicum. Prerequisite: NUR 3270. Corequisite: NUR 3370.
- 3370 Professional Nursing Seminar II** 2 s.h.
Professional nursing practice will be analyzed within the context of Christian Humanism, family and community values. Prerequisite: NUR 3270. Corequisite: NUR 3320.
- 3900 Nursing Research** 2 s.h.
Components of the research process are introduced. Emphasis is placed on developing the ability to critique/utilize and to participate in research as it applies to professional nursing practice. Prerequisites: NUR 3270. Corequisites: 4250, 4270.
- 4220 Family and Community Health Nursing Concepts II** 3 s.h.
This course focuses on the use of nursing judgment in the management of families with complex health responses within the community. It includes a supervised practicum. Prerequisites: all 3000 level NUR courses except NUR 3900. Corequisites: NUR 4270.
- 4250 Complex Nursing Therapeutic Interventions** 6 s.h.
This course facilitates the use of responsible nursing judgment when providing preventive, restorative and supportive nursing care to clients with multi-faceted human responses. The collaborative role of the nurse will be emphasized. It includes a supervised practicum. Prerequisites: all 3000 level NUR courses except NUR 3900. Corequisites: NUR 4270.
- 4270 Professional Nursing Seminar III** 2 s.h.
In examining the professional nursing role, nursing and related theory and research will be synthesized within the context of Christian Humanism. The health care system will be examined as a socio-cultural phenomenon. Prerequisites: all 3000 level NUR courses except NUR 3900. Corequisite: NUR 4250.
- 4730 Nursing Leadership in Organizations and Communities** 4 s.h.
This course focuses on the professional nurse's role in the care management of people. It includes the study of organizational dynamics and concepts of leadership/management theory in population focused nursing practices. A supervised practicum is included. Prerequisite: NUR 4270. Corequisite: NUR 4950.
- 4930 Senior Nursing Practicum** 5 s.h.
The synthesis and application of therapeutic intervention, nursing judgment and role development in professional nursing practice is emphasized. It includes a supervised practicum. Prerequisite: NUR 4270. Corequisites: NUR 4950.

4950 Senior Seminar in Professional Nursing 3 s.h.
Socio-cultural phenomena that affect the process of health and nursing care delivery in a global society is evaluated in this capstone course. Must be taken in the student's final semester in the program.

NUTRITION & FOOD SCIENCE (NFS)

1250 Health Problems (FCS/NSC*) 4 s.h.

2220 General Nutrition for the Health Professional 2 s.h.
This course will include a study of nutrients in foods and their involvement in the function of human body systems. Health and nutrition throughout the lifespan will be discussed.

2230 Therapeutic Nutrition for the Health Professional 2 s.h.
The application of basic nutrition knowledge to diet modification as a preventative or therapeutic aid in specific disease states will be discussed. Prerequisites: NFS 2220 or equivalent, and approval of advisor.

2250 Human Nutrition (FCS/HMG/NSC) 4 s.h.
Study of nutrients in foods and their involvement in the function of human body systems. Problems in and programs for meeting personal, family, national, and world nutritional needs. Prerequisite: any college level science course.

2260 Introductory Food Science (FCS/HMG) 4 s.h.
Principles and procedures of food selection and preparation based on the factors that cause variation in quality. Laboratory experience in the preparation of selected food products. Lecture 3 hours, laboratory 3 hours.

2380 Maternal & Child Nutrition 3 s.h.
Study of normal growth patterns from conception to adulthood and the principles involved in meeting maternal, infant, child, adolescent nutritional needs at home or in agencies concerned with child care or education.

2420 Nutrition for the Aging (GER) 3 s.h.
Practical problems of meeting nutritional needs of older adults considering economic, physical and psychological changes that occur with age. Study of agencies and programs concerned with meal delivery systems for the elderly.

2550 Consumer Behavior (MKT*/FCS/HMG/MM) 3 s.h.

2760 Food Service Sanitation (HMG) 2 s.h.
Control of foodborne illness in the food service industry. Specifics of Food Service Sanitation Law and the inspection report form. Most common violations and means for training and motivating employees.

2910 Cooperative Education 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: Approval of advisor.

2930 Practicum 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: Approval of advisor.

3250 Clinical Nutrition I 4 s.h.
Physiological basis for modification of the normal diet as a preventive measure or therapeutic aid in certain diseases and disorders of the body. Prerequisites: CHM 1610 or 3610, NFS 2250.

3260 Advanced Food Science 4 s.h.
Principles involved in food quality, spoilage and preservation, control of foodborne illnesses. Managerial and manipulative techniques involved in formal demonstrations for teaching or promotional work. The experimental method applied in development and evaluation of selected food items. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 2210, NFS 2260.

3360 Lodging Management I (HMG*) 3 s.h.

3380 Methods in Nutrition Education 3 s.h.
Specialized approach for teaching nutrition principles to children of various age levels and to adults of various personal or professional interests. Development of instructional aids and teaching units. Prerequisite: NFS 2250.

3460 Food Service Management I (HMG) 3 s.h.
Purchasing standards, buying procedures, storage principles and factors affecting quality, efficiency and economy in quantity food production and service. Prerequisites: MGT 2360, NFS 2260. Corequisite: NFS 3760.

3760 Food Service Laboratory (HMG) 2 s.h.
Laboratory experience and field trips related to quantity food preparation and service. Safety and efficiency in the use and care of specialized equipment. Laboratory 3 hours. Prerequisites: NFS 2260. Corequisite: NFS 3460.

3910 Cooperative Education 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: approval of advisor.

3930 Practicum 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: approval of advisor.

4250 Advanced Human Nutrition 4 s.h.
Biochemical principles involved in the metabolism of specific nutrients. Problems in applying this knowledge to particular topics in nutrition. Prerequisites: CHM 3610, BIO 2240, NFS 2250.

4360 Lodging Management II (HMG*) 2 s.h.

4380 Community Nutrition 2 s.h.
Social, economic and political aspects of public health in relation to food and nutrition; problems and programs affecting vulnerable groups such as the poor, the aged, the handicapped, pregnant teenagers, infants. Lecture and supervised practice in community setting. Prerequisite: NFS 2250.

4420 Clinical Nutrition II 2 s.h.
Interpretation of laboratory data for nutritional screening and assessment. Calculations for tube feedings and total parenteral nutrition. Prerequisites: CHM 3610, NFS 3250.

4460 Food Service Management II (HMG) 3 s.h.
Principles of management applied to food service systems; physical facilities planning; sanitation and safety standards; organization and leadership; personnel management and cost control. Prerequisites: NFS 2260, MGT 2360.

4910 Cooperative Education 1-4 s.h.
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: approval of advisor.

4950 Senior Seminar 2 s.h.
Evaluation of nutrition-related legal, ethical and research-related issues. Discussions of health care policy, delivery and reimbursement issues. Presentation of public policy position and a critique of current research. Prerequisite: senior status.

OCCUPATIONAL SAFETY & HEALTH (OSH)

1020 Standards & Regulations 3 s.h.
OSHA/MIOSHA/NFPA standards, codes and regulations. Rationale for the Williams-Steiger Occupational Safety and Health Act of 1970. Evolution of standards, record-keeping, compliance and enforcement.

2150 Building Construction (FS) 3 s.h.
Study of fundamental concepts of building design and construction; site selection, code compliance, architectural plans, incorporation of mechanical and power devices; terminology.

2910 Cooperative Education I (FS) 1-3 s.h.
Field placement in either municipal, industrial, hospital, or similar settings that provide experience in the area of occupational safety. Pre-service students only.

2930 Internship I (FS) 1-3 s.h.
Field placement in either municipal, industrial, hospital, or similar settings that provide experience in the area of occupational safety. Pre-service students only.

3020 Field Experiences (FS) 1-3 s.h.
Credit awarded individuals for evidence of full-time employment of two or more years in the field of occupational safety. Documentation of competencies required.

3110 Industrial Safety and Health (FS) 3 s.h.
A study of numerous job related safety and health hazards associated with a wide range of occupations in industrial work environments.

3210 Construction Safety 2 s.h.
Study of factors in building structures and in use of tools and materials that cause accidents. Application of regulations and standards of Michigan Department of Labor - Construction Division. Development of safety awareness to prevent or reduce accidents on construction sites.

3220 Inspection & Survey of Facilities (FS) 3 s.h.
Safety and health hazards, both common and unique to various kinds of occupancies; including residential, industrial, and commercial. Includes surveying procedures, hazard recognition and evaluation and the application of appropriate measures to assure maximum life and property safety. Prerequisite: OSH 2150 or consent of advisor.

3280 Fire & Arson Investigation (FS*) 3 s.h.

3310 Safety Program Management 3 s.h.
Examination of the organizational concepts of a safety program, with emphasis on organizational safety programs, objectives, responsibilities, and implementation; accident control and reports; motivation and incentives.

3500 Hydraulics & Water Supply (FS*) 3 s.h.

3520 Industrial Hygiene I 3 s.h.
Familiarization with irritating or toxic substances and various occupational stress factors causing employee discomfort or illness; emphasis on sources and the control of environmental pollution, concepts of industrial hygiene; hazard evaluation and elimination of related problems. Prerequisites: CHM 1110, BIO 2240 or 2430 and 2440 or NSC 1250.

3680 Fire Protection Systems I (FS*) 3 s.h.

3690 Fire Protection Systems II (FS*) 3 s.h.

3910 Cooperative Education II (FS) 1-3 s.h.
Advanced semi-professional level assignments in on-the-job application of occupational health and safety principles in an industrial, commercial, institutional setting. Pre-service students only.

3930 Internship II (FS) 1-3 s.h.
Advanced semi-professional level assignments in on-the-job application of occupational health and safety principles in an industrial, commercial, institutional setting. Pre-service students only.

3980 Industrial Hygiene II 3 s.h.
Techniques of instrumentation and sampling. Hands-on training in use of instruments to measure and evaluate occupational health hazards by taking samples or surveying noise level, heat exposure, oxygen deficiency, combustible vapors, ventilation, as well as toxicology and radiation sources along with protective measures to cope with hazards for their prevention and control. Prerequisites: OSH 3520, CHM 1110, BIO 2240 or 2430 and 2440 or NSC 1250.

4280 Fire & Arson Investigative Techniques (FS*) 3 s.h.

4300 Employee Occupational Health Maintenance & Medical Care Program 3 s.h.
Study of drugs, smoking, alcohol, nutritional and substance abuse in relationship to lost time, morale, accident frequency and security. Medical care aspects deal with pre-employment, return to work, and work limitations as well as periodic physical re-examination; providing administrative and operational guidelines for designing and implementing a health maintenance program as well as emergency and pre-hospital medical care.

4400 Tactics & Strategy (FS*) 3 s.h.

4510 Hazardous Materials (FS) 3 s.h.
Identification, storage, handling, disposal and products of combustion of hazardous materials, including flammables, explosives, oxidizing and corrosive materials; sources of technical assistance available to aid in making tactical decisions. Prerequisite: CHM 1110 or equivalent.

4900 Fire Service Management (FS*) 3 s.h.

4950 Senior Seminar (FS*) 2 s.h.

PHILOSOPHY (PHL)

1010 Introduction to Philosophy 3 s.h.
A study of the meaning of philosophy, basic philosophical concepts, terminology, methods, problems, systems and schools. Core requirement for Pastoral Ministry majors and minors. Requirement for Religious Studies majors and minors.

- 1050 Anthropology: Philosophy of Person (HUM) 3 s.h.**
An analysis of human experience and nature found through examination of the questions about the nature of reality, knowledge, values, freedom and destiny. (Recommended especially for students interested in the human sciences and psychology.)
- 1550 Inquiry Into Values (HUM/RST) 3 s.h.**
An inquiry into the fundamental Christian philosophical values which form the foundation of Western civilization as reflected in the writings of Augustine and Aquinas. (Recommended especially for those interested in religious studies.)
- 2010 Logic 3 s.h.**
Introduction to the principles of correct reasoning. A study of the basic argument patterns in ordinary discourse: syllogisms; distinguishing premises from conclusions; evaluation of evidence; deduction and induction; focus on relationship between language and logic and the fallacies arising from the ambiguities of grammar and semantics. Prerequisite: PHL 101 or permission of the instructor.
- 2210 Person & Society 3 s.h.**
A study of political philosophy as conceived by the classic Greek philosophers leading up to a consideration of the philosophical supports of our American Republic. (Recommended especially for students interested in history, political science and business.)
- 3150 Phenomenology & Existentialism 3 s.h.**
A study of the major themes of the philosophical approach of existential phenomenology which forms the intellectual foundation of much of modern thought and literature. (Recommended especially for students interested in art, music and literary criticism.)
- 3210 Aesthetics (HUM) 3 s.h.**
A philosophical analysis of the theories of beauty; meanings of art objects; the creative process; art as form, expression, symbol, imitation; art in relationship to truth and morals. (Recommended especially for students interested in art, music and literary criticism.)
- 3310 Philosophy, Technology & Human Concern 3 s.h.**
A study of the philosophy of science reflecting on the philosophical presuppositions of modern scientific inquiry and a philosophical consideration of the nature of the world in which we live. (Recommended especially for students interested in science and math.)
- 3650 Epistemology: Philosophy of Knowledge 3 s.h.**
An examination of the philosophical problems connected with the questions of how human beings know what they know, and how do they know whether that knowledge is true or not. (Recommended especially for students interested in psychology.)
- 4080 Moral Issues in Business (HUM/RST*) 3 s.h.**
(Recommended especially for students interested in business.)
- 4100 Conscience and Values (HUM/RST*) 3 s.h.**
- 4110 Medical Ethics (HUM/RST*) 3 s.h.**
(Recommended especially for students interested in health care and gerontology.)
- 4150 Philosophy of Religion (RST) 3 s.h.**
Study of the relationship between philosophy and religion by highlighting philosophy's role in the inquiry into the validity, value, and meaning of man's concern with the existence and nature of the Ultimate Reality — God. (Recommended especially for students interested in the liberal arts.)
- 4220 Metaphysics 3 s.h.**
The study of the core issues of reality: the fundamental constituents of existence; the nature of God, truth, goodness and the beautiful from a philosophical perspective; the discussion of some of the solutions to metaphysical problems that have been proposed throughout the course of Western civilization. Prerequisite: any other philosophy course or permission of the instructor.

PHYSICAL EDUCATION (PED)

- 2050, 2060 Tennis I, II 1, 1 s.h.**
Instruction provided at all skill levels. Emphasis on techniques, etiquette, equipment, scoring, strategy, and competitive play.
- 2090.3-2090.6 Downhill Skiing 1 s.h.**
Winter term only. For the first seven Fridays of the semester the class meets at Mount Brighton. Instruction for all levels of skiing. Class 12 noon to 5 p.m. Equipment is not necessary.
- 2100 Physical Education Activities (GER*) 2 s.h.**
- 2350 Kinesiology 3 s.h.**
Offered alternating years Fall Term I only. This is a three hour lecture course covering the principles of human motion based on the anatomical and mechanical analysis of the skeletal and muscular systems. Specific topics covered include functional joint classification and muscle actions as prime movers, assistors and stabilizers. Prerequisite: BIO 2430.
- 2400 Exercise Physiology 3 s.h.**
Offered alternating years Winter Term II only. This is a three hour lecture/lab course covering the physiological changes in the human organism (muscular, cardiovascular and nervous systems) due to physical exercise. Topics covered include selection of appropriate testing tools, data analysis and appropriate exercise prescription.
- 3580 Life-Time Activities 1 s.h.**
Features team and individual sports for all ages. Included are volleyball, tennis, softball, football, soccer, badminton, and conditioning.
- 3650 Advanced Athletic Training 3 s.h.**
Alternate years Spring/Summer Term III only. This course will include two hours of lecture, two hours of laboratory experiences and one surgical observation. The lecture will expand on the knowledge gained from the introduction course presenting injury evaluation techniques, therapeutic modality theory and health care personnel and facility management skills. The laboratory sessions will focus on therapeutic modality application along with hands-on treatment techniques. Advanced taping skills, manufacture of protective supports and equipment fitting will also be covered. Prerequisite: PED 1010. There is a course fee required for supplies.
- 3910 Collision Sports 2 s.h.**
Observation and performance of basic athletic training skills with football or hockey. All activities must be conducted under the direct supervision of a certified athletic trainer. Prerequisite: the student must complete all athletic training coursework with a grade of B (3.0) or higher and must obtain instructor approval prior to beginning PED 3910/4930.
- 3920 Clinical (optional) 1-4 s.h.**
Optional internship in athletic training in area of interest to the student, e.g., out-patient physical therapy, hospital, industry, corporate, etc. Prerequisite: The student must complete all athletic training coursework with a grade of B (3.0) or higher and must obtain instructor approval prior to beginning PED 3920. Student electing to take PED 3920 must apply to the Office of Cooperative Education and Placement and register for PED 3910 (Co-op) and not PED 4930.

4930 Collision Sports Internship 2 s.h.

Note: A number of seasonal workshops will be offered each semester. They are offered in 5- week increments and are worth 1 semester hour each. Their descriptions are as follows:

Aerobics I & II - Features various exercises choreographed to popular music. Emphasis on toning and strengthening muscle groups, cardiovascular and overall conditioning. Daily lectures supplement workouts.

Bowling I & II - Emphasis on development and improvement of skill levels. Instruction includes rules, scoring, equipment, etiquette, techniques, and tournament bowling. Classes held off-campus at Cloverlanes. First orientation is in the gym.

Cross-Country Skiing - Instruction in a leading recreational sport. Students will be acquainted with conditioning, injury prevention, equipment, skills and safety at various skill levels. Meets 5 weeks, winter term only.

Golf - Concentration in eliminating poor habits and playing technique, and improving one's game. Students will learn scoring, handicapping, fundamentals, trouble shots, and strategy.

Jogging - This individualized course is geared toward the development of a safe running program. Areas such as prevention of injury, diet, nutrition, weight control, pulse monitoring, and proper attire will be covered.

Physical Fitness & Conditioning I & II - A multi-faceted course for the promotion of good health. Students develop individualized fitness programs. Areas covered include injury prevention, diet, exercise, nutrition, and weight control. Emphasis is on lifetime work-outs.

PHYSICS (PHY)

2530 General Physics I 4 s.h.
Fundamental methods of mechanics, molecular physics, heat and sound. Opportunity for experiments at Argonne National Laboratory near Chicago. Lecture 3 hours, laboratory 3 hours. Prerequisites: MTH 1050 and 1060, or 1210, or the equivalent; or departmental approval. (Offered Term I.)

2540 General Physics II 4 s.h.
Fundamental methods and principles of magnetism, electricity, optics, light and atomic physics. Opportunity for experiments at Argonne National Laboratory near Chicago. Lecture 3 hours, laboratory 3 hours. Prerequisites: MTH 1050 and 1060, or 1210, or the equivalent; or departmental approval. (Offered Term II.)

2710 Fundamental Electronics 4 s.h.
Study of power and energy of A.C. and D.C. circuits; introduction to diodes, transistors, transducers, and their applications in circuits and modern instruments. Lecture 3 hours, laboratory 3 hours. Prerequisite: PHY 2540 or departmental approval. (Offered Term I.)

3510 Modern Physics: Atomic & Nuclear 4 s.h.
Investigation of properties of atoms and the nucleus, the changes under the influence of relativity and the impact of the quantum theory. Applications of instruments in studying nuclear reactions. Lecture 3 hours, laboratory 3 hours. Prerequisite: PHY 2540 or departmental approval. (Offered Term III.)

4510 Electronics: Digital Techniques 4 s.h.
Number systems, digital codes, and Boolean algebra used in analysis of digital logic circuits; logic gates, encoding and decoding; Flip-flops, counters, registers and integrated circuits; introduction to interfacing. Lecture 3 hours, laboratory 3 hours. Prerequisite: PHY 2710 or equivalent. (Offered Term II.)

POLISH (POL)

Polish is available through St. Mary's Orchard Lake, consortium basis.

1010, 1020 Elementary Polish I, II 4, 4 s.h.
Individual work in Polish involving the use of specially designed texts and tapes. Intended for learning Polish individually with weekly tutorial guidance. At least one hour of language learning required daily.

POLITICAL SCIENCE (PSC)

1010 World Problems (HIS*) 3 s.h.

2010 Criminal Justice Organization & Administration (CJ*) 3 s.h.

2510 American Government 4 s.h.
Study of American political structure to include the organization, power, functions and services of national, state and local government and their interdependence in seeking solutions to contemporary social, economic, and political issues.

3010 International Relations 4 s.h.
Analysis of world politics, sources of foreign policy, dynamics of the existing international system, systematic theorizing about future developments.

3100 Introduction to Public Administration 4 s.h.
Governmental structure and administrative organization with special attention to policy formulation, personnel administration, supervision, coordination, administrative control.

3210 Comparative Politics 4 s.h.
Comparative analysis of political phenomena, emphasizing the interplay of governmental institutions, social-economic-cultural configurations, and patterns of values and ideologies.

4050 Constitutional Law (CJ*/LAW) 3 s.h.

4510 State & Local Government 4 s.h.
Analysis of state and local governments, local political forces, trends in metropolitan and suburban politics, problems in planning in an age of urbanization and governmental relations.

4630 Emerging Nations (HIS*) 3 s.h.

PSYCHOLOGY (PSY)

1010 General Psychology 3 s.h.
The science of behavior and mental processes: sensation and perception, learning and cognition, motivation, emotion, personality development, adjustment and maladjustment.

- 1020 Controversies in Psychology: A Critical Thinking Approach 4 s.h.**
Students will develop a critical thinking approach to reading, discussing and writing about psychological literature. Students will learn to recognize and evaluate assertions, arguments and evidence and develop their abilities to express their ideas verbally and in writing. Reading and discussion material will concern major controversies in the field such as the role of nature vs. nurture, intelligence testing, repressed memory, continuity vs. change in personality, and the effectiveness of psychotherapy.
- 1030 Tools for Success in Psychology 1 s.h.**
This is a course for psychology majors and individuals considering a psychology major. Students will be introduced to American Psychological Association writing style, library research skills, data-base functions of the SPSS computer program, portfolio requirements in the psychology major, career options in the field of psychology and ethical principles in psychology. Pre-requisite or co-requisite: PSY 1010 or 1020.
- 2010 Introduction to Alzheimer's Disease and Other Dementia (GER*) 1 s.h.**
- 2450 Life Span Developmental Psychology 4 s.h.**
Study of the maturational and experiential influences on physical, emotional, intellectual, social, and personality development of the individual, from the prenatal period through late adulthood. Developmental tasks and theories of developmental change related to life stages. Prerequisite: PSY 1010.
- 2700 Child Psychology 4 s.h.**
Principles of growth, maturation, and learning relating to child development. Interaction of hereditary and environmental factors influencing the social, cognitive, and personality development of the child. Theories and research relative to the psychology of the child from the prenatal period through late childhood. Prerequisite: PSY 1010.
- 2830 Research and Quantitative Methods I 4 s.h.**
Students will develop basic knowledge and skills in conducting scientific research in psychology. Emphasis will be placed upon learning the scientific method, research ethics, research design, measurement, descriptive and inferential statistics, and hypothesis testing. Application and synthesis of these concepts for each student will involve the development of a research proposal. Prerequisite: PSY 1010, PSY 1020 and PSY 1030.
- 2840 Research and Quantitative Methods II 4 s.h.**
Students will develop basic knowledge and skills in conducting scientific research in psychology. Emphasis will be placed upon learning the scientific method, research ethics, research design, measurement, descriptive and inferential statistics, and hypothesis testing. Application and synthesis of these concepts for each student will involve the development of a research proposal. Prerequisite: PSY 2830 or permission of instructor, and MTH 1040 or equivalent. Recommended prerequisite: MTH 2350.
- 3010 Current Topics in Psychology 1 s.h.**
The course will include reading and discussion of current research articles, focusing on topics in a different area of psychology each week. Topics will change each time the course is offered, so it may be reelected. Prerequisite: PSY 1010.
- 3070 Psychology of Aging (GER*) 3 s.h.**
- 3130 Adolescent Psychology 4 s.h.**
Nature of pre-adolescent and adolescent behavior and its underlying dynamics; systematic study of modern concepts for understanding and dealing with the adolescent and pre-adolescent in our society. Emphasis on normal behavior development as it relates to the physical, emotional, social, and intellectual growth of adolescents. Prerequisite: PSY 1010.
- 3420 Abnormal Psychology 4 s.h.**
Nature of abnormal and deviant behavior and its underlying dynamics; systematic study of modern concepts of diagnosis, understanding, treatment and prevention of abnormal behavior patterns. Emphasis on normal behavior development as delineated by psychopathology. Prerequisite: PSY 1010.
- 3480 Psychosocial Components of Hospice Care (HSP*) 3 s.h.**
- 3490 Psychology of Traumatic Experiences 1 s.h.**
The course will describe the immediate and long term psychological effects of such traumatic events as abuse, accident, assault, crime, disaster, homicide and suicide. The reactions of victims, witnesses and survivors will be examined. Issues relevant to helping and healing in the aftermath of trauma will be discussed. Prerequisite: PSY 1010.
- 3610 Pastoral Counseling (HUM/RST*) 2 s.h.**
- 3660 Social Psychology: A Psychological Perspective 4 s.h.**
Regarded as one of the core areas in psychology, social psychology is concerned with the influence of social factors on human behavior. The basic subject matter includes social cognition, attitude formation, social influence, interpersonal attraction, prosocial behavior, aggression and prejudice. The psychological perspective adopted in this course differs from a sociological perspective in several ways. Psychology focuses on the individual, while sociology focuses on the groups that influence the individual. Psychology is also unique in its use of the experimental method: psychologists manipulate variables under controlled conditions in the search for cause and effect relationships. In contrast, sociology relies primarily on correlational and archival research. Prerequisite: PSY 1010.
- 3720 Introduction to Clinical Psychology 3 s.h.**
This course will provide an overview of current issues in the mental health field and an introduction to important skills needed by professionals in their day to day work. Students will become familiar with diagnostic approaches, issues in psychological assessment, interviewing and clinical data gathering, types of psychological intervention, legal and ethical considerations, and how to recognize, understand and minimize psychologically inevitable gender and cultural biases often encountered in mental health settings. Prerequisite: PSY 3420.
- 3750 Mental Health Treatment Theories 3 s.h.**
This course will provide an intensive introduction to the most influential and prevalent treatment methods in the mental health field. Students will learn to understand treatment approaches as discreet theoretical systems containing their own philosophical views of the person, conceptualizations of disorder, definitions of cure, and technical prescriptions. Problems in determining the efficacy of treatment approaches will also be addressed. Prerequisite: MH 3720 or permission of instructor.

3760 Mental Health Treatment Techniques 3 s.h.

This course will focus on the basic techniques of assessment and treatment needed to work in mental health settings. Areas of special focus will include: psychological interviewing, limit setting, empathic responding, interpretation, supportive intervention, and group and family therapy modalities. Through role-plays, study of case materials, and review of videotapes, students will have an opportunity to learn and practice a variety of techniques, building upon their theoretical understanding of treatment gained in PSY 3750. Issues to be addressed will include how to move from theory to practice, technical handling of transference and countertransference, and determining the efficacy of treatment techniques. Prerequisite: PSY 3750.

3830 Research Methods for Mental Health Settings 3 s.h.

The focus of this class is an examination of basic social science research methods as they apply to mental health settings. Special consideration will be given to the use of these methods for program evaluation. Limitations of research methods and ethical considerations for field research will be discussed. Prerequisite: PSY 3420.

4220 Theories of Personality 4 s.h.

An overview of the major theories of personality, the role of personality theories in development, how various personality theories can be distinguished from one another, and an evaluation of these theories. Prerequisites: PSY 1010, junior or senior standing, Psychology major or minor or permission of the instructor.

4300 Human Learning and Memory 3 s.h.

Students will learn about the nature of human learning and memory proceeding from classical and operant conditioning to more complex cognitive processes. Attention will be given to the practical application of learning and memory. Prerequisite: PSY 2840 or permission of instructor.

4500 Physiological Psychology 3 s.h.

Ways in which behavior is influenced by physiological processes within the body and by the evolution of the species. Study of the nervous system; sensory and motor systems; biological mechanisms influencing daily activity rhythms, motivation, emotion, learning, gender identity. Normal and abnormal brain functioning. Prerequisites: PSY 1010 and BIO 1010 or equivalent.

4700, 4710 Mental Health Field Placement and Seminar I, II 6, 6 s.h.

This course is designed to provide a 12-hour per week intensive field placement experience in a clinical setting to develop students' clinical interaction skills and prepare them for jobs in the mental health field. It also includes a weekly, three-hour seminar held on campus which will augment supervision provided at the placement sites and provide additional support for students. The seminar will also help students develop the ability to understand clinical material, document interactions, present clinical observations and prepare case reports and assessments. Prerequisites: PSY 4700 requires PSY 3750 pre- or co-requisite and permission of the instructor. PSY 4710 requires PSY 4700.

4850 Advanced Research and Quantitative Methods I 3 s.h.

In preparation for graduate studies, students will develop advanced knowledge and skills in conducting scientific research in psychology. Emphasis will be placed upon critical review and analysis of the scientific method, research ethics, research design, and measurement. Descriptive and inferential statistics will be reviewed, and multivariate statistical techniques will be introduced. Application and synthesis for each student will involve the development of a research proposal that qualifies as original research. Prerequisite: PSY 2840.

4860 Advanced Research and Quantitative Methods II 3 s.h.

In preparation for graduate studies, students will develop advanced knowledge and skills in conducting scientific research in psychology. Emphasis will be placed upon critical review and analysis of the scientific method, research ethics, research design, and measurement. Descriptive and inferential statistics will be reviewed, and multivariate statistical techniques will be introduced. Application and synthesis for each student will involve the development of a project that qualifies as original research. Prerequisite: PSY 4850.

4950 Seminar in Psychology 2 s.h.

This course, the capstone to the Psychology Major, will provide a review and consolidation of material covered throughout the major. A significant focus will be preparation of a portfolio by refining and collecting work completed for courses in the major. This will also allow for assessment of student learning goals. In addition, the course will focus on graduate school preparation and continued professional development. Prerequisites: senior standing.

QUALITY AND OPERATIONS LEADERSHIP (QOM)

3210 Production & Operations Management 3 s.h.

Analysis of operations and production management from the perspective of how the production system evolves and operates; includes such topics as designing production and service facilities and production and inventory planning and controlling systems. Prerequisites: CIS 2380, MGT 2360 and QS 3550.

3560 Teaming 3 s.h.

To study the concepts and practice the skills for functioning and leading as family teams, cross functional teams, task forces and ad hoc teams for continuous improvement; focus on goals, roles, communication, problem solving, decision making, planning, conflict management, innovation and facilitating meetings.

3630 Materials & Purchasing Management 3 s.h.

Relationship and coordination of purchasing to other business functions. Includes qualitative and quantitative procedures for determining need, selection of sources, storage of materials. Prerequisites: MGT 2360; MTH 2350 or QS 3550.

3750 Managing for Quality and Customer Satisfaction - Manufacturing/Assembly 3 s.h.

To study and apply the practices for planning, scheduling and controlling the inputs and outputs of a manufacturing/assembly system; focus on quality operating system design and implementation, manufacturing/assembly planning of production and capacity; material requirements planning, master production scheduling, planning the manufacturing/assembly facility, capacity control, maintenance systems.

3760 Managing for Quality and Customer Satisfaction - Service 3 s.h.

To study and apply the practices for planning, scheduling and controlling the inputs and outputs of a service production system; focus on quality operating system design and implementation, process and capacity decisions, material requirements planning, planning the service facility, supplier assessment, maintenance systems.

3850 Quality Leadership 3 s.h.

To study and practice transactional and transformational leadership skills which focus on day-to-day visioning, identifying individual needs, providing coaching and mentoring, removing barriers to performance and productivity and sustaining a quality culture.

- 4210/ Total Quality Infrastructure** 3 s.h.
6210
- 4230/ Quality and Process Improvement Techniques** 3 s.h.
6230
- 4350 Management Decision Making** 3 s.h.
To Practice the operation of a business through simulation in competition with other firms using a computer-based simulation; focus on decision making for determining production levels, purchasing materials, pricing, advertising, assessing internal communication, problem solving, decision making, teaming and coordinating.

QUANTITATIVE SYSTEMS (QS)

- 3550 Applied Business Statistics** 3 s.h.
Applied study of computerized statistical analyses as it relates to general business operations. Statistical procedures include descriptive statistics, t-test, ANOVA, two-way ANOVA, chi-square, simple correlation. Case study methodology is heavily employed. A computerized data analysis project which uses a minimum of two statistical tests is required. Prerequisites: CIS 2380, MTH 2350, and junior standing.
- 4220 Tests and Measurements** 3 s.h.
Study of occupational/attitudinal surveying, testing and evaluation, studies of validity, reliability, internal/external designs, item analysis, factor analysis, quantitative and qualitative analytical approaches. Course work includes measurement and development of instrumentation as applied to business-related issues. Students will design and implement an original instrument applicable to either the private or public sector. Prerequisites: MGT 3020, MGT 3100, QS 3550, and junior standing.
- 4230 Marketing Research** 3 s.h.
Study of both consumer and industrial marketing research covering areas of problem definition, survey design, sampling questionnaires, data collection, quantitative and qualitative analysis, graphics design and report writing/presenting. A high level of analytical expertise will be required as students complete an original market research study and offer a formal presentation. Prerequisites: MKT 2550, MKT 3680, QS 3550, and junior standing.

RADIOGRAPHY (RTE)

- 1100 Introduction to Radiography** 5 s.h.
Medical terminology, nursing arts, safety, darkroom chemistry and techniques.
- 1150 Principles of Radiographic Exposure** 5 s.h.
Study of principles of radiographic exposure, factors affecting radiography quality, with a correlation to X-ray techniques as applied in the radiographic suite.
- 1500 Radiobiology** 5 s.h.
Structure and function of the human body; special emphasis on skeletal anatomy with integration of topographic anatomy and radiographic appearance.
- 2000 Radiographic Positioning** 5 s.h.
Study and demonstration of standard and special radiographic positioning and topographic anatomy.

- 2500 Radiologic Physics** 5 s.h.
Electricity, radiation, production of X-rays and theory of ionizing radiation.
- 2940 Internship I** 1-6 s.h.
Supervised clinical practice in approved radiography/nuclear medicine facility. Prerequisite: departmental approval.
- 3000 Clinical Practicum** 7 s.h.
Supervised practical experience in radiographic examination with periodic evaluation of radiographs produced.
- Advanced courses in radiologic technology include:
- 3940 Internship II** 1-6 s.h.
Supervised clinical practice in approved radiography/nuclear medicine facility. Prerequisite: departmental approval.

RELIGIOUS STUDIES (RST)

- 1330 Survey of Christianity (HUM)** 3 s.h.
A survey approach to Christianity, its origins, teachings, customs and rituals as well as its historical highlights and impact on world beliefs. Not accepted for Religious Studies or Pastoral Ministry majors/minors requirement.
- 1450 Survey of Western Religions (HUM)** 3 s.h.
Anthropology of Western religions through a study of Judaism, Christianity and Islam, their historical backgrounds, religious beliefs, liturgies, customs and values.
- 1460 Survey of Eastern Religions (HUM)** 3 s.h.
A study of Hinduism, Buddhism, Confucianism and Taoism; their meanings, values and impact on the course of religious thought and historical development.
- 1550 Inquiry Into Values (PHL*/HUM)** 3 s.h.
- 2240 Theology of Ministry (HUM)** 2 s.h.
Background study of the theology, history and development of the Christian concept of "ministry" or service in the light of contemporary developments. Application to various spheres of ministry based on areas of ministry represented by members of the class. Required for Pastoral Ministry majors and minors.
- 2560 The Old Testament I: Torah & Historical Writings (HUM)** 3 s.h.
A scholarly study of the Hebrew Scriptures: Torah (Genesis through Deuteronomy) and the historical books (Joshua through 2 Kings). Required for Religious Studies and Pastoral Ministry majors and minors.
- 2570 The Old Testament II: Prophets, Wisdom & Apocalyptic Writings (HUM)** 3 s.h.
A study of major and minor prophets, Wisdom Literature and the emergence of Apocalyptic Literature in the book of Daniel. Required for Religious Studies majors and minors.
- 2580 The New Testament: The Four Gospels (HUM)** 3 s.h.
A critical treatment of religious and political conditions of the first century A.D., of the Gospels and the distinctive approaches of the four evangelists to the life, message, death and resurrection of Jesus Christ. Required for Religious Studies and Pastoral Ministry majors and minors.

2590 The New Testament: Acts, Epistles & Revelation (HUM) 3 s.h.	4100 Conscience & Values (HUM/PHL) 3 s.h.
A specialized treatment of the development of the Christian Church in the first century A.D., the epistles that reflect its unique needs and a systematic study of the background, symbolism and impact of the Book of Revelation. Required for Religious Studies majors and minors.	A study of conscience formation and ethical reasoning. Theories are applied to several contemporary moral issues (e.g., church/state, coexistence, marriage, sexuality, nuclear deterrence, capital punishment).
2670 Epistles of St. Paul (HUM) 3 s.h.	4110 Medical Ethics (HUM/PHL) 3 s.h.
Paul of Tarsus, apostle, evangelist, reformer: his life-impact on Christianity to the present time.	An academic study of contemporary moral issues relative to modern health care, life science and future issues in the light of Judeo-Christian convictions. Prerequisite: junior or senior status.
3050 The Idea of Justice (HUM*) 4 s.h.	4140 Life/Death Issues (HUM) 4 s.h.
3150 Spirituality (HUM) 2 s.h.	An intensive study of the many deaths one must encounter before arriving at the final stage. Practical, theoretical, social, psychological and spiritual dimensions of life/death situations culminating in the development of a personal life journal. Prerequisite: junior or senior status.
Approaches to Christian understandings of the interrelationship of God and His people; various theories of spiritual life as well as insights into the style most suited to one's own personality and life-history as related to the quest for holiness and wholeness. Required for Pastoral Ministry majors.	4150 Philosophy of Religion (PHL*) 3 s.h.
3400 Person & Mission of Christ (HUM) 3 s.h.	4170 Church Music (MUS*) 2 s.h.
A scriptural, historical, and theological investigation into the identity of Jesus of Nazareth against faith proclamations of Him as Son of God, Messiah and Savior.	4220 Christian Awareness (HUM) 3 s.h.
3450 Catholicism 3 s.h.	A study of the New Testament challenge to wholeness based on the command to love God, self and others. Contemporary helps and hindrances to that quest will be examined in the light of ecumenical developments.
Study of the doctrines, practices and persons formed by and reflective of the Catholic Tradition in history and the Vatican II ecumenical experience.	4270 Resources in Effective Ministry (HUM) 2 s.h.
3470 The Sacraments 3 s.h.	Practical dimensions of pastoral ministry; a presentation of varied community, government and church-sponsored resources, agencies and services that can enrich and assist the contemporary Christian minister in responding to the needs of individuals and groups. Students will apply the techniques and resources to the areas where they serve. Required for Pastoral Ministry majors and minors.
Survey of the seven sacraments in the Catholic Tradition, with an emphasis on recent developments as they evolved from history, theology and practice.	4280 Church Policies and Procedures (HUM) 2 s.h.
3490 Christian Worship (HUM) 2 s.h.	A study of various Christian organizations in the light of policy, rule, traditions, regulations and procedures as they impact on the work of the Pastoral Minister. Required for Pastoral Ministry majors.
An overview of the origins, development and cultural aspects of Christian worship rooted in symbols, myths and rituals. Students will be assisted in developing various forms of worship services appropriate to their Christian traditions and their ministries. Required for Pastoral Ministry majors.	4700 Catechesis 3 s.h.
3500 Spiritual & Ethical Considerations in Hospice Care (HSP*) 3 s.h.	Practical investigation and application of psychotheological foundations of catechetical renewal presented in the light of Vatican II.
3530 Marriage & the Family (FCS*/SOC) 4 s.h.	4720 Pastoral Administration (HUM) 3 s.h.
3610 Pastoral Counseling (PSY/HUM) 2 s.h.	The history, theories, practices, techniques of church-related management; specifically designed for the pastoral minister. Required for Pastoral Ministry majors.
A presentation of spiritual-psychological foundations of pastoral counseling; an investigation of skills and techniques for this special type of counseling; an analysis of typical cases encountered by one involved in pastoral ministry. Required for Pastoral Ministry majors and minors.	4930 Religious Studies Practicum 3 s.h.
3750 Religion & Society (HUM/SOC*) 3 s.h.	Directed field work and/or evaluation of life experience within parish, hospital, youth group, hospice, and other off-campus settings. Pastoral Ministry majors and minors will focus on an area where they are or will be exercising their Christian service. Required for Religious Studies majors (B.A. program).
3810 American Civil Rights Movement (HIS*/LAW) 3 s.h.	
4080 Moral Issues in Business (HUM/PHL) 3 s.h.	
Review traditional philosophical theories of ethics; examine principles of Christian morality, particularly those dealing with ethics from a Catholic perspective; investigate areas in the American marketplace that raise ethical concerns (e.g., injustices in the American economic system).	

SIGN LANGUAGE STUDIES (SLS)

1000 Introduction to Sign Language Studies 3 s.h.
A survey of American Sign language and Deaf culture. Emphasis on Sign language structure, history, and usage. Discussion of a sociocultural perspective of Deaf people including readings from anthropology, sociology, linguistics, and education. Includes an examination of American attitudes toward Sign language and Deaf culture.

- 1010, 1020 Beginning American Sign Language I, II (SPH) 4, 4 s.h.**
Development of basic ASL communication skills with appropriate vocabulary and grammatical structures. Emphasis on communicative and linguistic functions. Prerequisite or corequisite: SLS 1000. Thirty hours of laboratory practicum required for SLS 1010, 1020.
- 2010, 2020 Intermediate American Sign Language I, II 4, 4 s.h.**
Review of ASL grammatical features and further development of communicative functions at the intermediate level. Prerequisite: SLS 1020 or placement. Thirty hours of laboratory practicum required for SLS 2010, 2020.
- 2110 Orientation to Deafness 3 s.h.**
A survey of clinical and developmental aspects of hearing and deafness. Includes discussion of basic audiology, deaf education, and communicative implications of hearing loss. Prerequisite: SLS 1000.
- 2280, 2290 Fingerspelling I, II 1, 1 s.h.**
Concentrated instruction in practice of fingerspelling at increasing levels of complexity. Prerequisite: SLS 1020 or placement.
- 3010 Advanced American Sign Language I 3 s.h.**
Advanced American Sign Language development with a focus on grammatical and lexical expansion. Communicative dialogues will emphasize sociocultural aspects of deafness. Prerequisite: SLS 2020 or departmental approval.
- 3020 Advanced American Sign Language II 3 s.h.**
Continued advanced ASL development with further emphasis on sociocultural and historical considerations of deaf heritage. Prerequisite: SLS 3010 or departmental approval.
- 3310 Deaf Culture 3 s.h.**
A survey of sociocultural factors that define Deaf persons as members of a cultural minority. Examination of Deaf history, exploration of cultural characteristics of Deaf persons, and a review of contributions of Deaf persons to American society. Prerequisite: SLS 2110.
- 3450 Deafness and Community Resources 3 s.h.**
A course that describes the history and evolution of community resource development that has become a contributing force behind social change within the Deaf Community. Covers such aspects as the American Disability Act, related State and Federal laws, regulations and statutes that affect the lives of Deaf citizens. Includes discussion of service delivery systems such as education, vocational rehabilitation services, community mental health programs for Deaf persons, community service agencies (national, state and local). Prerequisite: SLS 2110 or departmental approval.
- 4010 American Sign Language: Discourse 3 s.h.**
A course that provides for ongoing interaction in Sign Language. Students will be required to prepare lectures, presentations (informative, descriptive, etc.) and conduct interviews in American Sign Language. Prerequisite: SLS 3020 or departmental approval.
- 4020 American Sign Language: Deaf Literature 3 s.h.**
This course involves the use of American Sign Language poetry and story telling. ASL poetry will be analyzed and incorporated as part of receptive/expressive language development and advanced skills enhancement. Includes story telling techniques through the use of standard American folk lore and other culturally valued forms of literature (ABC stories, "one-deaf" stories, sign play). Students will evaluate existing videotapes of Deaf poets, Sign Language stories and other esoteric aspects of Deaf culture such as sports signs. Prerequisite: SLS 4010 or departmental approval.
- 4280 Simultaneous Communication 3 s.h.**
Theory and application: emphasis on cognitive and sociolinguistic characteristics of simultaneous communication and its role in education. Includes analysis of the psycholinguistic implications of simultaneous communication. Prerequisite: SLS 3020 and/or departmental approval.
- 4410 Fundamentals of Interpretation & Transliteration 4 s.h.**
Introduction to the theory, practice, and criticism of interpretation and transliteration: simultaneous and consecutive. Definition of basic terms and concepts. Study of various models of the interpreting and transliterating processes, problems of linguistic and communicative equivalence, historical foundations, and professional issues. Prerequisite: departmental approval.
- 4450 Basic Simultaneous Interpretation for Interpreters 3 s.h.**
A practical course in the process of interpreting from ASL to English and from English to ASL. Emphasis is on a sociolinguistic model of interpretation. Related linguistic processes will be examined. Prerequisites: SLS 4410 and 4650.
- 4610 Voice to Sign: Interpreting Lab 3 s.h.**
Development of skills in voice to Sign interpreting. Audio and videotaped discourse will be interpreted into ASL which will be recorded and analyzed with the instructor. Prerequisites: SLS 4450, B average (SLS department) and departmental approval.
- 4620 Sign Language Structure 4 s.h.**
Analysis of the symbolic and linguistic structure of American Sign Language and other Sign systems. Includes aspects of phonology, morphology, syntax, semantics, grammar, and discourse. Examination of bilingual and bicultural practices, sociolinguistics, and related research. Prerequisites: SLS 2020 and ENG 2620 and/or departmental approval.
- 4650 Contrastive Text Analysis: ASL & English for Interpreters 3 s.h.**
Analysis of various texts in ASL and English to identify structures unique to one language or the other. Problems of translation and/or interpretation. Includes discussion of cross-cultural communication between deaf and hearing cultures. Prerequisite: SLS 4620.
- 4710 Selected Seminar Topics 1-4 s.h.**
Workshops or seminars include topics related to Sign Language and interpreting, such as linguistic research, bilingual education and related issues. (May be repeated for credit as topics vary. Students are allowed to apply up to four SLS workshop credits toward SLS major requirements. Additional workshops are optional.)
- 4750 Interpreting in Specialized Settings 3 s.h.**
Emphasis on specialized settings in which interpreters are expected to function. A range of interpreting settings and situations will be presented including: deaf/blind, hospital/medical, religious and community based situations. Prerequisites: SLS 4410 and 4450, B average (SLS department) and departmental approval.
- 4810 Sign to Voice: Interpreting Lab 3 s.h.**
Focus on Sign to voice interpreting. Videotapes and in-class speakers will provide interpreting exercises for the student. Sign to voice techniques will be discussed and put into practice. Prerequisites: SLS 4450, B average (SLS department) and departmental approval.
- 4930 Field Experience 1-16 s.h.**
Observation and/or practicum in Sign language interpretation, instruction, community service agency, educational program or related area. Maintenance of daily logs and placement with on-site personnel. Prerequisite: departmental approval.

SOCIAL SCIENCE (SSC)

3070 Social Studies Foundations (EDU) 3 s.h.

Interdisciplinary course comprising selected topics in Geography, History, Political Science, and Sociology integrated into an overview of the structure of the respective disciplines and designed to provide solid content background and resources for elementary school teachers. Prerequisites: SOC 1010, and PSC 2510 or GEO 3010.

3080 The Nature and Scope of Inquiry (HUM*/NSC) 3-4 s.h.

4950 History & Social Science Seminar (HIS) 4 s.h.

Theoretical and philosophical foundations of history and the social sciences, including a paper or project reflecting methodological skills. Prerequisite: senior status.

SOCIAL WORK (SW)

2300 Introduction to Social Work 4 s.h.

Examines social work as a helping profession within a historical context, working with individuals, families, groups, organizations and communities (micro, mezzo, macro systems). Defines the concepts of social systems, problem-solving, planned change, and human diversity. Establishes the knowledge, skills, and values base through the theoretical framework of a systems-ecological perspective. Begins to look at the value and strength of diversity in cultures, with a focus on international practice. Focuses on the beginning level of generalist practice with populations at risk, i.e. gay/lesbian, people of color, elderly, and women who are vulnerable, discriminated against and who suffer oppression. Introduces concepts of social science research and feminist perspective. Stresses self-assessment and aptitude for social work. Introduction to technology's application in social work. Includes a 50 hour service learning experience. Prerequisites: SOC 1010, PSY 1010.

2390 Empathy Listening Skills (SOC*) 1 s.h.

3350 Generalist Practice Methods I 3 s.h.

Uses the Generalist Intervention model as a specific process of problem solving including: defining issues, collecting and assessing data, planning and contracting, identifying alternative interventions, selecting and implementing appropriate courses of action; using appropriate research to monitor and evaluate outcome; applying appropriate research based knowledge, termination and followup with emphasis on micro systems and the interplay of mezzo and macro systems. Emphasis on the resources of the individual as a member of a culture within American society. Focus on solving problems with a wide range of skills including: communication, trust building, interviewing, and conflict resolution that are appropriate to a diverse population. Focus on knowledge, skills and values that reflect the unique nature of social work. Discussion on the issues of oppression, discrimination, and exploitation particularly as connected with gays/lesbians, people of color, women, elderly and other vulnerable groups. Prerequisites: SOC 1010, PSY 1010. Prerequisite or Corequisite SW 2300.

3400 Human Behavior & Social Environment I 3 s.h.

Provides content on theories and knowledge of human bio-psycho-social development to prepare a foundation on which to build generalist practice skills. Focus is on understanding the interplay between and among micro, mezzo, and macro systems of individuals, groups, families, and communities as they impact on human growth and development. Special emphasis will be placed on understanding the system wide impact of poverty, oppression, discrimination, and exploitation upon women, people of color, gays/lesbians, and other vulnerable groups. Prerequisites: BIO 1010, ECN 2710, PSC 2510, PSY 1010, SOC 1010.

3410 Human Behavior & Social Environment II 3 s.h.

Builds upon the content of SW 3400, Human Behavior and Social Environment I. Focus is on human diversity and how it impacts generalist practice. Provides content on the differences and similarities in the experiences, needs, and beliefs of people, including a global perspective. Emphasis is given to diversity as a strength and not a weakness, and to its relationship to the promotion of social justice. Includes content on oppression, and its impact on diverse groups through micro, mezzo, and macro systems. Prerequisite: SW 3400.

3500 Social Welfare 4 s.h.

Examines the philosophical and historical basis of the social welfare system and the contemporary structure and functions of social programs. Describes the history and current patterns of provision of social welfare services, including a global perspective. Looks at conditions that make it difficult for individuals, families, and communities to meet their needs and force them to rely on the social welfare system. Examines the literature to develop a critique of the social welfare system. Pays special attention to the impact of the system on oppressed, discriminated against and exploited groups. Provides students with a framework to evaluate the forces in society that impact the social welfare system. Includes content on peace and its relationship to social welfare. Includes research skills in program evaluation. Has an eco-systems approach to understanding populations-at-risk within a cultural diversity context. Prerequisite: SW 2300.

3700 Generalist Practice Methods II 4 s.h.

Examines the models, processes, and skills of generalist social work interventions appropriate to beginning levels of practice as they apply to individuals, families, and groups in their specific sociocultural contexts. Reinforcement of social systems theory and the ecological-life model in individual and multi-person interaction in global perspective. Use of planned change with mezzo systems and the interaction of micro and macro systems in a problem solving process. Practice specifically with mezzo systems in identifying intervention and the use of action plans with focus on the service network and collaboration and the resources clients bring to the situation. Includes a 50 hour service learning experience. Prerequisite: SW 3350.

4350 Generalist Practice Methods III 3 s.h.

Examines the structure of and behavior in organizations including the formal and informal network characteristics of the bureaucratic settings of social agencies and institutions, comparisons in global aspects and the use of technology. Identifies skills needed to evaluate programs and ways to use agency resources to provide effective services to clients. To provide students with the skills to promote social change as related to macro systems. Focus on achieving social and economic justice and for combatting the causes and effects of institutionalized forms of oppression and exploitation of groups that are vulnerable and discriminated against, i.e., gay/lesbians, people of color, elderly, women, and others through professional use of self. Prerequisite: SW 3700.

4650 Social Policy 4 s.h.

Provides an analysis of current social policy within the context of the historical and contemporary factors that shape policy. Examines the role of social policy as a resource or barrier to oppressed, discriminated against, and exploited groups. Looks at the impact of social policy on social work practice. Presents a framework for analyzing social policies in light of principles of social and economic justice locally, nationally and internationally. Looks at the political processes used to influence policy and develops skills in empowering individuals, groups, families, and communities to use the process to obtain resources. Emphasis is placed on research skills to formulate and evaluate social policy. Prerequisite: SW 3500.

4700 Generalist Practice Methods IV 3 s.h.
 Focuses on macro systems in a diverse society using the generalist perspective. Examines various perspectives on the meaning of community. Emphasis is on the application of planned change to communities with attention given to the inter-play between and among the micro, mezzo and macro systems. Included is content on discrimination, exploitation and oppression, particularly as they relate to women, people of color, gays/lesbians, the elderly and other clients from differing social, cultural, racial, religious, spiritual and class backgrounds. Prerequisite: SW 4350.

4800, 4900 Field Practicum I, II 4, 4 s.h.
 Supervised social work generalist practice with opportunities to apply structured learning opportunities that enable students to compare their practice experiences and to apply foundation knowledge, skill, values, and ethics to practice. Students are directly engaged in the delivery of services to individuals, families, groups, organizations and/or communities, particularly those who are vulnerable, exploited and discriminated against. Fifteen hours per week in the field for two consecutive terms (400 hours minimum) accompanied by mandatory weekly seminars (SW 4850/4950). Verification that the Program's goals have been met and that students are prepared for beginning level generalist practice and/or graduate social work studies. Formal admission to the program and departmental approval. Prerequisites: SW 3700 for 4800; SW 4800 for 4900; corequisites: SW 4850 with 4800, SW 4950 with 4900.

4850, 4950 Field Practicum Seminar I, II 2, 2 s.h.
 Mandatory weekly seminar to accompany Field Practicum I, II. Review of field activities with emphasis on assessment of the student's ability to apply knowledge, values and skills to practice. Focuses on the preparation for beginning level practice with populations who are vulnerable, discriminated against and suffer oppression, such as gays/lesbians, people of color, women, and the elderly. Review of agency data as useful in research, program evaluation, and to determine if the services are appropriate and meet needs of clients. Formal admission to the program and departmental approval. Prerequisites: SW 3700 for 4850; SW 4850 for 4950; corequisites: SW 4800 with 4850; SW 4900 with 4950.

4870 Social Work Research 4 s.h.
 Examines current research theory and methodology within the context of building knowledge for generalist practice including evaluation of macro-service delivery systems. Qualitative and quantitative methodologies are presented. Focus on feminist research for social work and cross-cultural comparisons for international perspective. An original research project is undertaken that utilizes computer based statistical analysis. Ethical standard of scientific inquiry are emphasized especially as they relate to the impact of research on women, minorities of color, gay/lesbians and other vulnerable groups. Helps students become consumers of research as well as gaining skills in research as a means of evaluation. Prerequisite: SW 4350.

SOCIOLOGY (SOC)

1010 Introduction to Sociology & Cultural Anthropology 4 s.h.
 Foundations and principles of social order, social control, social institutions and social life in America and other cultures. Focus on how people's conditions, character and life chances are influenced by organizations and institutions. Emphasis on critical thinking about practices and beliefs in a variety of social contexts.

2000 Chemical Dependency: General Information (AS*) 1 s.h.

2100 Substance Abuse Credentialing (AS*) 1 s.h.

2120 Chemical Dependency: Special Populations and Credentialing (AS*) 1 s.h.

2140 Chemical Dependency Resources (AS*) 1 s.h.

2210 Social Issues and Movements 4 s.h.
 Analyses of major social issues and associated social movements. Consideration of national and international implications. Focus on issues of stratification (social class, race, sex), deviance, industrial conflict, warfare, environmental pollution, consumption. Analyses of specific social movements that respond to political and economic contradictions.

2330 Interviewing Techniques (CJ/SPH) 3 s.h.
 Principles, types and stages of interviewing; develop observation skills and communication ability using several interviewing techniques.

2390 Empathy Listening Skills (SW) 1 s.h.
 Instruction and practice in the establishment of rapport with individuals through practical listening skills. Techniques developed in the context of the helping relationship. Prerequisite: PSY 1010.

2450 Chemical Dependency: Advanced Communication Skills (AS*) 1 s.h.

3130 Sociology of the Family 3 s.h.
 Analysis of the family as a major social institution and how forms of the family vary cross-culturally. Examination of how political and economic developments impact on changes in the family. Topics include: ethnic and social class variations in structure, patterns of mate selection, parenthood, parent-child interactions, divorce, and changing gender roles.

3160 Group Dynamics & Discussion Techniques (SPH) 4 s.h.
 An analysis of how groups shape identity and social norms. Focus on how group size and structure influences interaction within various types of groups: e.g. family, school, work, and community. Will include group discussion exercises that develop proficiency in communication and group facilitation.

3210 Principles of Criminology (CJ*) 3 s.h.

3220 Race, Ethnicity & Class in American Life (HIS*) 4 s.h.

3230 Juvenile Justice (CJ*) 3 s.h.

3390 Dual Diagnosis: Substance Abuse and Mental Health (AS*) 1 s.h.

3430 Chemical Dependency: Focus on the Individual (AS*) 1 s.h.

3440 Chemical Dependency: Effects on the Family (AS*) 1 s.h.

3460 Prevention Aspects of Chemical Dependency (AS*) 1 s.h.

3530 Marriage & the Family (FCS*/RST) 4 s.h.

3540 Substance Abuse and AIDS (AS*) 1 s.h.

3560 Chemical Dependency: Its Grief and Loss (AS*) 1 s.h.

3570 Chemical Dependency: Staff and Program Development (AS*) 1 s.h.

3580 Writing Goals, Objectives and Activities (AS*) 1 s.h.

- 3610 Chemical Dependency: Recovery and Spirituality (AS*)** 1 s.h.
- 3620 Chemical Dependency: Focus on Adolescence (AS*)** 1 s.h.
- 3630 Chemical Dependency and the Elderly (AS*)** 1 s.h.
- 3640 Substance Abuse and the Disabled Population (AS*)** 1 s.h.
- 3650 Chemical Dependency: Focus on Women (AS*)** 1 s.h.
- 3670 Social Psychology (PSY)** 4 s.h.
Examination of the complex ways in which human beings comprehend themselves and their social environment. Focus on how one's identity is "socially constructed" in all phases of the life cycle. Emphasis on influence of culture and society on attitudes, personality and behavior, attraction, aggression, conformity, power and dynamics of the group. Prerequisite: SOC 1010 or PSY 1010.
- 3680 Social Change in the Sixties** 2 s.h.
Analyses of dramatic aspects of social change in the 1960s, such as civil rights, student, anti-war, and women's movements. Social and historical contexts will be considered, as well as how individuals experienced this period of change.
- 3710 Special Topics** 1 s.h.
Analyses of current issues and topics from a sociological perspective. Will normally be offered on a weekend format (Friday night and Saturday).
- 3750 Religion & Society (HUM/RST)** 3 s.h.
Analysis of the social origins of religion and the human drive to seek meaning beyond the social experience. An examination of religious practices and beliefs in various historical and social contexts, from a cross-cultural perspective. Topics to include: religious diversity; politics/stratification and religion; religious freedom and movements; social change and religion; science, technology and religion; and the future of religion.
- 3800 Dynamics of Sex and Gender Roles (HIS)** 4 s.h.
An examination of the idea of socially constructed gender roles and how these roles changed historically in response to internal contradictions, as well as political and economic forces such as the women's movement. The course will include historical material as well as perspectives from disciplines such as biology, anthropology, psychology, political science and economics. The interaction of race, ethnicity, social class and sexual orientation with gender roles will be studied with an emphasis on multiculturalism and globalism.
- 4140 Conflict Resolution in the Classroom, at Home, and on the Job** 1 s.h.
Will examine the social psychological perspective of conflict and peacemaking. Focus will be on learning a model of conflict resolution that is rooted in concepts such as contact, cooperation, communication, negotiation and non-violence. Classroom experiments will be conducted to facilitate learning.
- 4150 Social Gerontology (GER*)** 3 s.h.
- 4420 Urban Sociology** 4 s.h.
Examines historical and current patterns, structures, functions and problems of urban communities. Emphasis on the nature of the city and consequences of urban planning on political and economic aspects in an era of scarcity and increasing diversity. Focus on both historical and contemporary conditions and life styles of cities, suburbs and rural areas. Prerequisite: SOC 1010.
- 4490 Chemical Dependency: Planning and Treatment (AS*)** 1 s.h.
- 4900 Social Research Methods** 4 s.h.
An examination of various research methods in sociology and related social science disciplines. Consideration of the complexity and usefulness of social research within academic and non-academic settings. Analyses of how the scientific method helps us to better understand social structure and interaction. Topics include: the nature and structure of causation and social inquiry, methods of observation, analysis of data, types of social statistics, and uses of social research. Students will have an opportunity to complete a research project and gain practical experience.
- 4910, 4920 Chemical Dependency Cooperative Education (AS*)** 2-4 s.h.
- 4930, 4940 Chemical Dependency Practicum (AS*)** 2-4 s.h.
- 4950 Sociology Seminar** 4 s.h.
A specialized seminar for majors intended to link critical areas of theoretical concern to the techniques and debates of current research. Both classical and contemporary social theory will be examined, as well as research methodologies appropriate to sociology. Students will design and complete original research related to major areas of sociological concern. Prerequisites: senior standing and departmental approval.
- SPANISH (SPA)**
- 1010, 1020 Elementary Spanish I, II** 4, 4 s.h.
Introduces the basic skills for mastery of the Spanish language; listening, speaking, reading and writing. Culture and civilization are also studied. At least one hour of language learning is required daily.
- 2230, 2240 Intermediate Spanish I, II** 4, 4 s.h.
These courses are designed to increase the student's ability to communicate in Spanish as well as furthering an understanding of the culture and civilization of Spanish-speaking peoples through cultural and literary materials. At least one hour of language learning required daily. Prerequisite: SPA 1020 or two years of secondary school Spanish.
- 3000 Spanish Language & Culture for Human Services** 3 s.h.
Study of basic structures of the Spanish language with the primary purpose of developing minimal language skills. Students are also introduced to Hispanic cultural norms affecting life in Spanish-speaking countries including the U.S.A.
- 3110 Spanish Phonology** 4 s.h.
Phonetics, diction and advanced oral interpretation. Theory and practice of modern Spanish pronunciation, intonation and rhythm. Intensive individual practice. Prerequisite: SPA 2240.
- 3220 Spanish Culture & Civilization** 4 s.h.
Study of significant aspects of the geographical, historical, social, and cultural backgrounds of Spain for a better understanding of its civilization. Prerequisite: SPA 2240.
- 3230 Latin American Culture & Civilization** 4 s.h.
Significant aspects of geography, history, social life and culture of Latin American countries for better understanding of their civilization. Prerequisite: SPA 2240.
- 3310 Oral & Written Composition** 4 s.h.
Applied advanced grammar with practice in original composition. Emphasis on developing skill in employing natural, everyday expressions in speaking and writing correct, idiomatic Spanish. Prerequisite: SPA 2240.

- 3570 Spanish Literature I** 4 s.h.
Study of selected texts from outstanding authors representing the chief periods of Spanish literature from its beginning to the eighteenth century. Prerequisite: SPA 2240.
- 3580 Spanish Literature II** 4 s.h.
Study of major literary trends and representative authors in the nineteenth and twentieth centuries. Prerequisite: SPA 2240.
- 4800 Foreign Study in Spain/Spanish America** 4-16 s.h.
Students elect a program of study in a Spanish-speaking country or in Spain. Options are open for study during the summer and/or academic year.

SPECIAL EDUCATION (SED)

- 3300 The Exceptional Learner in the Classroom (EDU*)** 3 s.h.

SPEECH COMMUNICATION (SPH)

- 1010, 1020 Beginning American Sign Language I, II (SLS*)** 4, 4 s.h.
- 1050 Speech Communication** 3 s.h.
Principles of speech communication applied to a wide range of speaking situations: interpersonal, group and public. Emphasis on preparation, delivery, persuasive techniques, listening and responding to messages. Opportunity to practice speaking skills.
- 2330 Interviewing Techniques (SOC*)** 3 s.h.
- 2510 A Survey of Telecommunications (TVC*)** 3 s.h.
An integrated approach to electronic media, its technical and economic nature, and its consideration as both a product of social forces and as a social force itself.
- 2550 Oral Interpretation of Literature (ENG)** 3 s.h.
This course deals with the skills of expressive reading to elicit listener response to the text using vocal and physical expression. The literature emphasized will be prose, poetry and drama which will be analyzed for meaning, mood and rhythm.
- 3000 Children's Literature & Drama (ENG*/EDU)** 4 s.h.
- 3160 Group Dynamics & Discussion Techniques (SOC*)** 4 s.h.
- 3300 Public Speaking: Theory and Practice** 3 s.h.
The focus of this course is on the building of public speaking skills needed in education, personal life and careers in order to effectively communicate thoughts and feelings. In addition, students will evaluate the persuasive efforts of others and increase their critical listening skills.
- 3410, 3420 Acting Techniques I, II** 4, 4 s.h.
Basic forms and methods of expression, including voice projection and diction; development of individual talents in pantomime, improvisation, acting, and oral interpretation. Lecture and laboratory.
- 3510 Television Production Techniques I (TVC*)** 3 s.h.
Basic techniques and equipment used in cable, industrial/educational and commercial television production; emphasis on set-up and operation of cameras, microphones, videotape recorders, lights, and studio and control room equipment.

- 3520 Television Production Techniques II (TVC*)** 3 s.h.
Production techniques and equipment used in cable, industrial/educational and commercial television; emphasis on program production and organization, directing, camera techniques, lighting techniques, videotaping, and integration of field produced tapes. Prerequisite: SPH 3510 or permission of instructor.

- 3710 Scriptwriting, Proposal Writing, & Budgeting for Television (JRN)** 3 s.h.
A study of the preparation of the television program proposal, budgeting problems and considerations, and the development of the final program script. Prerequisite: SPH 3510 or permission of instructor.

- 3810 Field Production and Editing I (TVC*)** 3 s.h.
Consideration of the unique characteristics of single camera production or videography for corporate, commercial, and consumer use. Emphasis on directing theory, camera technique, sound, lighting, and editing. Prerequisite: SPH 3510.

- 3820 Field Production and Editing II (TVC*)** 3 s.h.
Advanced field production and editing with emphasis on creative camera and lighting techniques, shot continuity, audio, electronic graphics, developing an edit decision list and special effects. Prerequisite: SPH 3810.

- 4010 Foundations of Mass Communication (JRN*, TVC*)** 3 s.h.

- 4110 Television News Reporting and Production (TVC*)** 3 s.h.
Electronic journalism techniques and hands-on experience of producing a short news program including researching and writing the stories, newsgathering techniques, interviewing, on camera reporting, anchoring, and assembling the program elements. Prerequisites: SPH 351, 381.

- 4150 Film Appreciation** 4 s.h.
Examination of those aspects of film that qualify it as an art form worthy of critical attention.

- 4510 Directing & Producing for Television (TVC*)** 3 s.h.
A theoretical and practical approach to organizing and directing television programs for broadcast, corporate, and educational use. Students will actually produce and/or direct a program for broadcast. Prerequisites: SPH 3520 and permission of instructor.

- 4910 Cooperative Education** 1-4 s.h.

UNIVERSITY (UNV)

- 1010 Orientation to Higher Education** 1 s.h.
This course is designed to provide first-year students with information and insights into themselves and into the demands of higher education. It will introduce students to University policies and procedures, assist them in developing study strategies and college level thinking, time and stress management skills, personal and multicultural awareness, career exploration, decision making skills and in meeting the challenges of leadership and involvement in order to be a more effective student in college.



Madonna University's 49-acre wooded campus offers students opportunities to enjoy many attractive sites such as St. Francis Pond and the beautiful "Madonna Della Strada" statue.

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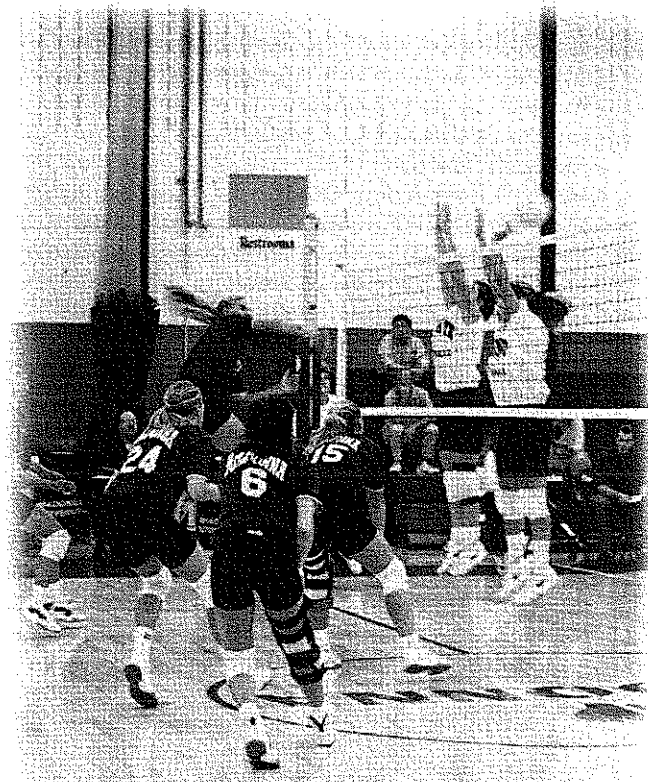
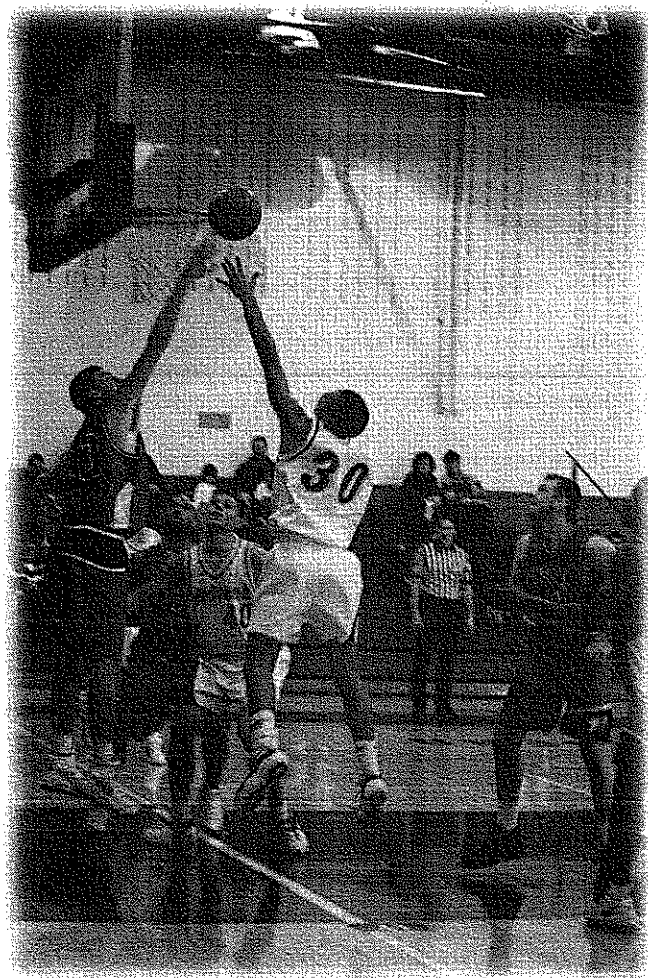
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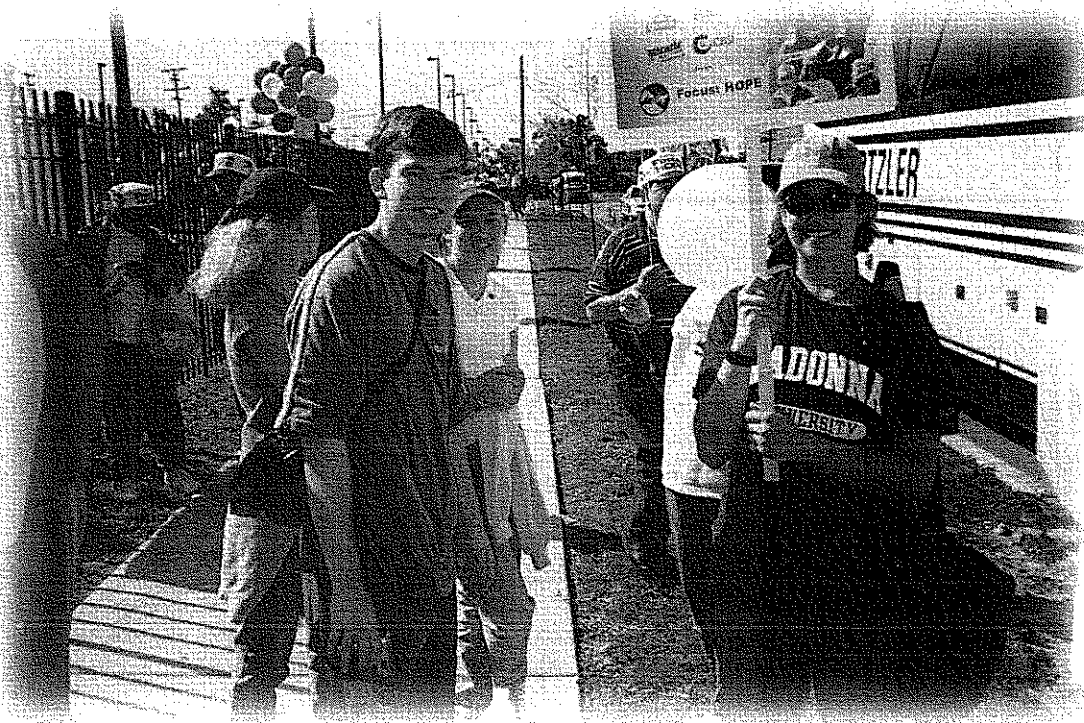
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The athletic programs at Madonna University combine the challenging schedule of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine-Hoosier Athletic Conference (WHAC) with a positive, supportive environment that promotes success both on and off the field or court.



Student Mapas Logo



True to the University's mission, service to the community is integrated into many aspects of student life at Madonna. Through Campus Ministry students reach out to help those in need in metropolitan Detroit and throughout the United States. Service learning projects provide students meaningful opportunities to earn credit for performing service. Students participate in the Homeless Awareness Experience (top) and in the Focus: HOPE Walk for Justice.

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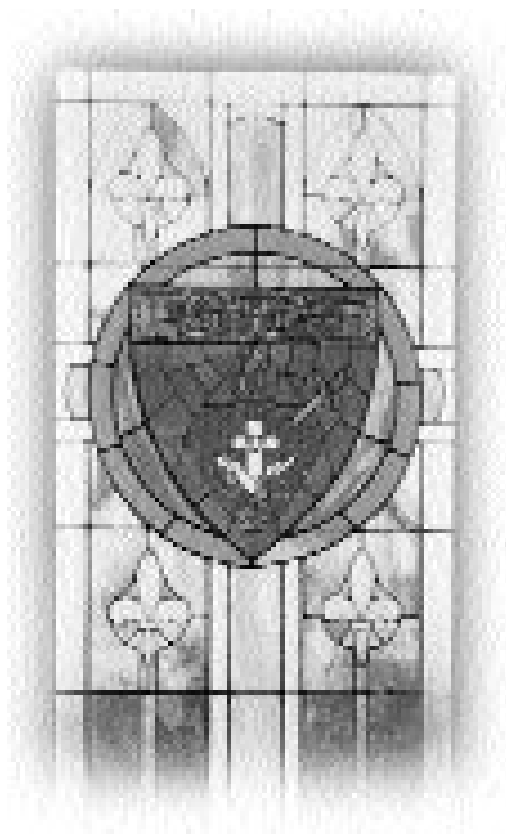
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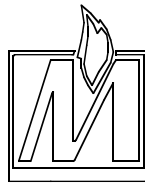
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Madonna University
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The crest consists of the Franciscan emblem, which is a cross and the two pierced hands of Christ and St. Francis. The Felician Sisters' emblem is the pierced Heart of Mary, with a host symbolizing the adoration of the Eucharist through the Immaculate Heart, to which the Community is dedicated. The University crest, "*Sapientia Desursum*", is translated "Wisdom from Above".



**MADONNA
UNIVERSITY**

The  the first initial of Madonna, is a tribute to Mary, the patroness of Madonna University.

The flame symbolizes the Holy Spirit, the source of all knowledge, and signifies the fact that liberal arts education is the aim of Madonna University whose motto is *Sapientia Desursum* (Wisdom from Above).

The upward movement of the slanted  implies continuous commitment to meeting the ever growing educational needs and assurance of standards of academic quality.

The box enclosing the  is symbolic of unity through ecumenism.

The heavy bottom line of the box signifies the Judeo-Christian foundation of the University.

(The Madonna University logo was adopted in 1980)

Madonna University guarantees the right to equal education opportunity without discrimination because of race, religion, sex, age, national origin or disabilities.