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# Madonna College

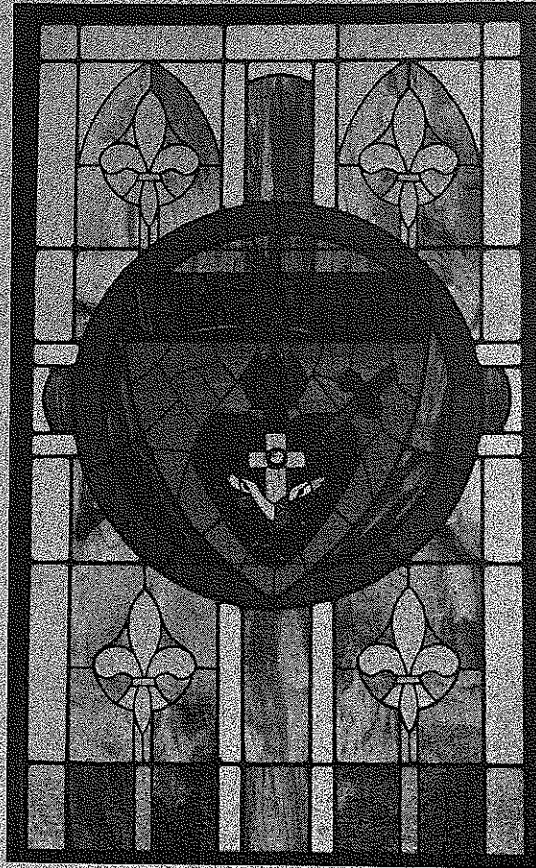
Undergraduate Bulletin 1988 - 1990



**MADONNA  
COLLEGE**

LIVONIA, MICHIGAN 48150

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 College crest, "Sapientia Desursum", is translated "Wisdom from Above".



# MADONNA COLLEGE --- BULLETIN

Volume 30, 1988 - 1990  
(Effective as of Term I, 1988)

Madonna College  
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Livonia, Michigan 48150  
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*Madonna College guarantees the right to equal educational opportunity without discrimination because of race, religion, sex, age, national origin or disabilities.*

# MADONNA COLLEGE CALENDAR

|   | 1988-89                    | 1989-90        |
|---|----------------------------|----------------|
| <b>Term I - Fall</b>  |                            |                |
| Faculty Conference .....  | Sep. 1-2                   | Aug. 31-Sep. 1 |
| Classes Begin .....   | Sep. 6                     | Sep. 5         |
| Add-Drop Period .....   | Sep. 6-12                  | Sep. 5-11      |
| Filing Deadline: Intent to Graduate, Term II/May                                | Sep. 30                    | Sep. 29        |
| Final Date: Election S Grade .....  | Oct. 25                    | Oct. 24        |
| Comprehensive Examinations: Term I .....  | Nov. 5                     | Nov. 4         |
| Mail-In Registration: Term II/Winter .....                                      | Nov. 7-23                  | Nov. 6-22      |
| On-Campus Registration: Term II/Winter .....                                    | Dec. 1-3                   | Nov. 30-Dec. 2 |
| Thanksgiving Recess .....   | Nov. 24-26                 | Nov. 23-25     |
| Final Date: Withdrawal from Courses .....                                       | Nov. 11                    | Nov. 10        |
| Final Examinations .....  | Dec. 12-17                 | Dec. 11-16     |
| End of Term I .....   | Dec. 17                    | Dec. 16        |
| Grades Due by 12:00 noon .....  | Dec. 20                    | Dec. 18        |
| <b>Term II - Winter</b>   |                            |                |
| Faculty Conference .....  | Jan. 6                     | Jan. 5         |
| Classes Begin .....   | Jan. 9                     | Jan. 8         |
| Filing Deadline: Intent to Graduate, Term III/July                              | Jan. 31                    | Jan. 31        |
| Add-Drop Period .....   | Jan. 9-14                  | Jan. 8-15      |
| Comprehensive Examinations: Term II .....                                       | Feb. 4                     | Feb. 10        |
| Final Date: Election S Grade .....  | Feb. 24                    | Feb. 23        |
| Mail-In Registration: Term III/Spring/Summer ...                                | Mar. 6-23                  | Mar. 5-23      |
| On-Campus Registration:   |                            |                |
| Term III/Spring/Summer .....  | Mar. 18; 20-22             | Mar. 28-31     |
| Spring Vacation .....   | Mar. 6-11                  | Mar. 5-10      |
| *Easter Recess .....  | Mar. 24-25                 | Apr. 13-14     |
| Final Date: Withdrawal from Courses .....                                       | Mar. 13                    | Mar. 16        |
| Final Examinations .....  | Apr. 24-29                 | Apr. 23-28     |
| End of Term .....   | Apr. 29                    | Apr. 28        |
| Grades Due by 12:00 noon .....  | May 1                      | Apr. 30        |
| Commencement .....  | May 6                      | May 5          |
| *Easter Recess begins at 4:00 p.m. on the Thursday before Easter.               |                            |                |
| <b>Term III - Spring/Summer</b>   |                            |                |
| Classes Begin .....   | May 8                      | May 7          |
| Mail-In Registration: Term I/Fall .....   | May 17-Jun. 6              | May 16-Jun. 5  |
| On-Campus Registration: Term I/Fall .....                                       | Jun. 8-10                  | Jun. 7-9       |
| Add-Drop Period .....   | See Tnition & Fees Section |                |
| Filing Deadline: Intent to Graduate,  |                            |                |
| Term I/December .....   | May 31                     | May 31         |
| Final Date: Withdrawal from Courses: No later than 2/3 of Completed Course Work |                            |                |
| Memorial Day - No Classes .....   | May 29                     | May 28         |
| Comprehensive Examinations: Term III .....                                      | Jun. 10                    | Jun. 9         |
| Independence Day - No Classes .....   | Jul. 4                     | Jul. 4         |
| Final Examinations .....  | Last Class Session         |                |
| End of Term .....   | Jul. 29                    | Jul. 28        |
| Grades Due by 12:00 noon .....  | Aug. 1                     | Jul. 30        |
| <b>Summer Session (5 weeks)</b>   |                            |                |
| Classes Begin .....   | Jun. 19                    | Jun. 18        |
| Add-Drop Period .....   | Jun. 19-24                 | Jun. 18-23     |
| Final Date: Withdrawal from Courses: No later than 2/3 of Completed Course Work |                            |                |
| Independence Day - No Classes .....   | Jul. 4                     | Jul. 4         |
| Final Examinations .....  | Last Class Session         |                |
| Grades Due by 12:00 noon .....  | Jul. 24                    | Jul. 23        |

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*Each Madonna College student is responsible for compliance  
with the contents of this Bulletin.*

*The College reserves the right to withdraw or modify  
information in this Bulletin.*

# THE COLLEGE

## **Madonna College History**

Madonna College is proud of its commitment to quality liberal arts education and its history of public service. Founded by the Felician Sisters as Presentation Junior College in 1937, it was renamed Madonna College in 1947 and incorporated as a baccalaureate institution. It became coeducational in 1972 and initiated its first graduate programs in 1982. Madonna College maintains its tradition as an independent Catholic College.

## **Mission Statement**

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

## **The Franciscan Ideal**

The Madonna College 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 based on that mentality. The Mission of the College 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, and handicapped;
- an appreciation of nature and all creation; and
- a desire to advance the arts and develop the intellect so as to render service to humanity.

## **The Catholic Tradition**

While maintaining fidelity to the teaching authority of the Catholic Church through its academic curriculum, Madonna College 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 spirit of ecumenism, intellectual freedom, and open dialogue.

Through undergraduate, graduate, and continuing education opportunities, Madonna College aims to provide men and women with:

- the accomplishments of intellectual, spiritual and personal growth;
- the comfort and guidance of the Gospel message as relevant to problems of the contemporary world; and
- the courage to witness Christ to the world through pursuit of truth and commitment to service.

#### **Liberal Arts with Career Preparation**

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

Courses for all students are designed:

- to be intellectually challenging;
- to foster independent learning;
- to cultivate new knowledge through study, research, dialogue, analysis and synthesis;
- to liberate the spirit; and
- to eliminate ignorance, fear and prejudice.

#### **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 College seeks to provide an educational setting in which students and faculty alike can:

- pursue humanistic endeavors, including appreciation of the cultural heritage of the world's peoples;
- discover a responsibility for lifelong learning;
- develop a sensitivity to human feelings and the expression of talents; and
- respond in social conscience to the needs of society.



### **The Embodiment of the Mission**

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

The College community envisions the MADONNA COLLEGE GRADUATE to be a person who:

1. Understands and can apply Christian principles to personal, family, and social life by assuming responsibility for decisions based on moral values.
2. Acquires an understanding and acceptance of the influence of Judeo-Christian principles and other world religions on contemporary institutions and on individual value decisions.
3. Respects each person's human dignity and is actively concerned for the welfare of each individual.
4. Prepares for meaningful roles in the contemporary world by a study of the past and present and a conscious awareness of possibilities for the future.
5. Becomes involved as a responsible world citizen in the affairs of the community and, avoiding prejudice, is willing to work for justice and peace.
6. Communicates clearly and effectively in action and in words.
7. Discovers that learning is a life-long process and develops a spirit of inquiry to motivate one to continue to learn.
8. Appreciates the artistic and aesthetic dimensions of various cultural heritages.
9. Acquires knowledge of the increasing impact of science and technology on the total human enterprise and develops skills to function in the modern technological world.
10. Prepares professionally to assume leadership and accept challenges of a productive and rewarding career.

### **The College Campus**

The wooded forty-nine acre campus of Madonna College is located in Livonia, Michigan, a suburb of 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, and important state highways.

The two-story academic building accommodates a variety of purposes from administrative offices to classrooms and laboratories. Special facilities include the TV Studio/Graphics area, where students and faculty can work with media specialists to develop audio-visual materials for instruction or presentation. Another important facility is the Health Instruction Center. This includes a practice laboratory for clinical instruction, a library of print and audio-visual resources in nursing, individual study carrels, and the office of the Director of the H.I.C., a library/media specialist.

Career counseling and advising are provided by the staff of the Career Resource Center, a national model for liberal arts colleges. Students can investigate career alternatives with the aid of the CRC staff and materials, and utilize the testing, cooperative education and placement services of the center.

**The Computer Laboratory**, also located in the academic building supports the computer science and computer systems programs and provides access to microcomputers and to an IBM 4341 mainframe. Madonna College has made computer literacy a priority across the institution so that students learn computer applications in their fields.

**The Library**, built in 1984, is a focal point for the academic life of the campus. Housing more than 105,000 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 is equipped with coin and card operated photocopiers and word processing equipment, as well as microfilm and microfiche readers. The library expands its resources by subscribing to online computer services such as Dialog and Bibliographic Retrieval Service (BRS). It also maintains membership in the Southeastern Michigan League of Libraries Infopass system. This entitles students to borrowing privileges at more than twenty participating university and public libraries.

Additionally, books, abstracts, monographs, articles, research and technical reports, and policy manuals can be obtained through the NetworkLocator Services of the Michigan Library Association. Through such consortial arrangements students can take advantage of the extensive research and library resources in the Detroit-Ann Arbor area.

The library's ethnic heritage study alcoves contain a variety of artifacts relating to the cultural backgrounds of Madonna's multiethnic student body, and the Livonia Bar Association Law Library, deeded to the Madonna Library, constitutes a special resource for students studying law-related courses. The library wing also houses the Kresge Hall, a 300-seat auditorium for special events.

**The Activities Center**, attached to the academic building, seats 1,000 spectators and provides facilities for sports activities, stage productions, convocations, and lectures. The Oakway Symphony Orchestra as well as area

dance and theatre troupes appear before student and community audiences. Adjacent courts for tennis, basketball, volleyball and a soccer field encourage team and individual sports.

**The Children's Learning Center** offers services to children and adults from the surrounding communities in diagnosis and remediation of reading and learning problems. Here pre-service and in-service teachers gain valuable laboratory experience.

**The Center for Personalized Instruction** is located in the educational development wing. The CPI provides tutoring services and self learning materials in basic skills.

**The Residence Hall** houses 200 men and women in separate wings. Through the year, the dorm lounges, the commons and snack bar, and the spacious dining halls are centers for floor parties, coffee houses, 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 College buildings are barrier free for the physically handicapped. Closed captioned televisions, teletypewriters, and telephone boosters are available to hearing-impaired students.

#### **Approvals and Accreditations**

- American Bar Association, 1984
- American Dietetic Association - General Dietetics, 1977, 1982
- Council on Social Work Education, 1982, 1988
- State of Michigan Board of Education:
  - Approval of four-year degrees, 1947
  - Teacher certifications, 1954, 1969
  - Vocational certification and authorization, 1969, 1974
  - Learning disabilities certification, 1974
  - Reading, 1977
  - Emotionally impaired, 1978
  - Master of Science in Administration, 1982
  - Computer Science, 1984
  - Master of Science in Nursing, 1987
- Michigan Board of Nursing, 1967
- Michigan Department of Public Health:
  - Advanced Emergency Medical Technician, 1975
  - Basic Emergency Medical Technician, 1985
  - Emergency Medical Technician, Instructor/Coordinator, 1985
- North Central Association of Colleges and Schools, 1959, 1968, 1978, 1982 (Graduate Studies), 1988

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National Council for Accreditation of Teacher Education, 1972, 1981  
National League for Nursing, 1970, 1978, 1984

Note: Accreditation materials are available for review in the Madonna College Library.

### Memberships

Adult Education Association of Michigan  
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 Correctional Association  
American Council on Education  
American Diabetes Association  
American Dietetic Association  
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  
Archdiocese of Detroit Catholic Campus Ministry  
Association of American Colleges  
Association of Catholic Colleges and Universities  
Association of College and University Telecommunication Administrators  
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  
Career Educational Association  
Catholic Library Association  
College Art Association  
College and University Personnel Association  
College of Obstetricians and Gynecologists  
College Placement Council  
Conference of Interpreter Trainers  
Consortium for Computing in Small Colleges  
Cooperative Education Association  
Council for Adult and Experiential Learning  
Council for the Advancement of Experiential Learning  
Council of Independent Colleges  
Council for Liberal Learning  
Council on Social Work Education  
Detroit Area Consortium of Catholic Colleges  
Fashion Group  
Gerontological Society of America  
Greater Detroit Chamber of Commerce  
Historical Society of Michigan  
International Association of Chiefs of Police  
International Television Association  
Legal Assistants Association of Michigan  
Livonia Chamber of Commerce

Michigan Academy of Science, Arts, and Letters  
 Michigan Association for Adult and Continuing Education  
 Michigan Association of Baccalaureate Social Work Programs  
 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 Teachers of English  
 Michigan Catholic Campus Ministry Association  
 Michigan Catholic Guidance Council  
 Michigan College and University Placement Association  
 Michigan Colleges Foundation  
 Michigan Committee for Jobs and Energy  
 Michigan Council on Human Service Education  
 Michigan Criminal Justice Educators Association  
 Michigan Developmental Education Consortium  
 Michigan Dietetic Association  
 Michigan Home Economics Association  
 Michigan Hospice Organization  
 Michigan Library Consortium  
 Michigan Registry of Interpreters for the Deaf  
 Michigan Society of Gerontology  
 Michigan Student Financial Aid Association  
 Michigan Women's Studies Association  
 Mid-America Association of Education Opportunity Program Personnel  
 Midwest Alliance for Nursing  
 Midwest Association of Student Financial Aid Administrators  
 Midwest College Art Association  
 Midwest Modern Language Association of America  
 Modern Language Association of American  
 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 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 Senior Citizens  
 National Council of Teachers of English  
 National Council of Teachers of Mathematics  
 National Fire Protection Association  
 National Hospice Organization  
 Nurse's Association of America  
 Nutrition Today Society  
 On-Line Audiovisual Cataloguers  
 Optical Society of America  
 Senior Coordinating Agency Network Sigma Theta Tau - National Honor Society of Nursing  
 Sign Language Instructors Guidance Network  
 Society of American Archivists  
 Society for Nutrition Education  
 Southeastern Michigan Television Education Consortium Television Licensing Center

## ACADEMIC OPTIONS

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

### **The College Year: Flexible Scheduling**

Madonna has a three-term college 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

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

#### Weekday Classes

9 a.m.-Noon

1-4 p.m.

4-7 p.m.

7-10 p.m.

#### Saturday Classes

9 a.m.-Noon

1-4 p.m.

Weekend seminars, workshops and institutes offer additional learning opportunities.

### **Advanced Placement**

Madonna College 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.

### **Credit for Experiential Learning**

Adult students pursuing a college degree frequently have mastered college course competencies in life or work situations. The Madonna Experiential Learning Program (ELP) provides the option for students to receive up to 60 semester hours of credit for learning experiences outside the college

classroom. Such experiences include: military service; community service; internship or in-service; research or independent study; art, music or film-making; and travel. Students seeking experiential learning credit should see the departmental advisor for an initial interview. The representative contacted may advise the student whether the learning described may be creditable to college level learning and whether the learning may be verified through testing, observation, or a portfolio format. The advisor will assist the student in identifying learning that deserves college credit and in choosing a method of evaluation, such as: challenge exam, interview, portfolio, product, written recommendation, College-Level Examination Program (CLEP), or The Armed Services Guide to Educational Experiences.

A one-semester hour course entitled ENG 166: Portfolio Development, mentored by the director of ELP, will enable students to assemble materials that formalize and document the request for credit. Students must be admitted to the College to make formal application for experiential learning credits.

Credits will be awarded on a satisfactory basis (S) but will not be recorded on the transcript until the student has completed 12 s.h. in residence. These credits are excluded in determining a student's eligibility for grants and financial aid. For additional information, consult the Academic Policies section.

#### **Independent Study**

Students may earn credits for independent study with the approval of the Division Dean and a faculty member of the department in which the study is pursued. Independent study provides the option for indepth investigation of a subject which is of particular interest to the student.

#### **Cooperative Education (Co-op)**

Madonna students can earn college credit for work related to the student's plan of study. A job assignment may be a course in itself, approved by the faculty member who supervises, evaluates and grades the student's performance, or the student may integrate a cooperative work experience with a course that calls for field experience, practicum, internship or seminar.

The following majors require cooperative education coursework: fashion merchandising, computer information systems, computer science, journalism and public relations, criminal justice and security, occupational safety and health and home economics and family life.

Madonna's Office of Cooperative Education 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

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

### **Career Education**

Madonna's model Career Resource Center (CRC) offers substantial individual assessment and short seminars and workshops which prepare students for the workworld 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.

### **Continuing Education**

Each term Madonna offers a wide variety of options for the life-long learner. 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 Office of Continuing Education.

### **Telecourses**

Televised courses over cable and broadcast television allow students to pursue college coursework right in their homes. Normal registration procedures apply to telecourses.

### **Catholic College Consortium**

Madonna College is a member of the Detroit Area Consortium of Catholic Colleges. Marygrove, Mercy, Sacred Heart Seminary, St. Mary of Orchard Lake College and The University of Detroit are participating institutions.

Full-time students of consortium institutions may take one or more courses during the academic year at participating institutions. Part-time students may not register for more than 12 s.h. of consortium credit during his or her undergraduate career.

The student registers with Madonna's Registrar and the Registrar of the consortium college. Tuition is paid to Madonna. For exact procedures, see the College Policies section.

### **Guest Students**

Madonna 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 College students may secure a guest pass only when the course is not taught that academic year at Madonna College and when waiting an additional year would cause severe inconvenience. Madonna students beyond sophomore standing may not earn credit in two-year institutions for transfer to Madonna. Students must obtain written



approval from their advisor and the Registrar prior to procuring the Michigan Uniform Undergraduate Guest Pass at the Registrar's Office before registering for a course at another institution. The guest pass is good for only one term.

**Study Abroad**

Study abroad may be arranged during the college term. Interested students should contact the Academic Vice President's Office.

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## ADMISSIONS

Madonna College welcomes students of various ages and economic, racial, 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 College.

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 College.

### Application Procedure

1. Submit a complete application for admission and the nonrefundable admission fee. 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 College Applicants:

- Official high school transcript or General Education Development (GED) test results.
- ACT Assessment College Report indicating results of the American College Test (ACT) for all current high school graduates. Madonna College must be the direct recipient of this report. The ACT code number for Madonna College is 2022. Scholastic Aptitude Test (SAT) or other results are optional.

#### Transfer Applicants:

- Official transcript(s) from the college(s) attended.
- Official high school transcript if less than 12 semester hours of transferable credits or quarter hour equivalent have been earned from prior college(s).

The College reserve the right to request additional personal information and evidence of academic proficiency.

### 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 college admission, students are required to meet with their designated advisor to design a plan of study.

#### **Regular Admission**

Regular admission status is granted to:

- high school graduates who have earned a minimum cumulative high school grade point average of 2.5 on a 4-point scale and whose ACT results indicate sufficient potential to succeed.
- transfer applicants who have earned a minimum cumulative college grade point average of 2.0 on a 4-point scale.

#### **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. These students shall be assigned to a designated advisor who will prescribe an individual program of instruction and academic support services for them and determine when they shall be assigned to their major faculty advisor.

#### **Non-admitted Students/Nondegree Seeking Students**

Non-admitted degree-seeking students may register for and attend college courses while they complete the admissions process. Students in this category must be admitted within two terms in order to continue their enrollment.

Non-degree seeking students may enroll in courses for personal and professional enrichment. These courses may or may not fulfill specific degree requirements should such students choose to pursue a formal degree program at a later date.

#### **Readmission**

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

Students who are re-admitted to the College must meet the degree requirements of the Bulletin which is in effect at the time of re-admission. Credits earned in certain fields more than ten 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, non-registered applicants must apply for readmission.

Incomplete files of non-registered applicants are not kept beyond two years.

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### **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 College. 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 College. It is thus possible for the student to earn college credits while concurrently completing high school graduation requirements.

### **Transfer Students**

Students transferring to Madonna College 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. The Madonna College grading system is used to determine their grade point average.

Transfer students pursuing their first baccalaureate degree at Madonna College must complete the requirements for General Education and the desired major. The last 30 semester hours of the 120 requirement for the bachelor degree must be earned at Madonna College including electives, if necessary. Only those courses completed at an accredited institution with a grade of C or better will be considered for transfer credit. Grades themselves are not transferable.

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

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

All adjustments, additions, and corrections to transfer credits must be completed within the term following the student's admission into the College.

### **Graduates with Associate Degrees**

Madonna College provides educational opportunities to graduates of community colleges who have earned associate degrees and are interested in pursuing bachelor degrees. A student may transfer up to 64 semester hours or the equivalent from a two-year college into a bachelor program at Madonna College. The associate of arts or science degree from a community college is recognized as fulfilling the two-year General Education requirements at Madonna College provided that the transfer courses conform with the

Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) agreement. Additional baccalaureate level General Education Requirements, including religious studies, are required.

#### **Contractual Agreements**

**American Institute of Banking:** Students may transfer a maximum of 30 credit hours with a grade of C or better from the American Institute of Banking toward a major in financial administration for a bachelor of science degree at Madonna College.

**Carnegie Institute:** Upon admission to Madonna College, graduates who have completed the Medical Assisting program and are certified medical assistants through American Association of Medical Assistants are granted up to 24 semester hours of credit toward a bachelor of science degree with a major in allied health management. Credit will be transcribed after a student has successfully completed 12 semester hours of coursework at Madonna College. Carnegie credit cannot be more than seven years old at the time of transfer.

**Control Data Institute:** Upon admission to Madonna College, Control Data Institute 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 College.

**Krainz Woods Institute:** Upon admission to Madonna College graduates who have completed the Medical Laboratory Technician program and are certified through American Medical Technologist or National Certification Agency are granted up to 41 semester hours of credit toward a bachelor of science degree with a major in allied health management. Credit will be transcribed after a student has successfully completed 12 semester hours of course work at Madonna College. Krainz Woods credit cannot be more than seven years old at the time of transfer.

**Michigan Fire Fighters Training Council:** Upon admission to Madonna College, graduates of the Michigan Fire Fighters Training Council and/or Fire Inspector School programs may apply for up to 12 semester hours of credit toward an associate or bachelor of science degree with a major in fire science or with a group major in occupational safety, health, and fire science. Students apply to the director of the fire science program after having successfully completed 12 semester hours of coursework at Madonna College.

**Michigan Paraprofessional Training Institute:** Upon admission to Madonna College, graduates of the Medical Laboratory Technician program or the Medical Assistant program are granted 18-32 semester hours of credit toward a bachelor of science degree in allied health management. MPTI graduates must be certified by respective bodies: MLT - American Medical Technologist or National Certification Agency; MA - Registered Medical Assistant or American Association of Medical Assistants. Credit will be transcribed after a student has successfully completed 12 semester hours of coursework at Madonna College. MPTI credit cannot be more than seven years old at the time of transfer.

**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 College. 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 College.

**National Education Center (formerly National Institute of Technology):** Upon admission to Madonna College, graduates 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 or bachelor degree in applied science. Students interested in this degree should contact the Division of Science and Technology. Graduates may also choose to have these credits apply toward other degrees. Credits will be transcribed after having successfully completed 12 semester hours of coursework at Madonna College.

**Specs Howard School of Broadcast Arts:** Students who have completed the Fundamentals of Practical Broadcasting Arts program are granted up to 20 semester hours to be applied as the specialty area within the communication arts major. Students apply to the communication arts department for the credit after having successfully completed 12 semester hours of coursework at Madonna College.

**Advanced Standing for Nontraditional Students**

Madonna College believes that higher education should be available to persons throughout their lifetime and not just immediately after high school graduation. The College 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, housewives 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 Experiential Learning Director is required.

### **International Students**

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

1. Official results of the Test of English as a Foreign Language (TOEFL) or of an equivalent English proficiency test.
2. A statement signed by the applicant's parent or guardian assuring full financial responsibility for the student.

Applicants to Madonna College who are graduates of a foreign high school 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 \$1,500. The Director of Admissions will issue the I-20 following receipt of the deposit.

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## TUITION AND FEES

Madonna College believes that higher education should be affordable to all who seek it. The following schedule is in effect beginning in Term I, 1988.

### Tuition Rates (per semester hour)

|                         |                           |
|-------------------------|---------------------------|
| Regular and Audit ..... | \$ 103                    |
| Nursing .....           | \$ 132                    |
| Graduate .....          | \$ 142                    |
| Credit by Exam .....    | \$ 30                     |
| Testing Fee .....       | \$ 15 per evaluation/exam |

### International Student Rate

Tuition for International Students on a temporary visa is 30 percent greater than the current tuition rates, excluding Credit by Examination. Students with a Permanent Alien/Resident Card prior to the start of classes are exempt from the International Student Rates.

### Fees

Madonna College reserves the right to change fees without advance notice. Inquiries relating to fees should be referred to the Student Billing Department in writing or by calling (313) 591-5034.

### Course Fees (Non-refundable)

Directed Teaching: 4 s.h., \$40; 8 s.h., \$80

Private Music Instruction: \$90 per course, 1 lesson per week per term.

Other: Additional course fees are required and are published in the class schedule each term.

Application (Non-refundable) .....\$ 25

### Advance Enrollment Deposits

Nursing Students .....\$ 50

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

Foreign Students .....\$ 1,500

This deposit is refunded to paying party when the student is no longer enrolled in Madonna's programs.



|   |                  |    |
|---|------------------|----|
| Registration .....  | \$ 10 per term   | Pa |
| Unscheduled Registration (returning students only) .....                | \$ 20            | 1. |
| Add/Drop or Re-registration Fee .....                                   | \$ 10 per change |    |
| Student Lounge Assessment (Fall 1988 only) .....                        | \$ 25            |    |
| Removal of Incomplete .....   | \$ 5             |    |
| Transcript of Credits .....   | \$ 3             |    |
| Transcripts Issued to Student (in extenuating circumstances only) ..... | \$ 4             |    |
| Billing/Payment Record Replacement .....                                | \$ 5             |    |
| Graduation .....  | \$ 25            | 2  |
| Returned Check Penalty .....  | \$ 10            |    |
| Parking .....   | Free in all Lots |    |

**Residence Hall Fees**

|   |                                   |
|---|-----------------------------------|
| Room (rented per term)  |                                   |
| Semi-Private .....  | \$ 1,160 per year/\$ 580 per term |
| Private .....   | \$ 1,430 per year/\$ 715 per term |
| Per Night   |                                   |
| Registered Guest of Student .....                                   | \$ 8 per night                    |
| Room Reservation (non-refundable but applicable to room rent) ..... | \$ 50                             |

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

**Board**

|                    |                                   |
|--------------------|-----------------------------------|
| 21 Meal Plan ..... | \$ 1,366 per year/\$ 683 per term |
| 15 Meal Plan ..... | \$ 1,310 per year/\$ 655 per term |

Students living on campus are required to take their meals in the College 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 .....                  | \$ 5  |
| Room Damage Deposit .....              | \$ 50 |
| Replacement of Student I.D. Card ..... | \$ 3  |

Checks should be made payable to MADONNA COLLEGE.

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 and unscheduled registration fees are due and payable at the time of registration at the Student Billing Office.

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### 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 College is not responsible for lost or delayed mail. The assessment of program adjustment and late payment charges will be determined by the postmark data.
2. *Students who do not pay in full in advance automatically choose the deferred payment plan of two equal installments.* The initial payment is due approximately two weeks prior to the beginning of each term. The balance of tuition and fees is due six 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 College.

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 students 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: The following student assistance programs, for which the student has applied and/or been approved but from which the students has not yet received funds, will not serve to release the student from the obligation of required minimum payments when due: guaranteed loans, veteran benefits, and special department awards.

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 Billing Office with your employer authorization form by the due date may result in additional penalties.

### Address Change

It is the responsibility of the student to inform the College of any address changes by completing a change of address form in the Student Billing Office. Mail returned to the College because of an address change will not defer the assessment of program adjustments and late payment charges.

### Penalties

1. *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 suspension fee in addition to the 50 percent minimum payment. At the end of add/drop week, in order to reinstate the registration, the student is required to pay a \$30 suspension fee in addition to the 100 percent of the term's charges. If the student does not plan to attend, he/she should must withdraw through the Registrar's Office.
2. *A penalty of 5 percent up to a maximum of \$50 is assessed if the second payment is not received by the due date on the invoice.*
3. *Students whose accounts are past due for a current semester's enrollment who are in debt to the College at the end of any term are not entitled to register, receive a transcript, or diploma until the account is settled.*
4. *Checks returned for any reason will constitute non-payment and will be subject to a \$10 penalty per check.* Program adjustment or late payment charges will be assessed when applicable.

### 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 Billing Office, Madonna College, 36600 Schoolcraft Road, Livonia, Michigan 48150.

### Other Penalties

1. *Program adjustment fee:* A complete drop prior to the first day of classes is not assessed a program adjustment fee. Thereafter, a complete drop is assessed \$10. Each add/drop transaction is assessed a \$10 program adjustment fee. At least 50 percent of the increased tuition and fees resulting from a change in program made after the billing close date is paid at the time of adjustment. No program adjustment fee is assessed for changes required as a result of College actions.

2. *Unscheduled registration:* Students who do not complete registration on the days designated in the Class Schedule Bulletin will be assessed an unscheduled registration fee of \$20, which includes the \$10 registration fee plus penalty.

3. *Replacement fee:* Requests to duplicate billing records to verify payments are assessed a \$5 replacement fee.

**Refunds/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 grade of NC is entered for the courses on the student's transcript.

Tuition credit adjustments are made according to the following schedule:

**FULL TERM:**

|                                 |                     |
|---------------------------------|---------------------|
| Add/Drop Week 100% minus .....  | \$10 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 Business Manager.

**REFUND vs. CREDITS**

When students decrease their schedule or withdraw from classes, only certain credit for the total tuition commitment can be granted based on the above credit adjustment schedule. A credit adjustment is not necessarily a refund. If the credit is greater than the amount due, the difference must be paid by the student.

# STUDENT BILLING POLICIES

## PAYMENT OF TUITION AND FEES

A "permit to register" is required of all students prior to registration in any term. The permit is issued by Student Billing when past obligations are paid in full.

Tuition and fees are payable in advance in full at the time billed; otherwise, the student automatically chooses the deferred payment plan of two equal installments. In this deferred payment plan, the initial payment is due approximately two weeks prior to the beginning of each term with the balance of tuition and fees due approximately four weeks after the beginning of each term. The exact due date for payment of tuition and other fees is printed on the invoice and is published in the Class Schedule Bulletin each semester. All tuition and fees are payable at the Student Billing Office. Checks should be made payable to Madonna College.

A student may fulfill the payment obligation by:

1. Direct crediting of a Financial Aid Award to the student's account, excluding college work-study awards, which is sufficient to cover the required minimum advance payment. Students with an insufficient amount of financial aid to cover the

minimum advance payment of 50% 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 due date, are also required to pay the minimum advance payment of 50% when due;

2. Submitting of billing authorization forms prior to the billing close date when the employer is to be invoiced by the College;
3. Paying cash (U.S. currency), check, money order, or credit card (Master Charge or Visa). Payment by mail is a convenience which the College offers to facilitate payments. The College is not responsible for lost or delayed mail. The assessment of program adjustment and late payment charges is determined by the date payment is received by the Student Billing Office, regardless of the postmark date. Payment by telephone for credit card holders is a further convenience which the College offers to facilitate payments.

The following Student Assistance Programs (which are not based on financial need), for which the student has applied and/or been approved but has not yet received the funds, will not release the student from his or her obli-

gation of meeting the required minimum payments when due.

- a. Guaranteed loan
- b. Veteran benefits
- c. Michigan Tuition Differential Grant\*
- d. Special Departmental Awards\*

\* May be applied towards final payment

To insure a correct billing address, it is the responsibility of the student to inform the College of any address changes by completing a change of address form in the Registrar's Office. **Mail returned, undelivered by the Post Office because of a bad address, will not defer the assessment of program adjustment and late payment charges.**

The deferred Payment Plan for tuition is denied to a student whose account has in the past been referred to a collection agency because of the student's failure to pay the College.

**Failure to meet the required minimum advance payment due date will result in the suspension of the student's registration.** In order to reinstate the registration, the student is required to pay a \$10 program adjustment fee plus the required 50% minimum payment. If students do not plan to attend, they should withdraw through the Registrar's Office immediately.

A penalty of 5% (up to a maximum of \$30.00) is assessed if the second payment is not received by the due date on the invoice.

**Returned checks, for any reason, constitute non-payment.** A \$5 penalty will be assessed for each check returned. Program adjustment or late payment charges will be assessed when

applicable.

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% before registration forms are processed. Students registering for non-credit will be required to pay 100% of the charges at the time of registration.

**ERRORS OR DISPUTES about a bill must be submitted in writing within 60 days after the mailing date of the bill.** The written inquiry must include;

1. Name and Social Security Number;
2. A description of the presumed error; and
3. The dollar amount of the presumed error.

The student remains obligated to pay the portion of the bill not in dispute, but does not have to pay the questioned amount while the problem is being resolved. Send inquiries to Madonna College, Student Billing Office, 36600 Schoolcraft Road, Livonia, Michigan, 48150, or call 591-5034.

#### Class Cards

Class cards are required for class admittance. They are issued by the Student Billing Office after the minimum advance payment obligation has been met.

#### Past Due Obligations

A student whose account is past-due for a current semester enrollment, or who is in debt to the College at the end of any term, is not entitled to register, or to receive a transcript, a grade report, and a diploma until the account is

brought into current status or the indebtedness is discharged.

#### Replacement Fee

Requests to duplicate billing records and to verify payments are assessed a \$5 replacement fee.

#### Unscheduled Registration Fee

Students who do not complete registration on the days designated for registration in the Class Schedule Bulletin will be assessed an unscheduled registration fee of \$5.

#### Program Adjustment Fee

A complete withdrawal prior to the first day of classes is not assessed a program adjustment fee. Thereafter, a complete withdrawal is assessed \$10. Each add/drop transaction form is assessed a \$10 program adjustment fee. At least 50% of the increased tuition and fees, resulting from program adjustments made after the billing close date, is paid at the time of the adjustment. No program adjustment fee is assessed for changes required as a result of College actions.

#### Graduation Fee

A graduation fee of \$25 is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree. Students who file an intent to graduate form after the first week of classes must pay the \$25 fee at the Student Billing Office and present a paid receipt to the Registrar's Office.

#### Withdrawal

Students are required to officially drop or withdraw from classes. A withdrawal must be initiated in person or by letter through the Registrar's Office. The date the Registrar's Office receives the request will be used in determining the amount of any adjustment of tuition

after classes have begun. Students who do not officially drop or withdraw from classes within the specified time periods, even though they do not attend class, are responsible for payment of full tuition and fees for the course, which appears on the students' transcripts with a grade of "NC." A tuition credit adjustment is made according to the following schedule:

#### FULL TERM

|                         |       |
|-------------------------|-------|
| Add/drop week .....     | 100%* |
| Second week .....       | 75%   |
| Third week .....        | 50%   |
| Fourth week .....       | 25%   |
| After fourth week ..... | 0     |

\*Less \$10

#### Seminars/Workshops/Classes Less Than Full Term

|   | Sessions |      |
|---|----------|------|
|   | 1-4      | 5-8  |
| On/or prior to first day of classes ..... | 100%     | 100% |
| After first class meeting ..              | 25%      | 50%  |
| After second class meeting .....          | —0—      | 25%  |
| After third class meeting ..              | —0—      | —0—  |

Students unable to complete the withdrawal process within the appropriate time limitation, or those compelled to withdraw completely at any time because of circumstances beyond their control, may appeal the credit adjustment decision in writing to the Business Manager.

#### REFUNDS

When students decrease their schedule or withdraw from classes, only certain credit for the total tuition commitment can be granted based on the above credit adjustment schedule. A credit adjustment is not necessarily a refund. If the credit is greater than the amount due, the difference is refunded

to the student. If the credit is less than the amount due, the difference must be paid by the student.

Students whose tuition was paid all or in part from Financial Aid funds will have all or a portion of the refund restored to the aid program. Therefore, students may not receive cash refunds.

Student accounts which have a credit balance from charges in registration are automatically refunded.

**Students accounts which have a credit balance from *Financial Aid* received are not automatically refunded.** To receive a refund, students must make a written request anytime after the sixth week of classes in the fall and winter Terms, and after the fourth week in Term III. Madonna College encourages students to leave credit balances on their account to ensure that they can meet the required minimum payments of a subsequent Term.

All students who have a credit balance at the end of a Term automatically will receive a refund if they are not registered for classes in the subsequent Fall

or Winter Term.

All refunds are mailed. Students will receive a refund check in approximately two weeks from the date of their request. The College needs time to process the formal student refund request, to process the check, and to allow for mail delivery. Fees are not refundable.

A credit balance of \$1.00 or less is not refunded unless specifically requested, and is not credited against future registration charges after the end of the Term in which the credit is generated.

#### ROOM AND BOARD

**Room and board fees are not refundable.**

Rooms are rented for a term; no refund is made in case of withdrawal. Refunds on room reservations will be allowed to incoming students when Student Billing is notified by July 31.

No refund will be made on the board fee because of contractual arrangements relating to service in the dining hall.



# ACADEMIC POLICIES

## REGISTRATION

To enroll in courses, students must register with the Office of the Registrar. That office also manages registration for: consortium, guest, non-credit, and credit-by-examination.

Currently enrolled students are expected to register on days specified in the College calendar. A fee of \$5 will be charged for unscheduled registration. 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. Necessary changes in registration, including withdrawal from a course, are made through the Registrar's Office. The service charge for a change in registration is \$10. The student who does not withdraw officially from a course receives a grade of non-credit (NC).

## STUDENT LOAD

The normal credit hour load per semester is sixteen; maximum load without special permission from the Dean for Student Development 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 0-24 hours. Sophomore status is 25-57 hours. Junior status is 58-87 hours. Senior status is 88 hours or more. **To continue in**

**college, freshmen must earn a gradepoint average of 1.6 or above. Sophomores, juniors, and seniors must maintain a 2.0 average to continue.**

## COURSES OF INSTRUCTION

Courses with numbers from 100-299 are lower division courses intended primarily for freshmen and sophomores. Juniors and seniors are urged to take upper division courses with numbers from 300-499.

Students must observe prerequisites set by the College and/or by their specific departments. Since the College 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 College may cancel or substitute any course listed for which there is insufficient registration.**

## ATTENDANCE

Class attendance is required of all students. Repeated absences may result in lowering of grade or loss of credit. The College places the responsibility for attendance upon the student. Students should report prolonged absences to the Dean for Student Development.

## **INTERPRETATION OF GRADES**

### **A— Exceptional — 4 honor points per semester hour.**

Represents outstanding achievement.

It implies that the student:

- a. consistently exceeds average requirements;
- b. is always alert, active and makes original and pertinent contributions to class discussions with evidence of a well-developed critical attitude and sound judgment.
- c. is prompt, accurate in assignments, and shows command of English and mastery of the subjects;
- d. reads extensively and works independently and pursues research projects independently;
- e. 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.

It implies that the student:

- a. usually does the minimum requirements and grasps merely 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.

**NC—No Credit — (Failure) = 0 Honor Points.**

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

**S— Satisfactory (Optional Grade)**

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 experience.

- 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 course work which will be converted to S on the academic record.
- d. Unsatisfactory performance in "S" grade courses is recorded as NC.

S/U marking will be employed for the evaluation of clinical contact hours in directed teaching in the Education Department. The S in these cases represents at least minimum satisfactory performance equivalent to C.

**W— Withdrawal**

Students who wish to withdraw from a course(s) must do so officially at the Registrar's Office not later than the week prior to final examinations. Failure to officially withdraw from a course will be recorded as NC and computed in the grade-point average.

**Y— Carry-Over**

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

**AUD — Audit**

Change from credit to audit may be made at the Registrar's Office at any time before the week of final examinations.

## I— Incomplete

A grade of I automatically becomes NC if not removed within six-weeks after the end of the term. In extenuating circumstances, students must arrange for an extension of this limit with the instructor and the Registrar.

### Note:

1. Students receiving a grade of D or NC may be permitted to repeat a course once; twice, if approved by the instructor and department.
2. Only a grade of C or better is applicable toward a major, a professional program, or required supportive courses.
3. The College reserves the right to request students to withdraw from a program due to unsatisfactory performance in the theoretical and/or in practical phases of that program or because of inappropriate behavior.

## ACADEMIC PROBATION AND DISMISSAL

A student whose quality point average falls below 2.0 for a term is automatically placed on probation and is limited to a maximum 12 semester-hour load. After two successive probationary terms, the student will be asked to leave the College. In extenuating circumstances, the student may request reinstatement through the Dean for Student Development and the student's advisor.

## DEAN'S LIST

Full-time students who carry at least 12 semester hours (none by evaluation) and maintain a grade point average of 3.5 or better during a term merit first honors on the Dean's List; 3.25-3.49, second honors.

## DEGREES WITH DISTINCTION

Graduation honors are computed on an overall grade point average excluding credits received for the term prior to graduation for May graduates.

With Honors, 3.5-3.699; With High Honors, 3.7-3.899; With Highest Honors, 3.9-4.0.

## EXAMINATIONS, GRADE REPORTS, AND 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 signed request by the student. Transcripts for completed course work will be mailed after all grades have been posted — usually within three weeks at the end of the term. Issuance of the first transcript is free; additional requests for transcripts are \$2 each. Official transcripts are issued to the student in unusual cases only. The fee for such service is \$3.

## NOTICE OF INTENT TO GRADUATE

Students who plan to earn Bachelor Degrees, Associate Degrees, or Certificates of Achievement must file appropriate notices with the Registrar before the first week of the term in which they plan to finish their course work.

## GRADUATION AND COMMENCEMENT

Students may graduate at the end of each term upon completion of degree requirements. The annual commencement exercises are scheduled early in May. Students receiving degrees are expected to participate in the exercises. Each candidate is assessed a \$25 fee for expenses, regardless of participation.

## STUDENT RECORDS

In accord with the "Family Educational Rights and Privacy Act of 1974," the policy of Madonna College regarding student records is as follows:

1. 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.
2. Confidential information pertaining to students will not be disclosed to any person, organization or agency outside the College without the written authorization of the student.
3. A parent or legal guardian of a student under 18 years of age may request to view the dependent's records.
4. Directory information is public information.

### Excluded from inspection are the following:

1. Parental financial records.
2. Confidential records of recommendation filed before January 1, 1975.

3. Confidential letters solicited under a waiver of the right of future access.

### Records excluded from the provisions of the Act;

1. Personal notes of teachers and administrators.
2. Law enforcement records.
3. Employment records.
4. Medical and psychiatric reports or related professional files.

### Records may be released without written consent to:

1. Other school officials within the College.
2. Accrediting organizations.
3. Officials with application or receipt of financial aid.
4. State or local officials as required by state statute.
5. Organization conducting studies on behalf of educational institution.
6. In an emergency: health or safety.

A record of requests for information must be kept with each student's file.



# ACADEMIC OPPORTUNITIES

## THE CALENDAR

Madonna College has a tri-term calendar, which provides students in some programs with the opportunity to complete the baccalaureate degree in three years.

### Term I — Fall

15 Weeks

September — December

### Term II — Winter

15 Weeks

January — April

### Term III

Spring — Summer

12 Weeks

May — July

## FLEXIBLE SCHEDULING

Students have the option of attending classes throughout the day and/or evening. Weekend seminars, workshops, and institutes in various programs provide additional opportunities for student participation.

## ADVANCED PLACEMENT

Students who have completed advanced work in secondary schools and who have taken the Advanced Placement Tests administered by the College Entrance Examination Board and scored three or higher on the test may apply for credit or waiver by submitting a request in writing to the Dean for Student Development.

Madonna College provides ambitious eleventh and twelfth grade students

with an opportunity to accelerate their education by pursuing college credit while attending high school classes. The credits earned at the College may be applied toward a college degree.

## EXPERIENTIAL LEARNING (EL)

Credit for experiential or prior college learning makes it possible for students to complete their education, to advance their careers, or to enlarge and enrich their lives.

It is possible to receive academic credit (up to 60 s.h.) for college-level learning experiences that have taken place outside the classroom. Among such experiences might be work, military service, community service, internship, research, art or music, filmmaking, travel, independent study, teaching. Madonna College awards credit for prior learning which has been documented, evaluated by the faculty and approved for academic credit. A variety of methods may be used for evaluation including: local examination, interview, portfolio, CLEP, written recommendation, and projects. A course titled ENG 116, Portfolio Development, offered for one semester hour, will serve as a workshop to assist interested participants in documenting prior learning and preparing a portfolio or dossier for faculty approval.

Academic counseling is provided by the Madonna College faculty to assist students in preparing documentation of learning experiences. The faculty also provides guidance in finalizing plans to complete the baccalaureate degree.

### Challenge Examinations

Students admitted to Madonna College may request credit for prior learning by examination. These may be prepared locally and administered by the faculty. The notation for the challenge examination is the EL evaluation, e.g., NUR 296.1 Family Centered Nursing.

### Travel And Study Abroad

Foreign travel can be awarded academic credit. Interested students may prepare a comparative study of the history, governments, and cultures of the people visited. The credit can be recorded as EL credit, e.g., HIS/HUM 380.1 Foreign Study.

### United States Armed Forces Personnel/Veterans

Madonna College offers opportunity for educational advancement to veterans and to military personnel by (1) granting credit (up to 6 s.h.) for military service and (2) granting credit for collegiate-level courses or training pursued in the United States Armed Forces Institute (USAFI). These are EL credits and are recorded as Military Service Credit, for example, MSC 201.1.

### College Level Examination Program (CLEP)

Madonna College offers students the option of testing out of courses in General Education through CLEP. These are objective test that measure achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences, and Social Science-History. Each has a time limit of 90 minutes.

*Subject examinations* measure achievement in specific college courses. Each is a 90-minute objective test. Some include a separate 90-minute essay section. No more than four Subject Examinations without es-

say, or two with essay, may be taken in one day.

The *Subject Examinations* currently available are:

Afro-American History  
American Government  
American History  
American Literature  
Analysis and Interpretation of Literature  
Biology  
Clinical Chemistry  
College Algebra  
College Algebra-Trigonometry  
Computers and Data Processing  
Educational Psychology  
Elementary Computer Programming  
— Fortran IV  
English Composition  
English Literature  
Freshman English  
General Chemistry  
General Psychology  
Geology  
Hematology  
History of American Education  
Human Growth and Development  
Immunoematology  
Introductory Accounting  
Introductory Business Law  
Introductory Calculus  
Introductory Economics  
Introductory Marketing  
Introductory Sociology  
Microbiology  
Money and Banking  
Statistics  
Test and Measurement  
Trigonometry  
Western Civilization

### Policies For Experiential Or Prior College Learning Credit:

1. Formal application for prior learning credit will be accepted by the college when a student is formally admitted.
2. Credits for prior learning will be recorded when an admitted student has earned at least 12 semester

hours of class work at Madonna College.

3. Prior learning credit will be granted for learning experiences which match or parallel the content of a college course in that subject.
4. In some areas the College expects applicants to demonstrate adequate, laboratory and clinical/field work experience.
5. Up to sixty hours of credit may be granted for prior learning, and this may satisfy the requirements for General Education, a major, or an elective.
6. Thirty semester hours may be granted on successfully completing CLEP examinations. Three to eight semester hours for each course may be awarded to individuals who achieve a mean score, based on the CLEP national norms sample. CLEP credit can be used to satisfy many of the General Education and/or specific subject requirements for graduation. CLEP credit will not be awarded in a subject below the level of work already attained by students.
7. CLEP examinations are administered the third Thursday of each month at Madonna College and require approximately one month for processing. General

English is offered only twice a year: June and October.

8. The transcript of students who have been awarded prior learning credit will carry the notation that credit was granted by evaluation, e.g., ENG 101.1 Communication Skills.
9. Grading for prior learning credit is usually Satisfactory (S). No failing evaluation is recorded.
10. Each student who plans to receive a bachelor degree at Madonna College will need to take a minimum of 30 s.h. of course work at Madonna College.

#### **INDEPENDENT STUDY**

Students may earn credits for independent study in any particular field with the approval of the Dean for Student Development and a faculty member of the department in which the study is pursued. The aim of independent study is to provide students with the opportunity to investigate and explore in depth some specific area of interest. Guidelines and forms for independent study are available from the Dean for Student Development. The course numbers for independent study are: 120, 160, 220, 260, 320, 360, 420, 460.



## **CAREER RESOURCE CENTER (CRC)**

The Career Resource Center (CRC) is an important component of the total student development process at Madonna College. The services it provides assist students in integrating a liberal arts education with the world of work. Offices of the CRC include: Student Development, Admissions, Cooperative Education and Placement, Counselors' Offices, Career Resource Library and Michigan Occupational Information System (M.O.I.S.), computerized career guidance program: System of Interactive Guidance and Information (SIGI), Center for Personalized Instruction.

Services of the CRC include:

1. Assisting students with Career/Life Planning;
2. Providing self-assessment information opportunities designed to assist individuals in developing: Self-awareness, academic awareness, career awareness, work values, and job hunting skills;
3. Offering cooperative work experience designed to afford firsthand opportunities in the world of work and job placement upon graduation;
4. Providing tutoring and self-instructional opportunities in basic skills and specific subjects;
5. Offering seminars and courses in career awareness and job hunting.

### **Availability of Services**

CRC services are available to currently enrolled and/or admitted students free of charge. Other persons from the community, from agencies, or from schools may use these services, excluding cooperative education and placement. Fees will be charged for testing, assessment, and counseling. Counseling fees vary according to indi-

vidual needs.

Additional information may be obtained by visiting the CRC.

### **Cooperative Education**

Cooperative Education is a form of career education which provides a method for students to "experience learning" in a natural setting, while earning and learning on job assignments.

Students can earn academic credit by completing cooperative education opportunities in business, industry, government, or service agencies by:

1. Pursuing a job assignment as a course in itself, planned by the student and the faculty member who will supervise, evaluate, and grade the student's performance; or
2. Integrating a cooperative work experience with an existing experience-based course, such as field experience, practicum, internship, or seminar.

The number of credits that can be earned is determined by the faculty supervisor prior to the student's registration. The course numbers for Cooperative Education, unless specifically designated in the course listings, are: 191, 192, 291, 292, 391, 392, 491, and 492.

To help students achieve their educational goals, the students are encouraged to incorporate into their degree plans academically related work experiences of sufficient duration — a minimum of two training periods.

The Cooperative Education program offers the following work and study options:

1. A semester of full-time co-oping (40 hours per week) followed by a semester of course work on campus; or
2. Full or part-time of co-oping and on-campus course work alternated 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. Transferees qualify after earning 8 semester hours at Madonna College or earlier upon departmental recommendation;
3. An overall GPA of 2.0 and 3.0 in the major field of study 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 College;
5. Employable on the terms of the employer defined in the job placement.

Students apply to Cooperative Education by:

1. Obtaining an application form from

- the Office of Cooperative Education; and
2. Making an appointment with the Co-op Director or Assistant Director.

Application for Co-op studies should be completed by April 1 for Term I, October 1 for Term II, and February 1 for Term III.

**Madonna Academic Performance Program (MAPP)**

MAPP offers tutoring and many self-instructional materials in the Center for Personalized Instruction. Tutors of all ages are available in many different subject specializations as well as basic reading, writing, and mathematics areas for students who need to review or reinforce basic skills. The Center is open daily and on certain weeknights for the convenience of students.

## **HEALTH INSTRUCTION CENTER**

The Health Instruction Center consists of two autotutorial areas with provisions for forty nursing students to view and listen while mastering weekly module assignments. A conference section and testing area are provided as well as administrative offices. In the practice lab and the physical assessment room, clinical equipment is available for student practice or faculty planned simulations.

## **CONTINUING EDUCATION**

Madonna College offers courses in a variety of scheduling patterns for professional enrichment, computer-based instruction, and other forms of alternative learning through courses in its Continuing Education Program. Both credit and non-credit courses are offered in a wide range of areas including business, family life, the environment, performing arts, and individual arts. This allows lifelong learners to enhance their own personal growth and to further develop professionally. For details students should contact the Office of Continuing Education.

### **Professional Enrichment For Nurses**

Educational opportunities are available for registered nurses who wish to pursue professional courses for enrichment of their performance as nurse practitioners. Those courses are open to registered nurses of the community for continued education purposes.

## **INTERNSHIP OR PRACTICUM ARRANGEMENT**

Allied health, business, journalism, criminal justice, fire protection and occupational safety, and other programs may require cooperative arrangements, internships or practicums in placements approved by the College. On-th-job ex-

perience provides students with the opportunity to apply theory to actual employment practices. Students are assisted by the Office of Cooperative Education in securing placement.

## **CONSORTIUM PROGRAM**

By virtue of agreements with other Catholic institutions in the Metropolitan Detroit area, Madonna College participates in two-way exchanges of students with other schools in the Detroit Area Consortium of Catholic Colleges. In addition to Madonna, these schools are Marygrove College, Mercy College of Detroit, Sacred Heart Seminary College, St. Mary's College of Orchard Lake, and the University of Detroit.

Under the Consortium agreement, any full-time undergraduate at any of the participating schools may take one or more courses at other Consortium colleges during the regular academic year. To be eligible, a student must take a total of twelve or more hours, including the work taken at another school, and must pay full-time tuition to the home institution.

### **General Procedures:**

1. If students satisfying the above criteria wish to take a course at another Consortium school, an advisor's signature is required. Official authorization form is obtained from the home Registrar, filled out, and validated. The completed authorization form is presented to the Registrars of both home and host schools and the registration procedure of that institution is followed.
2. Tuition is paid to the home institution. Special laboratory and/or studio fees are paid directly to the host school. Madonna students may also be requested to pay a tuition differential in some instances.
3. To drop a course taken on the above basis, students must comply with

the deadlines of the home and host institutions and must officially inform the Registrars of both home and host schools of the decision.

4. The authority to limit the total number of courses which Madonna students may pursue at other Consortium schools rests with the Academic Dean.

### **GUEST STUDENTS**

The Michigan Uniform Undergraduate Guest Application is used. This form is to be used only to assist a student in earning credits to be applied toward a program at the issuing institution and is good only for the term indicated. The application should be on file prior to registration. Students beyond sophomore standing may not earn credit in two-year institutions for transfer to Madonna College.

### **CONTRACTS**

#### **American Institute of Banking**

Students may transfer a maximum of 30 credit hours with a grade of "C" or better from the American Institute of Banking toward a major in bank administration for a Bachelor of Science degree at Madonna College.

#### **Control Data Institute Graduates**

Upon admission to Madonna College, Control Data Institute graduates of the Computer Programming and Computer Technology sequence of courses are granted 30 semester hours

of credit toward a Bachelor of Science degree with a major in computer science or computer systems. These credits will be recognized as the major concentration for the Associate of Science degree in computer science or computer technology. To complete the requirements for this degree, 30-32 additional semester hours of credit will be taken in general education at Madonna College.

#### **MoTech**

Madonna College Cooperative Agreement: Students successfully completing programs in the MoTech (automotive training program) may apply for equivalency credit through the Office of Admissions at Madonna College.

#### **Michigan Paraprofessional Training Institute (MPTI)**

Graduates of the MPTI Medical Laboratory Technician or Radiography sequence of courses, involving 2336-3040 hours of instruction, will be granted 49-51 semester hours of credit for this work when they are admitted to Madonna College.

### **STUDY ABROAD**

Study abroad may be arranged during any calendar term. Students interested should contact the Dean for Student Development. Foreign study may be arranged with other colleges or with any approved institute of learning. (See HIS 470)



## PLAN OF STUDY

The programs of the College aim to attain the educational objectives described in the "Mission Statement". The General Education core, required of all students, and the major fields of study have been designed to this purpose. They provide an opportunity for self-development proportional to students' particular abilities and special needs. Programs are planned to improve the total effectiveness of the in-service professional, and to prepare the pre-service person for a life career.

### DEGREES

Madonna College offers programs leading to Certificates of Achievement,

Associate degrees, and Bachelor degrees.

Certificates of Achievement and/or degrees are awarded to candidates who have successfully completed an existing program or a planned program of studies approved by the Academic Dean and who have fulfilled graduation requirements.

### Certificate of Achievement

A Certificate of Achievement is awarded to students who earn 30 semester hours in a planned program of study, with a grade point average of 2.0 (C) or better.

### Associate of Arts

### Associate of Science

Madonna College provides opportunities for students to pursue courses and/or Associate degrees relevant to career goals. The credits earned are

also applicable toward the Bachelor degrees at the College.

**Associate Degree requirements:**

1. A minimum of 60 semester hours with a grade point average of 2.0 (C). The last 15 semester hours must be completed at Madonna College.
2. A minimum of 24-30 semester hours in a major field of study with an overall grade-point average of 2.0 or better. Courses should be selected in consultation with the advisor.
3. **30-32 semester hours in General Education:**

**HUMANITIES: 16 s.h.**

\*Religious Studies 4 s.h.

ENG 101: Communication Skills or  
ENG 200: Technical Writing 4 s.h.

{ ART 102: Great Monuments in  
World Art or  
ENG 223: Ideas in World Literature or  
MUS 102: Music through the Ages  
4 s.h.  
HUM 105: The Medium and the  
Message 4 s.h.

**Natural Science and/or  
Mathematics: 6-8 s.h.**

**Social Science: 8 s.h.**

PSY 101: General Psychology 4 s.h.

HIS 101: World Problems or  
HIS 432: Diplomatic History of  
USA or  
HIS 463: Emerging Nations 4 s.h.

4. Electives (some may be applicable toward a major or supportive courses).
5. \*Some courses are designed basically within the Catholic tradition; other courses are non-denominational

in approach and of general human interest.

NOTE: An associate degree of Arts or Sciences from a community college is recognized as fulfilling the General Education requirements of the College, if the MACRAO agreement is fulfilled. However, if the transfer credits do not include courses in Religious Studies, students are required to take 8 semester hours in that area toward a Bachelor degree, in keeping with the philosophy of the College.

**Bachelor Degree requirements:**

For the Bachelor of Arts or Bachelor of Science degree a minimum of 120 semester hours with a grade-point average of 2.0 (C) or better is required. This includes:

1. 30-52 semester hours in a major field of study with an overall grade point average of 2.0 or better, and minimum "C" in each course of the major sequence.
2. **46-48 semester hours in General Education:**

**Humanities: 24 s.h.**

\*Religious Studies 8 s.h.

ENG 101: Communication  
Skills or  
ENG 200: Technical Writing 4 s.h.

HUM 105: The Medium and  
the Message 4 s.h.

ART 102: Great Monuments in  
World Art or  
ENG 223: Ideas in World  
Literature or 4 s.h.  
MUS 102: Music through the Ages  
4 s.h.

Approved elective: ONE of the following

ENG 301, 302, 321, 355, 363, 386, 421;  
HIS 108, 245, 330, 333, 421;  
PHL 105, 155, 221 or 331 4 s.h.

**Natural Science and/or  
Mathematics: 6-8 s.h.**

**Social Science: 16 s.h.**

PSY 101: General Psychology 4 s.h.

Approved elective: ONE of the  
following

BUS 101, 218, 236, 302;  
CJ 231, 401, 418; 4 s.h.  
GER 107, 307

HEF 225, 353;  
PED 358;  
SOC 101, 221, 322, 367; or  
SW 233

HIS 101: World Problems or  
HIS 432: Diplomatic History of  
USA or 4 s.h.  
HIS 463: Emerging Nations

ECN 272, 273;  
HIS 231, 341, 451, 453; 4 s.h.  
PSC 251, 301, 321, 451; or  
GEO 301

3. Successfully passing the com-  
prehensive examination or the equiv-  
alent.

Students are encouraged to consider  
a second major or a minor. The last 30  
semester hours must be completed at  
Madonna College.

\*Some courses are designed basically  
within the Catholic tradition; other  
courses are non-denominational in ap-  
proach and of general human interest.

# DIVISIONAL ORGANIZATION

## THE DIVISION OF HUMANITIES

Art  
Commercial Art  
Fine Art  
English  
Communication Arts  
English-Journalism  
English-Speech  
Journalism/Public Relations  
Speech and Drama  
Foreign Languages  
French  
Latin  
Polish  
Spanish  
Music  
Music Management  
Philosophy  
Religious Studies  
Sign Language Studies

## THE DIVISION OF NATURAL SCIENCE AND MATHEMATICS

Allied Health Management  
Biology  
Biology-Chemistry  
Chemistry  
Emergency Medical Technology  
Engineering  
Fire Science  
Mathematics  
Computer Science  
Occupational Safety and Health  
Occupational Safety and Health/  
Fire Science  
Operating Room Technician  
Physics  
Pre-Professional  
Medical Technology  
Pre-Dentistry  
Pre-Medicine  
Pre-Veterinary Medicine  
Radiologic Technology

## THE DIVISION OF SOCIAL SCIENCES

Business Administration  
Accounting  
Bank Administration  
Computer Systems  
Computer Technology  
Economic Applications  
General Business  
Management-Administration  
Marketing  
Criminal Justice  
Law Enforcement  
Corrections  
Management/ Administration  
Psychology/ Education  
Security and Loss Prevention  
Economics  
Education  
Elementary/Middle/Secondary  
Emotional Impairment  
Learning Disabilities  
Psychology  
Reading  
Geography  
Gerontology  
Health (Vocational Certificate)  
History/Political Science/Legal Assistant  
Home Economics and Family Life  
Child Care and Guidance  
Child Development  
Clinical Dietetics  
Community Nutrition  
Food Service Management  
Foods and Nutrition  
General Dietetics  
Home Economics in Business  
Physical Education  
Political Science  
Pre-Law  
Social Science  
Social Work  
Sociology  
Trade Industry, Allied Health  
(Vocational authorization/certification)



## MAJORS/AREAS OF CONCENTRATION AND DEGREES

|  | Majors | Minors | Certificate of Achievement | Associate Degree | Bachelor Degree |      |
|--|--------|--------|----------------------------|------------------|-----------------|------|
|  |        |        |                            |                  | B.A.            | B.S. |
| Allied Health Management                       | X      |        |                            |                  |                 | X    |
| Art  |        |        |                            |                  |                 | X    |
| Commercial Art                                 | X      |        |                            | X                | X               |      |
| Fine Art                                       | X      | X      | X                          | X                | X               |      |
| Biology  | X      | X      |                            |                  |                 | X    |
| Business Administration                        |        | X      |                            | X                |                 | X    |
| Accounting                                     | X      |        |                            |                  |                 | X    |
| Bank Administration                            | X      |        |                            |                  |                 | X    |
| Computer Technology                            |        |        |                            | X                |                 | X    |
| General Business                               | X      |        |                            |                  |                 | X    |
| Management                                     | X      |        |                            |                  |                 | X    |
| Marketing                                      | X      |        |                            |                  |                 | X    |
| Chemistry                                      | X      | X      |                            |                  |                 | X    |
| Communication Arts                             | X      | X      |                            | X                | X               |      |
| Computer Systems                               | X      | X      |                            |                  |                 | X    |
| Criminal Justice                               | X      | X      | X                          | X                |                 | X    |
| Law Enforcement                                |        |        |                            |                  |                 |      |
| Corrections                                    |        |        |                            |                  |                 |      |
| Administration/Management                      |        |        |                            |                  |                 |      |
| Psychology/Education                           |        |        |                            |                  |                 |      |
| Economic Applications                          | X      |        |                            |                  |                 | X    |
| Education <sup>1</sup>                         |        |        |                            |                  |                 | X    |
| Emergency Medical Technology                   | X      |        | X                          | X                |                 | X    |
| Emotional Impairment (See Special Education)   | X      |        |                            |                  | X               |      |
| Engineering <sup>2</sup>                       | X      |        |                            |                  | X               | X    |
| English  | X      | X      |                            | X                | X               |      |
| Communication Arts                             | X      | X      |                            | X                | X               |      |
| English-Journalism                             | X      | X      |                            | X                | X               |      |
| English-Speech                                 | X      | X      |                            | X                | X               |      |
| Journalism/Public Relations                    | X      | X      |                            | X                | X               |      |
| Speech and Drama                               | X      | X      |                            |                  |                 |      |
| Fire Science                                   | X      | X      | X                          | X                |                 | X    |
| Foreign Languages                              |        |        |                            |                  | X               |      |
| French <sup>1</sup>                            | X      | X      |                            |                  | X               |      |
| Latin  |        | X      |                            |                  |                 |      |
| Polish <sup>1</sup>                            |        | X      |                            |                  |                 |      |
| Spanish <sup>1</sup>                           | X      | X      |                            |                  | X               |      |
| Gerontology                                    | X      | X      | X                          | X                |                 | X    |
| Activity Therapy in Gerontology                |        |        | X                          |                  |                 |      |
| Aging and Mental Health                        |        |        | X                          |                  |                 |      |
| Health (Vocational Certification in Education) | X      |        |                            |                  |                 |      |
| History  | X      | X      |                            |                  | X               |      |
| Home Economics and Family Life                 | X      | X      |                            |                  |                 | X    |
| Child Care and Guidance                        | X      | X      | X                          | X                |                 | X    |
| Child Development                              | X      | X      |                            |                  |                 | X    |
| Clinical Dietetics                             | X      |        |                            |                  |                 | X    |
| Clothing Management                            | X      | X      |                            |                  |                 | X    |
| Community Nutrition                            | X      |        |                            |                  |                 | X    |
| Fashion Merchandising                          | X      | X      |                            |                  |                 | X    |
| Foods and Nutrition                            | X      | X      |                            |                  |                 | X    |

## MAJORS/AREAS OF CONCENTRATION AND DEGREES

|   | Majors | Minors | Certificate of Achievement | Associate Degree | Bachelor Degree |         |
|---|--------|--------|----------------------------|------------------|-----------------|---------|
|   |        |        |                            |                  | B.A.            | B.S.    |
| Food Service Management                         | X      | X      |                            |                  |                 | X       |
| General Dietetics                               | X      |        |                            | X                |                 |         |
| Home Economics In Business                      | X      |        |                            |                  |                 | X       |
| Humanities                                      |        | X      |                            |                  |                 |         |
| Learning Disabilities (See Special Education)   | X      |        |                            |                  |                 | X       |
| Legal Assistant/Administrator                   | X      |        | X                          | X                |                 | X       |
| Mathematics                                     | X      | X      |                            | X                |                 | X       |
| Computer Science                                | X      | X      |                            | X                |                 | X       |
| Music   | X      | X      |                            |                  | X               |         |
| Music Management                                | X      |        |                            |                  | X               |         |
| Natural Science                                 | X      | X      |                            | X                |                 | X       |
| Nursing   | X      |        |                            |                  |                 | X (BSN) |
| Occupational Safety & Health                    | X      | X      | X                          | X                |                 | X       |
| Occupational Safety and Health/<br>Fire Science | X      |        |                            | X                |                 | X       |
| Operating Room Technician                       | X      |        |                            | X                |                 |         |
| Physics   |        | X      |                            |                  |                 |         |
| Political Science                               |        | X      |                            |                  |                 |         |
| Pre-Professional <sup>1</sup>                   |        |        |                            |                  |                 | X       |
| Pre-Dentistry                                   |        |        |                            |                  |                 |         |
| Pre-Law   |        |        |                            |                  |                 |         |
| Pre-Medicine                                    |        |        |                            |                  |                 |         |
| Pre-Veterinary Medicine                         |        |        |                            |                  |                 |         |
| Medical Technology                              |        |        |                            |                  |                 |         |
| Psychology                                      | X      | X      |                            |                  |                 |         |
| Public Administration                           | X      |        |                            | X                | X               |         |
| Radiologic Technology                           | X      |        |                            |                  |                 | X       |
| Reading, K-9 or 7-12, Education <sup>4</sup>    |        | X      |                            |                  |                 |         |
| Religious Studies                               | X      | X      | X                          | X                | X               |         |
| Security & Loss Prevention                      | X      | X      | X                          | X                |                 | X       |
| Sign Language Studies (formerly ITC)            | X      | X      | X                          | X                | X               |         |
| Social Science                                  | X      | X      |                            | X                | X               |         |
| Social Work                                     | X      |        |                            | X                |                 | X       |
| Sociology                                       | X      | X      |                            |                  | X               |         |
| Special Education <sup>5</sup>                  |        |        |                            |                  |                 |         |
| Emotional Impairment                            | X      |        |                            |                  |                 | X       |
| Learning Disabilities                           | X      |        |                            |                  |                 | X       |
| Trade, Industry, Allied Health (Voc)            | X      |        |                            |                  |                 | X       |

<sup>1</sup>Consortial arrangement with University of Detroit, Marygrove College and Mercy College.

<sup>2</sup>Consortial arrangement with University of Detroit.

<sup>3</sup>Consortial arrangement with St. Mary College.

<sup>4</sup>Refer to Education course listings.

<sup>5</sup>Students may take courses to prepare them for professional schools such as medicine. Students should become familiar with the exact requirements of the school to which they will apply.

NOTE: Certificates of Achievement and Associate Degrees cannot be awarded in programs such as Education, Nursing, Medical Technology, and Radiologic Technology.

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

# PROGRAM AND COURSE DESCRIPTION

## TO THE STUDENT:

What follows is a description, by department, of courses offered. Students are encouraged to see their academic advisors to review courses and to make decisions on which courses to take.

An asterisk (\*) is included in parentheses after a course which is cross-listed in other departments; the \* indicates the department in which the course originates, as in:

405 Constitutional law (CJ\*/LAW)

In this case, the \* indicates that the course is taught in CJ, the Criminal Justice Department.

## ALLIED HEALTH MANAGEMENT

The Allied Health Management program is designed to provide in-service allied health specialists with the management and organizational skills needed to assume entry-level or mid-level supervisory positions in hospitals, clinics and/or schools of allied health. The program builds upon the technical training and skills which the student acquired in order to become registered or certified in his/her specialty.

*Major:* 40 s.h. including 24 s.h. in Business (BUS 101, 236, 318, 273, 375 plus electives). For in-service cer-

tified or registered allied health personnel who have successfully completed an AMA accredited program in their specialty. Graduates of non-college programs may earn up to 32 s.h. by evaluation. Students who complete the degree requirements and who have a minimum of two years in professional service will be eligible to apply for a Temporary Vocational Authorization valid for teaching in a State reimbursed vocational classroom.

## ART (ART)

*Fine Arts Major:* 36-40 s.h. including 105, 207, 325, 326, 346 or 446, 408 and HUM 495. Co-op is encouraged. An extensive portfolio/exhibit of work done independently which is representative of his growth in the area of interest is required of ALL ART MAJORS. Certificate of Achievement is available.

*Minor:* 20-24 s.h. including 105, 207, 325 or 326, 346 or 446.

*Commercial Art Major:* 36-40 s.h. including 105, 121, 268, 326, 346 or 446 and at least one semester of Co-op.

Advanced placement or credit is offered upon producing a portfolio of previous art work.

**102 Great Monuments in World Art**

**4 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. (Art majors take MUS 102 or a literature course).

**103 Art Appreciation**

**3 s.h.**

Survey of major works in visual arts from all ages given in slide lectures and discussions with emphasis on the appreciation and understanding of the contributions of various cultures to the world of art. Interpreter available.

**105 The Visual Arts in 2-D**

**4 s.h.**

Instruction in drawing through extensive exercises in line, texture, shape, space and composition. Introduction to various drawing media.

**121 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 105.

**125 Beginning Studio Experiences**

**2 s.h.**

Introduction to the basic principles of art through creative experiences in drawing, design, watercolor and painting. (Open to all students hoping to explore their artistic potential.)

**175 Painting and Composition**

**4 s.h.**

The development of skills requisite to oil painting or acrylics, based on a systematic treatment of composition and the techniques of painting. Emphasis on the most effective use of materials and concepts.

**190 Watercolor and Acrylics**

**2 s.h.**

Various exercises in the techniques

of watercolor and/or acrylics. Experiences in a variety of subjects. Emphasis on creative ways of arranging a picture and its completion. Prerequisite: ART 105 or approval of instructor.

**207 Creative Design and Color**

**4 s.h.**

Elements of color and design as applied to a variety of areas in the arts. Intense study of the basic factors of creative expression. Experimentation in line, texture, area and movement. Emphasis on the development of individual creative powers.

**225 Lapidary and Jewelry**

**2 s.h.**

Basic stone-polishing processes necessary in the completion of cabochons. Experiments in making jewelry using wire and sheet metal.

**268 Commercial Art Experiences (JRN)**

**4 s.h.**

Additional advertising problems employing the usage of airbrush, prefabricated graphic arts materials, photography and other equipment. Introduction to writing creative captions with related visuals for magazine and newspaper ads, cover designs, posters, fliers and billboards. Prerequisites: ART 105, 121 and 207 or permission of instructor.

**305 Lettering, Calligraphy and Poster Design**

**4 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 in designing of posters and other projects for reproduction. Recommended for all Commercial Art students.

**316 Art for the Elementary School Teacher**

**2 s.h.**

Study of elements of art with orien-



tation to a variety of media and techniques, emphasizing preparation of innovative, motivating art lessons appropriate to elementary grades. (Specifically designed for non-art majors.)

**325,326 History of Art I, II 4, 4 s.h.**

Understanding and appreciation of the fine arts as exemplified in the major monuments of man's creativity from the ancient cultures to the present.

**330,331 Advanced Creative Drawing/Painting 1-4 s.h.**

Further development of drawing or painting skills through study of traditionally more difficult subject matter such as portraiture and figure studies and through creative composition. (May be taken by arrangement)

**346 Relief and Silkscreen Printing 4 s.h.**  
Principles and techniques of mak-

ing multiple images from relief surface such as linoleum, wood block, and from stencil printing, particularly silkscreen. Prerequisites: ART 105, 207 or permission of instructor.

**361 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 268.

**408 Three Dimensional Forms 4 s.h.**

Three Dimensional forms including sculpture and ceramics. Choice of one medium made and experimented with in depth. Wood, clay, plaster as well as more contemporary materials employed.

**425 Advanced Problems in Commercial Art (JRN) 4 s.h.**

Advertising campaign problems; camera-ready layout and illustration; color separation and preparation of art work for printing; advanced and independent problems for business and/or institutions; preparation of a job-seeking portfolio.

**440,441 Studio Electives 1-4 s.h.**

Independent advanced work in media and disciplines not currently offered, such as advanced watercolor, design, ceramics and advertising.

**446 Etching and Lithograph 4 s.h.**

Printing with a press using the full range values and textures provided through these techniques. Introduction to the full planographic methods of lithography and monoprint, and to the various intaglio processes such as etching, engraving and mezzotint.

**BIOLOGY (BIO)**

*Major:* 30 s.h. Required courses: BIO 103, 104, 226, 243, 244, 301 and 495. Required courses from other fields: Chemistry 8 s.h., Physics 8 s.h., and Mathematics 6 s.h. including MTH 111. A Chemistry minor is recommended. Coop experience is recommended.

*Minor:* 20 s.h. Required courses: BIO 103, 104, 224, 226 and 301.

**103,104 General Biology I, II 4, 4 s.h.**

Fundamental biological principles and problems as they apply to cellular, organismic, and ecological levels of the plant and animal worlds. Lecture 3 hours, laboratory 3 hours. Co-requisite: enrollment in or completion of CHM 111 or equivalent.

**224 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.

**226 Microbiology 4 s.h.**

Fundamental principles of microbiology with emphasis on the interactions between microorganisms and the human body. Lecture 3 hours, laboratory 3 hours. Prerequisite: CHM 161 or concurrent registration in CHM 221; BIO 104 or 244.

**243, 244 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, recitation 1 hour.

**301 Genetics 4 s.h.**

Principles of genetic theory and technique with emphasis on their application to humans. Lecture 3 hours, laboratory 3 hours. Prerequisite: 6 s.h. of biology.

**317 Invertebrate Zoology 4 s.h.**

Morphologic and physiologic study of representative invertebrate organisms, with emphasis on the parasitic groups. Identification of invertebrate species stressing the parasitic adult and larval forms. Lecture 2 hours, laboratory 6 hours. Prerequisite: BIO 226

**327 Immunology 3 s.h.**

Basic principles of immunology with emphasis on the nature of antigens and antibodies and the application of principles in hypersensitivity, tumor and transplantation immunology. Lecture 3 hours. Prerequisite: BIO 226; CHM 361 recommended.

**350 Medical Mycology 4 s.h.**

Studies in the isolation and identification of fungi with emphasis on the fungi of medical importance. Lecture 3 hours, laboratory 3 hours. Prerequisite: BIO 226.

**361 Epidemiology 3 s.h.**

Study of factors involved in the occurrence and prevention of diseases within human populations. Prerequisite: BIO 226

**371 Pathophysiology 3 s.h.**

Study of disease processes affecting normal functioning of the human body. Two major complexes of inter-related systems: cardiovascular-pulmonary disorders and endocrine-neurological dysfunctions. Prerequisite: BIO 244.

**402 Advanced Human Physiology 4 s.h.**

A study of the normal functioning of the human organ systems with emphasis on muscle, nerve, and cardiovascular physiology. Special topics include cellular transport, immunity, and adaptation (homeostasis and stress). Prerequisite: BIO 224 or 244.

**427 Clinical Microbiology 4 s.h.**

Study of basic principles of clinical microbiology including basic techniques in identification of pathogenic microorganisms. Lecture 2 hours, laboratory 6 hours. Prerequisite: BIO 226.

**470 Biological Investigations 1-4 s.h.**

Independent research, directed reading or special problems under the supervision of a faculty member. Prerequisite: recommendation of major advisor, and problem director.

**495 Senior Seminar 2 s.h.**

Preparation and presentation of a

scientific paper and evaluation of others' papers. Taken by students with Senior status as a requirement for graduation.

**BUSINESS ADMINISTRATION (BUS)**

*Majors:*

Accounting  
Bank Administration  
General Business  
Management  
Marketing

A minimum of 52 s.h. are required in business administration, of which 30-32 s.h. must be in a major area. The following core courses are required of all students: BUS 201, 236, 238, 244, 333, 355.

*Accounting Major* Required: BUS 202, 286 or 361, 303, 304, 370 or 450, 315, 405, 495. Electives: BUS 414, 419, 445.

*Bank Administration* Required: BUS 202, 242, 315, 495; ECN 380. Electives: BUS 302, 303, 304, 310, 371, 405, 414, 419, AIB courses.

*General Business* Required: BUS 495. Electives: Program must be developed with an advisor.

*Management* Required: BUS 302, 313, 315, 495. Electives: BUS 218, 219, 310, 318, 363, 375, 414, 415, 419, 420, 442, 445; SW 233.

*Marketing* Required: BUS 313, 315, 415, 495. Electives: BUS 255, 307, 363, 414, 419, 442; ART 121, 360.

**COMPUTER SYSTEMS**

32-36 s.h. in computer courses.

Required: BUS 238, 245, 248, 291, 348, 385, 435, 445 and 485. Electives: MTH 246, 247, 248, 301, 345, BUS 419.

16-20 s.h. in one of the following applications areas: Allied Health, Business, Criminal Justice, Education, Law, or Public Administration.

## ECONOMIC APPLICATIONS

A minimum of 52 s.h. are required for this interdisciplinary degree. The following core courses are required for all students:

BUS 201, 202, 315; ECN 272, 273, 380, 451; SSC 495.

Two specializations are available:

**Economic Planning Specialization** (21 s.h.) Required: BUS 355, 442; PSC 251, 451. Electives: BUS 238, 371, 414, 445; PSC 301, 321; MTH 325.

**Economic Statistics Specialization** (21 s.h.) Required: MTH 325, 400; BUS 355. Electives: BUS 238, 442; MTH 251, 252, 330, 341, 351.

*\*Associate of Science Degree:*

Business Administration, 32 s.h.  
Computer Technology, 32 s.h.

*\*Minors:*

Business Administration, 24 s.h.  
Computer Systems, 24 s.h.

\*See advisor for details.

### 101 Contemporary Society and the Organization 3 s.h.

The dynamics of contemporary administration, social and political influences on the organization, laws and regulatory agencies and their impact on the organization; career opportunities in the organization.

### 201 Principles of Accounting I 4 s.h.

Elementary accounting theory and procedures utilizing and stressing elementary corporate accounting problems. Subjects treated: classification of accounts, journalizing and posting; preparation of working papers and financial statements; adjusting entries including deferred, accrued, and valuation items; accounting for different forms of business enterprises; and study of problems relevant to cash, investments and receivables.

### 202 Principles of Accounting II 4 s.h.

Continued study of accounting principles. Subjects treated: problems relevant to inventories, plant and equipment, elementary cost accounting; elementary statement and analysis, statements of working capital change and cash flow; budgeting; accounting aids to management; and income tax consideration. Prerequisite: BUS 201.

### 218 Human Behavior and Attitudes (CJ) 2 s.h.

Holistic approach to understanding oneself; discussion of various approaches to personal growth.

### 219 Management of Small Business Enterprises 2 s.h.

Emphasis on laws and regulations, marketing, management and financial considerations. Techniques for starting and managing a small business.

### 236 Principles of Management (CJ) 3 s.h.

Introduction to the administrative process, theories and practices. Analysis of managerial functions and their relationship to political, power and conflict-resolution forces within the organization.



- 238 Introduction to Computers** 3 s.h.  
Study of uses and capability of computers and peripheral hardware, terminology, flow charting, techniques, procedures and ethics of data storage and retrieval, and introductory programming techniques.
- 242 Principles of Banking** 3 s.h.  
Introduction to the principles of banking. Pertinent topics of bank management, capital liquidity, investment, audit and control.
- 244 Principles of Marketing** 3 s.h.  
Analysis of marketing terminology, concepts and trends with special emphasis on the Marketing Mix (Product, Price, Promotion and Distribution). Introduction to the role and operation of the marketing department and its relationship to other functions within the organization and external structures.
- 245 Computer Program Design RPG II:** 4 s.h.  
Problem-solving with the computer, using the computer language RPG II, numerical and non-numerical applications. Prerequisite: BUS 238.
- 248 Computer Program Design: COBOL** 4 s.h.  
Problem-solving with the computer, using the computer language COBOL, numerical and non-numerical applications. Prerequisite: BUS 238.
- 255 Consumer Behavior (HEFL)** 3 s.h.  
The study of the impact of consumer behavior (based on psychological and sociological 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: BUS 244.
- 272 Principles of Microeconomics (ECN)** 4 s.h.
- 273 Principles of Macroeconomics (ECN)** 4 s.h.
- 286 Individual Taxation (LAW)** 3 s.h.  
Maintenance of tax records; drafting tax returns; maintenance of tax law library; procedures and developments in the areas of individual income tax.
- 302 Organizational Behavior** 3 s.h.  
Analysis of group and individual behavior in the organization; analysis of social structures which affect management policies and procedures. Prerequisite: BUS 236.
- 303 Intermediate Accounting I** 3 s.h.  
Review of basic accounting theory, present value accounting, inventory methods and in-depth balance sheet analysis. Prerequisite: BUS 202.
- 304 Intermediate Accounting II** 3 s.h.  
Accounting for leases, pensions, income taxes, changes in financial position, inflation; stockholder equity analysis. Prerequisite: BUS 303.
- 307 Promotional Strategy** 4 s.h.  
A study of the promotion tools (Advertising, Public Relations, Sales and Sales Promotion). Major emphasis on identifying the factors that become the basis for promotional decisions determining managerial strategy. Prerequisite: BUS 244.
- 310 Personnel Management** 3 s.h.  
Analysis of personnel functions, job and manpower requirements, techniques for recruitment and hiring, training and evaluating personnel, job analysis techniques; compensation pro-

cess; collective bargaining process.  
Prerequisite: BUS 236.

**313 Managerial Accounting 4 s.h.**  
Management use of accounting information for planning and control procedures, evaluation of financial performance, and product revenue cost relationships. Prerequisite: BUS 201 and 236.

**315 Business Finance 4 s.h.**  
Introduction to the theories and concepts of financial management. Emphasis on interpreting financial statements, asset and liability management, sources and uses of funds, dividend policies and effects of various policy decisions on the value of the firm. Prerequisite: BUS 202 or 313 and a statistics course.

**318 Human Behavior and Leadership (CJ) 2 s.h.**  
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.

**333 Business Law 4 s.h.**  
Introduction to study of contracts and agency, corporate law, bailments, sales and negotiable instruments. Case study method used.

**348 Data Base Management 2 s.h.**  
Introduction to the operation and control of data base management systems. Prerequisite: Two semesters of programming.

**355 Decision-Making With Statistics 4 s.h.**  
Nature of decisions; quantitative methods to solve problems; formulation, model building, and interpretation of results based on statistical analysis.

Prerequisite: MTH 105, MTH 235.

**361 Corporate Taxation (LAW) 3 s.h.**  
Maintenance of corporate tax records; preparing returns for business entities; basic tax research, procedures and developments in the area of corporate taxation. Prerequisite: BUS 202.

**363 Materials and Purchasing Management 4 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. Prerequisite: BUS 236 and MTH 235 or BUS 355.

**370 Cost Accounting 4 s.h.**  
Analysis, design, and operation of cost accounting systems with computer applications; techniques for planning, controlling and analyzing revenue — cost relationships. Prerequisite: BUS 303 and 355.

**371 Investments 3 s.h.**  
Characteristics of investment markets; alternative approaches toward personal and institutional portfolios. Prerequisite: BUS 315, 272, 273.

**375 Allied Health Management 3 s.h.**  
Management problems and practices in health care facilities. Prerequisite: BUS 236.

**380 Money and Banking (ECN) 4 s.h.**

**385 Data Structures 2 s.h.**  
Data file organization and manipulation; includes sequential, random access, indexed, linked files, searches and sorts. Prerequisites: Minimum of two semesters of computer programming, a working knowledge of BASIC, and BUS 348.

**405 Advanced Accounting 4 s.h.**

Advanced theory and techniques dealing with partnerships, consolidations, fiduciaries; evaluation of consolidated financial statements. Prerequisite: BUS 304.

**414 International Business 3 s.h.**

The relationship of culture, politics, law, and economics to the operation of multinational business. Study will be from an integrated approach of marketing, finance, law, management, sociology, political science, and economics. Prerequisite: Senior standing.

**415 Marketing Management 4 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. Prerequisite: Senior Standing.

**419 Special Problems 1-4 s.h.**

Pragmatic approach to selected problems of interest which are not normally included in existing courses. Prerequisite: Junior level or full-time work experience.

**420 Production and Operations Management 4 s.h.**

Analysis of system operations, functioning and control of the operations system; models for operations management decisions. Prerequisite: BUS 236 and 355.

**435 Advanced Computer Programming 3 s.h.**

Advanced techniques in programming using several computer languages. Prerequisite: BUS 245, BUS 248, BUS 385.

**442 Research in Business 4 s.h.**

Study of research methodology, statistical analysis, and implications of

research results. Emphasis on the completion of a research study by the student. Prerequisite: Business major, senior standing, and MTH 235.

**445 System Design 4 s.h.**

Techniques for the analysis and design of information systems. Prerequisite: Senior standing, business major.

**450 Auditing 3 s.h.**

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: BUS 405.

**451 Economic and Business History (ECN/HIS\*) 4 s.h.**

**485 Internship and Seminar: Systems Design 4 s.h.**

Design of system including specification of objectives; data processing, human, and economic constraints; system proposal presentation; implementation of the system; training for the system; and system documentation. Prerequisite: Computer Systems major, to be taken within the final two semesters of work.

**495 Business Policy 3 s.h.**

Capstone course; emphasis on the integration of business administration knowledge in order to develop general points of view and standing decisions based on logical and critical thinking, analytic skills, historical perspective, and an ethical system. Prerequisite: A major in Business Administration. (To be taken in final eight hours of program.)

*Control Data Institute Graduates*

*Control Data Institute graduates of the Computer Programming and Com-*

*puter Technology sequence of courses are granted 30 semester hours of credit toward a Bachelor of Science degree with a major in Computer Systems.*

*For an Associate of Science degree in computer technology, these credits will be recognized as the major concentration. An additional 30-32 semester hours will be taken in general education at Madonna College.*

#### *American Institute of Banking*

*Students may transfer a maximum of 30 credit hours with a grade of "C" or better from the American Institute of Banking toward a major in Bank Administration for a Bachelor of Science degree at Madonna College.*

### **CHEMISTRY (CHM)**

*Major:* 30 s.h. including CHM 111, 112 (or equivalent); CHM 221, 222, 331, 441, 442; CHM 495.

*Minor:* 20 s.h. including CHM 111, 112 (or equivalent); CHM 221; and CHM 331 or 361.

#### **099 Chemical Fundamentals for Allied Health 2 s.h.**

Basic concepts of mathematics used in general chemistry; introduction to atomic structure, periodicity, elements of stoichiometry, and some solution chemistry. (For credit, but not applicable toward degree.) Lecture 2 hours.

#### **111 General Chemistry I 4 s.h.**

A survey of the fundamentals of chemistry, including stoichiometry, atomic structure and periodicity, gas laws, equilibria, acid-base theory, and redox processes. Prerequisites: one year of high school chemistry and one year of high school algebra; or CHM

099. Lecture 3 hours, Laboratory 3 hours.

#### **112 General Chemistry II 4 s.h.**

Emphasis on chemical activity; thermodynamics, kinetics, ionic equilibria, acid-base systems and electrochemistry. Qualitative analysis of typical cations and anions. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 111 (or equivalent); pre- or co-requisite MTH 106 or MTH 111.

#### **161 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: CHM 111.

#### **221 Organic Chemistry I 4 s.h.**

Carbon compounds, aliphatic and aromatic compounds; their classification, structure, properties and uses; heterocyclic compounds. Lecture 3 hours, laboratory 3 hours. Prerequisite: CHM 111.

#### **222 Organic Chemistry II 4 s.h.**

More extensive study of aliphatic, aromatic and heterocyclic compounds; practical experience in the important synthetic methods and qualitative identification of common functional groups. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 112, 221.

#### **331 Quantitative Analysis 4 s.h.**

Theory and techniques of classical quantitative analysis, including gravimetry, titrimetry, potentiometry, and spectrophotometry. Lecture 3 hours, laboratory 3 hours. Prerequisites MTH 111 or three years of high school algebra; CHM 221.

#### **361 Biochemistry 4 s.h.**

Principles of biochemistry and

physiology related to the human organism; a biochemical basis for the study of life processes. Prerequisite: CHM 221.

**441,442 Physical Chemistry I, II**  
(Consortial Arrangement) 4, 4 s.h.

Fundamental theoretical chemistry, atomic theory and structure of matter, bonding; laws of gases, liquids and solids; thermodynamics, chemical kinetics. Lecture 3 hours, laboratory 3 hours. Prerequisites: PHY 251, MTH 252, CHM 222, 331.

**451 Instrumental Analysis** 4 s.h.

Theory and techniques of modern instrumental analysis, including spectrophotometry, electrochemistry, chromatography, and current topics. Lecture 3 hours, laboratory 3 hours. Prerequisites: CHM 331, PHY 251; CHM 222 recommended.

**490 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.

**495 Senior Seminar** 2 s.h.

Preparation and presentation of a scientific paper and evaluation of others' papers. Taken by students with Senior status as a requirement for graduation.

**COMMUNICATION ARTS** (See also ENGLISH, JOURNALISM/PUBLIC RELATIONS, and SPEECH)

Major: 36 s.h.

20 s.h. in either English, Journalism, or Speech and 8 s.h. in each of the others, including ENG 101, or 200; JRN 132, 357; SPH 105, HUM 495.

Minor: 24 s.h.

16 s.h. in either English, Jour-

nalism, or Speech and 4 s.h. in each of the others, including ENG 101 or 200; JRN 132, 357; SPH 105.

*Other Group Majors:*

*English-Journalism Major:* 36 s.h.  
18 s.h. in each department, including ENG 101 or 200; JRN 132, 357, HUM 495.

*English-Journalism Minor:* 24 s.h.  
12 s.h. in each department, including ENG 101 or 200; JRN 132, 357.

*English-Speech Major:* 36 s.h.  
18 s.h. in each department, including ENG 101 or 200; SPH 105, HUM 495.

*English-Speech Minor:* 24 s.h.  
12 s.h. in each department, including ENG 101 or 200; SPH 105.

**CRIMINAL JUSTICE (CJ)**

Major: 46 s.h. in Criminal Justice and supportive courses.

Core courses include:

CJ 102, 201, 265, 321 and 495; CJ 291, 391 or 491 for pre-service students.

Areas of specialization:

**Law Enforcement**

Core courses plus CJ 211, 305, 311, 323 and 401.

**Corrections**

Core courses plus CJ 121, 235, 280, 281, 402.

**Administration/Management**

Core courses plus BUS 236, 318; PSC 310; SW 233.

**Psychology/Education**

Core courses plus PSY 240, 316, 342; EDU 442.

Required supportive courses:

PSC 251; SOC 101 or 221;

SOC 322 or 442; SOC 342 or 367.

Certificate of Achievement is available.

*Minor: 20 s.h.*

**102 Introduction to Criminal Justice (SOC) 3 s.h.**

Study of agencies and process of the criminal justice system. Responsibilities of the police, prosecutor, courts, corrections and society in the criminal justice process.

**121 Introduction to Corrections (SOC) 3 s.h.**

Philosophical and historical background of corrections; European antecedents and the American evolution of correctional facilities and programs; survey of career opportunities.

**201 Criminal Justice Organization and Administration (PSC/SOC) 3 s.h.**

Organization and management of the various criminal justice agencies throughout the United States. Includes systems of management, alcoholism as a management problem, and systems analyses and their relationships.

**211 Law Enforcement Administration (SOC) 3 s.h.**

Organization and management of law enforcement agencies, the role of the police administrator in line and staff functions. Investigation of areas of police qualifications, promotional standards and cadet systems.

**212 Correctional Regulations 3 s.h.**

Laws, rules and regulations concerning the corrections officer and the jailer specialist.

**213 Traffic Operations,**

**Administration and Investigation 3 s.h.**

Role of police administrator in traffic operations, administration and supervision. Strategies for moving and controlling traffic; investigation of vehicular accidents; familiarization with traffic safety programs.

**217 Advanced First Aid (EMT) 3 s.h.**

**218 Human Behavior and Attitudes (BUS) 2 s.h.**

**219 Seminar on Alcohol Studies (EMT) 2 s.h.**

A practical and theoretical examination of the diverse aspects of alcohol abuse and alcoholism as they impinge upon the C.J. system; emphasis upon identification of problems and appropriate referrals.

**231 Correctional Justice Organization and Administration (SOC) 3 s.h.**

Organization and management principles of correctional agencies; correctional procedures, rights and process.

**233 Interviewing Techniques (SOC/SW\*) 4 s.h.**

**235 Probation and Parole (SOC) 3 s.h.**

History and philosophy of probation and parole; function and operation of pardon and parole boards; statutory and limitations; modern trends; personnel qualifications.

**236 Principles of Management (BUS) 3 s.h.**

**265 Criminal Law (SOC) 3 s.h.**

History, purposes and philosophy of criminal law, local, state and federal law; development, application and rights of the offender.

**280 Principles and Methods of Corrections I (SOC) 3 s.h.**

Legal aspects of probation, drug addiction and alcoholism; analysis of human behavior from the viewpoint of corrections; understanding basic counseling techniques and establishing therapeutic relationships.

**281 Principles and Methods of Corrections II (SOC) 3 s.h.**

Continuation of C.J. 280 including demonstration of practical ability to apply counseling psychology to case-work. Prerequisite: C.J. 280.

**291,391,491 Practicum in Criminal Justice/Co-op 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 co-op.

**301 Basic Police Training 3 s.h.**

Credit awarded to those who have successfully completed 240 instructional hours in a Michigan Regional Police Academy, or equivalent instruction.

**302 Field Experience 3 s.h.**

Credit awarded by the director for one year full-time experience in an appropriate area of the criminal justice system.

**303 Jail Operations 2 s.h.**

Credit awarded to those who successfully complete the U.S. Bureau of Prisons course in "Jail Operations".

**304 Jail Administration 2 s.h.**

Credit awarded to those who successfully complete the U.S. Bureau of Prisons course in "Jail Administration".

**305 Criminal Procedure**

**(SOC/LAW) 3 s.h.**

Procedural law for law enforcement officers. Law of arrest, evidence and search and seizure. Prerequisite: CJ 265.

**310 Introduction to Public Administration (PSC) 4 s.h.**

**311 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. Prerequisite: CJ 102.

**318 Human Behavior and Leadership (BUS) 2 s.h.**

**321 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.

**323 Juvenile Justice (SOC) 3 s.h.**

Theories of causation and prevention of delinquency; role of the courts, police prevention programs, institutions in the control and prevention of juvenile delinquency.

**355 Contemporary Correctional Methods (SOC) 3 s.h.**

Current practices and trends in correctional methods; parole, probation and correctional institutions.

**401 Crime Prevention and Police Community Relations (SOC) 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.

**402 Human Relations for Corrections (SOC) 3 s.h.**

Study of the sociological, psychological and political determinants in the development of human relations as viewed from aspects of corrections in the criminal justice system.

**405 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.

**412 Organized Crime Institute 3 s.h.**

History, scope and methods of control of organized crime in the United States. Emphasis on local, regional and statewide control of organized crime; social implications of organized crime. Prerequisite: Departmental approval.

**418 Narcotics Institute (SOC) 3 s.h.**

Problems faced by local, state, federal and international law enforce-

ment agencies concerning drug manufacture, trafficking and investigative techniques. Examination of social problems caused by drug use.

**423 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.

**435 The American Judicial Process 3 s.h.**

Analysis of the American state and federal court system; a comparative study of foreign court systems. Prerequisite: C.J. 265 and 305 or Director's permission.

**495 Criminal Justice Seminar 3 s.h.**

Evaluation of criminal justice practices and procedures. Emphasis on contemporary criminal justice problems and their solutions.





## **SECURITY AND LOSS PREVENTION (CJS)**

*Major:* 51 s.h. in major and supportive courses. Core Courses include: CJS 101, 201, 324, 391, 495; CJ 265, 311; ENG 200; OSH 322, 328.

*Minor:* 20 s.h.

*Certificate of Achievement is available.*

### **101 Introduction to Security 3 s.h.**

Origins and development of Security; the security function; basic defenses including building protection, intrusion and access control, fire protection and emergency planning, internal theft; special security problems and career opportunities.

### **201 Security Administration and Organization 3 s.h.**

Administration and organization of security programs and protective services; planning, education and training for business, commercial, industrial and institutional situations; legal ramifications indigenous to security personnel.

### **324 Principles of Loss Prevention 3 s.h.**

An examination of the several types of security situations in both private and public institutions; the functional operations which apply to each of them, particularly focusing on loss prevention management, theft, risk control and security surveys.

### **391 Internship/Coop 3 s.h.**

Participation in adviser-approved learning experiences in a security-related job situation. Security majors are required to complete two semesters (6 s.h.) in either an internship or cooperative education position.

### **495 Security Seminar 3 s.h.**

Overview of current trends toward professionalization of security personnel and the security industry including legislation, goals and standards; industry sponsored training, education and certification; current issues in security.

## **ECONOMICS (ECN)**

### **272 Principles of Microeconomics (BUS) 4 s.h.**

Theories of production and cost, demand, supply, competition, consumer behavior, and distribution of income.

### **273 Principles of Macroeconomics (BUS) 4 s.h.**

Measurement and determination of economic activity and development, aggregate income, and employment. Emphasis on consumption, monetary policy, taxes, government investment, and expenditures. Prerequisite: ECN 272.

### **380 Money and Banking (BUS) 4 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, money supply and an explanation of check clearance. Prerequisite: ECN 272, 273.

### **451 Economic and Business History (BUS/HIS\*) 4 s.h.**

## **EDUCATION (EDU)**

The Madonna College 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 College recommends

students for elementary provisional certification (K-9), secondary provisional certification (7-12); for K-12 certification in Art and Music; for K-12 endorsement in Learning Disabilities, Emotional Impairment; for K-9 or 7-12 endorsement in Reading; and for Middle School Endorsement (5-9). The College also recommends students for vocational endorsement and authorization in Trade and Industry, Health Occupations, and Home Economics and Family Life.

### I. Admission To The Teacher Education Program:

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

- A. Declare intention of preparing for the profession of teaching either on the elementary or secondary level at the time of application to the College.
- B. Apply for admission to the Teacher Education Program during the first semester of the sophomore year, or upon completion of 30 s.h. including EDU 200.
- C. Meet the following criteria for admission and retention in the program:
  1. 2.5 or higher grade point average;
  2. 3 semester hours of EDU 200;
  3. proficiency in use of communication skills established through examinations and/or courses;
  4. two letters of recommendations (one from the major advisor);
  5. general good health.
  - 6.

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

Transfer students who have completed 60 semester hours or more are admitted provisionally into the Teacher Education Program. Upon successful completion of a minimum of 12 semester hours at Madonna College and the fulfillment of the requirements listed above, the students will be admitted into the Teacher Education Program by the Teacher Education Committee.

### II. Admission To Directed Teaching:

Early in the first semester of the senior year, the student applies for admission to Directed Teaching, which is to take place in the following semester. At this time the student shall submit the following:

1. Academic competency as evidenced by a grade point average of 2.5. Only "C" grade or better is applicable in professional education courses, major, minor, or planned program;
2. Accumulated evidence of growth in professional teaching competence;
3. Written recommendation from major adviser.

### III. Application For Michigan Certification

To be recommended by the College for provisional certification in the State of Michigan on the elementary (K-9), and/or secondary level (7-12), the prospective teacher fulfills the following requirements:

1. Completes a major of at least 30 semester hours or a group major of 36 semester hours in an approved field.
2. In addition to the above, applicants for secondary certification complete an approved minor of at least 20 semester hours or a group minor

*at least*  
of 24 semester hours; Applicants for elementary certification ~~may elect a minor, but~~ must complete a planned program in substantive fields appropriate to elementary education. The Elementary Planned Program includes the following:

**REQUIRED:**

|                      |                      |        |
|----------------------|----------------------|--------|
| <i>Must complete</i> | Mathematics 243      | 4 s.h. |
|                      | Natural Sciences 273 | 4 s.h. |
|                      | Art 316              | 2 s.h. |
|                      | English 300          | 4 s.h. |
|                      | Speech 105           | 4 s.h. |

**ELECT ONE from each group:**

|                       |        |
|-----------------------|--------|
| Art 102 or            | 4 s.h. |
| Music 102             | 4 s.h. |
| Geography 301 or      | 4 s.h. |
| Political Science 251 | 4 s.h. |

Other substantive course work may be taken upon the recommendation of the Chairperson of the Education Department.

3. Completes the following professional Education courses:

|             |               |  |              |
|-------------|---------------|--|--------------|
| <i>copy</i> | EDU 200 ✓     | Introduction to Professional Education Experiences         | 3 s.h.       |
|             | EDU 312 ✓     | Educational Learning and Growth Patterns                   | 3 s.h.       |
|             | EDU 321 ✓     | Principles of Reading Instruction                          | 3 s.h.       |
|             | EDU 382 ✓     | Reading in the Curriculum                                  | 3 s.h.       |
|             | EDU 449       | Methods and Media in the Middle School (5-9) or            | 3 s.h.       |
|             | EDU 450       | Methods and Media in the Elementary School (K-9) or        | 3 s.h.       |
|             | EDU 451-459 ✓ | Methods and Media in the Major Field (Secondary)           | 3 s.h.       |
|             | EDU 469-479 ✓ | Directed Teaching (Appropriate to the certification level) | 4, 6, 8 s.h. |
|             | EDU 480 ✓     | Foundations of Education                                   | 3 s.h.       |
|             | EDU 481       | Seminar: Directed Teaching                                 | 1 s.h.       |

330?

440?

4. Students must have a set of credentials completed and on file with the College. Supplying credentials for teacher education graduates is a professional service offered by the College through the Education Department.
5. A student who desires certification in another state should plan programs in accordance with the certification code of that state.

*certain*

*20L / s/s → 5 sem (cont. work)*

Courses which fulfill requirements in General Education are also applicable towards the elementary planned program or a teaching major or minor.

Admission to the Teacher Education program and admission to student teaching do not guarantee eventual recommendation for a certificate. Students must maintain satisfactory standards to be retained in the program and they must be recommended for certification by the Teacher Education Committee.

#### IV. Special Teaching Endorsement Programs

(For endorsement of certified elementary and/or secondary teachers)

These programs are of particular interest to those certified teachers wishing to complete an 18-hour planned program for Continuing Certification, and those individuals who wish to add another teaching endorsement to their

current teaching certificate:

1. Middle School: (5-9)  
An 18 s.h. planned program to include the following courses: PSY 313, EDU 449, 469.
2. Reading Improvement: (K-9) or (7-12) (minor only)  
A 24 s.h. planned program selected from the following courses: PSY 101; HEF 310; EDU 321, 372, 382, 485; ENG 300; SED 401.



*Art - Music Methods.*

*(st. reqd.)*  
*Language*  
*Arts*  
*Label*

### MADONNA COLLEGE TEACHER EDUCATION PROGRAMS

Approved by the Michigan Department of Education  
 Accredited by the National Council of Teacher  
 Accreditation in 1972

|  | Elementary (K-9) |       | Middle (5-9) |       | Secondary (7-12) |       |
|--|------------------|-------|--------------|-------|------------------|-------|
|  | Major            | Minor | Major        | Minor | Major            | Minor |
| ✓ Art (K-12) →   | X                | X     | X            | X     | X                | X     |
| ✓ Biology ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Chemistry ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Communication Arts ↙                                 | G                | G     | G            | G     | G                | G     |
| ✓ Emotionally Impaired (K-12) <i>EMPAID?</i> (G) XG    | XG               |       | XG           |       | XG               |       |
| ✓ English ↙  | X                | X     | X            | X     | X                | X     |
| ✓ English-Journalism ↙                                 | G                | G     | G            | G     | G                | G     |
| ✓ English-Speech ↙                                     | G                | G     | G            | G     | G                | G     |
| ✓ French ↙   | X                | X     | X            | X     | X                | X     |
| ✓ Health (Voc) ↙                                       |                  |       |              |       | X                | X     |
| ✓ History ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Home Economics and Family Life (Voc) ↙               | X                | X     | X            | X     | X                | X     |
| ✓ Child Care and Guidance (Voc) ↙                      |                  |       |              |       | X                | X     |
| ✓ Early Childhood: Pre-kindergarten and Kindergarten ↙ | X                | X     | X            | X     | X                | X     |
| ✓ Home Economics (Voc) ↙                               | X                | X     | X            | X     | X                | X     |
| ✓ Journalism ↙   |                  | X     |              | X     |                  | X     |
| ✓ Latin ↙  |                  | X     |              | X     |                  | X     |
| ✓ Learning Disabilities (K-12) <i>GM</i> XG            | XG               |       | XG           |       | XG               |       |
| ✓ Mathematics ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Music Education (K-12) (G) XG                        | XG               | XG    | XG           | XG    | XG               | XG    |
| ✓ Natural Sciences ↙                                   | G                | G     | G            | G     | G                | G     |
| ✓ Physics ↙  |                  | X     |              | X     |                  | X     |
| ✓ Polish ↙   |                  | X     |              | X     |                  | X     |
| ✓ Political Science ↙                                  |                  | X     |              | X     |                  | X     |
| ✓ Reading (K-9) or (7-12) XG                           | X                | X     | X            | X     | X                | X     |
| ✓ Science ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Social Science ↙                                     | G                | G     | G            | G     | G                | G     |
| ✓ Sociology ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Spanish ↙  | X                | X     | X            | X     | X                | X     |
| ✓ Speech ↙   |                  | X     |              | X     |                  | X     |
| ✓ Trade, Industry (Voc) (Health) ↙                     |                  |       |              |       | X                | X     |

X = Major, 30-32 s.h.; minor, 20 s.h.  
 G = Group Major, 36 s.h.; group minor, 24 s.h.

A planned program in substantive fields appropriate to elementary education is required of all students completing requirements for the elementary provisional certificate.

**200 Introduction to Professional Education Experiences 3 s.h.**

Observation-participation in a classroom setting; experiences in instruction; development of curriculum and instructional materials; exposure to a variety of multicultural educational settings; survey of legislation related to the placement of students in least restrictive environments. Prerequisite: PSY 101. Lecture 2 hours, laboratory 2 hours.

*ED/PSY*  
**312 Educational Learning and Growth Patterns 3 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. Prerequisites: PSY 101, EDU 200. Lecture 2 hours, laboratory 2 hours.

*3*  
**321 Principles of Reading Instruction 3 s.h.**

Application of psychological principles to the reading-learning process: development and demonstration of competencies essential to effective teaching of reading. Prerequisites: PSY 101, EDU 200. Lecture 2 hours, laboratory 2 hours.

**328 Teaching the Adult Learner (GER) 2 s.h.**

An opportunity to apply principles of andragogy and other theories of adult education to continuing education, gerontological, and other human service settings.

*330*  
**372 Diagnosis and Remedial Techniques in Reading 3 s.h.**

Identification of reading and asso-

ciated difficulties; methods in diagnostic and remedial work; use of tests and clinical apparatus in improvement of learning; modification of reading materials to meet the needs of handicapped students; observations and laboratory experiences. Prerequisite: EDU 321. Lecture 2 hours, laboratory 2 hours.

**382 Reading in the Curriculum 3 s.h.**

Identification of skills to be developed at different maturational levels, with emphasis on reading in the content areas and organization of reading programs. Prerequisite: EDU 321. Lecture 2 hours, laboratory 2 hours.

**421 In-Service Projects 1-4 s.h.**

Focus on new developments in education with practical implementation: open classroom concept, individualized instruction, instructional technology, accountability, mainstreaming, multicultural education. Prerequisite: Departmental approval. (May not substitute for a required course.)

*440*  
**442 Principles of Vocational Instruction 4 s.h.**

Orientation to the vocational classroom setting with emphasis upon identification of instructional resources and special techniques for teaching adults. Lecture 3 hours, laboratory 2 hours.

*New Title*  
**449 Methods and Media in the Middle School (5-9) 3 s.h.**

Methods, media and materials in the middle school curriculum; observations of classroom procedures; participation in simulation and micro-teaching. Selection and use of audio-visual aids for instructional purposes. Emphasis upon the application of multicultural concepts in a field-based context. Prerequisite: EDU 200. Lecture 2 hours, laboratory 2 hours.

*New Title*  
**450 Methods and Media in the Elementary School (K-9) 3 s.h.**

Methods, media and materials in the elementary school curriculum; observation of classroom procedures; participation in simulation and micro-teaching. Selection and use of audio-visual aids for instructional purposes. Emphasis upon the application of multicultural concepts in a field-based context. Prerequisite: EDU-200. Lecture 2 hours, laboratory 2 hours. 312

<sup>458</sup>  
**451-459 Methods and Media in the Major Field (Secondary) 3 s.h.**

Secondary methods, media and materials in the subject-matter fields in which students expect to teach. Selection and use of audio-visual aids for instructional purposes. Emphasis upon the application of multicultural concepts in a field-based context. Prerequisite: EDU 200. Lecture 2 hours, laboratory 2 hours. 312

**451 Methods and Media in Art (K-12) 3 s.h.**

**452 Methods and Media in Communication Arts (7-12) 3 s.h.**

**453 Methods and Media in Foreign Languages (7-12) 3 s.h.**

**454 Methods and Media in Home Economics and Family Life (7-12) 3 s.h.**

**455 Methods and Media in Mathematics (7-12) 3 s.h.**

**456 Methods and Media in Music (K-12) 3 s.h.**

**457 Methods and Media in Natural Science (7-12) 3 s.h.**

**458 Methods and Media in Social Science (7-12) 3 s.h.**

**459 Methods and Media in Vocational Subjects (7-12) 3 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. Selection and use of audio-visual aids for instructional purposes. Prerequisite: EDU 200. Lecture 2 hours, laboratory 2 hours. 312

**Directed Teaching**

Applications for admission to Directed Teaching must be approved by the Teacher Education Committee.

**469 Directed Teaching: Middle Schools (5-9) 4, 6, 8 s.h.**

Observations and teaching in classroom situations; individual conferences and seminars.

**470 Directed Teaching: Elementary School (K-9) 4, 6, 8 s.h.**

Observations and teaching in classroom situations; individual conferences and seminars.

**471 - 479 Directed Teaching: Secondary School 4, 6, 8 s.h.**

**471 Art (K-12)**

**472 Communication Arts (7-12)**

**473 Foreign Languages (7-12)**

**474 Home Economics and Family Life (K-12, Vocational)**

**475 Mathematics (7-12)**

**476 Music (K-12)**

**477 Natural Science (7-12)**

#### IV. Special Teaching Endorsement Programs

(For endorsement of certified elementary and/or secondary teachers)

These programs are of particular interest to those certified teachers wishing to complete an 18-hour planned program for Continuing Certification, and those individuals who wish to add another teaching endorsement to their

current teaching certificate:

1. Middle School: (5-9)  
An 18 s.h. planned program to include the following courses: PSY 313, EDU 449, 469.
2. Reading Improvement: (K-9) or (7-12) (minor only)  
A 24 s.h. planned program selected from the following courses: PSY 101; HEF 310; EDU 321, 372, 382, 485; ENG 300; SED 401.



*Art-Music Methods.*



**478 Social Science (7-12)**

**479 Vocational-Technical**

**480 Foundations of Education 3 s.h.**

Interdisciplinary approach to the study of fundamental issues and problems in education; the historical, social, philosophical and cultural implications of the school as an educational institution; the structure, function and purposes of educational institutions in our diversified society; emphasis on equal educational opportunity guarantees and multicultural education, and legislation related to the placement of students in least restrictive environments. Prerequisites: EDU 200, 312.

**EDU 481 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.

**EDU 485 Reading Practicum 2-4 s.h.**

Supervised clinical and classroom teaching of reading. Two laboratory hours for each semester hour. Prerequisites: EDU 321, 372.

**EMERGENCY MEDICAL TECHNOLOGY**

*MAJOR (B.S.):* 34-38 s.h. in EMT including EMT 333 and the required support courses: BIO 226, 243, 244; RST 407; CHM 111, 161.

*MAJOR (A.S.):* 34 s.h. in EMT and required support courses: ENG 101; BIO 243, 244; RST 407.

Certificate of Achievement is available.

**Program Overview**

Emergency Medical Technicians provide emergency medical care to the victims of illness or accident. Basic EMT provides necessary care including such techniques as cardio-pulmonary resuscitation, airway management, initial patient assessment and recognition of various medical and surgical problems.

**Admission requirements: Basic Emergency Medical Technology**

1. Meet all college requirements.
2. Successful completion of an Advanced First Aid Course (American Red Cross).
3. Interview with department coordinator before acceptance.
4. Two letters of recommendation from current employers and/or high school counselors.
5. Resume of work experience.
6. Written statement of purpose for pursuing EMT career.

Upon successful completion of the Basic EMT program, students may seek admission to the advanced EMT program to develop knowledge and skills in providing advanced life support, including ECG recognition and diagnosis, monitoring and defibrillation techniques, drug and intravenous therapy and concepts in the use of telemetry equipment.

**Admission requirements: Advanced Emergency Medical Technology**

1. Successful completion of Basic EMT program as required by the Michigan Department of Public Health.
2. Resume of work experience as a Basic EMT.
3. Two letters of recommendation from

present employers.

4. Interview with Advanced EMT Coordinator before registration in program.

The Emergency Intervention program is integrated into the EMT curriculum to provide the Emergency Department Nurse with an understanding of the EMT role in the delivery of pre-hospital care. Upon completion of the program, the nurse will qualify to participate in the State examination for Emergency Medical Technicians.

To be admitted and retained in the EMT program, students must meet the following requirements:

1. Grade point average of 2.0 or higher.
2. Proficiency in communication skills.
3. Good physical health in order to meet the following demands as an EMT as stated by the United States Department of Transportation:
  - a. Manual dexterity, physical coordination, fine manual skills in carrying, lifting, climbing, extricating, hoisting and other similar maneuvers.
  - b. Visual color discrimination.
  - c. Visual acuity (correction by lenses permitted).
4. Evidence of personal integrity, emotional stability and positive attitude. (The College reserves the right to request the student's withdrawal from the program at the end of any semester because of unsatisfactory performance in theory and for inappropriate behavior and/or lack of competence).

**217 Advanced First Aid (OSH/PED) 3 s.h.**

Study of principles and procedures used in basic life support, with emphasis placed on practical skills involved in such areas as CPR, fracture

splinting, airway control and patient handling.

**219 Seminar on Drug Abuse and Overdose (CJ\*/OSH/PED) 2 s.h.**

**256 Emergency Medical Technology I 3 s.h.**

Basic life support techniques: initial patient assessment, vital sign recognition, airway management, cardio-pulmonary resuscitation, fractures. Lecture 2 hours, laboratory 1 hour. Prerequisite: Advanced First Aid.

**257 Emergency Medical Technology II 4 s.h.**

Continuation of the basic life support techniques: emergency childbirth, drug intoxication, medical and surgical emergencies, extrication. Lecture 3 hours, laboratory 1 hour.

**266 Basic Emergency Intervention 4 s.h.**

Development of the knowledge, skills and personal judgement of the emergency department nurse. At completion of course, the emergency department nurse should have developed all the basic skills necessary to provide basic emergency care within the scope of pre-hospital and hospital care. Open to R.N.'s and junior level student nurses. Lecture 3 hours, laboratory 1 hour.

**301 Advanced Emergency Medical Technology III 12 s.h.**

Anatomy and physiology, auscultation of the heart, physical examination, medication and introduction to ECG's. Lecture 8 hours; laboratory 4 hours. Prerequisite: EMT 256, 257.

**302 Advanced Emergency Medical Technology IV 12 s.h.**

Concentrated studies of the heart

and its relationship to the normal ECG. Cardiac arrhythmias, treatment of cardiac arrhythmias with drug therapy and cardioversion and defibrillation techniques. Lecture 8 hours, laboratory 4 hours.

**333 Pharmacology (NSC) 2 s.h.**

Review of anatomy, physiology, in-depth discussion of drugs, especially those used in emergency situations such as those concerned with the autonomic and central nervous system.

**366 Advanced Emergency Intervention I 4 s.h.**

Development of knowledge, skills and judgment to function at a highly specialized level of emergency nursing. Emphasis on all skills needed to provide advanced life support within hospital setting; concentration on all major systems and allows the emergency nurse to assist and help in critical care of these patients; special emphasis to cardiovascular patient; all phases of cardiac nursing in second semester to give emergency room nurse experience of recognizing and interpreting all cardiac rhythms, both normal, abnormal and lethal. Prerequisite: EMT 266. Lecture 3 hours, laboratory 1 hour.

**367 Advanced Emergency Intervention II 4 s.h.**

Continuation of advanced techniques used by Emergency Department nurses. Lecture 3 hours, laboratory 4 hours.

**ENGLISH (ENG)**

(See also COMMUNICATION ARTS, JOURNALISM/PUBLIC RELATIONS, and SPEECH)

*Major:* 32 s.h., including 101 or 200 and 24 s.h. in literature; HUM 495. Prospective elementary teachers include ENG 300.

*Minor:* 20 s.h., including 101 and 12 s.h. in literature.

*Communication Arts Major:* 36 s.h., 20 s.h. in either English, Journalism, or Speech and 8 s.h. in each of the others, including ENG 101 or 200; JRN 132, 357; SPH 105, HUM 495.

*Communication Arts Minor:* 24 s.h., 16 s.h. in either English, Journalism, or Speech and 4 s.h. in each of the others, including ENG 101 or 200; JRN 132, 357; SPH 105.

*English-Journalism Major:* 36 s.h., 18 s.h. in each department, including ENG 101 or 200; JRN 132, 357, HUM 495.

*English-Journalism Minor:* 24 s.h., 12 s.h. in each department, including ENG 101 or 200; JRN 132, 357.

*English-Speech Major:* 36 s.h., 18 s.h. in each department, including ENG 101 or 200; SPH 105, HUM 495.

*English-Speech Minor:* 24 s.h., 12 s.h. in each department, including ENG 101 or 200; SPH 105.

**098 Vocabulary Building 2 s.h.**  
(for credit but not applicable toward degree)

Vocabulary mastery program consisting of vocabulary improvement techniques and learning approaches to increase word usage and retention.

**099 Basic Writing Skills 2 s.h.**  
(for credit but not applicable toward degree)

Instruction to meet individual needs in basic English writing skills; usage, vocabulary and composition.

**100 Developmental Reading 2 s.h.**  
Individualized program with em-

phasis on improving vocabulary, study skills, note taking, comprehension and reading.

**101 Communication Skills 4 s.h.**

Diagnosis of writing weaknesses; experiences to improve writing, speaking, and listening skills; preparation of the library research paper; oral presentation.

**106 Creative Writing 4 s.h.**

Critical study and practical application of the techniques of poetry, fiction, and drama, with emphasis on creative expression.

**116 Portfolio Development 1 s.h.**

Process of identifying prior learning; developing learning components; gathering necessary information; determining credit equivalency; and preparing portfolio for assessment.

**132 Newspaper Reporting (JRN) 4 s.h.**

**200 Technical Writing 4 s.h.**

Theory and application of technical writing principles; basis of library research and preparation of research paper; writing business letters, personal data sheets, the problem solving report, including graphic aids; practice in the oral presentation of technical information to groups.

**223 Ideas in World Literature 4 s.h.**

Survey of western civilization as expressed in major literary works which reveal the distinctive ideals, values, and attitudes of various eras.

**262 Language and Culture 4 s.h.**

A survey of major approaches to the study of language and communication, including: linguistic, semiotic, and communication theory; biological, psy-

chological and philosophical perspectives; non-verbal communication and animal communication.

**300 Children's Literature and Drama (SPH) 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.

**301 Major American Writers 4 s.h.**

Studies of the several ways in which authors as diverse as Franklin, Emerson, Thoreau, Hawthorne, Melville, Poe, Whitman, and Twain define the essence of the American experience.

**302 Modern American Writers 4 s.h.**

Critical examination of major writers, poets, and dramatists who explore the changing values and concerns of American society in the period between the Civil War and World War II.

**321 Contemporary Literature 4 s.h.**

Consideration of the major humanistic issues portrayed in British and American literature since the rise of Modernism.

**355 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.

**363 Literary Quests 4 s.h.**

Examination of a variety of literary works which pertain to selected value-oriented themes; discovery of the self; protest and outrage; science and technology; search for order.

**386 Ethnic Studies in Literature 4 s.h.**

Exploration of how novelists, poets, and dramatists representing

various ethnic and racial groups portray universal issues of human worth and personal identity.

**401 Major British Writers** 4 s.h.

A concentrated study of major British literary figures who are representative of significant periods of English literary history. Subject(s) of study will vary.

**421 Time and 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.

**495 Senior Seminar (HUM)** 1 s.h.

**FRENCH (FRE)**

*Major:* 30 s.h. beyond elementary level.  
Some courses to be taken on consortial arrangement.

*Minor:* 20 s.h. beyond elementary level.

**101,102 Elementary Programmed French I, II** 4, 4 s.h.

Individual laboratory work in French involving the use of specially designed texts and tapes. Intended for learning French privately with occasional tutorial guidance. At least one hour of language laboratory drill required daily.

**223,224 Intermediate French I, II** 4, 4 s.h.

Review of grammar essentials. Further development of audio-lingual skills with emphasis on reading materials for its linguistic, literary and cultural values. Laboratory practice. Prerequisite: FRE 102 or two years of secondary school French.

**311 Oral and 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 French. Prerequisite: FRE 224.

**322,323 French Culture and Civilization I, II** 4, 4 s.h.

Study of selected aspects of the geographical, historical, social and cultural backgrounds of France for a better understanding of its civilization. Prerequisite: FRE 224.

**357 French Literature I** 4 s.h.

Selected texts from outstanding authors representing the chief periods of French literature from its beginning to the eighteenth century. Prerequisite: FRE 224.

**358 French Literature II** 4 s.h.

Study of major literary trends and representative authors in the nineteenth and twentieth centuries. Prerequisite: FRE 224.

**362 French Linguistics** 4 s.h.

Phonetics, diction and advanced oral interpretation. Theory and practice of modern French pronunciation, intonation and rhythm. Interpretative readings. Intensive laboratory practice. Prerequisite: FRE 224.

**480 Foreign Study in France** 4-16 s.h.

Study abroad may be arranged during any calendar term with any approved institute of learning, including the Alliance Francaise, Paris.

**GEOGRAPHY (GEO)**

**301 World Regional Geography** 4 s.h.

Regional study of the earth realms; cultural and physical factors affecting

man; effect of the demographic and industrial revolutions on the world.

## GERONTOLOGY (GER)

The interdisciplinary program in Gerontology is both theoretical and practical. It is designed to foster wholesome attitudes toward aging. Students can prepare for a number of careers in Gerontology through a planned program of studies in social, psychological and biological aspects of aging complemented by field experience.

### *Vocational Authorization/ Endorsement*

Gerontology majors or minors who have completed two years of relevant work experience may be eligible for a vocational endorsement added to the secondary provisional teaching certificate or a Temporary Vocational Authorization, valid for teaching in a state-reimbursed vocational classroom.

All courses have been approved for continuing education credit in the renewal of the Nursing Home Administrator License.

*Major:* (B.S.) 39 s.h. (including GER 107, 230, 307, 314, 315, 415, 476, 495 and 6 s.h. supportive GER courses).

(A.S.) 30 s.h. (Core courses: GER 107, 230, 307, 314, 315, 415, 476).

Certificate of Achievement — 30 s.h. (Core courses: GER 107, 230, 307, 314, 315, 415, 476; ENG 101).

*Minor:* 20 s.h. — GER 107 required.

*Areas of Specialization:* Aging and Mental Health — 30 s.h. Certificate Program (GER 107, 207, 215,

219.2, 219.3, 242 or 252, 307; PSY 316 or 342; 4 s.h. GER Elective and GER 476).

Activity Therapy in Gerontology — 30 s.h. — Certificate Program (GER 107, 210, 219.2, 219.3, 246, 262, 307, 310, BUS 318; 4 s.h. GER Elective and GER 476).

### **107 Introduction to Gerontology** 4 s.h.

Overview of Gerontology; a brief description of biological, psychological, and social changes the elderly may experience.

### **207 Introduction to Mental Health (PSY)** 2 s.h.

An introduction to the field of mental health practice. Topics covered will include: historical development of mental health; network of services; trends in aging and mental health.

### **210 Physical Education Activities (PED)** 2 s.h.

Study of concepts and effects of physical education and recreation activities for older adults.

### **215 Aging and Mental Health** 2 s.h.

Study of preventive measures for a positive approach to mental health exploration of the emotional, physical and environmental factors which may cause mental illness in the later years.

### **219 Multidisciplinary Perspectives Of Aging** 2 s.h.

Multidisciplinary approach to study of aging; an opportunity for students from various professional areas to acquire an understanding of and sensitivity toward the elderly through workshop participation.

### **222 Nursing Care of the Aged** 2 s.h.

Study of basic nursing skills for care of the aged at home; physiological changes common in aging; and coping mechanisms to help the elderly maintain independent living.

**225 Community Resources 4 s.h.**

Analysis of service delivery systems to elderly within communities and an examination of current and potential resources and programs.

**230 Seminar on Aging (SOC) 4 s.h.**

Lectures by practitioners in field of Gerontology on such topics as physiology, psychology, and sociology of aging; nutritional, spiritual, physical, and mental health of the elderly; income status; death and dying; and social service programs.

**242 Nutrition For The Aging (HEF) 2 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.

**246 Activities for the Impaired Elderly 2 s.h.**

An examination and analysis of materials, methods, and exercises for frail-older people, who are bedridden or confined to home or a wheelchair; the social, psychological, and physical abilities and limitations of each group.

**252 Pre-Retirement Education 2 s.h.**

Study of the implications of retirement for the older adult; topics covered include: housing, transportation, health and safety, legal affairs, income, and meaningful use of leisure time.

**262 Humanities Programs for the Elderly 2 s.h.**

Demonstration and application of methods to develop humanities programs which utilize the creativity of older adults. Students will examine and analyze creative art forms.

**301 Art for the Aging (ART) 4 s.h.**

Discussion, demonstration and application of art principles in a workshop manner. Designed to help students develop, coordinate, plan and direct the artistic and creative interests of the elderly; opportunity to present a well developed project in a Senior Activity Center.

**307 Psychology of Aging (PSY/SOC) 4 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.

**310 Activity Theory in Gerontology 2 s.h.**

An analysis of concepts related to Activity Therapy; topics include: stress management, self-concept development, psycho-dynamic behavior, and environmental limitations.

**314 Educational Gerontology 4 s.h.**

Focus on potential of the aged; exploring attitudes and stereotypes regarding learning potential of the older adult; emphasis on need for educating persons of all ages about process of aging.

**315 Physical Aspects of Aging (NSC) 4 s.h.**

Study of physiology of aging with special emphasis on chronic illness among the elderly and major causes of death. (For Gerontology/Social Work majors: fulfills science requirements).

**328 Teaching the Adult Learner (EDU) 2 s.h.**

**415 Social Gerontology (SOC) 4 s.h.**

Introduction of demographic, cultural, economic, psychological, and political aspects of growing old; discussion of impact of aging upon individual and society; awareness of socio-economic problems of the elderly. Prerequisite: GER 107.

**476,477 Field Experience and Seminar I, II 6, 6 s.h.**

Professionally supervised practical experience with organizations providing services to the elderly. Selected reading and case studies complement lecture and group discussion. (477 for Co-operative Education students only) Prerequisite: GER 107.

**495 Gerontology Senior Seminar 3 s.h.**

A comprehensive analysis and evaluation of the theoretical concepts related to current social, psychological, and biological aspects of aging. Students synthesize the content and methodology of Gerontology and formulate an individual approach to aging that is adaptable to new research findings in a changing field.

**HISTORY (HIS)**

*Major:* 30 s.h., including 108 or 245, 341, 453, 463, 495.

*Minor:* 20 s.h., including 108 or 245, 453, 463.

**101 World Problems (PSC) 4 s.h.**

Analysis of the most significant contemporary world issues confronting the international community of nations and citizens of United States.

**108 Ancient World 4 s.h.**

Three-part investigation of ancient times, including the Ancient Near East, Ancient Greece, and the Roman Re-

public and Empire; the origins of Christianity.

**231 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.

**245 Medieval and Renaissance Europe 4 s.h.**

A study of the Middle Ages from the Germanic invasions, emphasizing feudalism, chivalry, the Church and Empire, and the Crusades. The Italian Renaissance and Northern Humanism.

**322 Race, Ethnicity, and Social Class in American Life (SOC) 4 s.h.**

**330 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.

**333 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.

**341 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.



**421 Time and Literature (ENG) 4 s.h.**

**432 Diplomatic History of United States 4 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.

**451 Economic and Business History (BUS/ECN) 4 s.h.**

Survey of major changes in the American economy since the middle of the nineteenth century, including transportation, industry, labor, finance and marketing. Role of private business and government in economic change.

**453 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.

**463 Emerging Nations 4 s.h.**

Introduction to patterns of political, social, religious and economic development of emerging nations in Asia, Africa, and Latin America.

**480 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.

**495 History and 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.

## **HOME ECONOMICS AND FAMILY LIFE (HEF)**

*Majors: Child Care and Guidance:* 36 s.h. Required courses: HEF 216, 258, 272, 316. Required support courses: HEF 353.

*Child Development:* 36 s.h. See Child Care and Guidance.

*Clinical Dietetics:* 36 s.h. Plan IV (ADA) Required HEF 225, 226, 325, 326, 338, 425, 495. Required support courses: BIO 224, 226, 402, BUS 236; CHM 111, 112, 221, 331, 361; ECN 272, 273; EDU 312; SOC 101.

*Clothing Management:* 30 s.h. Required courses: HEF 108, 236, 331, 335, 432, 447. Required support courses: BUS 218, 219, 236, 244, 255.

*Community Nutrition:* 36 s.h. Plan IV (ADA) Required: HEF 225, 226, 325, 326, 338, 346, 425, 438, 446, 495. Required support courses: BIO 224, 226; BUS 236; CHM 111, 221, 361; ECN 272, 273; EDU 312; PSC 310; SOC 101, 233.

*Fashion Merchandising:* 36 s.h. Required courses: HEF 108, 236, 291, 331, 333, 335, 343, 432, 447, 491. Required support courses: BUS 218, 219, 244, 255, 307, 310, 318, 415; ART 268, 361.

*Food Service Management:* 36 s.h. Required: HEF 225, 226, 246, 346, 446, 475, 491, 495. Required support courses: BIO 224, 226; BUS 201, 202, 218, 236, 238, 310, 318; CHM 111; ECN 272, 273.

*Food Service Management Minor:* 20 s.h. Required: 226, 246, 346, 446, 476.

*Foods and Nutrition:* 36 s.h. Required: HEF 125, 225, 226, 271, 325, 326, 425, 426, 495. Required support courses: BIO 224, 226; CHM 111.

*Foods and Nutrition Minor:* 20 s.h. Required: 225, 226, 238, 242, 246, 326.

*General Dietetics:* 36 s.h. Plan IV (ADA) Required: HEF 225, 226, 325, 326, 346, 425, 446, 495, 491. Required support courses: BIO 224, 226; BUS 236; CHM 111, 221, 361; ECN 272, 273; EDU 312.

*Home Economics and Family Life Major:* 36 s.h. Required courses: HEF 108, 216, 225, 236, 353, 363, 427, 495. Required support courses: BUS 244, 255.

*Home Economics and Family Life Minor:* 20 s.h. Required courses: HEF 103, 216, 225, 226, 236, 353, 363.

*Home Economics in Business:* 30 s.h. Required courses: HEF 108, 225, 236, 291, 363, 427, 491. Required support courses: BUS 101, 218, 219, 236, 244, 255, 310, 415.

*Minor: Home Economics and Family Life Group:* 24 s.h.

*Secondary Vocational Certification and Vocational Authorization*

Consumer and Homemaking

Child Care and Guidance

*early childhood*  
Child-Development

Clothing Management

Food Service Management

**108 Textiles** 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. Lecture 2 hours, laboratory 4 hours.

**125 Health Problems (NSC\*)** 4 s.h.

**201 Creative Art and Music Experience** 4 s.h.

Basic elements of art and music with guidelines for creative expression based on developmental needs of young children. Lecture 3 hours, laboratory 2 hours.

**208 Creative Play and Movement Education** 4 s.h.

Principles of body awareness, space and qualities of movement in relation to self-expression and creative imagination of the child; selection of activities appropriate for children with special problems. Lecture 3 hours, laboratory 2 hours.

**210 Survey of Child Care Centers** 4 s.h.

Child care delivery systems and innovative programs; observations in child care facilities.

**216 Child Development and Guidance (SOC)** 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.

**225 Nutrition (NSC)** 4 s.h.

Study of nutrients in foods and their involvement in the function of human body systems. Problems in meeting personal, family, national and world nutritional needs. Educational and assistance programs available. Prerequisite: BIO 224.

**226 Introductory Foods 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.

**236 Clothing Selection and Construction 4 s.h.**

Selection and construction of clothing. Application of color and design principles to wardrobe planning and construction. Lecture 2 hours, laboratory 4 hours.

**238 Child Nutrition 2 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.

**240 Human Growth and Development I (PSY\*/SOC) 4 s.h.**

**241 Human Growth and Development II (PSY\*/SOC) 4 s.h.**

**242 Nutrition for the Aging (GER) 2 s.h.**

Practical problems of meeting nutritional needs of older adults considering economical, physical and psychological changes that occur with age. Study of agencies and programs concerned with meal delivery systems for the elderly.

**246 Meal Management 3 s.h.**

Economic, aesthetic and managerial aspects of menu planning. Ethnic and cultural meal practices. Consumer problems in the purchase, use and care of food, kitchen equipment and table appointments. Laboratory experience in service of family size meals. Lecture 2 hours, laboratory 2 hrs.

**255 Consumer Behavior (BUS) 3 s.h.**

**258 Child Development Curriculum 4 s.h.**

Emphasizes techniques in analysis, development, evaluation or instructional materials for curriculum in practicum setting. Lecture 3 hours, laboratory 2 hours.

**271 Orientation 2 s.h.**

Directed reading and discussions concerning professionalism, the roles and concerns of professionals in the field, professional organizations, career preparation and employment procedures.

**272, 273, 274 Child Care Practicum and Seminar 2, 2, 2 s.h.**

Planning, observation and supervised experience in a child care center. Lecture 1 hour, laboratory by arrangement.

**291 Practicum/Co-Op 1-4 s.h.**

Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: Approval of advisor. Recommended for graduation.

**310 Language Development in Early Childhood 4 s.h.**

Presents theories and development of child's language from birth through early childhood. Includes experiences that facilitate language while considering social, emotional, intellectual, and physical development.

**316 Administration of Child Care Centers 4 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.

**325 Diet Therapy** 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. Prerequisite: CHM 161 or 361, HEF 225. Lecture 4 hours.

**326 Advanced Foods** 3 s.h.

Principles involved in food quality, spoilage, preservation and foodborne diseases. Managerial and manipulative techniques involved in formal demonstrations for teaching or promotional work. Prerequisite: CHM 221, HEF 226. Lecture 2 hours, laboratory 2 hours.

**331 History of Costumes** 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.

**333 Fashion Design** 2 s.h.

Basic concepts of color and design as related to fashion or individual personalities. Creative and adaptive design concepts stressed.

**335 Advanced Clothing and Tailoring** 4 s.h.

Detailed construction procedures; the principles of tailoring; working with novelty fabric, suede, leather and fur. Lecture 2 hours, laboratory 4 hours. Prerequisite: HEF 108, 236.

**338 Methods in Nutrition Education** 2 s.h.

Specialized approach to 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: HEF 225.

**343 Fashion Industry** 3 s.h.

Basic principles that influence and

govern all fashion movement; the history, development, organization, and merchandising activities of the clothing industry.

**346 Food Service Management I** 3 s.h.

Purchasing standards, buying procedures, storage principles and factors affecting quality, efficiency and economy in quality food production and service. Laboratory experience in use and care of institutional equipment and preparation of standard food products in quantity. Lecture 2 hours, laboratory 3 hours. Prerequisite: HEF 226, BUS 236.

**353 Marriage and Family (SOC/RST)** 4 s.h.

Marriage and family from the biblical, theological, economic, psychological and sociological points of view. (Interdisciplinary)

**363 Housing and Interior Design** 4 s.h.

Basic principles of design and color related to house interiors and exteriors; emphasis on planning, selecting, and furnishing homes in terms of individual and family needs.

**425 Advanced Nutrition** 2 s.h.

Biochemical principles involved in the metabolism of specific nutrients. Problems in applying this knowledge to particular topics in nutrition. Prerequisites: CHM 221, 361; BIO 224; HEF 225.

**426 Readings in Food Science** 2 s.h.

Focus on current and recent articles in professional journals and trade association publications related to food science and technology; research and promotion aspects of the food industry.

**427 Home Management** 4 s.h.

Management of human and

material resources in the family with emphasis on use of time, money and energy; standards of living related to family concerns, values and goals; laboratory experience includes family situations and that of the home management house. Prerequisites: HEF 225, 226, 236, 246, 255 and 353, 363. Laboratory by arrangement.

**432 Fashion Merchandising 3 s.h.**  
Merchandising functions of fashion buying with emphasis on the varied techniques used for planning, executing and evaluating merchandise. Prerequisites: BUS 236, 244, 255.

**438 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. Prerequisite: HEF 225.

**446 Food Service Management II 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. Prerequisite: HEF 226, BUS 236.

**447 Fashion Retailing 3 s.h.**  
Principles of clothing retail store management; emphasis is given to store location, layout, personnel, organization, buying, inventory, sales promotion, customer services and operating expenses. Prerequisite: BUS 236, 244.

**476 Food Service Management II 2 s.h.**  
In-depth study of selected topics using lecture/seminar format and some adjustable scheduling to meet needs of the participants.

**491 Practicum/Co-Op 1-4 s.h.**  
Supervised work experience in a professional situation related to the student's area of specialization. Prerequisite: Approval of adviser. Recommended for graduation. Required for Fashion Merchandising major.

**495 Seminar 2 s.h.**  
In-depth consideration of controversial issues in a related field, integration and verification of exit-level competencies.

## HUMANITIES (HUM)

*Minor:* 24 s.h., including HUM 105; ENG 421; HUM 305 or PHL 321 and 16 s.h. of approved courses in at least four Humanities departments: Art, English, Music, Religious Studies, Sign Language Studies, and Foreign Languages.

**105 The Medium and the Message 4 s.h.**  
Interdisciplinary introduction to art, history, music, and literature, focusing on their means of communication and potential to express spiritual, humanistic, and aesthetic concepts.

**155 Inquiry into Values (PHL\*/RST) 4 s.h.**

**261 Prophets, Priests and Kings (RST) 4 s.h.**

**262 The New Covenant (RST) 4 s.h.**

**267 Epistle of St. Paul (RST) 4 s.h.**

**305 The Idea of Justice (RST) 4 s.h.**  
Interdisciplinary study of concepts of justice as developed and applied in historical and contemporary situations.

**321 Aesthetics (PHL) 4 s.h.**

**333 Introduction to Christianity (RST) 4 s.h.**

**340 Person and Mission of Christ (RST)** 4 s.h.

**407 Moral Principles and Modern Moral Problems (RST)** 4 s.h.

**410 Conscience and Values (RST)** 4 s.h.

**412 Death and Dying (RST)** 2-4 s.h.

**422 Christian Awareness (RST)** 4 s.h.

**445 World Religions (RST)** 4 s.h.

**480 Foreign Study Abroad (HIS)** 3 s.h.

**495 Senior Seminar** 1 s.h.

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.

**JOURNALISM and PUBLIC RELATIONS** (See also COMMUNICATION ARTS and ENGLISH)

*Major:* 46 s.h., including 121, 132, 286, 313, 357, 491; HUM 495 and 16 s.h. of supportive courses in Art and Business.

*Minor:* 20 s.h., including 121, 132, 286, and 357.

**121 Introduction to Commercial Art (ART)** 4 s.h.

**132 Newspaper Reporting (ENG)** 4 s.h.  
Organization of the modern news-

paper, news values and news sources; structure of the news story; practical training in gathering and writing typical news stories. Lecture 3 hours, laboratory 2 hours on campus publication.

**268 Commercial Art Experiences (ART)** 4 s.h.

**286 Editorial Writing and Feature Writing** 4 s.h.

Study of writing of newspaper features, principles and ethics of editorial judgement; the means of persuasion; nature, structure, and function of the editorial: editorial page layout and content; writing of editorial articles. Lecture 3 hours, laboratory 2 hours on campus publication. Prerequisite: JRN 132 or departmental approval.

**313 Photography I (ART)** 4 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.

**314 Photography II (ART)** 4 s.h.

Creative techniques, film processing, composition, printmaking; emphasis on visualization and creative techniques. Prerequisite: JRN 313 or permission of instructor.

**351 Television Production Techniques I (SPH)** 4 s.h.

Production and use of closed circuit television; use of basic production techniques and equipment including video tape, microphones, cameras and lighting; emphasis on production of programs for educational and industrial use.

**352 Television Production Techniques II (SPH)** 4 s.h.

Emphasis on program producing and directing, camera and microphone

techniques, staging and lighting, videotaping, editing and special effects. Prerequisite: JRN 351.

**357 Editing and Copyreading 4 s.h.**  
Principles of editing, headline-writing, page make-up, use of pictures. Lecture 3 hours, laboratory 2 hours on campus publication. Prerequisite: JRN 132 or departmental approval.

**361 Advertising Design (ART) 4 s.h.**

**425 Advanced Problems in Commercial Art (ART) 4 s.h.**

**491 Journalism/Public Relations Practicum/Co-op 4-12 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 132, 286, 357.

## LATIN (LAT)

*Minor:* Minimum of 20 s.h. beyond elementary level. (Courses as listed in this Bulletin will be offered if there is sufficient enrollment. Courses are also available through the Consortium.)

**101, 102 Elementary Latin 3, 3 s.h.**  
Elements of Latin grammar; reading and translation; selections from the Gallic Wars.

**103 Cicero and Composition 3 s.h.**  
Selected orations of Cicero; special uses of cases and modes, practice in composition. Prerequisite: LAT 102 or 2 units of high school Latin.

**201 Vergil 3 s.h.**  
Selections from Aeneid, Book 1 to 6; syntax of Latin poetry; metrical

reading. Prerequisite: 3 units of high school Latin.

**211, 212 Latin Writing 2-3, 2-3 s.h.**  
Practice and skill in writing by study of prose selections from representative Latin writers.

**241 Horace 3 s.h.**  
Odes and Epodes: reading and interpretation; influence of Horace on English literature.

**301 Letters of Cicero and Pliny 3 s.h.**  
Development of epistolary art; reading of selected letters of Cicero and Pliny. Influence on the letter as form in English literature.

**323 The Epic 3 s.h.**  
Development of epic: art and structure of epic and its influence on epic in English literature. Prerequisite: LAT 201.

**353 Medieval Latin Literature 3 s.h.**  
Selections from authors of Patristic Age to Renaissance; comparison of stylistic features.

## PRE-LAW

Law schools do not prescribe particular curricula for admission. Madonna College, 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, political science, history or other liberal arts.

## LEGAL ASSISTANT AND LEGAL ADMINISTRATOR (LAW)

The Legal Assistant/Administrator

program allows legal secretaries, legal assistants, and others seeking career preparation as legal professionals to earn an Associate degree, a Bachelor degree, or a post baccalaureate certificate.

*Major:* (A.S.) Legal Assistant 30 s.h. in LAW, including 100, 101 and 495.

*Major:* (B.S.) Legal Assistant 36 s.h. in LAW, including 100, 101, 121, 357 and 495.

*Major:* (B.S.) Legal Administrator 36 s.h. in LAW, including 100, 101, 121, 357, 495 and a minor in Business Administration.

*Post-baccalaureate Certificate:* Legal Assistant: Same as Bachelor of Science — Legal Assistant.

*Post-baccalaureate Certificate:* Legal Administrator: Same as Bachelor of Science — Legal Administrator.

**100 Legal Assistant Orientation** 3 s.h.  
Introduction to the various roles of the legal assistant in the legal system with an emphasis upon functions, ethics and skill, legal terminology, the court system.

**101 Legal Research and Procedures** 3 s.h.  
Introduction to the law library and the use of legal references; the techniques of legal research.

**121 Legal Writing and Analysis** 3 s.h.  
Legal writing as advocacy; introduction to writing and analysis of letters, instruments (contract, deed, will, bond, lease), pleadings (complaints, answer), memoranda, briefs. Prerequisite: LAW 101.

**201 Legal Interviewing & Investigations** 3 s.h.  
Collection, organization and use of facts, sources of evidence and leads, access to records, evaluation to testimony and physical evidence, interviewing.

**222 Domestic Relations** 3 s.h.  
Divorce law, including interviewing, determination of jurisdiction and grounds, counseling, investigation; drafting, serving and filing of legal papers. Law of children, including adoption, child abuse, custody, paternity and juvenile delinquency.

**235 Real Estate** 3 s.h.  
Interviewing and data collection, title work, mortgage work, taxation, drafting of purchase and sale agreements, closing, liability insurance.

**241 Contractual and 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.

**257 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, replies and pleadings.

**286 Individual Taxation (BUS)** 3 s.h.  
Maintenance of tax records; drafting tax returns; maintenance of tax law library; procedures and developments in the areas of individual income tax.

**305 Criminal Procedures (CJ\*/SOC)** 3 s.h.



**345 Business Associations 3 s.h.**

Pre-incorporation and incorporation procedures, directors' meetings, stockholders' meetings, public sale of securities, foreign jurisdictions, amending Articles of Incorporation and by-laws, partnership agreements and dissolution.

**357 Law Office Economics and Management 3 s.h.**

Supervision, personnel, types of legal practice, governance, finances, equipment and facilities, timekeeping, billing, administrative reports, document control.

**361 Corporate Taxation (BUS) 3 s.h.**

Maintenance of corporate tax records, preparing returns for business entities; basic tax research; procedures and developments in the area of corporate taxation. Prerequisite: BUS 202.

**386 Probate Estates 3 s.h.**

Probate administration, Michigan Probate Code, estate planning; gift taxes; decedent's estates, including determination of assets, federal and state death returns, fiduciary income tax returns, tax implications, transfer of securities, closing documents.

**405 Constitutional Law (CJ\*/PSC) 3 s.h.**

**419 Special Problems in Law 1-4 s.h.**

Study of selected areas of paralegal practice on a weekend seminar basis.

**433 Administrative Procedures 3 s.h.**

Rules of procedure and evidence for worker's compensation, social security, Veterans' Administration, and unemployment compensation cases.

**495 Legal Seminar and Practicum/Co-op 4-6 s.h.**

In-service training, demonstration of professional legal skills in an employment situation, self-assessment, evaluation of personal and program curriculum, strategy for continuing legal education. Position arranged by student with approval of instructor.

**MATHEMATICS (MTH)**

*Major:* Mathematics, 30 s.h. including MTH 235 or 325, 247, 251, 252, 330, 351, 451, two co-ops are highly recommended for graduation.

*B.S.: Computer Science,* 30-32 s.h. including 247, 248, 251, 252, 301, 345, one/two co-ops and/or one/two internships are required for graduation.

*Minor:* 20 s.h. (MTH) including 247, 251, 252, 235 or 325. 20 s.h. (CS) including 247, 248, 251, 252.

**100 Developmental Mathematics 3 s.h.**

Emphasis on developing computational skills with whole numbers, common and decimal fractions, and pre-algebra. Does not apply toward major or minor.

**101 Introductory Mathematics 3 s.h.**

Properties of integers; ratio and proportion; percent; measurement; graphs; operations with algebraic expressions; solving equations; identifying properties of geometric figures; metrics; descriptive statistics; computer mathematics. Does not apply toward major or minor.

**105, 106 Technical Mathematics I, II: Applied Algebra and Trigonometry 3, 3 s.h.**

Solving linear equations and inequalities, fractional expressions and equations, quadratic equations, radi-

cals, logarithms, formulas, coordinate system and graphs, measurement of plane and solid figures, scale drawings, numerical trigonometry, trigonometry of oblique triangles. Prerequisite: MTH 101 or one year of high school algebra. Does not apply toward Math major or minor.

**111 Algebra with Trigonometry 3 s.h.**

Properties of real and complex numbers; linear and quadratic functions, equations and inequalities; exponents and logarithms; graphs of trigonometric functions and inverses; identities; Law of Sines and Cosines; product and sum; trigonometric equations. Prerequisite: Two years of high school algebra or equivalent. Does not apply toward math major or minor.

**235 Probability and Statistics 4 s.h.**

Sampling distribution, combinatorial analysis, conditional probabilities, random variables, frequency distribution, variance, statistical inference, hypothesis testing, applications. Prerequisite: One year of high school algebra or equivalent.

**238 Principles of Computer Science 3 s.h.**

Overview of Computers algorithms, data types, variables and expressions, decision structures, string processing, data structures, trees. Does not apply toward a major or a minor.

**243 Principles of Mathematics: Elementary School Teachers 4 s.h.**

Emphasizes diagnostic teaching in mathematics instruction; strategies and instruments for evaluating strengths and weaknesses in the cognitive and affective areas; operations of addition, subtraction, multiplication and division

of whole numbers; primes and composites; fractions and decimals; measurement using metric system; topology; nonmetric, metric; and transformational geometry; statistics and probability. Does not apply toward Math major or minor. Required of all elementary school teachers. Prerequisite: MTH 105 or departmental approval.

**246 Programming: BASIC 3 s.h.**

Flowcharting, practical applications in sorting, plotting simulation, business and science-oriented problems. Does not fulfill general education requirement.

**247 Programming: FORTRAN 3 s.h.**

Problem solving and applications including process control, information retrieval, and commercial data processing. Use of basic elements of the FORTRAN program and FORTRAN statements. Does not fulfill general education requirement.

**248 Programming: Assembly Language 3 s.h.**

Applications to problem solving using macroinstructions, subroutines debugging techniques, documentation. Does not fulfill general education requirement. Prerequisite: MTH 247.

**250 Internship I: Computer Operations 3 s.h.**

Operation of a computer console, solution of system operation problems, monitor activities at other display stations.

**251, 252 Calculus with Analytic Geometry I, II 4, 4 s.h.**

Limits of functions; derivatives and applications; definite integrals; conic sections; exponential and logarithmic functions; transcendental functions; indeterminate forms, improper integrals, Taylor's Formula, infinite series. Pre-

requisite: MTH 111 or departmental approval.

**301 Numerical Analysis for Computer Science** 3 s.h.

Error analysis, numerical algorithms, functionals, adaptive integration, numerical differentiation, use of mathematically rigorous and computer-oriented methods of the solution of equations. Prerequisites: MTH 251, 252.

**325 Introduction to Statistics and Research** 4 s.h.

Basic statistical terms, use of statistical tables, statistical procedures in the literature with hypothesis testing procedure; research designs; reading and analyzing statistically oriented research reports. Prerequisite: MTH 235 or departmental approval.

**330 Modern Algebra** 3 s.h.

Study of groups, rings, integral domains and fields; development of the rational, real and complex number fields. Prerequisite: MTH 351.

**341 Linear Algebra** 3 s.h.

Elementary theory of polynomials vector spaces; systems of linear equations, determinants, linear transformations and matrices.

**345 Advanced Computer Science** 3 s.h.

Discrete structures and applications, use of numerical algorithms, techniques for operating on structured data, logic design, components of digital computers, organization of compilers, introduction to problems and techniques for handling graphic information. Prerequisites: MTH 248, 251, 252.



**350 Internship II: Computer Operations on Mini-Computers** 3 s.h.  
Introduction to computer memories, basic architecture of mini-computers, instruction set, addressing modes, assembling, programs, register traps and interrupts, debugging and mini-computer applications.

**351 Calculus with Analytic Geometry III** 4 s.h.  
Plane curves and polar coordinates; vectors and analytic geometry in three dimensions; vector valued function: partial differentiation; multiple integrals; topics in vector calculus; differential equations. Prerequisite: MTH 252.

**391 Co-op I** 2 s.h.

**400 Statistics** 4 s.h.  
Frequency distributions; averages; measures of variation; probability and binomial distribution; normal distribution; correlation; prediction in relation to correlation: sampling; estimation; tests of significance; analysis of frequencies; analysis of variance; multiple comparisons; analysis of covariance; errors of measurements. Prerequisite: MTH 235.

**451 Real Analysis** 3 s.h.  
The foundations of calculus; properties of the real number system which are related to the theory of limits and continuity. Prerequisite: MTH 351.

**465 Foundations of College Geometry** 3 s.h.  
Points, lines and planes; separations, curves and surfaces; congruence, measures, parallelism and similarity; non-Euclidean geometries. Prerequisite: MTH 252.

**495 Senior Seminar** 2 s.h.  
A course designed to give ex-

perience in preparing and presenting a scientific paper and in evaluating those of others. Taken by students with senior status as a requirement for graduation.

## **MEDICAL TECHNOLOGY (MTE)**

Medical Technology is a highly competitive field. Students will be recommended for admission to a hospital school if their achievement in all science courses is at least a 2.75 grade point average.

Students interested in medical technology earn a Bachelor of Science degree (120 s.h.) with a major in Biology, Chemistry, or Natural Science (Biology-Chemistry) and after graduation serve a one year internship. Students are eligible after internship to take the examination administered by the Board of Registry of the American Society of Clinical Pathologists and, upon passing, qualify as registered medical technologists.

### **101 Introduction to Medical Technology** 2 s.h.

General introduction to the clinical laboratory. Practice of basic laboratory techniques including specimen collection, record keeping, preparation of media and reagents; hospital organization and fundamentals of medical ethics.

### **301, 302 Human Clinical Pathology I, II** 4, 4 s.h.

Clinical theory and techniques in hematology, coagulation, blood banking, serology, clinical microscopy and chemical pathology, urinalysis, blood chemistry and continuous flow analysis. Lecture 3 hours, laboratory 3 hours.

**PRE-MEDICINE  
PRE-DENTISTRY  
PRE-VETERINARY\***

Students preparing for medical or dental school follow a program in Biology, Chemistry or Natural Science. However, a student may major in any program whose free electives allow completion of the following basic courses:

|             |         |
|-------------|---------|
| Chemistry   | 16 s.h. |
| Biology     | 16 s.h. |
| Physics     | 8 s.h.  |
| Mathematics | 8 s.h.  |

\*Students are advised to become familiar with the exact requirements of the school(s) to which application will be made

**MUSIC (MUS)**

*Major: Instrumental/Vocal Performance:* 52 s.h. including 111, 211,

311, 411, 333, 334, 403; 16 s.h. in major applied music area; 8 s.h. in minor applied music area; 4 s.h. in group performance.

*Music Education:* 44 s.h. including 111, 211, 311, 411, 333, 334, 353, 403, 404; 8 s.h. in major applied music area; 4 s.h. in minor applied area; 4 s.h. in group performance. 25 s.h. in Teacher Education.

*Music Management:* 36 s.h. including 111, 211, 311, 411, 333, 334, 495; 8 s.h. in applied music; 4 s.h. in group performance. 24 s.h. in Business.

All music majors are required to take Humanities 495.

*Minor:* 24 s.h. including 111, 211, 333, 334; 10 s.h. in applied music.

Written approval of instructor prior to registration required for all vocal, instrumental and theory courses.



**102 Music Through the Ages 4 s.h.**

Introduction to music designed especially for the non-musician to increase understanding and enjoyment of music through intelligent listening habits. Includes musical literature together with life and thought during major historical eras; contemporary composers and new trends.

**105, 106 Piano for the Adult 2 s.h. each**

Basic course with emphasis on fundamental keyboard technique and musicianship. Credit not applicable to piano majors.

**108.2-108.9 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.

**109 Voice Class I 2 s.h.**

Practical approach to fundamentals of good singing technique: support, vowel formation, concepts of resonance. Emphasis is on establishment of good vocal habits and exercises for development of the singing and speaking voice.

**110 Voice Class II 2 s.h.**  
Continuation of Voice Class I

**111, 211 Theory I, II 4 s.h. each**

Aural, visual and written approach to musicianship: sight-singing, melodic and harmonic dictation; four-part writing: triads, sevenths, modulation. Laboratory 1 hour.

**115, 116 Voice 2 s.h. each**

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; in-

roduction to the Art Song; Italian Art Song; selected arias.

**121, 122, 221, 222, 321, 322, 421, 422 Piano 2 s.h. each**

Study of keyboard theory; techniques and repertoire designed to meet needs of individual students.

**124, 125, 224, 225, 324, 325, 424, 425 Organ 2 s.h. each**

Organ technique; application to basic materials; congregational accompaniment; repertoire designed to meet needs of individual students.

**126, 127, 226, 227, 326, 327, 426, 427 Violin 2 s.h. each**

**128, 129, 228, 229, 328, 329, 428, 429 Guitar 2 s.h. each**

**131, 132, 231, 232, 331, 332, 431, 432 Flute 2 s.h. each**

**141, 142, 241, 242, 341, 342, 441, 442 Clarinet 2 s.h. each**

**151, 152, 251, 252, 351, 352, 451, 452 Trumpet 2 s.h. each**

**201 Creative Art and Music Experience (HEF) 4 s.h.**

**204 Musical Experiences for Children with Special Needs (SED) 2 s.h.**

**208 Creative Play and Movement (HEF) 4 s.h.**

**215, 216, 315, 316, 415, 416 Voice 2 s.h. each**

Continuation of 115, 116; more advanced repertoire.

**311, 411 Theory III, IV 4 s.h. each**  
Advanced sight singing and dictation; four-part writing: non-harmonic

tones, chromatic harmony, modulation, twentieth-century practices. Laboratory 1 hour.

**333 History of Music — Literature I 3 s.h.**

Development of music from pre-Christian beginnings through the Baroque period with emphasis on musical form, style, literature and composers.

**334 History of Music — Literature II 3 s.h.**

Development of music from the Classical period to the present with emphasis on musical form, style, literature and composers. Prerequisite: 333.

**353 Instrumental Techniques 2 s.h.**

Group study of the four families of instruments in the orchestra; technical differences, capabilities, peculiarities, range, embouchure.

**354 Piano Pedagogy 2 s.h.**

Theory and practice of piano teaching; basic technique in all stages of development; sight-reading, rhythm, ear training, memorizing, pedal, hand technique; teaching materials.

**372.2-372.9 Orchestra/Band 2 s.h. each**

By audition, rehearsal, membership and performance in the Oakway Symphony.

**402 Contrapuntal Techniques 2 s.h.**

Aural and visual acquaintance with contrapuntal music of the 17th and 18th centuries; writing of music involving techniques characteristic of the period.

**403 Form and Analysis 2 s.h.**

Structural elements of musical composition as applied to form, from the simple song forms to the sonata-allegro form; harmonic and structural analysis of representative works.

**404 Conducting and Performance Techniques 2 s.h.**

Integrated course with emphasis on baton technique, score reading, and arranging. Lecture 1 hour. Laboratory 2 hours.

**495 Music Management Seminar 2 s.h.**

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.

**NATURAL SCIENCE (NSC)**

*Major:* 36 s.h. with a minimum of 16 s.h. including at least two upper division courses in one area and 8 s.h. in one or more of the physical or biological sciences or mathematics.

*Minor:* 24 s.h. with 8 s.h. in two or more of the physical or biological sciences or mathematics.

**125 Health Problems (HEF) 4 s.h.**

Biological approach to health and disease in man. Study of drugs, smoking, alcohol, venereal disease, sex education, nutrition and heredity.

**212 Environmental Problems 4 s.h.**

Principles of basic ecology related to environmental problems of pollution, population control, pesticides, land resources, radiation, environmental management and energy management. (For non-science majors.)

**225 Nutrition (HEF) 4 s.h.**

**273 Man's Scientific World 4 s.h.**

Description of the nature and be-

havior of man in his physical world. Integration of selected concepts of chemistry, earth science, physics, computer science and metrics (for education students). Lecture 3 hours, laboratory 3 hours.

**303 Oceans: Our Continuing Frontier**

**4 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 non-science majors.

**315 Physical Aspects of Aging (GER)**

**4 s.h.**

**325 The Ascent of Man**

**3 s.h.**

Presentation of interrelationships of science and humanities throughout history. Discussion of role of science and technology on the course of human events; course based on TV series. (For non-science majors.)

**333 Pharmacology (EMT)**

**2 s.h.**

**NURSING (NUR)**

Madonna College offers a Bachelor of Science in Nursing degree for both beginning college students and Registered Nurses from the associate degree and diploma programs. This program has been accredited since 1970 by the National League for Nursing.

**I. Admission Requirements**

Students' records are evaluated individually.

**A. PRE-SERVICE FRESHMEN**

(Basic Students):

1. High school transcripts with at least "C" level achievement in a

year of Chemistry, Biology and Math/Algebra.

2. Minimum 2.5 grade point average in college preparatory courses.
3. American College Testing (ACT) scores indicating strong potential to succeed in program.
4. Candidates should be in the top  $\frac{1}{3}$  of their high school class.
5. Good physical condition adequate to meet professional performance standards and attested to by a Physician or Master Nurse Clinician.
6. \$15.00 non-refundable application fee sent with application for admission to the College. After acceptance, a non-refundable \$50.00 reservation fee that is applied toward tuition costs.

**B. DEGREE COMPLETION STUDENTS**

(Registered Nurses)

1. Official transcripts from colleges or institutions attended while qualifying for State Board licensure in nursing (R.N.) and collegiate work pursued subsequently.
2. Photocopy of current Michigan nursing license.
3. Resume of professional experience.
4. Two professional letters of reference; one, from the current supervisor.
5. Written statement of purpose for pursuing further study.

**II. Progress In The Nursing Major:**

**A. BASIC STUDENTS**

Pre-service students are admitted directly to the major. They must maintain the following:



1. Minimum of 2.5 grade point average.
2. Minimum of "C" grade must be achieved in each required natural and behavioral science.
3. Satisfactory grade in Nursing 200, Nursing Process.
4. Proficiency in communication skills.
5. Evidence of personal integrity, emotional stability, social competence and a positive attitude. The College reserves the right to request students' withdrawal from the program or nursing course because of unsatisfactory performance in the theory or practical phases of the program and/or for inappropriate behavior.

#### **B. DEGREE COMPLETION STUDENTS**

Registered Nurses are admitted directly to the Nursing Major; in addition they follow these stages:

1. Completion of freshman and sophomore requirements through:
  - a. Validation by testing of past education and of professional experiences, and/or
  - b. Transfer of equivalent credits from other colleges and/or
  - c. pursuit of prerequisite course work at Madonna College. Nursing 200 is required of all Registered Nurses before any nursing challenges are attempted.
2. Completion of:
  - a. Challenging examination of junior-level nursing both written and clinical, or the pursuit of those courses, after prerequisite NUR 310 has been completed, and
  - b. required concurrent upper division science.
3. Begins after:
  - a. Accumulation of 88 semester

hours, including the successfully completed or challenged nursing courses, and

- b. Registration for the required senior level nursing offerings.

#### **III. Program Requirements:**

The conceptual framework that gives cohesion to the nursing curriculum is: Health needs of man interface with the functions of nursing; the nursing process intersects the spheres relating client to nurse. Eight implementing themes are vertically threaded throughout the sequence of courses comprising a Family-Centered Episodic-Distributive Nursing Curriculum: 1. Professionalism; 2. Holistic Man; 3. Health-Illness Continuum; 4. Interpersonal Relations; 5. Growth; 6. Crisis Intervention; 7. Agents of Change; 8. Health Delivery System.

Nursing courses are presented in competency-based learning modules requiring weekly mastery. Semester credit is earned in ten-week sequences and contact time is computed accordingly. A laboratory credit equates to 3-4 clinical hours depending on course objectives.

1. Required General Education courses including:

Humanities: Philosophy and RST 407 or equivalency.

Natural Sciences: CHM 111, 161, BIO 243, 244, 226, 360, 371.

Social Sciences: PSY 240-241, SOC 101.

2. Required nursing courses:

Freshman year; Term III: NUR 200

Sophomore year: NUR 210, 295, 296

Junior year: NUR 310, 347, 365, 366

Senior year: NUR 410, 430, 462, 485

Further details are found in the Nursing Handbook.



**200 Nursing Process 3 s.h.**

An overview of professional nursing including its history, current issues and legal aspects. Introduction to the basic methodology of nursing explaining the four steps in the nursing process and offering major theoretical constructs for the use in assessment of client needs. Promotion of skills in physical assessment, interpersonal relationships, the teaching/learning process, care planning, developing a nursing diagnosis as well as objectives or expected patient behaviors.

**210 Family Centered Nursing I 5 s.h.**

Application of the nursing process to situations where family members are experiencing a need for hospitalization. Major emphasis is on gaining knowledge of and experience in implementing appropriate nursing interventions, evaluating them and modifying them when necessary. Prerequisite: NUR 200. Concurrent: BIO 226.

**295 Family Centered Nursing II 5 s.h.**

Normal phenomenon of parenting presented to provide theory and practice in maternal-newborn nursing and to gain increased competency in utiliz-

ing the nursing process to meet the needs of the expanding family. Prerequisite: NUR 210.

**296 Family Centered Nursing III 5 s.h.**

Health promotion, growth and development and other pertinent aspects of the child-rearing epoch in the life cycle. Correlated clinical experiences will show the impact illness has on the child and the family and how use of nursing methodology can assist in meeting the primary, secondary and tertiary health needs of the family, in particular its most youthful members. Prerequisite: NUR 210.

**310 Nursing Intervention Crisis Core 1 s.h.**

Foundation for junior-level Episodic Nursing and the care of clients experiencing psychophysiological trauma. Crisis theory is introduced within the framework of the nursing process, and problem-solving through application of crisis methodology is required. Prerequisite: 200 level nursing courses.

**347 Episodic Nursing I 4 s.h.**

Nursing care of the family man who is experiencing episodes of crisis in relating effectively, coping with life, and/or adapting to his environment. The growth concept is emphasized when Maslow's and Erikson's humanistic theories become the frame of reference for nursing assessment and planned interventions. Prerequisite: NUR 310.

**365 Episodic Nursing II 6 s.h.**

Application of nursing process with clients undergoing acute biological stress episodes that relate to homeostatic mechanisms and oxygen transport; identifies the family's and client's psychobiological adaptations to illness, using that assessment for professional decision making. Prerequisite: NUR 310 and concurrently BIO 371.

**366 Episodic Nursing III 7 s.h.**

Application of nursing process to clients with complex nursing problems related to cellular nutrition, and neuro-hormonal regulations; interventions to meet the learning needs of the client and family in order to promote a return to homeostasis is emphasized. Prerequisite: NUR 310, concurrently BIO 371.

**410 Introduction to Distributive Nursing 1 s.h.**

Research principles; community health nursing process; and change theory to be applied throughout the senior year. Prerequisite: NUR 300 courses, Senior status.

**430 Distributive Nursing I 5 s.h.**

Leadership and management, planning process, legal aspects of nursing, power and influence in nursing, group process and teaching, accountability, and career planning. The hospital setting provides practice area. Prerequisite: NUR 410.

**462 Distributive Nursing II 5 s.h.**

Developmental approach to families studied through content on family systems, cerebral palsy, teenage pregnancy, alcoholism, and stroke. Health attitudes and behavior are examined and applied in preventive health counseling. Community nursing, in its expanding role, is applied with families while placed in official and voluntary community health agencies. A major family assessment paper is required. Prerequisite: NUR 410.

**485 Distributive Nursing III 4 s.h.**

The community as the client; students apply research principles through completing a descriptive community study and change project. Students study and observe special populations in the community: the elderly, school-age children, and the work population.

Content is on the changing health care delivery system with emphasis on the potential role of the nurse as a change agent. Prerequisite: NUR 410.

**IV. Curriculum Elective**

- A. All students may pursue Independent Studies in Nursing and/or nursing electives after counsel with their advisor or department chairperson.
- B. Cooperative education opportunities are also available to nursing majors through mutual agreement of the Nursing Department and Office for Cooperative Education.
- C. As interest demands, NUR 300 will be offered as an elective in Term III for majors who have completed 200 level nursing courses.

**NUR 300 Operating Room Practicum of Nursing Practice 2 s.h.**

Surgical learning experience that utilizes the nursing process in all phases of operative care. Emphasis will be on operating room technology that enhances the student nurse's knowledge of aseptic technique and functioning as a member of the surgical team.

**OCCUPATIONAL SAFETY AND HEALTH/FIRE SCIENCE (OSH/FS)**

*Major in OSH:* (B.S.) 30 s.h. minimum including OSH 102, 215, 321, 322, 331, 351, 352, 398. Internship/Co-op I & II required of pre-service students, field experience (OSH 302.1) of those working in the field already. Required support courses: MTH 105 & 106 or MTH 111 and either MTH 235 or 238, CHM 111 & 161, PHY 251 & 252, BIO 224 or 243 & 244 or NSC 125.

*Major in OSH:* (A.S.) 24 s.h. minimum including OSH 102, 322, 331, 351, 352, 398. Required of pre-service students: OSH 291. Required support courses: MTH 105 & 106 or MTH 111, CHM 111 & 161, BIO 224 or 243 & 244 or NSC 125.

*Minor in OSH:* 20 s.h. minimum

*Major in Fire Science:* (A.S. or B.S.) 30 s.h. minimum (B.S.), 24 s.h. minimum (A.S.) including OSH 115, 215, 268, 269, 351, 395. Preservice students must take OSH 291 (A.S. & B.S.) and OSH 391 (B.S.). Required support courses: MTH 105 & 106 or MTH 111, CHM 111, PHY 251 & 252.

*Minor in Fire Science:* 20 s.h. minimum

*Group Major in OSH & FS:* (A.S. or B.S.) 36 s.h. minimum including OSH 102, 115, 215, 268, 269, 321, 322, 331, 351, 352, 395. Pre-service students must take OSH 291 (A.S. or B.S.) and OSH 391 (B.S.). Required support courses: MTH 105 & 106 or MTH 111, CHM 111 & 161, PHY 251 & 252, BIO 224 or 243 & 244 or NSC 125.

*Certificate of Achievement is available.*

**101 History and Philosophy of Fire Protection and Prevention 3 s.h.**

Fire protection problems; fire department role and modern practices; fire hazards, inspection procedures, codes and programs related to fire prevention. (Directed study and exam).

**102 Standards and Regulation 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.

**103 Basic Fire Protection Training 3 s.h.**

Credit awarded for evidence of successful completion of a certified training program.

**115 Public Fire Protection 3 s.h.**

Principles of organization, supervision, and administration as applied to fire protection and prevention. A study of the techniques utilized in dealing with the human element; organization aspects of educational and community services; assessment methods used in town grading.

**215 Building Construction 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.

**250 Tactics and Strategy 3 s.h.**

Study and evaluation of various methods and techniques employed in fire suppression; includes pre-planning and analysis of emergency situations with emphasis on individual decision making, the effective use of equipment, apparatus and manpower.

**268 Fire Protection Systems I 3 s.h.**

Survey of sprinkler systems covering design details, placement, inspection, and maintenance; practical application of current codes and standards for system utilization. Prerequisite: MTH 105.

**269 Fire Protection Systems II 3 s.h.**

Principles of use and design characteristics of special fire protection systems; halons, CO<sub>2</sub>, dry chemical, foam and alarm and detection systems. Prerequisite: MTH 105.

**291 Internship/Co-op I 1-6 s.h.**

Field-placement in municipal, industrial, hospital or similar settings that

provide experience in the area of fire protection and/or occupational safety. Laboratory 180 hours.

**302 Field Experiences 1-3 s.h.**

Credit awarded individuals for evidence of full-time employment of two or more years in the field(s) of fire protection and/or occupational safety. Documentation of competencies required.

**317 Technical Drawing, Drafting and Design 3 s.h.**

Basic techniques in free-hand drawing, sketching, illustration and lettering; instrument projection; detailing and specifications; blue-print reading and basic photography. Use of structure layouts and design of guards or safety modification. Complementary for investigative, accident and technical reports.

**321 Construction Safety 3 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.

**322 Inspection and Survey of Various Facilities 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 215 or consent of instructor.

**325 Motor Fleet Safety 3 s.h.**

Study of major aspects of master fleet operations. Deals with driver

selection, training and supervision, defensive driving techniques and attitudes; vehicle safety inspection and maintenance logs, accident-incident reports and analysis. Transport of hazardous materials and knowledge of Department of Transportation regulations as well as intra- interstate and local driver/load laws.

**328 Fire and Arson Investigation 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 or juvenile fire setters; Michigan and National arson laws. Prerequisite: Departmental permission required.

**331 Safety Program Management 3 s.h.**

Examination of the organizational concepts of a safety program, with emphasis on corporate safety programs, objectives, responsibilities and implementation; accident control and reports; motivation and incentives.

**351 Hazardous Materials 3 s.h.**

Identification, storage, handling, disposal, and products of combustion of hazardous materials, including flammable liquids, explosives, oxidizing and corrosive materials; sources of technical assistance available to aid in making tactical decisions. Prerequisite: CHM 111 or equivalent.

**352 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. Prerequisite: CHM 111, BIO 224 or 243 and 244 or NSC 125 or equivalent.

**391 Internship/Co-op II 1-6 s.h.**

Advanced semi-professional level assignments in on-the-job application of occupational health and safety principles in an industrial/commercial/institutional setting.

**395 Hydraulics and Water Supply 3 s.h.**

Principles of hydraulic theory, grading of water supplies, water supply adequacy testing procedures and computation of velocity friction loss related to tactical decision-making. Prerequisite: PHY 252.

**398 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. Prerequisite: OSH 352.

**405 Fire Protection Survey and Analysis" 3 s.h.**

Surveying techniques for detection of potential fire or explosive hazards. Evaluation and application of measures to prevent or contain identified fire hazards for protection of human and physical resources. Prerequisite: OSH 115 & 215.

**420 Research Project 3 s.h.**

Independent research, directed reading or special problems under the supervision of a faculty member. Prerequisite: Recommendation of major advisor and problem director.

**430 Employee Occupational Health Maintenance and 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.

**Occupational Safety and Health/Fire Science Workshops 1-3 s.h.**

Short-term on-campus and off-campus programs on specific topics related to student's major. Specific requirements arranged by academic advisor. Subjects may include: Ventilation, Noise, Light; Protective Devices; Disaster Control; Orientation to Industry.

**OPERATING ROOM TECHNICIAN (ORT) (Surgical Technician)**

*Major: (A.S.) 32-36 s.h.*

This two-year program combines theoretical basic courses pursued at the College all five terms, with four terms of hospital training to fully prepare students to serve as operating room technicians.

Students are accepted into the program upon successfully completing 36 s.h. of required courses including CHM 111, 161; ORT 101; MTH 105 or 106; BIO 226, 243, 244; and two ORT practicum: 115 and 116.

Required courses include:

**ORT 101 Medical terminology 2 s.h.**  
Basic understanding of medical vocabulary and its use.

**ORT 115 Practicum I 2 s.h.**

**ORT 116 Practicum II 2 s.h.**

**ORT 202 Theory and Practice I 2 s.h.**

**ORT 203 Theory and Practice II 2 s.h.**

**ORT 215 Practicum III 4 s.h.**

**ORT 216 Practicum IV 4 s.h.**

### **PHILOSOPHY (PHL)**

**105 Philosophy of Person 4 s.h.**  
Introduction to philosophy through the study of man. Through an analysis of man's basic human experiences to inquire into his nature and at the same time explore the question of reality, knowledge, values, human sexuality, freedom and destiny. The exploration encourages the student to develop his own inquiry into the meaning of existence.

**155 Inquiry Into Values 4 s.h.**  
Study of man as the value-seeker and value-creator through an investigation of the various realms of values, especially of contemporary man; values' basis in the human condition and philosophy.

**201 Logic 4 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.

**221 Person and Society 4 s.h.**  
Study of the person as the primary component of society, of society as persons bound together in their many worlds of needs, problems, and potential; human culture; rise of social theories; law; freedom; variant ideologies.

**321 Aesthetics (HUM) 4 s.h.**  
Focus on philosophical theories of beauty and its characteristics; the meaning of aesthetic experience; the capacity of art to communicate truth.

**331 Philosophy, Technology, and Human Concern 4 s.h.**  
An exploration of the areas of human identity, individual freedom, social responsibility, and cosmic meaning, particularly as revealed in the light of sciences, technology and evolutionary cosmology.

**415 Philosophy of Religion 4 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.

### **PHYSICAL EDUCATION (PED)**

**171 Yoga 1 s.h.**  
Fundamental practice of the art as a form of exercise and mental control.

**203.2-203.7 Karate 1 s.h. each**  
Okinawan Karate stressing self-defense and physical fitness. Laboratory 2 hours.

**205, 206 Tennis I, II 1, 1 s.h.**  
Emphasis on tennis techniques, strategy, rules and play situations. In-

door and outdoor courts are used. Laboratory 2 hours.

**208 Creative Play and Movement Education (EDU/HEF\*/MUS) 4 s.h.**

**209.2-209.5 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 12:00 to 5:00 p.m. Equipment is not necessary.

**210 Physical Education Activities (GER) 2 s.h.**

**358 Life-Time Activities 1 s.h.**  
Life-time activities are presented; included are tennis, volleyball, softball, football, soccer, conditioning, and badminton.

**PHYSICS (PHY)**

*Minor: 20 s.h.*

**251 General Physics I 4 s.h.**  
Fundamental methods and principles of magnetism, electricity, optics, light and atomic physics. Opportunity for experiments at Argonne National Laboratory near Chicago. Prerequisite: Working knowledge of algebra and trigonometry or departmental approval. Lecture 3 hours, laboratory 3 hours.

**252 General Physics II 4 s.h.**  
Fundamental methods of mechanics, molecular physics, heat and sound. Opportunity for experiments at Argonne National Laboratory near Chicago. Prerequisite: Working knowledge of algebra and trigonometry. Lecture 3 hours, laboratory 3 hours.

**271 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. Prerequisite: PHY 251 or departmental approval. Lecture 3 hours, laboratory 3 hours.

**351 Modern Physics: Atomic and 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. Prerequisite: PHY 251 or approval of department. Lecture 3 hours, laboratory 3 hours.

**451 Electronics: Digital Techniques 4 s.h.**

Continuation of study of electronic components and circuits leading to an understanding of the construction of computers. Working with logic circuits, digital circuits, and integrated circuits as applied to computer circuitry. Prerequisite: PHY 271 or equivalent. Lecture 3 hours, laboratory 3 hours.

**495 Senior Seminar 2 s.h.**

A course designed to give experience in preparing and presenting a scientific paper and in evaluating those of others. Taken by students with Senior status as a requirement for graduation.





## POLISH (POL)

*Minor:* 20 s.h. beyond elementary level.

### 101, 102 Elementary Polish

I, II 4, 4 s.h.

Emphasis on conversation and pronunciation, grammar and the structure of contemporary Polish. One hour of language laboratory drill required daily.

### 223, 224 Intermediate

Polish I, II 4, 4 s.h.

Review of grammar essentials. Further development of audiolingual skills with emphasis on reading material for its linguistic and literary value and for obtaining insight into some aspects of Polish culture. Laboratory practice. Prerequisite: POL 102 or 2 years of secondary school Polish.

### 322, 323 Polish Culture and Civilization I, II

4, 4 s.h.

Study of significant aspects of the geographical, historical, social and cultural backgrounds of Poland for a better understanding of its civilization. Prerequisite: POL 224.

### 357 Polish Literature I

4 s.h.

Review of texts from outstanding authors representing the chief periods of Polish literature from its beginning to the eighteenth century. Prerequisite: POL 224.

### 358 Polish Literature II

4 s.h.

Analytic study of major literary trends and representative authors in the nineteenth and twentieth centuries. Prerequisite: POL 224.

### 480 Foreign Study in Poland

4-16 s.h.

Students elect a program of studies in Poland. Options are open for study during the summer and/or academic year.

## POLITICAL SCIENCE (PSC)

*Minor:* 20 s.h., including 251.

### 101 World Problems (HIS) 4 s.h.

### 201 Criminal Justice Organization and Administration (CJ\*/SOC) 3 s.h.

### 251 American Government 4 s.h.

A 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.

### 301 International Relations 4 s.h.

Future-oriented evaluation of international politics since World War II. Emphasis on conflict resolution, increasing interdependence between states and the possibility of progressing toward a "politics of the planet Earth."

### 310 Introduction to Public Administration (PAD\*/CJ) 4 s.h.

### 321 Comparative Politics 4 s.h.

Contemporary patterns of political processes, general European experience, specific systems of England, France, Germany and the Soviet Union.

### 351 Law for the Layperson (SOC) 4 s.h.

Fundamental principles of law; legal knowledge in the areas of both criminal and civil law. Consideration of the elements of both fields of jurisprudence to successfully handle ordinary transactions and to appreciate the underlying principles of criminal law.

### 405 Constitutional Law (CJ\*/LAW) 3 s.h.

**451 State and 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.

**463 Emerging Nations (HIS)** 4 s.h.

**491, 492 Public Administration Field Experience I, II (PAD)3-6, 3-6** s.h.

**495 Public Administration Intergrating Seminar (PAD)** 2 s.h.

**PSYCHOLOGY (PSY)**

*Major:* 30-32 s.h. required courses: 101, 422, 483, 495; MTH 235.

*Electives:* 207, 240, 241, 313, 316, or 342.

*Minor:* 20 s.h.

*Social Science Group Major, Psychology Core:* 36 s.h. total, 16 in psychology.

Psychology is the study of human behavior and experience. This discipline provides students with a wide variety of theoretical foundations, an appreciation for research, as well as an opportunity for personal growth and understanding. Students have the option of preparing for graduate school and/or combining with another academic major resulting in a double major, such as with Sign Language Studies, Sociology, Gerontology, etc.

**101 General Psychology** 4 s.h.

Nature and scope of psychology; perception, learning, motivation, emotions and stress, personality development; conflicts and adjustment.

**207 Introduction to Mental Health (GER)** 2 s.h.

**240 Human Growth and Development I (HEF/SOC)** 4 s.h.

Basic concepts and principles of growth, development, maturation, learning and personality; developmental tasks relative to the stages of growth from conception to late childhood; factors conditioning successive stages of development of personality; modes of adjustment.

**241 Human Growth and Development II (HEF/SOC)** 4 s.h.

Basic concepts and principles of growth, development, maturation, learning and personality from adolescence to senescence and death. Prerequisite: PSY 240 or 101.

**307 Psychology of Aging (GER\*/SOC)** 4 s.h.

**313 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 101.

**316 Group Dynamics and Discussion Techniques (SPH/SOC)** 4 s.h.

Forms and methods of group discussion to develop proficiency in communication and leadership. Prerequisite: PSY 101.

**342 Abnormal Psychology (SOC)** 4 s.h.

Nature of abnormal and deviant be-

havior 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 101 or equivalent.

**367 Social Psychology (SOC) 4 s.h.**

**422 Theories of Personalities 4 s.h.**  
An overview of the major theories of personality, what constitutes a personality theory, the role of personality theories in development, how various personality theories can be distinguished from one another, and an evaluation of these theories. Prerequisite: PSY 101 or equivalent.

**483 Introduction to Experimental Psychology 4 s.h.**

A critical study of experimental methods, problems, materials, results and conclusions with emphasis on conducting and interpreting psychological research. Each student will conduct a small-scale research experiment of their choosing with the approval and assistance of the instructor. Prerequisite: MTH 235.

**495 Seminar in Psychology 4 s.h.**

This course will provide an in-depth exploration and examination of current significant issues in the field of psychology, and the historical development of psychological thought to the present day views of humanism, behaviorism, and psychoanalysis. Prerequisite: Senior standing.

**PUBLIC ADMINISTRATION (PAD)**

The Public Administration program is

designed for in-service and pre-service administrators and professionals in government and other public-related organizations. Combination of classroom work and field experience/internship prepares students on the undergraduate level to become employable on completion of the program.

*Major:* 44 s.h., including BUS 201, 236; ECN 272; HIS 231, 341, 453; PSC 251, 310, 451, 491, 495; SOC 442, and an approved minor.

**310 Introduction to Public Administration (PSC/CJ) 4 s.h.**

Governmental structure and administrative organization with special attention to policy formulation, personnel administration, supervision, coordination, administrative control.

**491, 492 Public Administration Field Experience I, II (PSC) 3-6, 3-6 s.h.**

Professionally supervised practical experience in government or other public-related agencies. Position arranged by student with approval of instructor, and assistance of the Cooperative Education Department.

**495 Public Administration Integrating Seminar (PSC) 2 s.h.**

Integration of the theory gleaned from the several component disciplines as well as the practical knowledge of the field experience. An evaluation of public administration practices and procedures, emphasis on contemporary problems and solutions.

**PUBLIC RELATIONS/  
JOURNALISM (see JOURNALISM  
/PUBLIC RELATIONS)**

## **RADIOLOGIC TECHNOLOGY (RTE)**

*Major:* 36 s.h.

Radiologic Technology is offered as two programs: **pre-service program** for students planning to attend an accredited school of radiologic technology and **in-service program** for registered radiologic technologists who have already completed an accredited community college or hospital program.

### **Pre-Service Program Requirements:**

BIO 243, 244, 226; CHM 111, 161; PHY 251 and 252 or PHY 251 and 271; MTH 105, 106 or 111; BUS 375 plus a minimum of 12 additional semester hours in Business and/or Education. After completing the requirements, the student may be awarded the Associate Degree (A.S.) in Natural Science. The student will then serve a 24-month internship in an approved hospital program, and, upon passing the National Registry Examination, the student will apply for evaluative credit for the internship experience. The requirements for the Bachelor of Science degree will then be completed.

### **In-Service Program:**

Certified radiologic technology students from community colleges and those from non-collegiate programs may establish 32 s.h. credits by evaluation or credit transfer and must earn a minimum of 12 s.h. in courses in Business, in Education, or in advanced courses in Radiologic Technology.

Credit in RTE 110, 115, 150, 200, 250, 300 established on the basis of evaluation.

**110 Radiography I** 5 s.h.  
Medical terminology, nursing and protection, darkroom chemistry and techniques.

**115 Principles of Radiographic Exposure** 5 s.h.

Study of principles of radiographic exposure, factors affecting radiographic quality, with a correlation to X-ray techniques as applied in the radiographic suite.

**150 Radiobiology** 5 s.h.

Structure and function of the human body; special emphasis on skeletal anatomy with integration of topographic anatomy and radiographic appearance.

**200 Radiographic Positioning** 5 s.h.

Study and demonstration of standard and special radiographic positioning and topographic anatomy.

**250 Radiologic Physics** 5 s.h.

Electricity, radiation, production of X-rays and theory of ionizing radiation.

**300 Clinical Practicum** 7 s.h.

Supervised practical experience in radiographic examination with periodic evaluation of radiographs produced.

Advanced courses in radiologic technology for pre- and in-service personnel include:

**260, 390, 460, Independent Studies in Radiologic Technology** 1-4 s.h.

**375 Allied Health Management (BUS)** 3 s.h.

**471 Seminar in Management** 2-4 s.h.

Emphasis on department of radiology, including budgeting and cost control. Introduction of new equipment with current applications.

## RELIGIOUS STUDIES (RST)

*Major:* 30-52 s.h. Required courses include: RST 261, 262; RST 333 or 445; RST 407 or 410; RST 470 or 491; HUM 495.

*Minor:* 20 s.h. Required courses: RST 261, 262 and 407 or 410.

Courses 345, 347 and 470 are designed basically within the Catholic tradition but are not limited to persons of that religious persuasion. All other courses are non-denominational in content and method of presentation.

The Religious Studies program may be pursued on one of three levels, with credits from a lower level applicable to the one above it.

*Certificate of Achievement:* 30 s.h.  
20 s.h. Religious Studies (261, 262, 407 or 410 required.)  
10 s.h. Supportive courses.

*Associate of Arts:* 60 s.h.  
30 s.h. Religious Studies (20 s.h. requirement above plus 333 or 445)

*Bachelor of Arts:* 120 s.h.  
30-52 Religious Studies (20 s.h. as required above plus 470 or 491.)

**155 Inquiry Into Values**  
(PHL\*/HUM) 4 s.h.

**261 Prophets, Priests and Kings**  
(HUM) 4 s.h.  
Introduction to the literature, personalities and main religious themes of the Old Testament.

**262 The New Covenant**  
(HUM) 4 s.h.  
Introduction to the New Testament writings seen as emerging from the historical-cultural circumstances and the

diversified situations of the early Christian communities.

**267 Epistles of St. Paul**  
(HUM) 4 s.h.

Study of life, works and impact of Paul of Tarsus on the early Christian community as well as on contemporary Christian thought.

**305 The Idea of Justice**  
(HUM) 4 s.h.

**321 Theology of Man** 4 s.h.  
Investigation of the human quest for an understanding of God, creation, grace, sin, death, judgment, and eternity.

**333 Introduction to Christianity**  
(HUM) 4 s.h.

Survey of the beginnings of Christianity and the development of doctrine and practice from the perspective of contemporary ecumenical theology.

**340 Person and Mission of Christ**  
(HUM) 4 s.h.

Reflections of the identity of Jesus of Nazareth and the faith proclamations about him as the Christ, the Messiah, the Son of God; based on a contemporary Christological treatment.

**345 The Church** 4 s.h.

Intensive study of the Church as the pilgrim Christian community and the site of man's encounter with God; the role of the Church in the contemporary world.

**347 Sacraments and Worship** 4 s.h.

Sacraments as signs of the saving presence of the Risen Lord; the ritual celebration of the faith community; emphasis on the scriptural, historical and pastoral dimensions.

**353 Marriage and Family**  
(HEF\*/SOC) 4 s.h.

**407 Moral Principles and Modern Moral Problems (HUM) 4 s.h.**

Basic principles underlying Christian morality and their application to problems encountered in contemporary society. Prerequisite: Junior-Senior level students.

**410 Conscience and Values (HUM) 4 s.h.**

Essence, impostors and influences of conscience analyzed from the perspectives of theology, psychology and science. Prerequisite: Junior-Senior level students.

**412 Death and Dying (HUM) 2-4 s.h.**

Psychological, theological and faith aspects of death as applied to dying persons and their loved ones.

**415 Philosophy of Religion (PHL) 4 s.h.**

**422 Christian Awareness (HUM) 4 s.h.**

A Christocentric view of man in his relationship to God, self and others.

**445 World Religions (HUM) 4 s.h.**

The major religions of the world; their historical development, basic doctrines, ritual practices and behavioral codes.

**470 Contemporary Catechesis 3-4 s.h.**

Current theories and trends in catechesis in the light of recent Church documents; the theological and psychological foundations of the catechetical renewal.

**491 Religious Education Practicum 2-8 s.h.**

Directed field and evaluation of life experience in religious education.

Note: A variety of other religious/moral/catechetical topics

are covered in Term III courses and in special institutes and workshops throughout the academic year.

Madonna College, 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 Department, offers college credit in religious education for PHASE courses offered at parishes throughout the Archdiocese. Further, courses in religious studies offered at Madonna College can be applied to one of the four phases:

- I. Basic catechetics
- II. Scripture
- III. Values, morals, Christian formation
- IV. Teaching techniques

Upon completion of Christian Youth Ministry programs, students may apply for evaluation and assignment of academic credit. The above process will be conducted by the Religious Studies Department.

**SIGN LANGUAGE STUDIES (SLS)**

*Major:* (B.A.) 40 hours, including core plus electives.

*Major:* (A.A.) 30 hours (see core)

*Minor:* (B.A.) 30 hours (see core)

*Certificate of Achievement:* 30 hours (see core)

Core: SLS 100, 101, 102, 201, 202, 228, 229, 301, 302, 362.

Areas of Concentration: Students pursuing the B.A. may choose areas of concentration from among the following fields: interpretation, sign language instruction, and pre-professional preparation.



**100 Introduction to Sign Language Studies** 2 s.h.

A survey of sign language and gestural communication systems used by deaf and non-deaf populations. Definition of sign language; structure, history and usage of sign languages; topics of research interest; discussion of attitudes toward sign language and cultural factors. Practice in signing and discriminating common phrases in various sign languages and sign systems.

**101, 102 Beginning American Sign Language** 4, 4 s.h.

Development of basic communication skills with appropriate vocabulary and grammatical structures. Emphasis on comprehension skills. Prerequisite or Corequisite: SLS 100. 30 hours of laboratory practicum required for SLS 101, 102.

**201, 202 Intermediate American Sign Language** 4, 4 s.h.

Review of grammar essentials and

further development of communication skills with emphasis on expanding vocabulary and expressive skills. Prerequisite: SLS 102 or placement. 30 hours of laboratory practicum required for SLS 101, 102.

**211 Orientation to Deafness** 2 s.h.

A survey of clinical and developmental aspects of hearing and deafness. Includes basic audiology, deaf education, and psychological implications of hearing loss.

**228, 229 Fingerspelling I, II** 1, 1 s.h.

Concentrated instruction in practice of fingerspelling at increasing levels of complexity. Prerequisite: SLS 102 or placement.

**231 Deaf Culture** 2 s.h.

A survey of factors that contribute to defining Deaf persons as a cultural minority. Prerequisite: SLS 100.

**301 Advanced American Sign Language: Technical Texts** 3 s.h.  
Development of conversational fluency for communicating technical and esoteric information in ASL. Study of selected texts in various ASL "sublanguages" as opposed to texts translated from English. Prerequisite: SLS 202 or departmental approval. 30 hours of laboratory practicum required for SLS 101, 102.

**302 Advanced American Sign Language: Aesthetic Texts** 3 s.h.  
Study of selected ASL texts for poetic and aesthetic communication. Emphasis on original ASL texts as opposed to translated texts. Prerequisite: SLS 301 or departmental approval.

**362 Sign Language Structure** 4 s.h.  
Analysis of the semiotic (including linguistic) structure of American Sign Language (in particular) and other gestural communication systems. Includes aspects of phonology, syntax, semantics, discourse, psycholinguistics, sociolinguistics, biolinguistics and kinesics. Prerequisites: SLS 202 and ENG 262 or departmental approval.

**365 Contrastive Text Analysis: ASL and English** 3 s.h.  
Analysis of various texts in ASL and English to identify structures unique to one language or the other. Problems of translation equivalence and their implications for language learning and/or interpretation. Prerequisite: SLS 362.

**428 Simultaneous Communication** 3 s.h.  
Practice and theory. Emphasis on smoothness of expression and appropriate sign selection. Prerequisite: 302 or departmental approval.

**441 Fundamentals of Interpretation and 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: SLS 365 or departmental approval.

**445 Basic Simultaneous Interpretation** 3 s.h.  
A practical course in the mechanics of interpreting from ASL to English and from English to ASL. Prerequisites: SLS 365 and SLS 441.

**451 Sign Language Acquisition** 3 s.h.  
Study of the acquisition of sign languages and as second or subsequent languages by deaf and hearing persons. Factors affecting learning: cognitive, environmental, motivational, etc. Prerequisites: SLS 362, SLS 365, recommended.

**453 Fundamentals of Sign Language Instruction** 3 s.h.  
Study of various philosophies and methodologies on instruction of manually coded English and American Sign Language. Discussion and research of teaching materials and various curricula. Prerequisite: SLS 451.



**471 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 topic varies.)

**493 Field Experience** 1-16 s.h.

Observation and/or practicum in sign language interpretation, instruction or a pre-professional area. Selected readings and maintenance of daily logs to compliment lectures.

Cooperative Education opportunities are available; please refer to Cooperative Education in this bulletin.

**SOCIAL SCIENCE (SSC)**

*Major:* 36 s.h. from no more than three Social Science Departments (minimum of 16 s.h. in upper division courses) including 16 s.h. in core area (minimum of 8 s.h. in upper division courses) and SSC 495 or an equivalent seminar experience, approved by advisor.

*Minor:* 24 s.h. with a minimum of 12 s.h. in core area, including 4 s.h. in upper division courses.

**495 History and 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.

**SOCIAL WORK (SW)**

*Major:* 40 s.h. including 213, 223, 232, 334, 336, 453, 476, 477, SOC 495.

*Associate Degree:* 24 s.h. including 233, 334, 336, 476, 477.

Social work is a "helping" profession. It is concerned with enhancing the problem-solving and coping capacities of people; linking people with systems that provide them with resources, services, and opportunities; promoting humane services.

The program prepares practitioners who have the knowledge and skills for entry-level positions in any field of the human services.

**213 Human Behavior and Social Environment (SOC)** 4 s.h.

Examination of the theories and models from the interrelated fields of psychology, sociology, anthropology, biology, economics, and political science from which social work draws its basic knowledge, skills, and values related to diverse human populations.

**223 Social Policy** 4 s.h.

Exploration of historical and current forces which generate social policies around social problems and social programming and the legislation which results from these; examines models for critical analysis and problem-solving and the role of social work professionals in policy decision-making; explores affect of specific policy on the vulnerable and diverse populations.

**232 Social Welfare (SOC)** 4 s.h.

Examination of the philosophical and historic perspectives of social welfare services to diverse populations and compares/contrasts with contemporary programming. Examines structure and function of social programming. Focus on identification and knowledge of the recipients of social welfare services.

**233 Interviewing Techniques (SOC)** 4 s.h.

Principles, types and stages of interviewing; developing observational skills and communication ability.

**332 Child Welfare (SOC) 4 s.h.**  
Historical, social and legislative aspects of child welfare programs. Examines current types of problems, treatment, and approaches.

**334 Introduction to Social Work 4 s.h.**  
Examination of social work as a helping profession working with individuals, families, and groups; defines the concepts of social systems, problem-solving, human diversity, and planned change; establishes the knowledge, skills, values base. Lab: Pre-field Experience (50 hours) for Bachelors, (100 hours) for Associates.

**336 Social Work Practice I 4 s.h.**  
Examination of the design, processes, and skills of social work interventions appropriate to beginning levels of practice as they apply to individuals, families, groups in their specific socio-cultural contexts. Emphasis on planned change as a problem-solving process with specific goals, outcomes and time lines for the "client" systems involved. Lab: Pre-field Experience (50 hours) for Bachelors, (100 hours) for Associates.

**453 Practice Methods II 4 s.h.**  
Bureaucratic settings of work agencies; review of skills needed to survive and ways to use agency resources to provide effective services. Emphasis on planned change collaboration, and the role of ethics.

**476/477 Field Placement and Seminar 6/6 s.h.**  
Professionally supervised practical experience in a human services agency; fifteen hours per week in the field for two consecutive terms accompanied by weekly seminars. Emphasis on experiential learning, simulation in the seminar, and assessment by use of video taping. Exploration of on-going

professional development and contribution. Lab: Field (400 hour minimum total for two consecutive terms).

**495 Sociology Seminar (SOC) 4 s.h.**

## **SOCIOLOGY (SOC)**

*Major:* 30-32 s.h. including 101, 367, 442, 495.

*Minor:* 20 s.h. including 101, 221.

*Social Science Group Major, Sociology Core:* 16 s.h., including 101.

Sociology is the study of social life and consequences of human behavior. Sociology is a popular major for students planning futures in professions such as: law, politics, and business. Sociology offers opportunities in a range of research techniques, whether one's concern is crime and criminal justice, personnel, labor relations, problems of poverty and welfare or administration of federal research grants. Approved practicums and co-ops are encouraged.

**101 Introduction to Sociology and Cultural Anthropology 4 s.h.**

Foundations and principles of social order, social control, social institutions, and social life in America and other cultures.

**102 Introduction to Criminal Justice (CJ) 3 s.h.**

**221 Social Problems 4 s.h.**

Social and physical disorganization including poverty and unemployment, crime and delinquency, race relations, population.

**230 Seminar on Aging (GER) 4 s.h.**

**232 Social Welfare (SW) 4 s.h.**

- 233 Interviewing Techniques (SW)** 4 s.h.
- 240 Human Growth and Development I (HEF/PSY\*)** 4 s.h.
- 241 Human Growth and Development II (HEF/PSY\*)** 4 s.h.
- 307 Psychology of Aging (GER\*/PSY)** 4 s.h.
- 316 Group Dynamics and Discussion Techniques (SPH/PSY\*)** 4 s.h.
- 321 Principles of Criminology (CJ)** 3 s.h.
- 322 Race, Ethnicity, and Social Class in American Life (HIS)** 4 s.h.  
Survey of historical and contemporary expressions, patterns and consequences of intergroup tensions stemming from discrimination in American life.
- 323 Juvenile Delinquency (CJ)** 3 s.h.
- 332 Child Welfare (SW)** 4 s.h.
- 342 Abnormal Psychology (PSY)** 4 s.h.
- 351 Law for the Layperson (PSC)** 4 s.h.
- 353 Marriage and the Family (HEFL/RST\*)** 4 s.h.
- 367 Social Psychology (PSY)** 4 s.h.  
Problems of social behavior; social aspects of personality in group living. Prerequisite: SOC 101 and PSY 101.
- 380 Sociology of Sex Roles** 4 s.h.  
An examination of traditional sex

roles, the structure of human sexual relationships, the sex-role socialization of children, sex-role liberation movements and their impact on American institutions. Prerequisite: SOC 101.

**401 Crime Prevention and Police Community Relations (CJ)** 3 s.h.

**415 Social Gerontology (GER)** 4 s.h.

**418 Narcotics Institute (CJ)** 3 s.h.

**442 Urban Sociology** 4 s.h.  
Patterns, structures, functions, and problems of urban communities.

**453 Group Process in Social Work Settings (SW)** 4 s.h.

**495 Sociology Seminar** 4 s.h.  
Develops insight into social theory, both classical and contemporary; skills in research methodology; design applied to original research in order to interpret the trend of current social problems, policies and practices.

## SPANISH (SPA)

*Major:* 30 s.h. beyond elementary level.  
Some courses to be taken on consortial arrangement.

*Minor:* 20 s.h. beyond elementary level.

**101, 102 Elementary Programmed Spanish I, II** 4, 4 s.h.  
Individual laboratory work in Spanish involving the use of specially designed texts and tapes. Intended for learning Spanish privately with occasional tutorial guidance. At least one hour of language laboratory drill required daily.

**223, 224 Intermediate Spanish I, II** 4, 4 s.h.  
Review of grammar essentials. Further development of audio-lingual skills with emphasis on reading material for its linguistic and literary value and for obtaining insight into some aspects of Spanish culture. Laboratory practice. Prerequisite: SPA 102 or 2 years of secondary school Spanish.

**311 Oral and 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 224.

**322 Spanish Culture and 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 224.

**323 Latin American Culture and Civilization** 4 s.h.  
Significant aspects of geography, history, social life and culture of Latin American countries for a better understanding of their civilization. Prerequisite: SPA 224.

**357 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 224.

**358 Spanish Literature II** 4 s.h.  
Study of major literary trends and representative authors in the nineteenth and twentieth centuries. Prerequisite: SPA 224.

**362 Spanish Linguistics** 4 s.h.  
Phonetics, diction and advanced oral interpretation. Theory and practice of modern Spanish pronunciation, intonation and rhythm. Interpretative readings. Intensive laboratory practice. Prerequisite: SPA 224.

**480 Foreign Study in Spain/Spanish America** 4-16 s.h.  
Students elect a program of studies in a Spanish American country or in Spain. Options are open for study during the summer and/or academic year.

### SPECIAL EDUCATION (SED)

The Education/Psychology Department offers special programs leading to endorsement in the following areas: Learning Disabilities (K-12) and Emotional Impairment (K-12). A minimum of 15 s.h. is to be taken at Madonna College. (Course credit equivalency will be granted for relevant course work taken since 1970.)

Courses are offered primarily in the fall and winter terms with fewer courses during the spring/summer term. It is to the student's advantage to commence the program in the fall term. Prerequisites: PSY 101, EDU 200, 312, 321, 480 and appropriate methods (elementary/middle/secondary).

*Required Core:* The following required 12 s.h. core may be applied to either the E.I. or L.D. endorsement program: PSY 240, SED 330, SED 401 and SED 440.

1. Emotional Impairment (K-12): 36 s.h. planned program. Required course sequence: SED 330, 332, 339, 349, 401, 426, 440, 467, PSY 240.

*Elective Courses:* PSY 241 or PSY 313, PSY 342, 422; SOC 221, 367, HEF 208, SED 204, 345, 358, 409; SOC 221.

2. Learning Disabilities (K-12): a 36 s.h. planned program. Required course sequence: SED 330, 345, 358, 401, 409, 440, 448, 468, 495, PSY 240, EDU 372.

*Elective courses:* HEF 201, 208, SED 204, Math 235, PSY 241 or PSY 313, PSY 342, 367, 422, SOC 221.

**204 Musical Experiences for Children with Special Needs (MUS) 2 s.h.**

Experiences in music; guidelines for planning creative activities and units of instruction for teaching the student with special needs within the regular curriculum.

**330 Survey of Exceptionalities 3 s.h.**

A systematic study of the psychological and educational factors related to atypical individuals from birth to 26 years of age. Various exceptionalities to be included are: mentally impaired, learning disabled, emotionally impaired, hearing impaired, speech and language impaired, gifted and physically, health and neuromuscularly impaired. The course will focus on: state and federal legislation, ways of identifying exceptionalities, etiology, and present ways of educating and providing for these children and youth in Michigan. Prerequisite: PSY 101 and admission to Special Education Program.

**332 Field-based Experiences with the Emotionally Impaired 4 s.h.**

Supervised observations and directed experiences with the emotionally impaired student in clinical, school and/or residential settings. Laboratory 8 hours. To be taken with SED 339. Prerequisites: PSY 101, SED 330.

**339 Identification and Development of Competencies for Teaching the Emotionally Impaired 2 s.h.**

Identification of the special needs of the emotionally impaired and development of teaching competencies. Field trips to institutions. Prerequisites: PSY 101, SED 330. To be taken with SED 332.

**345 Learning Disabilities I 3 s.h.**

Study of special learning problems, including state and federal guidelines and rights, administration and organization of programs, terminology, definitions, etiology, behavioral and learning characteristics, current issues such as infant and early childhood identification, medication, diet and hyperactivity, will be discussed. The visitation component of the lab is an integral part of the course. Lecture 2 hours, laboratory 2 hours. Prerequisite: SED 330.

**349 Conceptual Models of Emotional Impairment 3 s.h.**

Conceptual models of student variance, intervention strategies, service delivery systems, future directions. Classification of varying behavior disorders. Sociological and cultural influence on emotional development. Prerequisite: SED 332, 339.

**358 Learning Disabilities II 3 s.h.**

Further study of learning problems focusing on pathology of the central nervous system and brain, and a study of perceptual deficits in visual, auditory, tactile, kinesthetic, and other sensorimotor perceptual skills. Facets of cognition, language, linguistic and perceptual development examined closely through the demonstration of selected diagnostic measures. Attention will be given to contemporary perceptual theorists. Lecture 2 hours, laboratory 2 hours. Prerequisite: SED 345.

**401 Speech and Language Development and Disorders in Children 3 s.h.**

Focus on language models and language development from birth to pre-adolescence, including various language disorders, reliable assessment devices and methodology for classroom teachers. Some attention to speech problems and remediation techniques: cerebral palsy, cleft palate and autism. Prerequisite: SED 330.

**409 Practicum in Diagnostic and Prescriptive Techniques 3 s.h.**

Study and in-class demonstrations of diagnostic instruments and techniques, such as interviewing and case histories. Evaluation of current theoretical findings related to diagnostics. Practice in educational diagnosis and prescriptions. Lecture 2 hours, laboratory 2 hours. Prerequisite: SED 345.

**426 Methods for Teaching the Emotionally Impaired 3 s.h.**

Goals, methodology, and assessment of the emotionally impaired students. Specific classroom practices for acquiring attention, order response, and social competencies. Methods, materials and classroom designs for working with the emotionally impaired student. Lecture 2 hours, laboratory 2 hours. Prerequisite: Departmental approval.

**440 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. Prerequisites: PSY 240 and EDU 312.

**448 Methods for Teaching the Learning Disabled 3 s.h.**

Emphasis on the interrelationship between instruction, development and learning. A study of objectives, curriculum content, physical class setup and a survey of instructional materials and methodology for the learning disabled. Emphasis on developing and redesigning appropriate materials. Inclusion of task analysis. Lecture 2 hours, laboratory 2 hours. Prerequisite: Departmental approval.

**467 Directed Teaching: Emotionally Impaired (K-12) 6 s.h.**

Observation and teaching in classroom situations; individual conferences and seminars. Prerequisite: Admission to Directed Teaching.

**468 Directed Teaching: Learning Disabled (K-12) 4 s.h.**

Observations and teaching classroom situations as well as individual conferences. To be taken with SED 495. Prerequisite: Admission to Directed Teaching.

**495 Learning Disabilities Seminar 1-2 s.h.**

A culmination of the learning disabilities sequence to be taken with SED 468. Research of current issues in learning disabilities. Writing of prescriptions and Individual Educational Plans (IEP), as well as asset/deficit profiles on students they are working with in the directed teaching assignment. May not substitute for a required course. Prerequisite: Admission to Directed Teaching.

**SPEECH AND DRAMA (SPH)**  
(See also COMMUNICATION ARTS AND ENGLISH.)

*Minor:* 20 s.h., including 105.

**105 Speech Arts and Forms 4 s.h.**

Basic forms and methods of the techniques of platform speaking; parliamentary practice, expository speaking and oral interpretation. Emphasis on effective communication of thought.

**101, 102 Beginning American Sign Language (SLS\*/SED) 4, 4 s.h.**

**201, 202 Intermediate Sign Language (SLS\*/SED) 4, 4 s.h.**

**300 Children's Literature and Drama (ENG) 4 s.h.**

**316 Group Dynamics and Discussion Techniques (PSY) 4 s.h.**

**341, 342 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.

**351, 352 Television Production Techniques I, II (JRN) 4, 4 s.h.**

**401 Speech and Language Development and Disorders in Children (SED) 3 s.h.**

**415 Film Appreciation 4 s.h.**

Examination of those aspects of film that qualify it as an art form worthy of critical attention.

## VOCATIONAL AUTHORIZATION/ENDORSEMENT

Individuals who have worked two years in a particular health field or trade or industry can apply for recommendation by Madonna College to the State Department of Education for a Temporary Vocational Authorization, valid for teaching in a State-reimbursed vocational classroom, provided that they have also completed a Bachelor's degree program and have 30 s.h. in the health, trade, or industry area. In order to be recommended, the student must complete 12 s.h. of course work at Madonna College.

In order to be recommended for a secondary provisional teaching certificate with a vocational endorsement, the student must have two or more years of occupational experience, complete the teacher education program and requirements for the Bachelor's degree. Graduate of non-college health or technical programs may earn up to 32 s.h. by evaluation.

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**The FELICIAN SISTERS conduct four colleges:**

Felician College  
Chicago, Illinois 60659

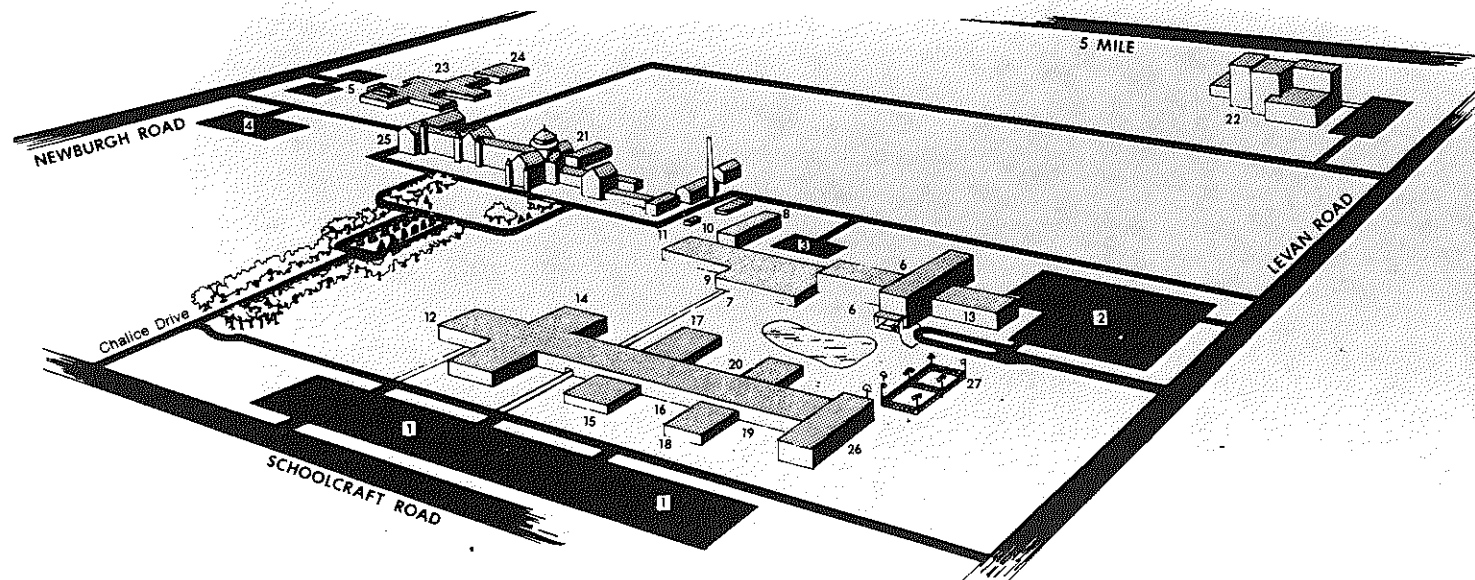
Felician College  
Lodi, New Jersey 07644

Villa Maria College  
Buffalo, New York 14225

Madonna College  
Livonia, Michigan 48150

Each Madonna College student is responsible  
for compliance with contents of this Bulletin.

The College reserves the right to withdraw or  
modify information listed in this Bulletin.



MADONNA COLLEGE CAMPUS MAP

- |                                     |   |                                    |
|-------------------------------------|---|------------------------------------|
| 1. South College Parking Lot        | 10. Clergy Motel                        | 19. Home Economics                 |
| 2. North College Parking Lot        | 11. Guest House                         | 20. Art                            |
| 3. Faculty Parking Lot              | 12. Administration                      | 21. Felician Sisters Provincialate |
| 4. Motherhouse Parking Lot          | 13. Psycho-Education Center             | 22. St. Mary Hospital              |
| 5. Ladywood High School Parking Lot | 14. Library                             | 23. Ladywood High School           |
| 6. Residence Halls                  | 15. Science Lecture Hall                | 24. St. Clare Nursing Home         |
| 7. Cafeteria & Student Center       | 16. Classrooms and Departmental Offices | 25. Montessori School              |
| 8. Faculty Residence                | 17. Science                             | 26. Activity Center                |
| 9. Campus Chapel                    | 18. Music                               | 27. Tennis and Basketball Courts   |

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# MADONNA COLLEGE BULLETIN

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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 College crest, "Sapientia Desursum", is translated "Wisdom from Above".*

*For information, call or write:*

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