

Bay de Noc Community College

2004-2005

2001 N. Lincoln Road
Escanaba, MI 49829

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Bay College West Campus
Iron Mountain, MI 49801

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Member of
American Association of Community Colleges
Michigan Community College Association
Association of Community College Trustees

Approved by the

State Department of Education
State of Michigan

Accredited By
North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440; (312) 263-0456



Bay de Noc Community College

HISTORY AND ORGANIZATION

Authorized in 1962 by the citizens of Delta County, Bay de Noc Community College opened its doors to students in the Fall of 1963. Since its beginning in the old Escanaba Area High School building, the college's physical plant has grown to its current contingent of thirteen buildings located on a 150-acre campus site at the northeast corner of the City of Escanaba.

In 1963, the college enrolled approximately 200 students. Since that time, the student population has grown to exceed 2,500. Students are currently enrolled in programs of study that include occupational, transfer, and community service curricula.

The college is governed by a seven-member Board of Trustees, which is responsible for setting the policy direction for the college. Board members are elected at large from the college's service area.



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General Information

It shall be the policy of the Bay de Noc Community College Board of Trustees to assure the provisions of equal opportunity and equal access in educational acts. These provisions apply in all areas of employment, student services, and instructional programs. Discrimination because of any legally protected classification, which includes but is not limited to, race, color, religion, gender, national origin, political affiliation, age, height, weight, disability, marital or veteran status, is prohibited.

Questions concerning Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of gender, should be directed to an EEO Coordinator:

Executive Director for
Institutional Advancement &
Government Relations
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829
906-786-5802 Ext. 1137

or

Dean of Liberal Arts and
Learning Resources
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829
906-786-5802 Ext. 1159

Inquiries related to the American with Disability Act or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to the ADA Coordinator:

Dean of Liberal Arts and Learning Resources
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829-2511
(906) 786-5802, Ext. 1122

Adopted by the Board of Trustees August 11, 1976; reviewed and revised September 8, 1982. Revised and adopted by the Board on April 21, 1999.

Message from the President



Greetings:

Welcome to Bay College! We are very pleased that you have chosen (or are considering) Bay College as a place to pursue your educational or career goals. Bay College is an institution comprised of people committed to your success. We exist to provide programming and services to help you achieve your personal, educational and career goals. You will find within the pages of this catalog a wealth of information about the programs and services we provide and the information you need to help you toward the successful attainment of your goals.

Education and training are becoming ever more important as technology changes the world of work. The workforce of the future will be well-educated and well-trained to meet the demands of the new workplace. Nearly all jobs in the near future will require skills that can only be gained through education and training beyond high school. The harsh reality is that everyone will be required to have some advanced education or training to meet the workplace requirements of the future. Everyone will be required to have computer skills, to have an understanding of the global community, to be able to communicate clearly both in writing and in speech, and to be able to solve problems in a team environment.

Bay College is here to help you prepare for your future. Whether you want to develop the skills needed to go directly into the workforce, whether you are preparing for further study at a baccalaureate institution or whether you simply want to upgrade your existing skills, Bay College can help you meet your goals.

Welcome to Bay College and best wishes as you pursue your dreams.

Sincerely,

A handwritten signature in cursive script that reads "Michael Allkins". The signature is written in dark ink on a white background.

Michael Allkins, Ed.D.
President

Board Members and President



ROBERT W. BARRON, native of Gladstone, was appointed to the Board in 1978 and consecutively re-elected. He is a graduate of Bay de Noc Community College earning an Associate of Science in Water Technology and a Bachelor of Science in Dairy Science from Michigan State University. Bob is a member of the Michigan Milk Producers Association, Group VIII Michigan Agricultural/Leadership program, and the Michigan Cranberry Council. Bob is a past Bay Board chair, former director/current member of the Farm Credit Services of NE Wisconsin, former chair of the Delta County Chamber of Commerce Agriculture Committee, and served on the advisory board of the County Extension Department. He is also a past member of the New Horizon Club, past vice-president of the Equity U.P. Livestock Marketing Association, former member of the Delta County FmAA Board, and former member of the Growing "UP Agricultural Association. Mr. Barron is a dairy farmer in a family operation with his father and brother.

THOMAS L. BUTCH has been a member of the Bay de Noc Community College Board of Trustees since 1974. He is a graduate of Gladstone High School in 1960 and received his law degree from the University of Michigan (B.A. with distinction and honors in Political Science, 1964; J.D., cum laude, 1967), and joined the predecessor to the Escanaba law firm of Butch, Quinn, Rosemurgy, Jardis, Bush, Burkart & Parks, P.C., the same year. He was admitted to the Bar of the State of Michigan in 1968. Mr. Butch has served on the Board of the Delta-Schoolcraft Intermediate School District from 1967-1973. He is a member of the Panel of Arbitrators of the American Arbitration Association; City Attorney for the City of Gladstone; a member of the Pi Sigma Alpha Honorary Fraternity; and an honorary member of Phi Theta Kappa. Mr. Butch is also a member of the Lay Advisory Board of St. Francis Hospital, a member of the Delta County Economic Alliance Board of Directors, and a Director of the Upper Peninsula Labor-Management Council.



WILLIAM W. LAKE, JR. was appointed to the Board in 2003 to fill the unexpired term of Marian E. Olson. He will run for re-election in 2004. Mr. Lake is a graduate of Northern Michigan University with a MAE, Concentration in School Administration and a B.S., Major-Mathematics, Minor-Social Studies, Elementary Education. Bill has a very extensive background in K-12 Education. Mr. Lake is past President of the Bark River Lions Club and past President of the Community Foundation for Delta County; Co-Treasurer of the Salem Lutheran Church; member of the American Legion Post 438; member of the Education Advisory group for Michigan Works! The Job Force Board; and member of the U.P. Labor Management Council.

ERIC L. LUNDIN was appointed to the Board of Trustees in 2003 to fill the unexpired term of Karin J. Van Dyke. He will run for re-election in 2004. Mr. Lundin attended Bay de Noc Community College from 1998-2000. In 2002 he graduated Summa cum Laude from Northern Michigan University with a Bachelor of Science degree in Business-Computer Information Systems. Eric has an extensive background in technology and is currently the Director of Business Development for Delcomp/SOFTEK. He serves on the Escanaba Noon Kiwanis, Ambassadors of Delta County, Bay de Noc ToastMasters and NMU Alumni Association.





JAMES R. MOBERG was appointed to the Board in 2003 to fill the unexpired term of Joseph L. Heirman. He will run for re-election in 2004. Mr. Moberg is a graduate of Indiana University with an MBA; Western Michigan University with a BBA and Bay de Noc Community College as a Certified Management Accountant. James is active on the United Way Board, Bethany Lutheran Church and past President of the Escanaba Quarterback Club Board.

MARGARET H. NOREUS was appointed to the Board in 2001 to fill the unexpired term of Ralph Bedogne and successfully ran for re-election in 2002. Ms. Noreus is a graduate of Michigan State University with a Bachelor of Arts in Business and a minor in Accounting. Margaret has a very extensive background in finance and investment services. She also serves on the board of the William Bonifas Fine Arts Center, League of Women Voters, and the Bay Area Economics Club.



PATRICIA L. SAVITSKI was appointed to the Board in 1998 to fill the unexpired term of James L. Smith and successfully ran for re-election in 2000. She is a graduate of Northern Michigan University with a Bachelor of Science in Nursing, Magna Cum Laude, and a Masters of Science in Nursing from the University of Wisconsin-Madison. Pat has a very extensive nursing background and has been the Assistant Administrator for Patient Care Services for OSF St. Francis Hospital for the past 17 years. She also serves on the boards of the Delta County Alliance Against Violence & Abuse, Big Brother/Big Sisters, the Upper Peninsula Health Education Corporation, and is a past Board member for the Michigan Organization of Nurse Executives and the Bay College School of Nursing Advisory Committee.

MICHAEL T. ALLKINS is President of Bay de Noc Community College, a position he assumed in August of 1997. Prior to joining Bay College, Dr. Allkins was Executive Vice President, Instruction and Student Services for three years at Southern West Virginia Community and Technical College, Mt. Gay, WV. He was State Coordinator for the National Council of Instructional Administrators, outstanding Faculty Member of the Year at John Wood Community College (Illinois), a member of the Phi Kappa Phi Honor Society, and is Phi Theta Kappa's Presidential Ambassador for Michigan. Dr. Allkins received his doctorate in Junior and Community College Education from Virginia Polytechnic Institute and State University, Blacksburgh, VA., a master's degree and bachelor's degree in Biology from Western Michigan University.



Mission and Purpose

MISSION STATEMENT

At Bay de Noc Community College, an institution of higher learning,

we enhance people's lives through wide ranging quality educational opportunities;
we embody a personalized, caring, innovative, learner-centered environment;
we embrace excellence, dedication, integrity, responsiveness, and respect;
and we empower people to make positive changes in their lives and communities.

PURPOSES

To ensure that the mission statement and the planning process are effective and appropriate as Bay College serves its students and the residents of the community.

To assist students in becoming satisfied, knowledgeable, and productive individuals and citizens through student mastery of general education core tasks.

To assess student outcomes on a regular basis and to utilize findings to improve student learning.

To guide students toward taking personal responsibility for their own learning.

To support and expand high quality technical, occupational, and transfer programs/courses based upon community needs.

To ensure that courses and programs provide students with the necessary abilities, competencies, and skills.

In an environment that is conducive to learning, to implement and evaluate strategies/procedures that maximize recruitment, retention, and success of students who will benefit from completing programs/courses.

To ensure that the college, while keeping abreast of rapid technological changes, maintains flexibility to utilize the most appropriate instructional methods and resources to accommodate students with a variety of learning situations and needs.

To ensure that Bay College promotes state of the art technology to enhance efficiency and effectiveness of day-to-day college operations and services.

To establish Bay College as a proactive partner with industry, labor, government, community organizations and the individuals, by identifying, developing, implementing and evaluating programs and services that are responsive to community needs.

To assess, plan/coordinate and evaluate faculty/staff training and development programs that support, enhance and improve learning and services for the students, staff, and residents of the community.

To evaluate funding sources to ensure support and enhancement of programs and services that are responsive to the needs of students and the community.

To evaluate the adequacy of physical plant to ensure that it supports instructional and community service goals.

Vision and Values

VISION

Bay de Noc Community College will be the higher education and training leader in the region. We are committed to excellence in all our endeavors and will use continuous improvement processes to maintain quality programs and services. Bay de Noc Community College pledges to be an innovative and responsive community college, to provide quality learning opportunities and support services, and to meet the diverse educational needs of our region.

In achieving this vision, Bay de Noc Community College will be known

- * for its superior teaching and abundant learning;
- * for its personalized service;
- * as a learning-centered organization;
- * as a responsive organization, stressing continuous access for all;
- * as a center for lifelong learning;
- * as a leader in the technological delivery of instruction and services;
- * as a proactive partner with business, industry, labor, government, and community;
- * as the college of first choice for Delta County and surrounding area;
- * as a center for cultural enrichment activities.

VALUES

Bay de Noc Community College will be guided by the following values in everything we do:

- * **QUALITY** We will stress excellence in all we do.
- * **INTEGRITY** We will treat everyone-our students, our employees, and community members-fairly and with respect.
- * **AGILITY** We will proactively seek to meet the needs of the community, our students and our employees, responding quickly as needs change.

STUDENT ASSESSMENT

At Bay College, we are dedicated to serving our students by challenging them and preparing them for the future. We have developed an institutional assessment plan that formally and systematically measures students' learning. Assessment can be defined as, "the systematic process of gathering, interpreting, and using information about student learning" to make improvements on an ongoing basis in academic programs and support services. As a student at Bay, you will be asked to participate in a variety of assessment activities. Many of these activities are familiar to you such as taking exams, writing papers, and participating in classroom discussion. Others, like capstone courses, placement tests, one-minute papers, focus groups, and surveys may be new experiences. All these activities are designed to provide useful information about what works well at the college and what needs improvement.

The more we learn about student learning, the more we can help students learn and succeed.

ASSURANCE OF QUALITY STATEMENT

Bay de Noc Community College is committed to the graduation of high quality students, capable of performing the entry level skills specified in the student's major and possessing competencies included in the college's general degree requirements. We offer assurance to our students, prospective employers, and to transferring institutions that individuals holding degrees or certificates with a "C" or better average in all courses are capable of competent performance.

Students who graduate from technical and occupational programs with a degree or certificate with a "C" or better average in all courses can be expected to perform competently in the area in which they were instructed. Any employer who views a Bay de Noc Community College graduate as not possessing appropriate entry level skills and can specify such deficiencies may request remediation. The student will be permitted to retake a specific course or courses at Bay de Noc Community College without an additional tuition charge provided the deficiency is identified as a generally accepted skill in his or her major.

Bay de Noc Community College has articulation agreements with a number of Michigan colleges and universities. These agreements guarantee the transferability of equivalent courses within the curriculum. Students following those prescribed courses and programs provided for in the articulation agreements are assured of maximum transferability of earned credits

The college intends that graduates in transfer programs will be prepared to perform at a level equal to or better than students who spent their first two years at the transfer college.

The college will, upon recommendation from the institution to which the student transferred, permit the student to retake any course or courses in areas deemed deficient provided that a grade of "C" or better was awarded to the student while enrolled in the course or courses at Bay College. This retake at Bay College shall result in no tuition charges for the student.

The college recognizes that unused knowledge and skills decay rapidly; therefore, any requests for remediation must be made within one year of graduation.

Board adopted: July 11, 1990



Admissions

STUDENT CHECKLIST

Find out about Bay College

Explore the opportunities for study at Bay College—review the Bay College catalog or log onto www.baycollege.edu, or call the Admissions Office at (906) 789-6900. Contact the Admissions Office to schedule a tour.

Complete the Application for Admission

Obtain a printed version of the application from the Student Center at the Escanaba campus or the West Campus in Iron Mountain. Students can also apply on-line at www.baycollege.edu. Request your high school transcript or GED scores, ACT or Compass scores, AP scores and college transcripts, if applicable, be sent to the Admissions Office. Provide proof of residency to the Admissions Office. If you are interested in residing on campus, request a campus housing application.

Apply for the financial assistance you need

To be considered for financial assistance, complete and submit your Free Application for Federal Student Aid (FAFSA). To submit on-line, log onto www.fafsa.ed.gov. Or, stop by the Financial Aid Office located in the Student Center at the Escanaba campus or the West Campus in Iron Mountain to obtain a printed version. Scholarship applications for returning students are also available from the Financial Aid Office at the Escanaba campus. Students who are eligible for freshmen scholarships will be notified after March 1 of each year of their award.

Complete placement testing and attend orientation

Testing is available Monday through Saturday for those students who must complete placement testing. Please see the application procedures for new students for specific information.

Upon admittance to Bay College, you will receive information about upcoming orientation and registration sessions for new students. At that time, you will meet with an advisor who will help you select your courses, and you'll be able to register for classes.

Register and pay for classes

Register early for best selection and pay according to the dates published in the schedule of classes.

Register and pay at orientation and registration.

Students can pay by check, credit card or through the tuition payment plan. You can sign up for the Facts Management Tuition Payment Program by logging onto the Bay College website at www.baycollege.edu, and click on the E-cashier logo.

Students will be notified when they can purchase their books.

Reach for success

Visit the Learning Resources Center, the Student Support Services Center, and the Student Computing Center.

Find out about tutoring services and services for students with disabilities—just stop by the Learning Resources Center, or call (906) 786-5802, ext. 1228.

Visit with your academic advisor often throughout the semester.

Undecided about which program to study? Stop by the receptionist desk in the Student Center to make an appointment to take a career test.

Engage in campus life

Take up the challenge to make the most of your Bay College experience. To find out more about campus activities, organizations, and programs, call (906) 786-5802, ext. 1259.

Develop your leadership skills by getting involved in Student Government or any one of our many campus clubs and organizations.

Check out the programming available through the campus-based YMCA.

ADMISSION REQUIREMENTS

Any student who has graduated from high school, or is 18 years of age, is eligible for admission to Bay de Noc Community College. Admission to Bay de Noc Community College does not ensure placement in all courses or program areas. Many courses have prerequisites, some programs have additional admission requirements. Students who do not meet the admission criteria may apply for special admission.

All applications should be mailed to:

Admissions Office, Bay de Noc Community College, 2001 North Lincoln Road, Escanaba, MI 49829

APPLICATION PROCEDURES FOR NEW STUDENTS

1. Complete the college application form.
2. Send a high school transcript to Bay College Admissions Office
3. Send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.
4. All students are required to provide proof of basic skill proficiencies. Acceptable ways of demonstrating basic skill proficiencies would include:
 - A.C.T. test results.
 - Transfer credit in English and mathematics ("C" grade or better) from another college or university for credit evaluation. Official transcripts must be sent to the Admissions Office. An application must be on file for a credit evaluation to be completed.
 - Schedule an appointment to take the COMPASS Placement Test. Contact the Admissions Office for COMPASS testing information.
5. Applicants to the practical or associate degree nursing program must complete additional forms and meet specific additional entrance requirements. Application packets may be obtained from the Admissions Office, the Nursing Office, or the West Campus.

EXEMPTIONS TO ASSESSMENT TESTING

The following students may be exempt from the COMPASS Placement Test:

1. Students who have A.C.T. or ASSET scores on file at Bay College.
2. Guest students from other colleges.
3. Students who have already earned a minimum of an Associate Degree.
4. Students who have on file at Bay College proof of 15 or more transfer credit hour hours that include English and math credits, and a 2.0 or higher G.P.A.
5. Non-Degree seeking students, not taking math or English.

Students must provide documentation to the Admissions Office to qualify for any of these exemptions.

APPLICATION PROCEDURES FOR FORMER STUDENTS

1. Students who have not attended classes within the past five years must re-apply for admission by submitting a completed application to the Admissions Office.

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

1. All International students should contact the Vice President for Student Services Office for specific application procedures.

ADMISSION PROCEDURES FOR TRANSFER STUDENTS

It is the policy of the Bay de Noc Community College Board of Trustees to award transfer credit for work successfully completed at other regionally accredited institutions. Not more than 45 semester hours of credit from other institutions can apply toward a degree granted by Bay de Noc Community College. A minimum of 17 hours must be completed at Bay de Noc Community College to earn a degree with hours transferred from other colleges. Grade point averages do not transfer and are not computed in Bay de Noc Community College's G.P.A. All credits transfer when a passing grade is earned with the exception of a "D" grade. A grade of "D" will transfer if the overall transfer G.P.A. is 2.0 or higher.

In addition to completing all other admissions procedures, transfer students must request that transcripts from all colleges or universities previously attended be sent to Bay de Noc Community College.

APPLICATION PROCEDURES FOR MICHIGAN GUEST STUDENTS

1. Secure a Guest Application from the institution where you are currently enrolled.
2. Application must be signed by the registrar or designated officer at the issuing institution.
3. The application should be sent to Bay de Noc Community College's Admissions Office.
4. Send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.
5. Students should consult with their university regarding course transfer prior to enrolling as a guest student at Bay College.

APPLICATION PROCEDURES FOR HIGH SCHOOL STUDENTS-DUAL ENROLLMENT

Bay de Noc Community College will accept high school juniors and seniors who have a 3.00 G.P.A., completed the admissions procedures, and have the written approval of the high school principal or counselor. High school students can take up to two courses per semester. Students should contact his/her high school principal or counselor for specific information. Students must also send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.

ADMISSIONS PROCEDURES FOR NONPUBLIC HOME SCHOOL STUDENTS-DUAL ENROLLMENT

The Nonpublic Home School Program is designed for students who are at least 16 years old and attend a nonpublic home school. This program is provided to supplement the student's educational plan and to afford educational enrichment in courses and academic areas not available in the student's home school setting.

APPLICATION PROCEDURES FOR NONPUBLIC HOME SCHOOL STUDENTS-DUAL ENROLLMENT

1. Applicants 16 and 17 years of age must complete a Bay College Admissions Application.
2. Written consent from the student's parent/guardian and approval from the home school provider is required.
3. Applicants must provide the college with a copy of their home school transcript.
4. Applicants must meet with a counselor to discuss the student's educational plan each semester.
5. All students must comply with basic skills assessment and any additional approvals or prerequisites established by the department for the course(s) in which the student wishes to enroll.
6. Applicants must mail or bring the completed application to the Bay College Admissions Office prior to enrolling in classes.
7. Send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.

APPLICATION PROCEDURES FOR NON-PUBLIC HOME SCHOOL GRADUATES

1. Complete the Bay College Admissions Application.
2. If the graduate is under 18 years of age, he/she must have a composite ACT score of 18
3. Have transcripts sent to the Admissions Office.
4. Send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.

NEW STUDENT ORIENTATION/REGISTRATION

Information about campus procedures and college services are explained during the New Student Orientation/Registration program. Students are assisted by academic advisors with selection of courses for their program. Students will then register for courses. New students have found the orientation/registration program to be vital to their successes at Bay de Noc Community College. Orientation/Registration dates and time are by invitation only.

RESIDENCY POLICY AND GUIDELINES

Educational costs at Bay College are shared by students, the taxpayers of Delta County, and the State of Michigan. Property taxes paid by residents of Delta County supplement student tuition and state aid for in-district status students; therefore, the tuition charged legal residents of Delta County is the lowest and students who are classified as out-of-state residents are charged the highest tuition.

A student's residency classification is established when admitted to Bay College and may only be changed as detailed below. The College defines the legal residence (domicile) of the student as the place where his/her home is maintained.

1. Residency Classifications: A person will pay course tuition according to one of the following classifications of legal residence:
 - a. In-District – Legal resident* of Delta County
 - b. Out-of-District – Legal resident of Michigan outside Delta County
Reciprocal County – Students residing in the following Wisconsin counties:
Ashland, Barron, Bayfield, Brown, Burnette, Door, Douglas, Florence,
Forest, Iron, Kewaunee, Langlade, Lincoln, Marinette, Oconto, Oneida,
Polk, Rusk, Sawyer, Vilas, and Washburn
Students in reciprocal counties pay Out-of-District tuition rates.
 - c. Out-of-State – International students and all others not classified within a or b above.

* A legal resident is one whose permanent, primary residence is where he or she intends to return whenever absent from college. A student who moves to Delta County, but whose parents live outside of Delta County and claim the student as a dependent according to IRS standards, cannot become a resident for tuition purposes. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.
2. In-District Criteria: For tuition purposes, an in-district student is an American citizen or permanent resident who can provide legal proof of residence within Delta County for at least six consecutive months immediately preceding the first day of the semester in which the person plans to enroll.
3. Proof of In-District Residence: All students are subject to a check of their residency status at the time of admission and registration. Students furnishing false information will be subject to disciplinary action. The following are types of documents which are considered in determining proof of in-district legal residency:
 - a. A current/valid Michigan driver's license, Michigan Secretary of State I.D. card, or valid Michigan motor vehicle registration in the student's name indicating a permanent address within Delta County.
 - b. A property tax receipt from Delta County.
 - c. A current voter registration card indicating an in-district address.
 - d. Verifiable rent receipts. If rent receipts are not available, a notarized letter from the landlord will be accepted.
Verifiable rent receipts must contain all of the following information:
 - i. The address of the property being rented.
 - ii. The dates of each payment.
 - iii. Signature, address, and phone number of the landlord.
 - e. Other legal documents such as court-issued guardianship papers.

4. Change of Residence Status: Changes in residency status can only be made by completing a Change of Status form and providing supporting documentation. Change of Status forms can be obtained from the Student Services Office on campus or the receptionist at the Bay College West Campus. Any adjustments made in tuition due to a change in residency status shall not be retroactive nor changed within a semester. Please refer to the Residency Definitions and Policies when requesting a residency change.

Note: Guest students from other colleges and international students on a student, working, or visitor visa should not expect to have their residency status changed while attending Bay College, as the definition of legal resident in No. 1 above has not been met.

Residency Audit: Bay College will perform annual verification of residency information. Students who have misrepresented information or have falsified documents may have to repay tuition, verify back records, or may be subject to disciplinary action. If a student has mail returned to the College, a hold code will be placed on his/her records and the student must verify his/her residency at the Records Office.

RESIDENCY DEFINITIONS AND POLICIES

1. Those students who reside with at least one parent who is a Delta County or Michigan resident, and that parent is the student's sole support, will be classified as a Delta County or Michigan resident respectively. (A student who is not a dependent as determined by IRS, will be required to obtain a letter stating the parent they are living with is their sole support.)
2. Those students who have moved to Delta County or Michigan for the primary purpose of employment and are employed in a full-time job, will be classified as Delta County or Michigan residents, but will be limited to 8 credit hours for the fall or winter and 4 credit hours for the spring or summer. Once they have resided in Delta County or Michigan for six months, they will be classified as a Delta County or Michigan resident and are eligible to take the number of credit hours they desire.
3. Students who are dependents (spouse and children) of individuals who have moved to Delta County or Michigan, are immediately classified as Delta County or Michigan residents and are eligible to enroll as full-time students.
4. A student who marries a Delta County or Michigan resident and resides in Delta County or Michigan after marriage, are classified as Delta County or Michigan residents.
5. Any student who was classified as a Delta County or Michigan resident when beginning their course of study at Bay College and do not have a break in their enrollment (other than spring/summer) and whose parents move prior to the student's program completion, will remain Delta County or In-State residents respectively.
6. Non-Delta or Non-Michigan residents who reside with a legal guardian, as defined by law, are classified as the residency of their legal guardian.
7. A student who is independent (not being claimed on another individual's income tax), is self-supporting, and has resided in Delta County or Michigan for six months prior to the start of the semester, will be classified as Delta County or Michigan residents. (A student wishing to make a residency change based on this criteria will need to complete and submit the requested paperwork.)
8. Students residing in Wisconsin reciprocal counties will be classified as In-State, Out-of-County residents. The reciprocal counties are: Ashland, Barron, Bayfield, Brown, Burnette, Door, Douglas, Florence, Forest, Iron, Kewaunee, Langlade, Lincoln, Marinette, Oconto, Oneida, Polk, Rusk, Sawyer, Shawano, Vilas, Washburn.
9. A student who is currently in the military or who was recently discharged, will be classified by his/her current residence.



Financial Aid and Scholarships

FINANCIAL AID OFFICE

Location: Student Center, Room 506
Office Hours: Monday-Friday; 8 a.m. – 4:30 p.m.
Telephone: 800-221-2001 or (906) 786-5802, Ext. 1215, 1141, 1177

The Financial Aid Office at Bay de Noc Community College is committed to providing you with the information and help you may need to secure funding for your educational expenses.

ELIGIBILITY

To be eligible for Federal and State of Michigan programs you must:

1. Be a U.S. citizen or eligible non-citizen with a valid social security number.
2. Have a high school diploma or GED certificate, or have completed home schooling.
3. Not be in default on a federal student loan or owe a refund on a federal student grant.
4. Make satisfactory academic progress toward your degree or certificate.
5. Not have been convicted of possessing or selling illegal drugs.
6. If you are a male and over the age of 18, be registered with the Selective Service.
7. Have been a continuous resident of Michigan for 12 months to be considered for State of Michigan programs.

APPLYING FOR AID

If order to obtain financial aid you must:

1. Complete the application for Admission and Scholarships. To receive priority for scholarship consideration you should apply by February 15. The next priority date is April 1.
2. Complete the Free Application for Federal Student Aid (FAFSA). You are encouraged to apply by March 1 of the award year to receive full consideration for all types of aid.
3. List Bay de Noc Community College as a college eligible to receive your FAFSA information.
4. Respond promptly to any requests from our office, the Financial Aid Office, for additional information.
5. Enroll in classes at Bay College. If you enroll in classes at both Bay and another college (concurrent enrollment) you must contact our office for information in regard to the processing of your financial aid.
6. Reapply for financial aid every year.

ENROLLMENT STATUS

Your enrollment status directly affects the amount of most federal and state financial aid you are eligible to receive. All initial awards are offered based on the assumption that you will enroll full time. Below is a chart of the enrollment status requirements:

Full time.....	12 or more semester credits
Three-Quarter time.....	9-11 semester credits
Half time.....	6-8 semester credits
One-Quarter time.....	5 or less semester credits

If you enroll for less than full time you may see a reduction to your award(s). You must enroll for at least six credits to receive either work-study or a student loan. Students who are interested in enrolling full time for either the spring or summer sessions must enroll in 6 credits in the spring, or 6 credits in the summer, or a total of twelve credits for both spring and summer.

TYPES OF FINANCIAL AID

1. Grants and scholarships that you do not need to repay.
2. Low interest loans that you will need to repay.
3. Student employment called “work-study” where you earn the monies through part time employment opportunities.

FEDERAL AND STATE GRANTS AND SCHOLARSHIPS

Federal Pell Grant (PELL):

This federal program provides grant money to students who demonstrate high financial need. To apply, you must complete a Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG):

This federal program offers grant money to students who demonstrate high financial need. At Bay College, the grant is offered as a supplement to the Federal Pell Grant. The average award at Bay College is \$100 per semester. To apply, you must complete a Free Application for Federal Student Aid (FAFSA).

Michigan Educational Opportunity Grant (MEOG):

This state program provides grant assistance to students who show financial need. The average award to students at Bay College is \$100 per semester. To apply, you must complete a Free Application for Federal Student Aid (FAFSA). You must be enrolled for at least half time (minimum of 6 semester credit hours) to receive funds from this program.

Michigan Adult Part Time Grant (MAPTG):

This state program provides grant assistance to independent students who exhibit financial need and are taking between 3 and 11 credit hours. The average award for students at Bay College is \$300 per semester. To apply you must complete a Free Application for Federal Student Aid (FAFSA).

Michigan Competitive Scholarship:

This state program is awarded to students who demonstrate both financial need and academic potential, as determined by the ACT test. You should take the ACT test during your junior or early in your senior year in high school. To apply you must complete a Free Application for Federal Student Aid (FAFSA). You must be enrolled for at least half time (minimum of 6 semester credit hours) to receive funds from this program.

Michigan Merit Award:

Funds from this program are awarded to Michigan students who successfully complete the Michigan Educational Assessment Program (MEAP) High School Tests (HST) prior to high school graduation. If you are eligible, you will receive notification from the State during or after your senior year of high school. You will need to complete and return the Michigan Merit Award Certification Form by the date indicated. You may submit the form to the State by mail, fax or Internet (www.MeritAward.state.mi.us). You will need to use your Personal Identification Number (PIN) shown at the bottom of your notification letter to submit the information electronically.

Michigan Nursing Scholarship:

This state program is a non-need based award available to Michigan residents enrolled at least half time in a program leading to a Licensed Practical Nurse (LPN) certification, Associate Degree in Nursing (ADN), or Bachelor of Science in Nursing (BSN). The maximum scholarship award is \$4000 per academic year for full time enrollment, but cannot exceed the cost of attendance minus any other grants or scholarships you may receive. If you enroll less than full time you will receive a prorated award. If you receive this scholarship, you must agree to work as a direct care nurse in Michigan for one year for each full year of assistance that you receive. If you fail to fulfill your work commitment, the scholarship becomes a loan that must be repaid. You must complete a Free Application for Federal Student Aid (FAFSA) to begin the application process.

Michigan Indian Tuition Waiver:

To be eligible for the Michigan Indian Tuition Waiver (PA505), you must have a high school diploma or GED equivalent and be one-fourth Native American. You must obtain blood quantum certification from your tribal certifier. The Tuition Waiver pays for tuition only and is good throughout the duration of your academic career. You should contact the Financial Aid Office for application information.

Michigan Tuition Incentive Program (TIP):

The Tuition Incentive Program was established as a high school completion program. It pays for the first two years of college and beyond for students who graduate from high school or complete their GED, and are identified as Medicaid eligible by the Family Independence Agency (FIA). Benefits may be used at any participating Michigan Institution.

If you are determined to be eligible for this program you will receive a certification form from the State of Michigan. You must complete the certification form and return it to the State before graduating from high school or completing a GED. You must be less than 20 years of age at the time that you graduate from high school or receive your GED.

The State will also send you a verification letter that you must submit to the Financial Aid Office, along with a copy of your birth certificate or driver's license to initiate benefits. You must initiate benefits for enrollment within four years of high school graduation or GED completion. You must be enrolled for at least half time (minimum of 6 semester credit hours) to receive funds from this program.

INSTITUTIONAL SCHOLARSHIPS

The scholarship program at Bay de Noc Community College is supported by contributions from organizations and individuals in the community. Awards are made by an independent scholarship committee and are based primarily on academic performance and other criteria identified by the donor(s). Student names are omitted during the selection process to ensure that awards are based solely upon the qualifications of the applicant.

If you are an incoming freshman and wish to be considered for a scholarship you must complete the Application for Admission and Scholarships and be accepted for admission. February 15 is the first priority deadline for award consideration. The next priority date is April 1. Periodic awards are made after those dates. You can obtain an application from the Admissions Office, Financial Aid Office, and receptionist in Student Services, the West Campus, and the area high schools.

If you are currently enrolled or a returning student you must complete the Scholarship Application for Returning and Sophomore Students. The deadline to submit this application is May 1. You may pick up an application in the Financial Aid Office, Admissions Office, or Institutional Advancement Office.

You must be enrolled for a minimum of 8 credit hours and maintain a minimum 2.5 grade point average (GPA) to receive scholarship funds.

VETERANS BENEFITS

If you qualify for Veteran's Benefits the Director of Financial Aid is available to help you complete the application for educational benefits and to certify your enrollment. If you are a veteran who is disabled from a service-connected injury you can receive information on how to apply for VA Vocational Rehabilitation benefits through the Financial Aid Office. Benefits are also available if you are an eligible dependent of a veteran who is deceased or totally disabled because of service-connected causes.

LOANS

A Federal Stafford loan allows you to borrow for educational expenses from a lending institution. Loan applications are available in the Financial Aid Office. The interest rate is variable with a cap at 8.25%. You will be charged an origination fee of 2%-3% by the lender/servicer of your loan. A subsidized loan is awarded on the basis of financial need and the interest is paid by the federal government during the period you are enrolled in school for at least half-time enrollment. An unsubsidized loan is not awarded on the basis of financial need, however the student is responsible for paying the interest that accrues. You must be enrolled in at least six semester credits and must complete the Free Application for Federal Student Aid (FAFSA) to be considered for a student loan.

If you are a first-time student, Bay College discourages you from applying for a loan until after the completion of 12 credit hours. If you are in the General Applied Science-Nursing and ADN-Interest programs you must be accepted into the Nursing program before you apply for a loan. Exceptions may be made if you have no other form of financial aid.

WORK-STUDY EMPLOYMENT

Employment opportunities on campus are offered through the Federal Work-Study or Michigan Work-Study Program. Off campus employment with local nonprofit, governmental, and community-based organizations is available using Federal Work-Study Community Service funds. You must complete a Free Application for Federal Student Aid (FAFSA) and exhibit financial need to be evaluated for a work-study position. Your award reflects the maximum amount that you may earn under the work-study program. The actual amount of your earnings will depend on the number of hours you work and your rate of pay.

DISBURSEMENT OF FINANCIAL AID

1. If you are eligible for some type of financial aid other than loans, the Financial Aid Office will mail you an award letter stating your financial aid package for the academic year.
2. If you have financial aid you will see an "Estimated Financial Aid" amount on your statement after your register for classes. The estimated amount is based on full time enrollment. If you register for less than 12 credits you must see the Financial Aid Office to have your financial aid adjusted on your statement.
3. Your statement will show your total cost of tuition and fees minus the amount of financial aid available. If you have expenses that are greater than the aid you received, you will have an amount due at the bottom of your statement. You will have to pay the amount due, in addition to expenses such as books, supplies and/or housing. The statement indicates the date that the amount you owe is due.
4. If your financial aid exceeds your total expenses you will see "CR" after the total due figure. This means that you have a credit balance and can charge your books, supplies, and/or housing expenses up to the credit amount. Take your statement to the bookstore to charge your books and supplies.
5. If you have financial aid left after you charge tuition, fees, books, supplies, and/or housing, you will receive a refund check through the mail. Checks are mailed approximately six to eight weeks after the semester begins.
6. Spring/Summer sessions are combined and treated as one semester for financial aid purposes.

WITHDRAWALS

If you withdraw from school during the semester, the law requires us to determine the amount of the federal financial aid (grants or loans) that you have earned. If you received more aid than you earned, the excess funds must be returned. The amount of aid that you have earned is based on the amount of time that you spent in academic attendance; it has no relationship to the institutional charges that you may have incurred. For example, if you completed 30 percent of the semester, you earned 30 percent of the aid you were offered. Once you have completed 60 percent of the semester, or approximately 69 days of attendance, you are considered as having earned all of your financial aid.

The Financial Aid Office will calculate the return of funds and notify you of the amount of aid that you are now eligible to receive. We will tell you what arrangements you must make to repay any funds that you are no longer eligible to receive. If you withdraw from classes after you are mailed an excess cash check, you may need to return some of those funds.

If you have borrowed any loan funds they must be repaid in accordance with the terms of your promissory note. That is, you make scheduled payments over a period of time to the holder of the loan.

SATISFACTORY ACADEMIC PROGRESS POLICY

As a financial aid recipient you must make satisfactory academic progress toward completion of a certificate or degree program in order to continue to be eligible for financial aid. You must be following the degree plan listed in the catalog. If you are receiving Veteran's benefits, the Veteran's Administration also requires you to be making satisfactory academic progress.

During the fall, winter, spring/summer sessions you must meet the following standards:

1. If you are a full time (12 or more credit hours) student you must successfully complete a minimum of eight credit hours each semester, and must attain a 2.0 or better semester grade point average.
2. If you register as a part time (6-11 credit hours) student you must successfully complete at least six credit hours each semester with a 2.00 or better semester grade point average.
3. If you register for less than half time (5 or less credit hours) you must successfully complete all credits with a 2.00 or better semester grade point average.
4. A grade of "I" does not count as successful completion. This will adversely affect your satisfactory academic progress.
5. Spring/summer sessions are combined and treated as one semester for satisfactory academic progress purposes.

Maximum Timeframe Requirement

1. If you are pursuing an associate degree, the maximum number of credit hours attempted may not exceed 93 (or 150% of the minimum number of credit hours required to complete an associate degree).
2. If you are pursuing a certificate program, the maximum number of credit hours attempted may not exceed 48 (or 150% of the minimum number of credit hours required to complete a certificate).
3. Your aid will be terminated upon reaching the maximum credit hours allowed unless an appeal is granted.
4. If you return to complete an additional associate degree you can apply for federal aid.

Failure to Meet Satisfactory Academic Progress Standards

If you fail to meet the standards as outlined, you will be placed on Financial Aid Probation. When you are on probation and/or do not have a grade point average consistent with graduation requirements you are not eligible to receive Federal Family Education Loans. If you fail to meet the same standards the following semester, you will be placed on Financial Aid Suspension and will not be eligible to receive financial aid benefits.

To Reestablish Financial Aid Eligibility

If you wish to be removed from Financial Aid Suspension you must complete, at your own expense, at least eight credit hours of course work with a semester grade point average of at least 2.00. Once you have accomplished this, you will be placed back on Financial Aid Probation and will again be eligible to receive financial aid benefits.

Right to Appeal

If your unsatisfactory progress was due to extenuating circumstances, you may appeal your Financial Aid Suspension. You must submit a letter to the Director of Financial Aid stating the reason for your unsatisfactory progress and in what way the situation has now been rectified, attaching any appropriate documentation to your letter.

Student Records and Registration

CALENDAR

Bay de Noc Community College operates a semester calendar. There are two 16-week semesters, starting in mid-August and early-January. Additionally, there are two six-week sessions offered during the spring and summer, which begin respectively in May and July.

2004-2005 College Calendar

Approved by the Board of Trustees. Dates are subject to change. Please check the current semester schedule booklet.

Fall 2004 Semester

On-Campus Final Registration	August 13
West Campus Final Registration	August 17
Classes Begin	August 23
Final Day to Add Classes	August 27
Final Day for a Refund	September 3
Labor Day Recess-No Classes	September 6-7
Final Day for Automatic "W"	September 17
Thanksgiving Recess	November 24-27
Final Day to Withdraw	December 10

Winter 2005 Semester

On-Campus Final Registration	January 4
West Campus Final Registration	January 5
Classes Begin	January 10
Final Day to Add Classes	January 14
Final Day for a Refund	January 21
Final Day for Automatic "W"	February 4
Spring Break	March 7-11
Final Day to Withdraw	April 29
Graduation	May 7

Spring 2005 Session

On-Campus Final Registration	May 6
West Campus Final Registration	May 5
Classes Begin	May 16
Final Day for a Refund	May 19
Memorial Day Holiday	May 30

Summer 2005 Session

On-Campus Final Registration	June 24
West Campus Final Registration	June 23
Classes Begin	July 5
Final Day for a Refund	July 8
Independence Day Holiday	July 4

Note: Dates are subject to change. Please check the current semester schedule booklet.

GRADUATION REQUIREMENTS

1. A student must attain a 2.00 grade point average to be eligible for graduation.
2. A student must complete all degree or certificate requirements.
3. To be eligible for a second degree, a student must complete 15 additional credit hours beyond the first degree, as well as the degree requirements.
4. Any student, who wishes to complete two majors or one certificate and one degree, is required to change his/her respective major/degree codes after completing the first certificate or degree.
5. Any student who drops out of school prior to earning her/his degree or certificate and does not return to Bay for more than a year, is required to complete the degree requirements as listed in the current catalog.
6. Students changing majors are required to complete the degree requirements as listed in the current catalog or addendum.
7. Certificates and/or Diplomas are mailed directly to the graduate.

Graduation (commencement) ceremonies for students completing certificate programs or associate degrees are held once a year on Saturday at the end of the winter semester. Participation in the graduation ceremonies is strongly encouraged, but not required. Candidates for graduation will receive information on commencement.

APPLYING FOR GRADUATION

One semester before you anticipate completing the requirements for your degree or certificate program, fill out an Application for Graduation. A formal audit of the student's transcript will be performed by the Vice President for Student Services. Students will be informed in writing if all requirements have been met for graduation or if there are additional courses that must be completed. This form is available in the Records Office and at the receptionist's desk in the Student Center on the Escanaba campus and at the West Campus in Iron Mountain. Students will be assessed a \$25.00 processing fee when the application is completed.

CATALOG OF RECORD

When students enroll for academic credit at Bay College, their graduation requirements are governed by the catalog in effect at the time of their enrollment. This changes:

1. If a student is not enrolled for two or more consecutive semesters (excluding spring and summer), or
2. The catalog is revised and a student wishes to follow the newer catalog.
3. If a student changes their program of study, the student will be governed by the catalog in effect when he/she makes the change.

When a student chooses not to enroll for two or more consecutive semesters (excluding spring and summer), the student will be governed by the catalog in effect when he or she re-enrolls.

HONORS

Honors are awarded to students who achieve a 3.5 or better grade point average in any given semester while earning 12 or more credit hours. Students earning a 3.5 or better average are automatically named to the Student Honor Council. Students who graduate with a 3.5 or better grade point average will be considered to have graduated with honors.

GRADING POLICIES AND PROCEDURES

For each grade a student receives, a certain number of honor points are earned. The higher the grade, the more honor points are earned.

<u>Grade</u>	<u>Honor Points Per Semester Hour</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
I-Incomplete	0.0
W-Withdrawal	0.0
AU-Audit	0.0
P-Pass	0.0
PM-Prerequisite Met	0.0
AP-Advanced Placement	0.0
AS-Advanced Standing	0.0
TR-Transfer Credit	0.0
NG-No grade	0.0

A student can compute her/his grade point average by using the following example:

<u>Classes</u>	<u>Semester Credit Hours</u>	<u>Grade</u>	<u>Honor Points</u>
Rhetoric and Composition	4	A-	14.8
American Government	4	B	12.0
College Algebra	4	C+	9.2
Biology	4	C	8.0
Totals	16		44.0

Divide the total grade points (44) by the total semester hours attempted (16). In this example, the GPA would be 2.75. Grades of “W”, “I”, “AU”, “P”, “PM”, “AP”, “AS”, “TR”, and “NG” are recorded on the transcript but are not used for the calculation of the grade point average. The grade of “F” is included in computing the grade point average. A student must accumulate a 2.00 GPA to receive a certificate or associate degree. Grades are available at the end of each semester on the website at (www.baycollege.edu). Click on “Campus Web.”

ATTENDANCE

A student is expected to attend all sessions of each course in which he or she is enrolled. Failure to do so may result in academic penalty. Absence in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor in charge. Several government agencies require the college to report excessive absences.

CLASSIFICATION

Students who have earned 1-24 hours of credit are classified as Freshman. Students who have earned 25 hours or more of credit are classified as Sophomores.

COURSE LOAD

Often there is a conflict between the number of hours that students are employed and the maintenance of satisfactory course grades. Carrying an average load of 12 to 17 semester hours is a full-time effort involving about 50 clock hours of class study time each week. Students who are employed should recognize that adjustments may be necessary in their class load. For guidance, the following recommendations are presented in terms of class loads and employment hours.

Class load(Credit hours)	Employment(Hours Per Week)
15-16	15 or less
12	24 or less
9	32 or less
7	40 or less

If a student elects more than 19 hours of credit, he/she is urged to consult with an counselor prior to registration and must obtain permission from the Vice President for Student Services.

AUDITING A CLASS

A student may sign up to audit a course at the time of registration. A student who wishes to change a course from a credit to an audit may do so during the first four (4) weeks of each semester. The appropriate form may be obtained at the Student Records Office located in the Student Center. Students will be charged full tuition for an audited class. Students receiving financial aid are not eligible to audit a class.

PASS GRADE

The (P) pass grade is used in nursing clinical classes, physical education, and workshop courses.

REPEATING A CLASS

A student may repeat any class that (s)he previously completed; however, the student must register for and pay tuition for the class. The original grade will remain on the transcript. The most recent grade will also be recorded on the transcript and will replace the first grade in the calculation of the grade point average. Please note: Grades of "W", "I", or "AU" will not replace the previous grade.

RECORD SUSPENSION (HOLD)

Bay College may place a "hold" on a student's record for a variety of reasons. A "hold" indicates that records cannot be released or a registration cannot be processed. Reasons for a "hold" include:

Financial

A "hold" may be placed at the request of the Bay College Business Office against the enrollment of a student or the release of official transcripts when he/she has failed to discharge his/her financial obligations to the college.

Library Resources

A "hold" may be placed by the library against the enrollment of a student who has failed to return a library resource or who has failed to pay fines or charges owed to the library.

Academic

A "hold" may be placed at the request of the Vice President for Student Services against the enrollment of a student for failure to maintain the standards outlined in the standards of academic progress.

Pass

A "hold" will be placed on all students who are in the PASS program (Program Aimed at Student Success). PASS students must visit with their advisor each semester and obtain their signature prior to registering for courses. Students must bring their signed registration form to the Records Office for registration.

ACADEMIC FORGIVENESS POLICY

A student who has changed programs or taken courses not required for her/his academic program will be given the opportunity to have up to 12 credit hours of failing grades, (F), removed from the computation of her/his grade point average. The deletion of such grades from the grade point average does not alter general or specific program requirements for graduation. The intent of this procedure is not to lower academic standards, but rather to relieve those students who have changed programs or who have taken courses not required for their programs from the academic burden of having to repeat classes that are not part of their new program.

1. A student must be currently enrolled.
2. The student should file petitions for removal of failing grades with the Student Records Office located in the Student Center.
3. Only Bay de Noc Community College credits and grades may be deleted in computing the student's adjusted academic totals. These courses will remain on the transcript, but not count in the grade point average.
4. All actions taken to remove credits and grades from the grade point average are final.
5. Other colleges and universities may not honor this policy.



ADVANCED PLACEMENT PROGRAM

College course credit will be granted to students who participate in the Advanced Placement (AP) Program at their area high school and pass the Advanced Placement examinations with an appropriate score. Only those AP courses approved by Bay College faculty will transfer in as Bay College credit. Advanced Placement exam scores must be sent directly to the Vice President for Student Services.

CREDIT BY EXAMINATION

Bay de Noc Community College recognizes the fact that some students entering the College have attained an advanced level of achievement. Therefore, the College offers Departmental Examinations as a method of earning credit by examination. Departmental Examinations are offered in a number of courses which lend themselves to written examination. Upon passing a Departmental Examination with a "C" or better, the student will earn academic credit. The credit by exam program is not intended for students wanting independent study, or for students who enroll in a course and prior to completing the course decide that they are proficient in the subject area. A list of courses approved for credit by examination and the credit by examination application procedures are available from the Student Services Department located in the Student Center. Students must be aware that other colleges may not transfer credit for courses taken through Credit by Examination.

MILITARY TRAINING CREDIT

All veterans having a certified DD Form 214 on file in the Admissions Office will automatically be given credit for two semester hours of physical education. Veterans who feel that other training received in the military is applicable to their program of study may request that such training be evaluated for credit. The veteran must produce proper documentation that will be evaluated by the Transfer Coordinator based on the American Council on Education credit recommendations. Veterans planning to transfer from Bay College to another institution should be aware that the institution will not necessarily accept the credit for military training given by the College, but will usually wish to re-evaluate the training documentation.

COOPERATIVE EDUCATION/ INTERNSHIP

Cooperative Education/Internship is a program which incorporates actual work experience into planned college curriculum. After successful completion of the basic courses, usually following the freshman year, students may elect a cooperative education/internship. This course allows the student to be placed in an approved training station, earn credits for satisfactory work performance, and usually earn wages for hours of work. Students are placed into positions which are compatible with their career objectives, geographic preference, and qualifications. To participate in this program, students must be qualified and receive approval from their respective department and from the appropriate instructional Dean prior to the semester that co-op work experience is desired.

A student must work a minimum of 40 clock hours for every one credit hour of co-op training (minimum of 40 hours) and any additional hours of service are included and accredited part of the cooperative education program. A student performing services on the condition that they remain a student at Bay de Noc Community College.

The amount of credit that may be approved ranges from a minimum of 1 to a maximum of 8 credit hours. For each credit hour, the student must complete no less than 40 contact hours of approval work experience. Students must be currently enrolled at Bay College during all periods of their cooperative work experience.

SCHEDULE CHANGES: (Fall/Winter Semesters)

During the first week of the semester a student can drop or add a class by using the web/phone registration systems or by visiting the Records Office. Students should follow the directions for making a schedule change as printed in the class schedule booklet for each semester.

CREDIT HOUR LIMIT

Students enrolling for more than 19 credit hours for the fall or winter semester, or more than eight credit hours for the spring or summer sessions, must receive permission from the Vice President for Student Services.

GRADE OF INCOMPLETE

The "I" grade applies to work of acceptable quality when the full amount is not completed because of reasons acceptable to the instructor, such as illness. When an "I" grade is given by an instructor, an appropriate form will be completed by the instructor indicating what the student needs to do to complete the course and receive a grade. If the work is not completed within one year, the grade remains an "I". Students do not retake the class to make up the incomplete. If the student wishes to retake the class for a grade, he/she must register and pay the tuition. In this case, the first grade of "I" will remain the same because the class is being repeated rather than the incomplete being completed.

WITHDRAWALS

A student may withdraw from a class within the first two weeks of each regular semester without a grade. During the third and fourth weeks he/she may withdraw with an automatic grade of "W". After the fourth week, a student may withdraw from a course if there are extenuating circumstances. A grade of W for withdrawal or F for failure will be determined by the instructor at the time of the withdrawal.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Students should refer to the course equivalency handbook to check how a specific course transfers to any of the four-year institutions in Michigan. The handbook is on file in the Student Services Department, the Career Resources Room, the West Campus, or with your faculty advisor.

ENROLLMENT VERIFICATIONS

Students who must obtain enrollment verification for insurance purposes or student loan information may do so via phone at 703-742-4200 or on line with the National Student Clearinghouse, www.studentclearinghouse.org. Students can download or print this information and forward it to any third party that needs it. This service is available 24 hours a day, 7 days a week. There is no cost to students or their parents for this service.

DEGREE VERIFICATIONS

The National Student Clearinghouse is our authorized agent for providing degree verifications. Please contact them at www.studentclearinghouse.org, or by phone, 703-742-4200. Faxed requests will also be accepted at 703-742-4239.

WAIVER/SUBSTITUTION POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to allow a waiver of courses required for an associate degree or certificate when the student has previously had a course of similar content, or when conflicts arise for reasons beyond the control of the student or when courses cancel because of low enrollment. This waiver does not reduce the total number of required hours for a degree or certificate. The Vice President for Instruction and Student Learning shall have primary responsibility for implementing this policy.

1. The student who seeks a course waiver shall apply to the division chair of his/her program.
2. The student will complete a course waiver/substitution form, which will provide the student's name, social security number, the course(s) being waived, and the reason(s) for the waiver.
3. The division chair may consult with appropriate faculty regarding the waiver/substitution request.
4. The division chair will recommend approval or disapproval and deliver the request to the area Dean for action.
5. The area Dean will submit the approved request to the Vice President for Instruction and Student Learning for final deposition.
6. The signed authorization will be submitted to the Records Office in Student Services and will become part of the student's degree audit file.

REGISTRATION

Registration procedures are published in the class schedule booklet for each enrollment period. Tuition and fees are to be paid by the payment due date as published in the class schedule booklet. Students will not be permitted to register for classes until all outstanding financial obligations are met.

TUITION AND FEE INFORMATION

Please visit the college's web-site at www.baycollege.edu and click Student Central, then Tuition & Fees to determine the cost of tuition per semester contact hour.

ASSESSMENT FEE

Students are charged an assessment fee of \$1.00 per contact hour each semester.

STUDENT DEVELOPMENT FEE

All students are required to pay \$1.25 per contact hour student development fee up to a maximum of 12 contact hours per semester. Payment of this fee entitles the student to free or reduced price tickets to all events provided by the Student Government Activities Board. This fee is not imposed for the spring and summer sessions.

REGISTRATION FEE

A registration fee of \$25.00 will be charged to students for each semester in which they register for credit courses.

ONLINE FEE

Students are charged an online fee of \$7.50 per contact hour each semester.

FACILITIES FEE

Students are charged a facilities fee of \$2.50 per contact hour for each semester.

TECHNOLOGY FEE

Students are charged a technology fee of \$2.50 per contact hour each semester.

STUDENT ENROLLMENT STATUS

Full Time	12 or more semester credits
Three-Quarter Time	9-11 semester credits
Half Time	6-8 semester credits
One-Quarter Time	5 or less semester credits

REFUND POLICY

Students will receive a refund of 100% of tuition and designated fees if a class is dropped within the period of 10% of the calendar days of the semester. The following schedule should be used in determining a refund for a specific semester. (Check the semester schedule booklet for the specific date.)

- 16 week courses=12 calendar days
- 8 week courses=6 calendar days
- 4 week courses=3 calendar days
- All other courses, 100% prior to the start of course.

Exceptions may be made when warranted by unusual circumstances. If a class is cancelled, a student will automatically receive a full refund of tuition and fees.

COURSE CANCELLATION

There are times when courses listed in the class schedule have to be cancelled because of low enrollment. In the event a course is cancelled, the college will return tuition money paid by the student or make arrangements for the student to enter another appropriate course.

TRANSCRIPTS

A student who wishes a transcript of her/his grades forwarded to another institution must make a written request or complete a transcript request form, which is available at the Reception desk in Student Services, the West Campus, or on the website at www.baycollege.edu. Written transcript requests can be mailed or faxed to 906-786-8515. Transcripts will not be mailed or given to students or a third party for any student who has not met all financial obligations to Bay De Noc Community College.

WEATHER PROCEDURES:

Since concerns for the safety of students and staff is of paramount importance, extreme weather or campus mechanical failure may be sufficient reason for the cancellation or the postponement of classes. When in the President's judgement, extreme conditions affect the majority of currently enrolled students, local radio stations will be notified whether classes have been postponed or cancelled.

Students are not expected to jeopardize their safety in traveling to classes. A reasonable effort to be present is expected. Faculty members can best determine how lost time from classes must be accommodated to ensure completion of the course objectives. Each course syllabus should include a procedure in the event classes are cancelled due to weather or other conditions.

Services for Students

INTRODUCTION

Bay attracts a student body with vast differences in age, abilities, and social backgrounds. As a result of this setting, the successful instructional program must be complemented by learning resources, developmental courses, student counseling and advisement, career planning, career services, financial assistance, and extra-curricular activities. Students, in addition to learning academic or vocational skills, need to learn to relate to and communicate with other people and to make intelligent choices in a society marked by complexity, change, and constant decisions.

Our central goal at Bay College is to keep the student as the heart of the educational system. All programs, services, and facilities exist because of students. Learning is a vital process, and the goal of this college is to create an environment which will facilitate learning.

Therefore, the role of the following resources and services is to enable students to take full advantage of the total learning process. Call 906-786-5802 or toll free, 1-800-221-2001.

STUDENT SUCCESS OFFICE (EXT. 1128)

The Student Success office is located in the Learning Resource Center. The office provides occupational students with a number of services to assist in academic success. These include the following:

TUTORING: Students having difficulty in a course can request a tutor for supplemental learning assistance. This is a free service. Tutors are Bay College students who have been successful in the course. A convenient day and time is arranged between the tutor and student. Tutoring normally takes place in the tutoring lab of the LRC.

SERVICES FOR PERSONS WITH DISABILITIES: A Telecommunications Device for the Deaf (TDD) is available when needed. Phone: 786-8320. Interpreting services for the deaf are available upon request, as well as notetakers. Other types of services include the following: access to a motorized cart for the physically disabled, use of a tape player for the learning disabled, as well as textbooks on tape.

ACADEMIC ADVISING AND CAREER PLANNING SERVICES (EXT. 1259)

The following comprehensive services are provided:

ACADEMIC ADVISING: Faculty advisors and Student Services staff will help students to schedule classes each semester and provide information concerning transferring to other colleges and universities. They are also available to discuss academic program requirements at Bay, as well as the many transfer programs.

CAREER PLANNING: The Transfer Advisor at Bay will assist students in exploring their career options through the use of standardized interest and career testing. These services are offered at no charge.

PERSONAL COUNSELING: Personal counseling is also available to students. A licensed counselor is available on a limited basis to work with students on a variety of concerns. All services are provided on a confidential basis.

BOOKSTORE (EXT. 1179)

The Bay Bookstore located in the Student Center, allows students to purchase a wide range of products, as well as text books and supplies for Bay College courses.

CASHIER'S OFFICE (EXT. 1173)

Tuition and Housing Fees are payable at the Cashier's Office. Students may also pay tuition and fees via the web. Visit Bay's web page and click the e-cashier link for payment information. The Cashier's Office will also cash a student's personal check up to \$15 (no two-party checks).

FOOD SERVICE (EXT. 1126)

The college cafeteria is located in the Student Center Building. You may purchase meals ala carte. The cafeteria is open, as posted, Monday through Thursday during the fall and winter semester.

FORWARDING MESSAGES TO STUDENTS

Relaying messages to students on campus is very difficult because of the size of the campus, the number of buildings, and the lack of an intercom system or personnel to deliver messages. Bay College will do its best to deliver EMERGENCY messages ONLY. Contact the switchboard for help.

HOUSING (EXT. 1179)

Bay College has apartment facilities for 100 students. The college apartments are located on the north end of the campus near the U.S. 2 and 41 entrance. There are 21 four-person apartments and 8 two-person apartments. The four-person apartments are townhouses with two bedrooms and a bath upstairs, and kitchenette and living/dining area on the first floor. These apartments have a total of 814 square feet of living space.

The two-person apartments have one bedroom, a bath, and a kitchenette/dining area. These apartments have 436 square feet of living space. Two-person apartments are reserved for married couples, but will be rented to two single students when married couples are not available.

You should make application for housing approximately three months in advance of desired occupancy. A housing deposit is required with your application. The housing office is located in the Student Center.

PASS (PROGRAMMING AIMED AT STUDENT SUCCESS)

Students whose academic background indicates a need for developmental course work will be admitted into the PASS program. In general, these students will enroll in a reduced number of classes during the first semester, take the necessary developmental courses, meet with their advisor on a regular basis, and make use of services such as tutoring, computer assisted instruction, etc. as necessary. All PASS students must earn a 2.0 G.P.A. or higher to be granted regular admission status.

STUDENT COMPUTING SERVICES

The Student Computing Center, located in the Joseph Heirman University Center, provides students and faculty access to an eight-room, centralized environment which houses 200+ computer work stations. Over 75 computers are available on a drop-in basis for student use during the 60 hours per week in which the Center operates. All computers are linked via a network with a gateway into the Internet provider. E-mail accounts are available to all registered students for use on campus. The Center also provides a testing center for some on-campus courses, its web courses and for those courses offered through the Michigan Community College Virtual Learning Collaborative. The complex supports computer-based tutorials, scanning, and has several multimedia rooms which support instructional projects.

Internet dial-up services from home are available for students to purchase. Similar services are also provided at the West Campus.

STUDENT HEALTH AND ACCIDENT INSURANCE

Group health and accident insurance programs are recommended for all students. The coverage should be designed to protect students from medical expense for accidents and illness, including those which occur off campus and during semester breaks or authorized absences, and 24-hour protection for 12 months should be available. Students are encouraged to contact their family insurance carrier. Brochures for specific insurance programs for college students are available in Student Services.

STUDENT HANDBOOK

Information on a variety of services, policies, and academic guidelines for currently enrolled students is available in the Bay College Student Handbook, an annually updated publication. The handbook is made available to all new students at the beginning of each semester and is also available on the College's website, www.baycollege.edu.

TRIO PROGRAM

The TRIO program is located in Room 817 of the Learning Resources Center. Participants in the TRIO program are first-generation college students (neither parent has a four-year degree), and /or of limited income (levels determined by the federal government), and /or physically or learning disabled. About 90 percent of Bay students are eligible to be a part of this program. To join the TRIO program, a student must fill out an application available in the TRIO office. The TRIO office provides the following services: Personalized Education Plans, Study Skills, Advising, Reading Development, the Writing Center, and the Math Center. Note: The Math and Writing Centers are designed for TRIO participants, but any student can be referred to a peer tutor by seeing the center specialists.

LEARNING RESOURCES CENTER

The Learning Resources Center provides services that are designed to meet the classroom-related and general information needs of students, faculty, administration, and the community at large. Of primary importance is the Learning Resources Center's goal of providing resources that will augment and expand the students' classroom experiences. Materials in the LRC include 40,000 books, 250 periodical subscriptions, 3,000 audio-visual programs, 15,000 micro-forms, periodical indexes, microfilm/fiche reader/printers, a photocopy machine, telefax, and audio-visual equipment. Computer workstations provide access to the online catalog which is web accessible. In addition, access is provided to online periodical and electronic databases. The LRC staff provides assistance and guidance in using the LRC's varied materials. Reference, inter-library loan, and library instructional services are available on request. The LRC also includes the Student Success Office, TRIO services, and the Tutoring Labs. Special collections include Michigan documents and oral history of Delta County. Off campus & online students can receive services via phone, e-mail or delivery.

CAREER SERVICES

Bay College provides a variety of services to assist you in finding meaningful, career-related employment. Marlene Paavilainen, Director of Special Populations, provides 1 on 1 personal counseling for cover letter, resume' and portfolio building. Please call her at 786-5802, ext. 1128 if you would like to schedule an appointment.

Job postings from local, regional, and national employers are posted on the job line which can be accessed from the College's Career Services web link. Career and job fairs are also posted throughout the year at this link.

A variety of college work-study positions are available across campus. These positions offer a competitive wage, the convenience of working here and the flexibility to fit between your classes. If the Financial Aid Office notifies you that you are eligible for the College Work Study program, they will assist you in getting a job on campus. All paperwork and interview scheduling is coordinated through the Financial Aid Office.

The Office of Institutional Research sends out the Graduate Follow-up Study once each year. This survey gathers information that helps Bay College make improvements in programs and services offered to students. The survey will be sent to you about six months after you graduate. It takes about five to seven minutes to fill out and will help to keep Bay an educational leader in Michigan.

BAY COLLEGE WEST CAMPUS

Laura Moloney, Coordinator (moloneyl@baydenoc.cc.mi.us)
Shelly Vines, Secretary (vinesm@baydenoc.cc.mi.us)

Office Hours: (Fall and Winter) 7:30am-6:00pm M-TH, 7:30am-4:00pm F
(Spring and Summer) 7:30am-12:30pm M-F

Contracting With Business & Industry Tuesdays by appointment

Student Services Wednesdays by appointment

Computer Lab Hours vary by semester

Bookstore Services Standard Printing, 1818 N US Hwy 2, Iron Mountain, MI 49801

College admissions applications, financial aid forms, class schedules, and a variety of other college materials are available at the Bay College West Campus.

Student Activities

STUDENT ACTIVITIES PROGRAM

The Student Activities program at Bay College is a very important part of college life. Activities and events planned by the various Bay College clubs and organizations do much to supplement academic activities. Through involvement in the Student Activities program, students are provided with opportunities for vocational growth, leadership training, community service, and personal development. Bay's Student Activities program is funded through collection of the student development fee. All Bay students are required to pay the \$1.25 per contact hour (up to 12 contact hours) student development fee per semester. These monies are used to support the Student Activities program. Students who pay the student development fee are given a price break on many student activities' sponsored programs.

STUDENT GOVERNMENT/ACTIVITIES BOARD

The Student Government/Activities Board is Bay College's largest student organization. The Student Government/Activities Board is comprised of 14 members for terms of one semester or one year. Bay's Student Government/Activities Board is responsible for the social, cultural, and educational programming at Bay College.

YMCA MEMBERSHIP FOR BAY STUDENTS:

Bay students enrolled in six contact hours or more are now considered full members of the YMCA, along with Bay faculty and staff. Below are the open hours:

Monday-Friday: 5:30 AM-10:00 PM

Saturday: 7:00 AM-10:00 PM

Sunday: 12:00 Noon-7:00 PM

Students must present their Bay I.D. card with an activity sticker for the current semester and a photo I.D. card. Stickers and Membership Handbooks are available at the Student Services Reception Desk, located in the Student Center.

The Y.M.C.A. offers child care services for Bay College students on a limited basis. The child care center is located in Room 300 of the Y.M.C.A. Contact the Y.M.C.A. for more specific information.

STUDENT PUBLICATIONS

BAY BEACON - The Bay Beacon is the student newspaper at Bay College. The paper is published on a regular basis by students. This newspaper has won numerous awards and is an important part of campus life. The newspaper is funded by the student development fee.

SERENDIPITY - Serendipity is a literary magazine that is written and published by the Advanced Composition and Poetry and Short Fiction classes at Bay. Any Bay student who wishes to may submit writings to be considered for print by the Serendipity publications staff. The magazine is distributed campus wide every spring.

STUDENT CLUBS AND ORGANIZATIONS

ART CLUB - The Art Club is a social organization for students planning an arts related career or otherwise are involved in the arts. Proceeds from fundraising events are used to pay for trips to various art institutes.

BAY AREA CAMPUS MINISTRY-BACM is an ecumenical Christian student organization that provides students and faculty with opportunities for worshipping God; receiving informal counseling; and participating in Bible Studies, service and outreach projects, and fun activities in a group context.

CIRCLE K - Circle K is the world's largest collegiate organization dedicated to service and leadership. It offers good times, personal development, and an opportunity to make a difference.

DRAM- ADDICTS - The Drama-addicts, an on-campus theatre group, presents two plays each year and periodically sponsors special events speakers.

EARLY CHILDHOOD EDUCATION - To promote professionalism in the Early Childhood Program and support the enrichment of children's lives.

MATH/SCIENCE CLUB - The Math/Science Club's main purpose is for fun and student/faculty interaction. Club members participate in various activities as scheduled and designed by the members of the club.

PHI THETA KAPPA - PTK is the National Honor's Society for community college students. PTK provides academic growth programs and scholarships opportunities for Bay students who have earned a 3.2 GPA or higher.

SKILLSUSA-MECHATRONICS - SkillsUSA is a national organization serving more than 250,000 high school and college students and professional members who have enrolled in training programs in technical, skilled, and service occupations, including health occupations. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

THE MODEL UNITED NATIONS CLUB - The Model United Nations Club provides special opportunities for political science students and others to study and participate in the study of the United Nations.

TRAVEL CLUB - The Travel Club sponsors day, weekend, and longer travel trips to places such as Chicago, Toronto, Europe, etc.

NURSES ASSOCIATION - The Nurses Association is for students enrolled in Bay's LPN and ADN programs. This organization provides special programming for interested nursing students.

WATER TECH ASSOCIATION - The Water Tech Association provides special programming and services for interested Water Technology students.

Students interested in being a part of any of these student activity programs should contact the Coordinator of Student Life in the Student Center. Most student activities programs take place during the fall and winter semesters.

Lifelong Learning and Workforce Development

LIFELONG LEARNING

Bay de Noc Community College recognizes the need for extended educational services for non-traditional students as one of the purposes of a community college. The College is committed to providing educational opportunities beyond the traditional classroom setting through its Lifelong Learning programs, workshops, and services that focus upon personal enrichment and professional development. Lifelong Learning offerings provide a variety of non-credit courses through its continuing education courses and community service programs.

CONTINUING EDUCATION

Continuing Education (CE) courses provide comprehensive educational experiences beyond the formalized classroom instruction. Courses are non-credit and are designed to satisfy the unique and specific educational needs of the college's service area. Courses are held in a professional learning environment enabling students to acquire new skills, enhance existing skills and explore new learning interests. The Division of Lifelong Learning is dedicated in responding to our community needs by developing quality programs and services.

CE programs include but are not limited to:

1. Personal enrichment courses in art, computers, investing, law, medical, photography, and recreational.
2. Course offerings for professional development in computer software applications, business management, secretarial and banking.
3. Institute for Learning in Retirement membership organization designed for retired and semi-retired adults who enjoy and appreciate lifelong learning.
4. Summer Kids on Kampus program designed to provide a fun and positive educational experience for children entering grades 3rd-8th.

Enrollment for continuing education courses is generally open to students of all ages. Registration does not require a formal admission process. Courses are taught by area professionals in the community and college instructors. Students receive nationally recognized Continuing Education Units (CEU) for most courses.

CONTINUING EDUCATION UNITS

Bay College's Continuing Education Division offers both State and Nationally recognized Continuing Education Units (CEU's) for individuals seeking to upgrade or maintain their professional credentials.

COMMUNITY SERVICES

Special activities such as planning and organizing conferences, lectures and forums, cultural events, humanities programs and other activities for the community, can be held on campus through the services of the Division of Lifelong Learning. Bay de Noc Community College offers an assortment of meeting room facilities to meet conference and activity request needs. The College welcomes these activities and can cosponsor educational programs to help reduce costs.

CUSTOMIZED TRAINING AND THE MICHIGAN TECHNICAL EDUCATION CENTER (M-TECSM)

Bay de Noc Community College has over three decades of experience as a provider of customized employee training programs for business and industry. In January 2000, the college's commitment to the development of a skilled and competitive workforce throughout the Upper Peninsula rose to a new level with the construction of the M-TECSM.

Dedicated on March 17, 2000, the M-TEC's motto, "Anytime, Anywhere Customized Training," has led to dramatic increases each year in the number of workers served and the number of training hours provided through the M-TECSM. Our philosophy, "Shared Risk, Shared Reward," has allowed the M-TECSM to leverage resources through strategic alliances for workforce development. In February 2001, at the Futures Assembly in Orlando, Florida, the M-TECSM at Bay College became the first Michigan community college to win the National Bellwether Award for Workforce Development.



The M-TEC at Bay de Noc Community College has expanded the capacity to provide customized training in such areas as: Safety, Machining, Electronics, Industrial Automation, Software Applications and Certification, and Management/Leadership. Partnerships with local business and industry, as well as with international companies, have moved Bay de Noc Community College to the forefront of economic development activities in the central Upper Peninsula.

Policies

ACADEMIC INTEGRITY

Policy

It shall be the policy of Bay de Noc Community College Board of Trustees that the college provide opportunities for students to gain the knowledge, skills, judgment, and wisdom they need to function in society as responsible citizens. Plagiarism, falsifying data, and other forms of academic dishonesty are inconsistent with the college's goals and mission. Students are expected to pursue their education at Bay College with honor and integrity.

Procedures

I. Forms of Academic Dishonesty:

The following list contains definitions of the main categories of academic dishonesty. Students should work closely with individual instructors to keep informed about specific policies of a particular class.

- a. Plagiarism: students may not present the ideas or written works of others as their own.
- b. Dishonesty in Class Work:
 1. The work of another may not be submitted to meet the requirements of a course.
 2. A paper may not be submitted to meet the requirements in two different courses without specific permission of both instructors.
 3. A laboratory experiment or the report of an experiment may not be falsified.
- c. Dishonesty in Examinations
 1. Notes, tests, or other memory aids may not be used during an examination, and students may not collaborate on examinations, unless specifically allowed by the instructor.
- d. Unauthorized Collaboration:
 1. A student may not prepare a report, paper, take-home exam, or other course assignments with the help of others unless specifically authorized by the instructor.
- e. Hampering or discrediting the academic work of others, including, but not limited to the following:
 1. Misusing, mutilating, hiding, or stealing library materials;
 2. Altering or misusing computer programs or equipment;
 3. Interfering with the rightful computer access of others
 4. Hiding or altering another student's work
- f. Falsifying records:
 1. A student may not falsify any college records or forms or falsify signatures for the purpose of enhancing one's position, academic standing, or for financial gain. Records and forms include, but are not limited to applications, computer records, and registration forms.
- g. Inappropriate or illegal usage of Bay College computers. See the Acceptable Technology Use Policy for specifics.

II. General Guidelines:

Students assume full responsibility for the content and integrity of the coursework they submit. The following guidelines will assist students in practicing academic integrity:

- a. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- b. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- c. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- d. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

III. Responsibilities and Rights of Students:

It is the responsibility of students to know the Academic Integrity Policy of Bay College and adhere to it. It is the responsibility of the student to be proactive in learning the academic policies associated with a specific course and a specific assignment. In the event of an interpersonal conflict with an instructor concerning the Academic Integrity Policy, students have the right of appeal to the Vice President for Instruction and Student Learning.

IV. Responsibilities and Rights of Instructors:

Instructors have the autonomy and authority to impose sanctions on a student who has violated the academic integrity policy of their classrooms. The faculty member in the learning environment where the alleged integrity infraction occurs shall have first responsibility in seeking a resolution to the incident. The faculty member will notify the student immediately if he or she feels the student has violated an aspect of the Academic Integrity Policy, and the student will have an opportunity to respond to the faculty member before a judgment is reached. Any penalty assessed will be at the discretion of the faculty member based on the context of the infraction and severity of the incident. Such sanctions may include but are not limited to:

1. Failing the student for the particular assignment
2. Failing the student for the course
3. Referring the student and the incident to the Vice President for Instruction and Student Learning for further disciplinary action.

V. Appeal Process:

Both students and instructors have the right to appeal a particular case to the Vice President for Student Services. See the Student Conduct and Discipline Policy and Procedures section on Student Complaint and Hearing process.

CAMPUS SECURITY AND CRIME REPORT

The Campus Awareness and security Act of 1990 was adopted by Congress to ensure that institutions of higher education prepare and distribute a report to students and employees about campus security measures.

Information regarding Basic Personal Protection Measures, A Victim's Bill of Rights, and criminal offenses reported under the Uniform Crime Reporting System can be found by visiting the College's web site at: <http://www.baycollege.edu>. From the web site, click "Publications", followed by "Campus Awareness & Security" or you may view the report by visiting the office of the Vice President for Student Services.

RELEASE OF INFORMATION POLICY

The Family Rights and Privacy Act of 1974 provides students of Bay College access to their personal files. Any student wanting to see his/her files should make an appointment with the Vice President for Student Services located in the Student Center. The student has the right to challenge information on file. A student who wishes to have a transcript of his/her grades forwarded to another institution, must make a written request.

Institutions may disclose information on a student without violating FERPA through what is known as "directory information." Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, enrollment status (full-time, three-quarter time or part-time), dates of attendance, degrees and awards received.

Pursuant to federal law, a student has the right to refuse to permit the inclusion as directory information of any or all of the directory information enumerated above. Questions concerning general disclosure should be addressed to the Vice President for Student Services.

In order to improve the instruction offered at Bay College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act (WIA) of 1998, Section 122, we plan to use your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Bay College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their social security numbers (SSN) to the college.

The College plans to use your SSN in order to gain access to your individual wage record and compile required WIA and Perkins Act reports. These reports will assist the college to improve vocational and technical education programs. By improving programs, the college will be better able to serve both employers and employees. Your wage record information is confidentially maintained, based on your SSN, by the State of Michigan.

Neither the College nor the State of Michigan will disclose your SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the college as soon as all required statistical analyses have been performed, or when the information is no longer needed, whichever date comes first.

You may choose to notify Bay College that you do not wish to have your Social Security Number used for the purposes described in this notice.

STANDARDS OF ACADEMIC PROGRESS:

It shall be the policy of the Bay de Noc Community College Board of Trustees that Bay de Noc Community College students must make satisfactory academic progress toward completion of their certificate or associate degree. A 2.00 grade point average is required for graduation from all college programs.

The standards of academic progress for BdNCC students are:

1. Degree/certificate-seeking students who have attempted 12 or more credit hours at Bay College with a cumulative GPA of 2.0 or above will be considered Satisfactory.
2. Degree/certificate-seeking students who have attempted 12 or more credit hours at Bay College with a cumulative GPA of below 2.0 will be considered Unsatisfactory.

Those students whose academic progress is declared unsatisfactory will be subject to academic probation or dismissal as outlined in the procedures.

These Standards of Academic Progress are a minimum requirement for all students. Programs may adopt more stringent standards for academic progress.

Standards of Academic Progress Procedures

1. All Bay College student academic progress will be reviewed in May for each academic year. In addition, students receiving Financial Aid awards from Bay College will be subject to the federally regulated Satisfactory Academic Progress guidelines monitored by the Financial Aid Office.
2. Student progress which fails to meet the Standards of Academic Progress as stated above will be declared Unsatisfactory and subject to the following action:

I. ACADEMIC PROBATION

- A. A student will be placed on academic probation if he/she fails to meet satisfactory academic progress. Students will be notified and informed of the various services available through the Student Services Department and the Student Success Office.
- B. Student is removed from academic probation once the cumulative GPA rises above 2.0.
- C. Student will continue on probation if his/her semester GPA remains above 2.0 and his/her cumulative GPA is below 2.0.

A student placed on probation status has two regular (fall and winter) semesters to raise the cumulative grade point average to 2.0. If the minimum cumulative grade point average is not met at the end of two semesters, the student is subject to academic dismissal.

II. ACADEMIC DISMISSAL

- A. A student on academic probation for two regular (fall and winter) semesters who fails to raise the cumulative grade point average to a 2.0 will be subject to dismissal from Bay College. The student will be notified by mail of two choices:
 1. COUNSELING - Student will meet with a Bay College advisor to establish a plan of action.
 - a. Plans may include but are not limited to: restrictions in the number of credit hours allowed, required tutoring, and/or meetings with the advisor throughout the semester, repeating courses, or career exploration.
 2. DISMISSAL - Student is not allowed to enroll for college credit classes at Bay College for one major semester (fall/winter).
- B. Students selecting COUNSELING must follow the plan of action set forth by the advisor. If the student fails to satisfy the agreement, academic dismissal will result and the student must meet with the Transfer Advisor, Director of Admissions, or the Vice President for Student Services before re-entry will be considered.
- C. Students selecting DISMISSAL may be allowed to re-enroll at Bay College after a minimum of one major semester (fall/winter) of non-enrollment. The student must contact the Office of the Vice President for Student Services for reinstatement. Students who are reinstated will be placed on academic probation.

Students who have been placed on academic probation or dismissal have the right to appeal their status if there are extenuating circumstances for not meeting the standards for academic progress. The appeal must be submitted in writing to the Vice President for Student Services within 15 days of receipt of notification of probation/suspension status. The Vice President will conduct a meeting of the Academic Suspension Appeals Committee to review the appeal. The committee will be comprised of the Vice President for Student Services, two faculty members, one student, the Transfer Advisor, and the Director of the TRIO program. The committee's decision is final. The student will be informed of the decision.

STUDENT CONDUCT AND DISCIPLINE

It shall be the policy of the Bay de Noc Community College Board of Trustees that students at Bay de Noc Community College have rights and protections under the Constitution and laws of the United States and the state of Michigan. These rights include freedom of speech, press, religion, and assembly. Any student accused of violating college policies, rules, and/or regulations is entitled to whatever procedural due process is required by law.

When students are admitted to Bay College, they accept the rights and responsibilities of membership in the college's academic and social community. Honesty is expected of each student at Bay College. Each student is expected to respect the rights of others and to work to create an open, caring and intellectually stimulating environment where diversity of ideas is valued and every person's dignity and autonomy are respected. Students at Bay College are expected to be responsible for their actions and to respect the rights of others.

Procedure

Students committing misconduct, including but not limited to the following infractions, on Bay College property or official College functions is prohibited. Students may also be subject to discipline for engaging in misconduct even though it does not occur on Bay College property or at official College functions if there is sufficient connection between the conduct and the College to warrant discipline.

1. Interference and/or disruption with the teaching and learning process including the use of profanity toward another student or faculty/staff member.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, including: sexual assault against any student, faculty, staff or guest of the college.
3. Discrimination in regard to age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight.
4. Interference by force, threat, harassment or duress with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities and/or creating a reasonable apprehension that such interference is about to occur. This would include stalking.
5. Disruption of college activities and college business, including but not limited to classes, convocations, and student services.
6. The continued occupation of a college facility after being requested to leave by any person acting as an agent of the college.
7. Defacement, damage to, or theft of college property and/or that of another student, faculty, staff, or guest of the college.
8. Tampering with fire alarms, safety systems or unauthorized setting of fires.
9. Furnishing false information to the college (such as residency status), forgery, misuse or alteration of any college document or misuse of the college computer system.
10. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, that may also result in academic penalties under the College's Academic Integrity Policy and Procedure #3018.
11. Making a false report concerning a fire, bomb, or other alleged emergency.
12. Use, possession, manufacture, or distribution of controlled substances, and look-a-like drugs. The use of alcoholic beverages as prohibited by Bay College policies and/or state law.
13. Possession, while on campus or at a college-sponsored function, of any weapons, including but not limited to, firearms, explosives, dangerous chemicals, knives, brass knuckles, licensed weapons or objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
14. Willful disobedience of college officials or designated agents acting in the performance of their duties.
15. Willful violation of college, rules, regulations, procedures and policies as promulgated in college policy statements.
16. Violation of state or federal law.
17. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of any college premises.
18. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.
19. Theft or other abuse of technology resources, including but not limited to: (See the Acceptable Technology Use Policy for specifics.)
 - A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - B. Unauthorized transfer of file.
 - C. Unauthorized use of another individual's identification and password.
 - D. Use of technology resources to interfere with the work of another student, faculty member or college official.
 - E. Use of technology resources to send or publish threatening, obscene or abusive messages.
 - F. The use of technology resources to view obscene or offensive images, or those prohibited by law.
 - G. Use of technology resources to interfere with the normal college operations.

DISRUPTIVE STUDENTS

Disruptive conduct taints the educational atmosphere and may endanger the safety of students and staff. Accordingly, when student conduct on campus creates a serious enough disruption such that the only reasonable solution is removal of the student, a faculty/staff member may temporarily suspend or permanently expel that student from class/campus.

Although student disruptiveness issues will generally initially be approached as informally as circumstances allow, the College reserves the right to take all actions necessary to protect its educational interests, and to protect the safety and security of its students, faculty, staff, and property. Under circumstances where informal procedures have been unsuccessfully implemented, the College may in its discretion also implement the following formal procedures.

1. The faculty or staff member will verbally warn the student when the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency that will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. The faculty/staff member handles temporary suspension informally.
5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.
7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

*For the purpose of this policy, class days include only Monday-Friday when Bay College classes are in session.

STUDENT COMPLAINT AND HEARING PROCESS

Where appropriate, every effort will be made to first resolve conflicts through informal discussions with the involved parties. If this fails, a written complaint may be filed as outlined below. In computing any time limit specified under this process, Saturdays, Sundays, official school closings, and holidays will be excluded. The Vice President for Student Services, or his/her designee, has the authority to adjust time lines as deemed necessary because of extraordinary circumstances.

A. Complaint

1. A complaint alleging violations of a College rule and/or regulation may be filed in writing against any student. Complaints must be filed within a reasonable length of time. This report shall then be forwarded to the Office of the Vice President for Student Services, or his/her designee, for action.
2. After consultation with the student involved and after undertaking other investigations that may be appropriate under the circumstances, the Vice President for Student Services, or his/her designee shall take one of the following actions:
 - a. Dismiss the complaint.
 - b. Invoke a specific sanction.

If the suspension or expulsion from the College is for a period greater than 10 days, the student has the right to initiate the Disciplinary Formal Hearing Procedures.

The following sanctions for violations of the College's policies, rules and regulations may be imposed in the College's discretion, depending upon the infraction's severity:

1. Expulsion from Bay de Noc Community College (i.e., permanent removal of the privilege to attend Bay de Noc Community College);
2. Suspension from Bay de Noc Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission (i.e., suspension of the privilege to attend Bay de Noc Community College);
3. Removal from all class(es) for which the student is currently registered;
4. Restitution for damages;
5. A specified period of college and/or community service;
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
7. Disciplinary caution or warning;
8. Any other sanction the college deems educationally appropriate.

The action taken by the Office of the Vice President for Student Services, or his/her designee, will be communicated to the student in writing within five (5) working days.

The student may do either of the following:

1. Accept the Vice President for Student Services' or his/her designee's decision.
2. Notify the Vice President within three (3) working days to initiate a formal hearing where suspension or expulsion is greater than 10 days.

STUDENT DISCIPLINARY FORMAL HEARING PROCEDURES

1. The Vice President for Student Services, or his/her designee, shall convene the Disciplinary Standards Committee to conduct a formal hearing within ten (10) working days of the receipt of a written request for a formal hearing. The student will be advised of the date, time, and place of the scheduled hearing.
2. The hearing shall be governed by the following rules of procedure:
 - A. The person charged shall have the right to have his/her defense conducted by an advisor of his/her choice, the right to hear and examine adverse witnesses, and the right to testify and present evidence and witnesses in his/her own behalf. If legal counsel represents the person charged, the committee may be supplied legal counsel by the College. (The student is responsible for all costs and expenses of legal counsel retained by him/her.) The Disciplinary Standards Committee has the right to reasonably control the presentation of evidence and the examination and cross-examination of witnesses.
 - B. The Vice President for Student Services, or his/her designee, has the burden of proving that each charge is true. The student shall be regarded as innocent of the charges until guilt is established by a preponderance of the evidence by the Disciplinary Standards Committee. "Established by a preponderance of the evidence" means that the Vice President for Student Services must persuade the committee that it is more probable than not that the charges are true. The Vice President has the initial burden of producing evidence to prove each charge. The Vice President for Student Services must present the evidence in support of the charges first, and then the student must present evidence to refute the Vice President for Student Services' evidence.
 - C. If the accused student shall fail to appear after due notice, or, if having appeared, shall make no response to the complaint, the Disciplinary Standards Committee shall proceed with the hearing.
3. Within ten (10) days of the conclusion of the hearing, the committee shall file a report containing findings of facts and conclusions. If the person charged is found guilty, the committee shall impose appropriate sanctions. The Vice President for Student Services, or his/her designee, shall inform the individual charged in person or by registered mail of the committee's decision. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.
4. The Vice President for Student Services, or his/her designee, shall keep a summary record of the proceedings in a confidential file. All applicable guidelines as specified by the Family Education Rights and Privacy Act of 1975 shall be followed regarding student record privacy.
5. Sanctions may be appealed in writing to the President. An appeal must be made within five (5) school days after the student has received the committee's decision.
6. Disciplinary Standards Committee: This committee shall be composed of two faculty members selected by the full-time or part-time Faculty Association and two students selected by the Student Government.



Bay College

Academic Requirements

GENERAL EDUCATION AND YOUR DEGREE

A Message from the President Regarding General Education

Those of us who have chosen to be career educators, and in particular, community college educators, have wrestled through the years with many questions regarding our mission and purposes. Among the questions we've asked ourselves is, "What does it mean to be a college educated person?" In the past, the goals of education were often defined in terms of the "three R's – 'readin', 'ritin', and 'rithmetic'." Today when we talk about getting an education, we often talk about gaining those skills needed for a job or to pursue a career. But what about those broader skills of independent thought, critical thinking, responsible citizenship, knowledge of history and other cultures, appreciation of the arts, and an integrated outlook?

A solid, broad-based education should involve all of the above. An educated person should be able to read and comprehend, to write clearly, to compute and solve a variety of mathematical problems, and possess the skills necessary to be successful in a particular field, including the broader skills such as critical thinking, etc. As a student here at Bay College, you will develop these "broader" skills through the general education portion of your program. In order to be a fully educated person, you need to be exposed to many areas of knowledge, from the sciences to the fine arts. The purpose of general education at Bay College is to help all students develop the skills and knowledge that are essential to becoming satisfied, knowledgeable, and productive individuals and citizens.

Good luck as you pursue your educational goals at Bay College!



Dr. Michael Allkins,
President of Bay College

BAY COLLEGE'S GENERAL EDUCATION PHILOSOPHY

All associate degree graduates of Bay College will possess those qualities, abilities, skills, and knowledge which give them new insights, challenge them to consider new possibilities, create community, and sensitize them to other perspectives.

HOW BAY COLLEGE'S GENERAL EDUCATION REQUIREMENTS WORK

By graduation, all associate degree students need to meet fourteen outcomes that stem from four objective areas: Critical Thinking; Information Technology; Communication Skills; and Cultural, Human, and Global Skills. Each associate degree program is designed to include course work that meets all fourteen of the outcomes so that when the student has successfully completed the program requirements, the General Education Outcomes will also have been met. Programs take one of two options to ensure that graduates attain the outcomes. With the first option, programs may require students to take approved courses from the following General Education Course Distribution List. With the second option, some programs may embed one or more of the outcomes within a program-specific course or over several courses. For information regarding a specific program, students are encouraged to examine the program's requirements as listed in this catalog and to consult with their advisor.

GENERAL EDUCATION COURSE DISTRIBUTION LIST

Critical Thinking and Problem Solving Skills Objective: All associate degree graduates of Bay College will demonstrate critical thinking and problem-solving skills by identifying and defining a problem, gathering and analyzing data, offering solutions or interpretations, and evaluating their effectiveness.

SPECIFIC OUTCOMES		Courses designed to meet the specific outcome		
1.	Graduates will demonstrate the ability to interpret graphs and charts and to solve mathematical problems using basic formulas.	(Any Math class except MA 090 and MA 102)		
2.	Graduates will demonstrate a breadth of knowledge about a natural science field and the ability to conduct scientific inquiry.	BI 103 BI 104 BI 107 BI 110 BI 112 BI 213	CH 103 CH 105 CH 106 CH 107 CH 201 GE 103	PH 104 PH 201 PH 202 PH 205 PH 206
3.	Graduates will demonstrate the ability to conduct a research project using appropriate, reliable, and relevant data.	BI 103 BI 107 BI 110 BI 112	BI 213 CH 103 CH 105 CH 106	CH 107 CH 201 EN 102 GE 103

Information Technology Skills Objective: All associate degree graduates of Bay College will demonstrate the computer literacy necessary to achieve professional, educational, and personal objectives in a dynamic, technologically oriented society.

SPECIFIC OUTCOMES		Courses designed to meet the specific outcome		
4.	Graduates will demonstrate functional knowledge of basic hardware components of input, output, process, and storage.	CA 101 CA 115		
5.	Graduates will effectively use Internet services (e.g., WWW, e-mail, newsgroups) and application software (e.g., word processing, spreadsheets, database, and presentation graphics) as required for success in their program.	CA 101 EN 102		
6.	Graduates will demonstrate the ability to access, retrieve, evaluate, and apply networked information resources (e.g., online databases, Internet resources).	CA 101 EN 102		

GENERAL EDUCATION COURSE DISTRIBUTION LIST - CONTINUED

Communication Skills Objective: All associate degree graduates of Bay College will demonstrate proficiency in communicating effectively through writing, reading, listening, and speaking in standard English.				
SPECIFIC OUTCOMES		Courses designed to meet the specific outcome		
7.	Writing: Graduates will demonstrate the ability to express themselves in writing that is cohesive, complete, well-reasoned, appropriate, comprehensible, and grammatically correct.	EN 101		
8.	Reading: Graduates will demonstrate the ability to examine a written work both literally and critically and recognize its purpose, meaning, and main ideas.	EN101		
9.	Listening: Graduates will demonstrate the ability to listen with both literal and critical comprehension to messages in a variety of communication situations.	CM 103 CM 104 FA 210		
10.	Speaking: Graduates will demonstrate the ability to express ideas, insight, and feelings clearly and responsibly in interpersonal encounters, in one-to-one or group assignments, and in oral presentations of public speeches.	CM 103 CM 104 FA 210		
Cultural, Human, and Global Skills Objective: All associate degree graduates of Bay College will demonstrate an understanding of social, political, historical, and cultural institutions and the role of the individual within interdependent local, national, and global communities.				
SPECIFIC OUTCOMES		Courses designed to meet the specific outcome.		
11.	Graduates will demonstrate knowledge of and respect of human diversity (i.e. values, beliefs, attitudes) in our society and in the global community in the ways individuals function and interact with each other and with the natural environment.	AN 201 CM 103 EN 200 EN 205 EN 206 EN 208 FA 207 FR 111	GE 121 HS 101 HS 102 HS 211 HS 212 PI 201 PI 202 PS 110	PS 111 PS 201 PS 262 PY 201 SO 151 SO 207 SO 208 SP 101
12.	Graduates will demonstrate an understanding of the roles of ethics and social responsibility as it affects the individual and cultural, economic, historical, political, or social institutions.	AN 201 EC 113 EC 114 EN 205 EN 200 GE 103 GE 121	HS 101 HS 102 HS 211 HS 212 PI 201 PI 202 PS 110	PS 111 PS 201 PS 262 SO 151 SO 207 SO 208
13.	Graduates will demonstrate knowledge related to philosophy, literature, art, or music and display an understanding of the relationship of these to cultural enrichment and the growth of individuals or societies.	AN 201 EN 205 EN 200 EN 206 FA 198	FA 204 FA 207 FA 210 HS 101 HS 102	PI 201 PI 202 PE 141 PE 144 SO 151
14.	Graduates will demonstrate knowledge of holistic well-being as developed through the physical, social, emotional, intellectual, occupational, and spiritual aspects of wellness.	CM 103 CM 104	PE 141 PE 144	PY 201

ABOUT THE ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE

The Associate of Arts (AA) and Associate of Science (AS) Degrees are primarily designed for students who wish to transfer to a four-year college or university. In addition to preparation for transfer, these programs provide students with a strong general education. Students should work closely with an academic advisor to select courses needed for their intended major at the four-year university they plan to attend.

A student may choose to work toward and receive the AA or AS degree without electing to go on to receive a four-year degree.

Programs of study include but are not limited to:

Actuarial Science	Technology	Health	Pharmacy, Pre-Professional
Anthropology	Elementary Education	Management	Philosophy
Architecture	Engineering	Industrial Chemistry	Physical Education
Art	Computer	Technology	(Secondary Education)
Art and Design	Electrical	Industrial Health and Safety	Physical Therapist, Pre-
Automotive and Heavy	Mechanical	Industrial Technology	Professional
Equipment	Engineering Management	Industrial Technology	Physician Assistant, Pre-
Management	English	Education	Professional
Biochemistry	Environmental Biology	Information Systems	Physics
Biology	Environmental Conservation	Interior Design	Political Science
Biology/Wildlife Management	Environmental Health/Safety/	International Relations	Psychology
Biotechnology	Management	Law and Legal Assistant	Public Administration
Botany	Film and Video Production	Law, Pre-Professional	Public Relations
Business	Fire Science	Liberal Arts - General	Radiography
Business Administration	Fisheries and Wildlife	Education	Recreational Management
Business Management	Management	Management	Respiratory Care
Chemistry	Fitness and Wellness	Management Information	Secondary Education
Chemistry Education	Athletic Training	Systems	Social Work
Clinical Laboratory Science	Exercise and Sport Science	Mathematics	Sociology
Communication	Kinesiology	Applied	Sonography - Diagnostic
Communication Disorders	Physical Education	Education	Medical
Computer Network and	Sports Medicine	Mechanical Engineering	Speech Communication
Systems	Foreign Language	Technology	Sports Science
Computer Science	Forestry	Media Production and New	Surveying
Construction Management	Forestry Technology	Technology	Technology
Criminal Justice	Geography	Medical Laboratory Sciences	Manufacturing Engineering
Criminal Justice - Law	Geology	Medical, Pre-Professional	Surveying Engineering
Enforcement	Health Care Systems	Medical Records Technology	Television Production
Dental Hygiene	Administration	Medical Records	Theater
Dentistry, Pre-Professional	Health Care Management	Administration	Veterinary Medicine
Economics/Finance	Health Science	Medical Technology	Water Purification Technology
Education	History	Modern Language	Welding Engineering
Business	Horticulture - Ornamental	Network Computing	Technology
Elementary	Technology	Nuclear Medicine Technology	Zoology
Secondary - Middle	Hospitality and Tourism	Outdoor Recreation,	
Special	Management	Leadership,	
Electrical Engineering	Industrial and Environmental	and Management	

ABOUT THE ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

The Associate of Applied Science Degree combines general education with coursework designed to prepare students for immediate entry into the workforce upon graduation. Bay College's approved General Education Model ensures that the curriculum of all occupational programs has a balance of technical, vocational, and liberal study courses.

Although some students pursuing the AAS degree may transfer to a four-year college or university to pursue a baccalaureate degree, many AAS courses are not granted transfer equivalency credit at Michigan universities. Students considering the AAS degree who wish to transfer should see an advisor.

Bay College offers certificate programs in a number of subject areas. Most certificate programs can be completed in one year of a full-time enrollment. A certificate program is designed to develop a particular set of employment skills, and it can build toward a degree. Please note that the "Certificate" awarded is not the same as a licensing exam or certification awarded by a national or regional accrediting association, although some programs prepare you to take licensing exams or certification processes.

MACRAO TRANSFER AGREEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Transfer Agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities. The agreement provides for transferability of 30 semester hours to meet many or all of the General Education Requirements at participating Michigan colleges and universities. Students may complete the MACRAO Transfer Agreement courses as part of an associate's degree or as an individual set of requirements.

Courswork

The 30 semester hours of coursework needed to meet the MACRAO Transfer Agreement are:

6 semester hours in English Composition

8 semester hours in Science and/or Math

At least one course must have a laboratory. Courses must be from different disciplines. Courses may include but are not limited to Biology, Chemistry, Math at the College Algebra level or higher, Physical Geography or Physics.

8 semester hours in Social Science

Courses must be taken in more than one subject area, including but not limited to Anthropology, Economics, Cultural Geography, Political Science, Psychology, Sociology or U.S. History.

8 semester hours in Humanities

Courses must be taken in more than one subject area, including but not limited to Anthropology, Fine Arts, Literature, History of Western Civilization, Modern Languages, Music Appreciation, Philosophy or Theater.

Students completing this program must request that their transcripts be stamped "MACRAO Transfer Agreement Satisfied."

Provisions, Limitations and Exceptions

Not all Michigan colleges and universities participate in the MACRAO Transfer Agreement; some participate 100% and others have additional limitations, exceptions or provisions. For details on which institutions are signatory to the agreement and at what, if any stipulations they have added, see your faculty advisor, the Transfer Coordinator, or the institution's admissions representative. More information is also available on the MACRAO website at www.macrao.org.

HUMANITIES COURSES

AN 201 Introduction to Cultural Anthropology
CM 201 Mass Communication and Popular Culture
CM 225 Introduction to Film: History and Interpretation

EN 200 American Literature
EN 203 Shakespeare
EN 205 World Literature
EN 206 Special Topics in the Humanities
EN 208 Writing Poetry and Short Fiction
EN 209 Writing Creative Non-Fiction
EN 210 British Literature
EN 211 Womens' Literature
EN 280 Special Topics in Literature
EN 290 Contemporary European Culture

FA 204 Art History I
FA 207 Art History II
FA 210 Intro to Theater and Staging

HS 101 Western Civilization to 1600
HS 102 Western Civilization 1600 to Present
HU 260 Phi Theta Kappa Leadership Development Studies

MU 153 Music Appreciation

PI 201 Introduction to Western Philosophy
PI 202 Introduction to Asian Philosophy

FR 111 French I
FR 112 French II

SP 102 Spanish I
SP 102 Spanish II

GR 101 German Language and Culture I
GR 102 German Language and Culture II

Students must take one course from two different areas. Example: One Literature class and one Western Civilization class.

Students must take one course from two different areas. Example: One Literature class and one Western Civilization class.

NATURAL SCIENCE COURSES

BI 103	Essential Biology
BI 104	Human Biology
BI 107&108	Environmental Science & Lab
BI 110	General Biology I: Evolution and Diversity of Organisms
BI 112	General Biology II: Introduction to Cell and Molecular Biology
BI 200	Plant Biology
BI 213	Anatomy and Physiology I
BI 214	Anatomy and Physiology II
BI 220	Animal Biology
BI 225	Genetics
BI 226	Microbiology
BI 270	Ecology
CH 103	Essential Chemistry
CH 105	General Chemistry I
CH 106	General Chemistry II
CH 107	Human Chemistry
CH 201	Organic Chemistry I
CH 202	Organic Chemistry II
CH 215	Biochemistry
GE 103	Physical Geography (non-lab)
PH 103	Conceptual Physical Science
PH 104	Astronomy (non-lab)
PH 201	Elements of Physics I
PH 202	Elements of Physics II
PH 205	Engineering Physics I
PH 206	Engineering Physics II

The MACRAO agreement states that Mathematics courses can also be used to meet one of the Natural Science requirements in the Associate of Arts and Associate of Science degrees, as long as the course is at the college algebra level (MA110) or higher. One Natural Science course must be a lab course.

SOCIAL SCIENCE COURSES

AN 201	Cultural Anthropology
EC 110	Consumer Economics
EC 113	Macroeconomics
EC 114	Microeconomics
ED 202	Educational Psychology
ED 201	Health Education
GE 121	World Regional Geography
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to Present
HS 211	U.S. History to 1865
HS 212	U.S. History 1865 to Present
PS 110	Comparative Government and Politics
PS 111	American Government
PS 262	State and Local Government
PS 201	International Relations
PY 201	Introduction to Psychology
PY 206	Social Psychology
PY 210	Psychology of Learning
PY 220	Developmental Psychology
PY 280	Abnormal Psychology
SO 151	Sociology
SO 207	Social Problems
SO 208	Marriage and the Family

General Transfer Information

GENERAL TRANSFER INFORMATION

Bay College's transfer programs are designed to prepare students for successful admission to other colleges and universities for completion of their baccalaureate degrees. Bay College students successfully transfer to universities all across the country. Transfer guides and course equivalency guides for specific programs and courses within Michigan are available in Student Services to help students select appropriate classes. These guides are also available on-line through the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) website and the individual websites of many Michigan colleges and universities. Bay's Transfer Coordinator, student services personnel, and faculty advisors can help students in this selection process.

Transfer students need to answer four important questions: What, Where, When and How?

What?

The first step is to decide on your career goals and program of study. It is important to establish your long-term goals as soon as possible because WHAT you study may influence WHERE you transfer and WHEN it is best to go there. Bay College offers interest and personality testing to help with these decisions. See the Transfer Coordinator for assistance in interpreting these instruments. The Career Resources Room has college catalogs, videos and computers for student use. Many resources are available on-line. Faculty advisors are another resource; they have expertise in their individual fields.

Where?

Choosing a college or university depends on many factors: location, size, cost, reputation, and degree offerings are a few. Does the school offer the program suitable for your chosen career? Does it offer scholarships and other financial aid for transfer students? Are there quotas, waiting lists or other limitations for admission to your selected program? Is housing available on or off campus? You may not be able to find an institution that has everything you desire, so prioritize your needs. What is most important? See the Transfer Coordinator, or your faculty advisor for assistance with these questions.

When?

Find out the deadlines to apply for admission and financial aid. Some programs will require that you also apply to a particular department, school or college within the university. Consider whether or not you should complete your associate's degree and the MACRAO Transfer Agreement before you transfer to your chosen university. Some Michigan universities do not participate in this agreement. Some programs have lower division, introductory level prerequisite courses for which Bay College has no equivalent, so it may be to your advantage to transfer early. Other universities encourage or require both a Bay degree and the MACRAO stamp on your transcript to be eligible for certain programs or scholarships. WHEN you should transfer will depend on your individual circumstances and should be discussed with the Transfer Coordinator, or your faculty advisor.

How?

Most institutions have required application forms for admission, financial aid and housing. There are also deadlines and application fees. Many of these forms and information on deadlines and fees are available on-line at the university's website. Some application forms are available in the Career Resources Room. You will need to send an official transcript. Bay College offers this service free of charge. Simply fill out the Transcript Request Form.

BE PREPARED TO TRANSFER

1. Meet with the Bay College Transfer Coordinator, or a faculty advisor. Discuss your transfer plan, associate degree requirements, general education, the MACRAO Transfer Agreement, and transferability of courses. Plan early to be sure you take BAY courses that will transfer.
2. Evaluate colleges and decide early. Investigate entrance and degree requirements for baccalaureate colleges and universities. Consider location, cost, size, culture and program options. Meet with representatives of various institutions when they visit Bay College. Choose a college or university that best fits your needs.
3. Seek advising. Obtain a copy of the Transfer Guide for the program you intend to pursue. These are available in the Student Services lobby and on-line for many programs. Contact the transfer school's Admissions Office and speak with an advisor specializing in transfer. Visit the school's website. Determine application procedures for admission, financial aid and housing.
4. Apply early. Complete your applications for admission, financial aid and housing. Send necessary documents including official transcripts from Bay and any other colleges you may have attended, ACT scores, and high school transcript as required.
5. Visit the college or university. Meet with an admissions counselor and/or advisor in your major area. Take a campus tour with a student ambassador.

UNIVERSITY PROGRAMS AT BAY COLLEGE

The following university programs offer courses toward completion of their degrees on Bay's campus. See the university representative for program information.

LAKE SUPERIOR STATE UNIVERSITY

Regional Center Director: Beth Noreus
949 University Center
(906)786-5802, Ext. 1261

BACHELOR DEGREES

Bachelor of Science in Business Administration
Bachelor of Science in Accounting
Bachelor of Science in Engineering Management
Bachelor of Science in Nursing
Bachelor of Science in Administration-Management Specialty
Bachelor of Science in Administration-Marketing Minor
Bachelor of Science in Environmental Management
Bachelor of Science in Criminal Justice-Law Enforcement
Bachelor of Science in Criminal Justice-Corrections
Bachelor of Science/Bachelor of Arts-Liberal Arts
Bachelor of Science/Bachelor of Arts-Individualized Studies

As this catalog went to print, there are additional programs under development, including Engineering through Michigan Tech University; information about these programs will be forthcoming.

A major advantage of these completion programs is that you save substantially by paying Bay College's low tuition rates for the majority of your Bachelor's degree program.

ON-LINE BACHELOR DEGREE PROGRAMS AVAILABLE THROUGH BAY COLLEGE

FRANKLIN UNIVERSITY-COLUMBUS, OHIO

Business Administration
Computer Science
Health Care Management
Management Information Systems
Public Safety Management
Technical Management

UNIVERSITY OF PHOENIX

Business Administration
A.A.S. in Automation Technology (at Bay) to B.S. in Management

Transfer Programs

ASSOCIATE IN ARTS

Specific Course Requirements	CREDIT HOURS 62-67 Minimum Credits
EN 101 Rhetoric and Composition	4
En 102 Research Writing	2
CM 103 Interpersonal Communications Or	3-4
CM 104 Public Speaking	
XX xxx Political Science or United States History*	4
CA 101 Computer Concepts and Applications	4
MA xxx Appropriate Mathematics **	3-4
 Area Requirements	
Social and Behavioral Science ***	4
Humanities ****	8
Natural Science *****	4-5
General Electives (to be determined by transfer guide)	26-28
	Total 62-67

- * Choose 4 credits from the following:
- | | | |
|-----------------------------------------------|-----|--------------------------------------------------------------|
| PS 110 Comparative Government and Politics or | | ** Any math course at or above the level of College Algebra. |
| PS 111 American Government Or | | |
| PS 201 International Relations Or | *** | Choose 4 credits from the Social Science listing on page 50. |
| PS 262 State and local Government Or | | |
| HS 211 US History to 1865 Or | | |
| HS 212 US History from 1865 | | |

- **** Choose 4 credits from the following:
- | | |
|-------------------------------------------------|--|
| AN 201 Introduction to Cultural Anthropology Or | |
| EN 200 American Literature Or | |
| EN 205 World Literature Or | |
| EN 211 Women's Literature Or | |
| HS 101 Western Civilization to 1600 Or | |
| HS 102 Western Civilization from 1600 Or | |
| PI 201 Introduction to Western Philosophy Or | |
| PI 202 Introduction to Asian Philosophy | |
- &
- Choose 4 credits from Humanities listed on page 49.
(Regarding the 8 credits of Humanities, students must choose courses from two different disciplines to meet MACRAO – see advisor if questions)

- ***** Choose 4-5 credits from the following:
- | | |
|------------------------------------|---------------------------------|
| BI 103 Essentials of Biology | BI 110 General Biology I |
| CH 103 Essential Chemistry | BI 111 General Biology II |
| CH 105 Gen. Chemistry I | BI 213 Anatomy and Physiology I |
| CH 106 General Chemistry II | PH 201 Elements of Physics |
| CH 107 Human Chemistry | PH 202 Elements of Physics II |
| CH 201 Organic Chemistry | PH 205 Engineering Physics I |
| BI 104 Human Biology | PH 206 Engineering Physics II |
| BI 107 & 108 Environmental Science | |

ASSOCIATE IN SCIENCE

CREDIT HOURS 62-71

Specific Course Requirements

Minimum Credits

EN 101	Rhetoric and Composition	4
EN 102	Research Writing	2
CM 103	Interpersonal Communications or	3-4
CM 104	Public Speaking	
CA 101	Computer Concepts	4
XX xxx	Political Science or United States History *	4

Area Requirements

Humanities **	8
Social Science ***	4
Mathematics ****	5-8
Natural Science *****	16
Approved Electives (Electives need to selected in accordance with the Student's major areas of study under the guidance of an advisor)	12-17

Total 62-71

- * Choose 4 credits from the following:
 PS 111 American Government Or
 HS 211 US History to 1865 Or
 HS 212 US History to Present.

- ** Choose 4 credits from the following:
- | | | | |
|--------|------------------------------------------|--------|---------------------------------------|
| AN 201 | Introduction to Cultural Anthropology Or | FA 207 | Art History II Or |
| EN 200 | American Literature or | FA 210 | Introduction to Theater Or |
| EN 205 | World Literature Or | HS 101 | Western Civilization to 1600 Or |
| EN 206 | Advanced Composition Or | HS 102 | Western Civilization from 1600 Or |
| FA 204 | Art History to 1300 Or | PI 201 | Introduction to Western Philosophy Or |
| | | PI 202 | Introduction to Asian Philosophy |
- &

Choose 4 credits from Humanities listed on page 49. (Regarding the 8 credits of Humanities, students must choose courses from two different disciplines to meet MACRAO- see advisor if questions)

- *** Choose 4 credits from Social Science listing on page 50.

- **** Choose 5-8 credits from the following:
- | | | | |
|--------|---------------------------------------|--------|-------------------------------------|
| MA 110 | College Algebra | MA 210 | Introduction to Statistics |
| MA 111 | Trigonometry | MA 141 | Analytical Geometry and Calculus I |
| MA 115 | Technical Algebra and Trigonometry I | MA 142 | Analytical Geometry and Calculus II |
| MA 125 | Technical Algebra and Trigonometry II | MA 255 | Technical Calculus |
| | | MA 243 | Analytic Geometry and Calculus III |
| | | MA 244 | Differential Equations |
| | | MA 250 | Linear Algebra |

- ***** Choose 16 credits from the following (8 hours must be sequential):
- | | | | |
|--------------|---------------------------|--------|---------------------------|
| BI 103 | Essentials of Biology | CH 103 | Essentials of Chemistry |
| BI 104 | Human Biology | CH 105 | General Chemistry I |
| BI 107 & 108 | Environmental Science | CH 106 | General Chemistry II |
| BI 110 | General Biology | CH 201 | Organic Chemistry I |
| BI 112 | General Biology II | CH 202 | Organic Chemistry I |
| BI 200 | Plant Biology | GE 103 | Physical Geography |
| BI 213 | Anatomy and Physiology I | PH 104 | Introduction to Astronomy |
| BI 214 | Anatomy and Physiology II | PH 201 | Elements of Physics I |
| BI 220 | Animal Biology | PH 202 | Elements of Physics II |
| BI 255 & 256 | Genetics | PH 205 | Engineering Physics I |
| BI 270 & 271 | Ecology | PH 206 | Engineering Physics II |
| | | PH 260 | Statics |
| | | PH 261 | Dynamics |

(MACRAO requires at least one science course with a lab)

AREA OF STUDY: BUSINESS ADMINISTRATION

Award Granted Upon CompletionAssociate in Arts Degree
 Credits Required63-65

FIRST SEMESTER

EN 101	Rhetoric & Composition	4
EC 113	Macroeconomics	4
CA 101	Computer Concepts & Appl.	4
MA 110	College Algebra	4

Total 16

SECOND SEMESTER

EN 102	Research Writing	2
EC 114	Microeconomics	4
CM 103	Interpersonal Communications	3
MA 210	Introduction to Statistics	4
BU 255	Marketing	4

Total 17

THIRD SEMESTER

AC 101	Accounting Principles I	4
XX xxx	Humanities Elective*	4
XX xxx	Natural Science Elective**	4
XX xxx	Electives	4

Total 16

FOURTH SEMESTER

AC 102	Accounting Principles II	4
XX xxx	Humanities Elective*	4
XX xxx	Political Science or U.S. History	4
XX xxx	Electives	2-4

Total 14-16

* Choose 4 credits from the following & choose 4 credits from the Humanities listed on page 49.

AN 201	Introduction to Cultural Anthropology
EN 200	American Literature
EN 205	World Literature
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy

(Choose 8 credits from two different disciplines to meet the MACRAO requirement. See your advisor if you have questions)

**Choose 4-5 credits from the following:

BI 103	Essentials of Biology	CH 106	General Chemistry II
BI 104	Human Biology	CH 107	Human Chemistry
BI 107&108	Environmental Science	CH 201	Organic Chemistry
BI 110	General Biology I	PH 201	Elements of Physics
BI 111	General Biology II	PH 202	Elements of Physics II
BI 213	Anatomy and Physiology I	PH 205	Engineering Physics I
CH 103	Essential Chemistry	PH 206	Engineering Physics II

AREA OF STUDY: CRIMINAL JUSTICE

Award Granted Upon CompletionAssociate in Arts Degree
 Credits Required66-67

FIRST SEMESTER

CJ 112	Introduction to Criminal Justice	4
EN 101	Rhetoric & Composition	4
CA 101	Computer Concepts & Appl.	4
SO 151	Sociology	4

Total 16

SECOND SEMESTER

CJ 212	Introduction to Law Enforcement	4
EN 102	Research Writing	2
CM 103	Interpersonal Communications Or	
CM 104	Public Speaking	3 or 4
MA xxx	Math Elective*	4
PY 201	Introduction to Psychology	4

Total 17-18

THIRD SEMESTER

CJ 110	Introduction to Corrections	4
PS 111	American Government	4
SO 103	Cultural Diversity	3
CJ xxx	CJ Electives***	6

Total 17

FOURTH SEMESTER

CJ 213	The Criminal Court System	4
XX xxx	Natural Science Elective**	4
XX xxx	Humanity Elective****	4
HS 101	Western Civilization to 1600 Or	
HS 102	Western Civilization from 1600	4

Total 16

Students planning on working toward their bachelors degree after completion of the Associate in Arts in Criminal Justice degree should check with the university of their choice or Bay advisor to insure they take the correct electives for transfer. During the 2004-5 year, new associates degrees in Law Enforcement and Corrections will be developed. Check with the criminal justice advisor for more information on course selection. NOTE: LSSU DOES DELIVER THE BACHELORS IN CRIMINAL JUSTICE, LAW ENFORCEMENT AND CORRECTIONS AT BAY COLLEGE'S UNIVERSITY CENTER.

* Choose any Math course at or above the level of MA 110 College Algebra

** Choose a course from the following

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 104	Human Biology	CH 105	General Chemistry I
BI 107&108	Environmental Science	CH 106	General Chemistry II
BI 110	General Biology	CH 107	Human Chemistry
BI 111	General Biology II	CH 201	Organic Chemistry
BI 213	Anatomy and Physiology I	PH 201	Elements of Physics
		PH 202	Elements of Physics II
		PH 205	Engineering Physics
		PH 206	Engineering Physics II

*** Choose CJ Electives from courses listed under the CJ prefix. Note that CJ 120, CJ 220, and CJ 230 are required for transfer into the LSSU BS Criminal Justice/Corrections Program.

****Choose a course from the Humanities listed on page 49.

This course must be from a discipline other than history. CM 201 Mass Communication is recommended.

Occupational and Technology Programs

AREA OF STUDY: GENERAL STUDIES

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 62-64

FIRST SEMESTER

EN 101	Rhetoric and Composition	4
CA 101	Computer Concepts/Appl.	4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4

Total 16

SECOND SEMESTER

CM 103	Interpersonal Comm. Or	
CM 104	Public Speaking	3-4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4

Total 15-16

THIRD SEMESTER

XX xxx	Math Choice**	3-4
XX xxx	Social Science/Humanities***	4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4

Total 15-16

FOURTH SEMESTER

XX xxx	Natural Science****	4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4
XX xxx	Program Elective*	4

Total 16

* Electives may come from various program areas and are to be selected in consultation with an academic advisor. The selection of courses should be based on integration and relatedness as opposed to a collection of unrelated courses without thought given in their selection.

It is recommended that at least 16 elective credits be taken from an occupational area as designated by the following prefixes:

AC, AU, BU, CA, CD, CG, CB, CT, ET, MT, NE, OS, TE, WE & WT.

** Choose any Math courses except MA 090 and MA 102. BU 156 is acceptable.

*** Choose 4 credits from the following:

AN 201	Introduction to Cultural Anthropology
SO 151	Sociology
EN 200	American Literature
EN 205	World Literature
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy

**** Choose 4 credits from the following:

CH 103	Essential Chemistry
BI 103	Essential Biology
BI 107&108	Environmental Science
GE 103	Physical Geography

AREA OF STUDY: ACCOUNTING/ COMPUTER SPECIALIST

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 62

This is a two-year program leading to an Associate Degree in Applied Science with a specialty in accounting. The objective of this program is to provide the background and skills necessary for an entrance job in the accounting field.

FIRST SEMESTER

AC 101	Accounting Principles I	4
BU 156	Mathematics of Business*	4
CA 101	Computer Concepts & Appl.	4
EN 101	Rhetoric & Composition	4

Total 16

SECOND SEMESTER

AC 102	Accounting Principles II	4
CA 130	Spreadsheet Applications	3
CA 115	Using Microsoft Windows	2
CM 103	Interpersonal Communications	3
OS 115	Word Processing I	2
XX xxx	Program Specific Electives**	2

Total 16

THIRD SEMESTER

AC 215	Cost Accounting	4
AC 103	Accounting with Microcomp.	2
BU 192	Business Communications	4
CA 140	Database Applications	3
XX xxx	Program Specific Electives**	3

Total 16

FOURTH SEMESTER

BU 203	Information Systems Dev.	3
XX xxx	Soc. Science/Humanities***	4
XX xxx	Natural Science Elective****	3-4
XX xxx	Program Specific Electives**	3-4

Total 14-15

Note: Students need to choose courses so that their total credits are at least 62.

* Other mathematics courses will be accepted with advisor approval.

** Choose Courses from the following:

AC 100	Practical Accounting (only if taken prior to successful completion of AC 101)
AC 210	Intermediate Accounting I
AC 211	Intermediate Accounting II
AC 216	Taxation I
BU 151	Introduction to Business
BU 200	Business Law I
CA 103	Visual Basic
CA 116	DOS for Windows Users
CA 120	Microsoft Word
CA 121	Microsoft Excel

CA 122	Microsoft Access
CA 123	Microsoft PowerPoint
CA 125	Business Technology Tools
CA 200	Exploring PC Software
CA 210	Web Page Design & Structure
OS 105	Computer Keyboarding
OS 119	Electronic Ten-Key Operations
OS 215	Word Processing II
OS 234	Desktop Publishing & Design
PE xxx	Physical Education-Maximum 2 credits

*** Choose 4 credits from the following:

AN 201	Introduction to Cultural Anthropology
SO 151	Sociology
EN 200	American Literature
EN 205	World Literature
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy

**** Choose from the following:

CH 103	Essential Chemistry
BI 103	Essential Biology
BI 107	Environmental Science
GE 103	Physical Geography

Note: Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either take OS 105 Computer Skills or pass the keyboarding test to fulfill this requirement.

AREA OF STUDY: AUTOMATION TECHNOLOGY

Award Granted Upon CompletionAssociate in Applied Science
 Credits Required69

Automation technicians build, install, and maintain automated machinery and equipment. Automated equipment is “smart” and handles tasks, such as shutting off lights or triggering an alarm, through computerized systems. It is designed to reduce energy costs for business and industry and to improve quality of life for individuals.

The Automation Technology Degree program includes a broad range of courses in electronic fundamentals and automation applications and is supported by appropriate math, science, and non-technical subjects to provide the knowledge and skills to be successful in industry, or in transfer programs.

FIRST SEMESTER

ET 130	Circuit Fundamentals	4
ET 170	Digital I - Fundamentals	4
ET 285	Fluid Power	4
MA 125	Technical Algebra & Trig. II	4

Total 16

SECOND SEMESTER

ET 135	Circuit Fundamentals II	4
ET 220	Digital II - Circuits	4
ET 145	Basic Process Control	4
EN 101	Rhetoric & Composition	4

Total 16

THIRD SEMESTER

ET 160	Electronics I	4
ET 290	Intro to PLC's	4
ET 180	Electrical Machinery & Controls	4
PH 201	Elements of Physics I	4
EN 102	Research Writing	2

Total 18

FOURTH SEMESTER

ET 210	Electronics II	4
ET 270	Adv. Process Control	4
ET 295	Mechatronics	4
CM 103	Interpersonal Communications	3
XX xxx	Social Science Elective*	4

Total 19

* Choose 4 credits from the following:

AN 201	Introduction to Anthropology
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present
SO 151	Sociology

AREA OF STUDY: AUTOMOTIVE TECHNOLOGY

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required75

The Automotive Technology curriculum at Bay de Noc Community College is designed to provide a combination of theoretical and practical skills to enable graduates to move rapidly in their chosen occupational field. Students learn to apply automotive operating principles and to diagnose malfunctions in automotive systems. The program emphasizes the development of skills in service, repair and test procedures.

With state and federal regulations, certification of auto mechanics is required by law. The Automotive Technology Program offered at Bay de Noc Community College provides an opportunity for students to prepare themselves for mechanic certification tests. The automotive industry has enjoyed an almost phenomenal growth during the past one hundred years. It is still young, healthy, and a growing industry. Great opportunities await alert students seeking a profitable and challenging career in the future. Year by year, as automotive products become more complex, there is an increasing demand for trained technicians who have the knowledge and skill to service the improved products and changes. Equipment: Students entering the Automotive Technology Program are required to purchase their own personal protection equipment and basic tools (see instructor for a detailed list). Types of Jobs: Dealership service technicians, assistant manager, skilled jobs in automotive manufacturing, service equipment representative, rebuilding shop assembler, repair shop operator, parts department manager.

FIRST SEMESTER

AU 100	Automotive Engines	6
AU 110	Automotive Brakes	4
AU 120	Automotive Electrical I	4
AU 160	Service Floor I	2
MA 115	Technical Algebra & Trig.	4

Total 20

SECOND SEMESTER

AU 140	Automotive Engine Performance I	4
AU 150	Automotive Susp. & Steering	4
AU 220	Automotive Electrical II	4
AU 170	Service Floor II	3
EN 101	Rhetoric & Composition	4

Total 19

THIRD SEMESTER

AU 130	Automotive Std. Trans. & Power Trains	4
AU 200	Automotive Engine Performance II	4
AU 210	Service Floor III	2
HS xxx	Soc. Science/Humanities*	4
XX xxx	Natural Science**	4

Total 18

FOURTH SEMESTER

AU 230	Automotive Automatic Trans.	4
AU 270	Automotive HVAC Systems	4
AU 240	Service Floor IV	3
CA 101	Computer Concepts & Appl.	4
CM 103	Interpersonal Comm.	3

Total 18

* Choose one of the following

HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present

** Choose one of the following:

BI 103	Essential Biology
CH 103	Essential Chemistry
GE 103	Physical Geography

AREA OF STUDY: AUTOMOTIVE TECHNOLOGY

Award Granted Upon CompletionCertificate*
 Credits Required44

FIRST SEMESTER

AU 100	Automotive Engines	6
AU 110	Automotive Brakes	4
AU 120	Automotive Electrical I	4
AU 160	Service Floor I	2

Total 16

SECOND SEMESTER

AU 140	Automotive Engine Performance I	4
AU 150	Automotive Susp. & Steering	4
AU 220	Automotive Electrical II	4

Total 12

THIRD SEMESTER

AU 130	Automotive Std. Trans. & Power Trains	4
AU 200	Automotive Engine Performance II	4

Total 8

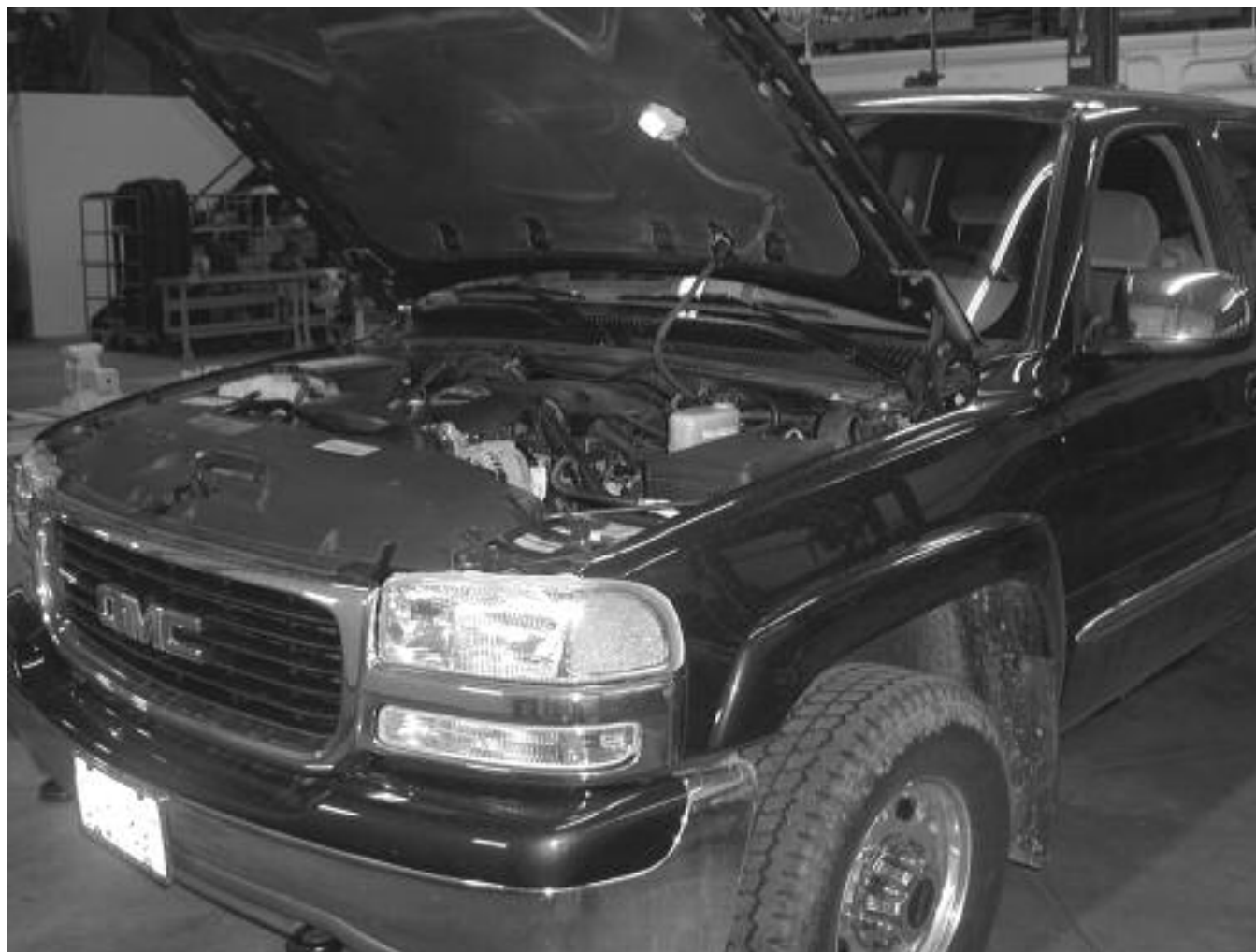
FOURTH SEMESTER

AU 230	Automotive Automatic Trans.	4
AU 270	Automotive HVAC Systems	4

Total 8

*The Certificate requires approximately four semesters to complete the 44 credits required because of prerequisites and the number of courses offered each semester. Only automotive classes are required for the Certificate. The Certificate is not designed for transfer.

Equipment and Types of Jobs are the same for this program as they are for the Associate of Applied Science Degree in Automotive Technology listed above.



AREA OF STUDY: BUSINESS

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required63-64

The Associate of Applied Science degree in business is designed for those students who are interested in pursuing a business occupation. The student should recognize that this degree is not designed for transfer, although individual courses may transfer.

FIRST SEMESTER

BU 151	Intro. to Business	4
BU 156	Mathematics of Business*	4
CA 101	Computer Concepts & Appl.	4
EN 101	Rhetoric & Composition	4

Total 16

SECOND SEMESTER

CA 125	Business Technology Tools	2
EC 113	Macroeconomics	4
XX xxx	Recommended Elective**	2
CM 103	Interpersonal Comm.	3
XX xxx	Social Science Elective***	4

Total 15

THIRD SEMESTER

AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4
BU 200	Business Law I	4
BU 255	Marketing	4
XX xxx	Natural Science****	4-5

Total 16-17

FOURTH SEMESTER

BU 192	Business Communications	4
BU 205	Principles of Management	4
XX xxx	Recommended Elective**	6
XX xxx	Social Science/Humanities*****	2

Total 16

* Other Mathematics courses may be accepted in the circumstances where a student is switching programs.

** Recommended electives must be selected from the following prefix areas: AC, BU, CA, EC, or OS.

*** Choose 4 credits from Social Science listing on page 50.

**** Choose a course from the following:

BI 103	Essential Biology
BI 107 & 108	Environmental Science
BI 110	General Biology
BI 112	General Biology II
BI 213	Anatomy and Physiology I

CH 103	Essential Chemistry
CH 105	General Chemistry I
CH 106	General Chemistry II
CH 107	Human Chemistry
CH 201	Organic Chemistry
GE 103	Physical Geography

*****Choose from the following:

AN 201	Introduction to Cultural Anthropology
EN 205	World Literature
EN 200	American Literature
EN 206	Advanced Composition
FA 204	Art History to 1300
FA 207	Art History 1300 to Present
FA 210	Introduction to Theatre and Staging

HS 101	Western Civilization to 1600
HS 102	Western Civilization from 1600 to Present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy
PE 141	Physical Fitness: A Wellness Approach
PE 144	Effective Stress Management
SO 151	Sociology

Note: Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either take OS 105 Computer Skills or pass the keyboarding test to fulfill this requirement

AREA OF STUDY: BUSINESS/SMALL BUSINESS

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 67-69

FIRST SEMESTER

BU 151	Intro. to Business	4
BU 156	Mathematics of Business*	4
CA 101	Computer Concepts & Appl.	4
EN 101	Rhetoric & Composition	4

Total 16

SECOND SEMESTER

BU 205	Principles of Management	4
CA 125	Business Technology Tools	2
EC 113	Macroeconomics	4
XX xxx	Social Science Elective**	4
XX xxx	Natural Science Elective***	4 -5

Total 18-19

THIRD SEMESTER

AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4
BU 200	Business Law I	4
BU 255	Marketing	4
CM 103	Interpersonal Comm.	3
XX xxx	Social Science/Humanities****	2-4

Total 17-19

FOURTH SEMESTER

BU 192	Business Communications	4
BU 206	Small Business Management	4
BU 266	Principles of Sales	4
BU 256	Elements of Retailing	4

Total 16

* Other Mathematics Courses may be accepted in circumstances where a student is switching majors.

** Choose 4 credits from Social Science listing on Page 50.

*** Choose a course from the following:

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 107 &108	Environmental Science	CH 105	General Chemistry I
BI 110	General Biology	CH 106	General Chemistry II
BI 112	General Biology II	CH 107	Human Chemistry
BI 213	Anatomy and Physiology I	CH 201	Organic Chemistry
		GE 103	Physical Geography

**** Choose from the following:

AN 201	Introduction to Cultural Anthropology	HS 101	Western Civilization to 1600
EN 205	World Literature	HS 102	Western Civilization from 1600 to Present
EN 200	American Literature	PI 201	Introduction to Western Philosophy
EN 206	Advanced Composition	PI 202	Introduction to Asian Philosophy
FA 204	Art History to 1300	PE 141	Physical Fitness: A Wellness Approach
FA 207	Art History 1300 to Present	PE 144	Effective Stress Management
FA 210	Introduction to Theatre and Staging	SO 151	Sociology

Note: Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either take OS 105 Computer Skills or pass the keyboarding test to fulfill this requirement.

AREA OF STUDY: COMPUTER AIDED DESIGN

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required72-73

The Computer Aided Design Program is a competency based course of study designed to develop fundamental skills required for entry-level employment. The goal of the program is to provide experiences that aid in the development of drafting/modeling techniques and computer skills with emphasis on critical thinking, communication, and problem-solving. The program includes a series of required core courses with opportunities to develop additional skills in specialized areas. Upon graduation students seek employment in technical graphics, CAD and related occupations or continue their education working toward the Baccalaureate Degree. Students should consult with their advisor prior to registration.

FIRST SEMESTER

CG 100	Competency Definition and Assessment	1
CG 112	CAD Computer Technology	4
CG 115	CAD Foundations	4
CG 120	AutoCAD	4
CG 122	Dimensioning & Tolerancing	1
EN 101	Rhetoric & Composition	4

Total 18

SECOND SEMESTER

CG 125	Drafting/Modeling-Mechanical	4
CG 135	Descriptive Geometry	4
CG 250	Drafting Electrical	3
CM 104	Public Speaking	4
MA 125	Algebra & Trigonometry Or	4
MA 111	Trigonometry	3

Total 18-19

THIRD SEMESTER

CG 215	Feature Based Parametric Modeling	4
CG 240	Drafting/Modeling-Architect.	4
CG 257	CAD/CAM-Router	4
EN 102	Research Writing	2
PH 201	Elements of Physics	4

Total 18

FOURTH SEMESTER

CG 200	Competency Completion	2
CG 210	CAD Applications Or	4
CG 272	CAD CO-OP Internship	4
CG 255	Industrial Design & Manuf.	4
XX xxx	Social Science/Humanities Choice	4
TE 105	Materials of Industry	4

Total 18

Social Science/Humanities Choice

AN 201	Introduction to Cultural Anthropology
SO 151	Sociology
EN 200	American Literature
EN 205	World Literature
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to Present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy

AREA OF STUDY: CONTRACTING WITH BUSINESS AND INDUSTRY

Award Granted Upon Completion	Certificate
Credits Required	32

Students gain specialized career training by the utilization of local businesses and industries as training laboratories/sites. Job performance learning objectives (developed for students desiring occupational experience) match business and industry's required skills. Successful completion of a Contracting with Business and Industry (CWBI) certificate program provides a student with the necessary tools to gain entry-level employment in a field of their choice.

Bay de Noc Community College will issue a Certificate of Achievement upon the student's successful completion of the CWBI program requirements. Students must attain a cumulative grade point average of 2.0 (C) to earn a CWBI certificate. This certificate should not be interpreted as "certification" or "licensing" by any state or federal agency or professional organization. Additional information regarding "certification" or "licensing" is available upon request.

FIRST SEMESTER				SECOND SEMESTER			
CD	xxx	CWBI Training*	8	CB	xxx	CWBI Training	8
ED	103	Career Development	2	XX	xxx	Related Instruction	8
XX	xxx	Related Instruction	6				
Total 16				Total 16			

*Training is not limited to the specific training areas listed. Training may be developed to fit a wide variety of career goals. Contact the CWBI Program Coordinator to discuss how hands-on training may assist you with your career plans!

PROGRAM AREAS:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Admitting Clerk Advertising, Layout & Design Auto Body Baking, Introduction To Banking, Introduction To Bar Management, Introduction To Building & Grounds Maintenance Carpentry, Introduction To Computer Operating Credit/Collections, Introduction To Customer Service Representative Dental Assisting Dispatcher Assistant Engineering Clerk Floral Design Food Service Supervision, Introduction To Health Unit Coordinator Hotel/Motel Management, Introduction To Insurance Office Clerk Inventory Control Clerk Legal Office Trainee | <ul style="list-style-type: none"> Library Aide Manufacturing Machine Repair Meat Processing, Introduction To Medical Billing Clerk Medical Lab/Phlebotomist Medical Office Clerk Medical Records Clerk Optometric Assisting, Introduction To Optometric Office Clerk Personnel Records Clerk Pharmacy Clerk Plumbing & Heating, Introduction To Purchasing Clerk Radio Announcing, Introduction To Radio Sales Clerk Real Estate Office Clerk Retail Management Small Engine Repair Special Education Aide Teacher's Aide Travel Agency Clerk Veterinary Assisting |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

AREA OF STUDY: COMPUTER APPLICATIONS

Award Granted Upon CompletionCertificate
 Credits Required32

FIRST SEMESTER

CA 101	Computer Concepts & Appl.	4
CA 115	Using Microsoft Windows	2
CA 120	Microsoft Word	1
CA 123	Microsoft PowerPoint	1
BU 192	Business Communications	4
XX xxx	Recommended Electives	4

Total 16

SECOND SEMESTER

CA 130	Spreadsheet Applications	3
CA 140	Database Applications	3
OS 217	Advanced Word	3
CA 125	Business Technology Tools	2
XX xxx	Recommended Electives	5

Total 16

Recommended Electives must be selected from the following courses:

- AC 100 Practical Accounting
- AC 101 Accounting Principles I
- AC 103 Accounting w/Microcomputers
- BU 151 Introduction to Business
- BU 156 Mathematics of Business
- BU 203 Information Systems Development
- CA 116 Windows Command Line
- CA 121 Microsoft Excel (if taken prior to CA 130 Spreadsheet Applications)
- CA 122 Microsoft Access (if taken prior to CA 140 Database Applications)
- CA 200 Exploring PC Software
- CA 210 Web Page Design & Structure
- CA 234 Desktop Publishing & Design
- CT 120 PC Operating Systems



AREA OF STUDY: COMPUTER SYSTEMS TECHNOLOGY

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required63-66

The Computer Systems Technology program is designed to produce students to become computer or network technicians to work in areas of design and setup, technical support, and maintenance of PC's and networks. The program covers computer hardware and software, network operating systems, and design and maintenance of networks. This intense "hands-on" program includes in-depth computer and network troubleshooting modules where the student will develop skills in diagnostic testing and repair methods which are highly sought after in the local workforce. Students also receive extensive systems analysis skills and teamwork skills making them very promotable in the Information Tech field.

FIRST SEMESTER

CT 120	PC Operating Systems	3
EN 101	Rhetoric & Composition	4
CT 155	Intro. to PC Hardware	3
ET 125	Electricity & Electronics	3
CT/CA/ET	Program Elective*	3-4

Total 16-17

SECOND SEMESTER

MA 125	Tech Alg./Trig	4
CT 255	PC Hardware Troubleshooting	4
CT 130	Intro. to Local Area Networks	3
EN 102	Research Writing	2
CT/CA/ET	Program Elective*	3-4

Total 16-17

THIRD SEMESTER

CT 250	Windows Networks I	3
CT 280	Novell Networks I	3
CT 201	System Analysis and Design	3
CT 131	Advanced Networks	3
	Cultural Elective**	3-4

Total 15-16

FOURTH SEMESTER

XX xxx	Natural Science Elective***	4
CT 230	Intro. to Unix and Linux	3
CT 251	Windows Networks II	3
CT 281	Novell Networks II	3
CT/CA/ET	Program Elective*	3

Total 16

* Choose Program Electives from the following:

CA 103	Visual Basics
CA 116	DOS for Windows
CA 125	Business Tech Tools
CA 140	Database Apps
CA 200	Exploring PC Software

CA 210	Web Page Design
CG 110	Intro to CAD
ET 130	Circuit Fundamentals
ET 170	Digital
CT 210	Network Security
CT 231	Linux Installation & Administration
CT 272	CT CO-OP/Internship
CT 275	Web Server Administration

** Choose Cultural Elective from the following:

AN 201	Introduction to Cultural Anthropology
EN 205	World Literature
EN 200	American Literature
HS 101	Western Civilization to 1600
HS 102	Western Civilization from 1600 to Present
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy
SO 151	Sociology

*** Choose a natural science course from the following:

CH 103	Essential Chemistry
CH 105	General Chemistry
CH 106	General Chemistry II
CH 201	Organic Chemistry
GE 103	Physical Geography

AREA OF STUDY: EARLY CHILDHOOD DEVELOPMENT

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required65

The Early Childhood Development program is designed for those students wishing to specialize in the care and development of young children and their families. Persons who complete the degree may be certified as directors and teachers in early childhood/preschool programs, day care centers, nursery schools, and Head Start programs. In addition, students may independently wish to pursue a nationally recognized credential known as the Child Development Associate (CDA). Program includes 300 contact hours in a variety of Early Childhood settings.

FIRST SEMESTER				SECOND SEMESTER			
EN	101	Rhetoric & Composition	4	CD	120	Guidance for Preschoolers**	4
PY	201	Intro. to Psychology	4	CD	103	Child Development	4
CD	101	Intro. to Early Childhood Development*	3	SO	151	Sociology Or	
CD	110	Health, Safety, Nutrition of the Young Child**	4	SO	208	Marriage and the Family	4
PE	147	First Aid/BLS for non healthcare providers	1	XX	xxx	Approved Humanities****	4
Total 16				Total 16			

THIRD SEMESTER				FOURTH SEMESTER			
CD	130	Early Childhood Curriculum**	4	CD	140	Administration of Early Childhood Programs**	4
CD	125	Programming for Infants & Toddlers*	3	CM	103	Interpersonal Comm.	3
BU	156	Math of Business Or		CD	272	Early Childhood Development Practicum***	3
MA	110	College Algebra*****	4	BI	103	Essential Biology Or	
CA	101	Computer Concepts & Appl.	4	BI	107	Environmental Science &	
				BI	108	Environmental Science Lab	4
				XX	xxx	Government or U.S. History	4
Total 15				Total 18			

- * includes 30 hour practicum
- ** includes 40 hour practicum
- *** includes 120 hour practicum

**** Choose 4 credits from the following Approved Humanities:

- AN 201 Cultural Anthropology
- EN 200 American Literature
- EN 205 World Literature
- HS 101 Western Civilization to 1600
- HS 102 Western Civilization 1600 to Present
- PI 201 Western Philosophy
- PI 202 Asian Philosophy

*****Students who are planning to transfer to a 4 year school need to take MA 110.

AREA OF STUDY: ENVIRONMENTAL MANAGEMENT

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 69-70

The Environmental Management program is designed to provide the fundamental skills needed for the modern and technically knowledgeable environmental manager. The curriculum prepares students for leadership roles in the environmental and business sector. The goal of the program is to provide experiences in environmental system operation, business problem solving, managerial communication skills, and critical thinking. This program is easily transferable to a 4-year institution in environmental management, solid waste management, environmental science, physical resource management, and environmental planning.

Types of Jobs: Environmental Manager, Environmental Consultant, Water & Wastewater Supervisor or Manager, Biology Field Manager, Lab Supervisor, Solid-Waste Manager, Environmental Educator/Trainer, State/Federal Environmental Department Technician or Supervisor, Environmental Researcher, or Business Manager.

FIRST SEMESTER

CH 105	General Chemistry I	5
MA 125	Tech. Algebra & Trig. II	4
WT 110	Wastewater Operations & Management	4
WT 260	Current Issues for Managers	3

Total 16

SECOND SEMESTER

BI 107&108	Environmental Science	4
WT 120	Water Operations and Management	4
PS 262	State and Local Government	4
EN 101	Rhetoric & Composition	4
WT 230	Aquatic Evaluations & Bacteriology	3

Total 19

THIRD SEMESTER

AC 101	Accounting Principles I	4
WT 270	Water in Motion	4
CM 103	Interpersonal Comm. Or	
CM 104	Public Speaking	3-4
EC 113	Economic Principles I	4
EN 102	Research Writing	2

Total 17-18

FOURTH SEMESTER

WT 250	Water Analysis & Tech.	5
WT 220	Industrial Solutions	3
BU 205	Principles of Management	4
PE 141	Physical Fitness: A Wellness Approach Or	
PE 144	Effective Stress Management	2
WT 274	Environmental Internship	3

Total 17

AREA OF STUDY: HUMAN SERVICES

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 65

FIRST SEMESTER

EN 101	Rhetoric & Composition	4
BU 156	Mathematics of Business	4
SO 151	Sociology	4
PY 201	Intro. to Psychology	4
PE xxx	Physical Education*	1

Total 17

SECOND SEMESTER

CM 103	Interpersonal Comm.	3
BI 104	Human Biology	4
XX xxx	Government/U.S. History**	4
XX xxx	Social Science Elective***	4
PE xxx	Physical Education*	1

Total 16

THIRD SEMESTER

XX xxx	Humanities****	4
XX xxx	Recommended Electives*****	8
CA 101	Computer Concepts & Appl.	4

Total 16

FOURTH SEMESTER

SO 272	Human Services Internship	4
XX xxx	Recommended Electives*****	10
EN 102	Research Writing	2

Total 16

* Choose either PE 144 or PE 141 or two activity courses.

** Choose a course from the following:

PS 110	Comparative Government and Politics
PS 111	American Government
PS 201	International Relations
PS 262	State and Local Government
HS 211	US History to 1865
HS 212	US History from 1865
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to present
SO 207	Social Problems

*** Choose 4 credits from the Social Science listing on page 50.

**** Choose 4 credits from the Humanities listing on page 49.

*****For recommended electives choose from the following:

GE 121	World Regional Geography	PY 220	Developmental Psych.
PY 206	Social Psych.	PY 280	Abnormal Psych.
PI 201	Western Philosophy	PI 203	Biomedical Ethics
HS 101	Western Civilization to 1600	HS 102	Western Civilization 1600 to present
HS 212	US History 1865 to present	PS 110	Comparative Gov. Politics
PS 201	International Relations	PS 262	State and Local Government
AN 201	Anthropology		

AREA OF STUDY: INDUSTRIAL MACHINE TOOL TECHNOLOGY/NUMERICAL CONTROL

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required69

NOTE: ALTHOUGH WE ARE ACCEPTING ADMISSION INTO THE ONE-YEAR CERTIFICATE PROGRAM IN INDUSTRIAL MACHINE TOOL/NUMERICAL CONTROL, WE ARE NOT ACCEPTING ADMISSION INTO THE TWO-YEAR ASSOCIATE DEGREE PROGRAM FOR 2004/2005 PENDING RE-EVALUATION OF THE PROGRAM AND DELIVERY METHODS.

The Machine Tool Technology program will provide the fundamental skills needed for the modern industrial machine tool setting. Emphasis will be on manual as well as CNC controlled machining. 2D and 3D CAD/CAM/CNC, as well as related course work in technical and general education areas will lead to earning an Associate of Applied Science Degree after completion of the required credits. Types of Jobs: Machinist, machine repair mechanic, setup person for production line work, skilled toolroom mechanic, technical sales, manufacturing supervision, machine shop ownership, or CNC operator.

FIRST SEMESTER				SECOND SEMESTER			
MT 100	Basic Machine Tool Oper.	4		MT 110	Intermed. Machine Tool Oper.	4	
MT 101	Blueprint Reading	2		MT 235	Geometric Dim. & Tol.	2	
MT 105	Basic Numerical Control	4		MT 205	Advance Numerical Control	4	
MT 104	2D CAD/CAM/CNC	4		MT 103	Jig & Fixture Design & Theory	4	
MA 125	Technical Algebra & Trig. II	4		TE 105	Materials of Industry	4	
Total 18				Total 18			
THIRD SEMESTER				FOURTH SEMESTER			
MT 200	Advance Machine Tool Oper.	4		MT 214	Mold Making 2D/3D	4	
MT 204	3D CAD/CAM/CNC	4		PH 201	Elements of Physics	4	
XX xxx	Elective*	4		HS 101/102	Western Civilization	4	
EN 101	Rhetoric & Composition	4		CM 103	Interpersonal Comm.	3	
Total 16				Total 17			

* Choose from the following for the 4 credit elective:

- MA 115 Tech. Algebra and Trig. I
 - MA 272 Machine Tool Technical Coop
 - WE 120 Arc Welding
- (See advisor for other choices of electives)

AREA OF STUDY: INDUSTRIAL MACHINE TOOL TECHNOLOGY/NUMERICAL CONTROL

Award Granted Upon CompletionCertificate
 Credits Required36

NOTE: STUDENTS ENROLLING IN THIS ONE-YEAR CERTIFICATE PROGRAM MUST BE PREPARED TO COMPLETE ALL PROGRAM REQUIREMENTS BY MAY OF 2005.

The Industrial Machine Tool Technology Certificate develops minimum job entry level skills for employment. The candidates will have the basic skills in manual and CNC controlled machine tool operations.

Types of Jobs: Machinist, machine repair mechanic, setup person for production line work, skilled toolroom mechanic, technical sales, manufacturing supervision, or machine shop ownership.

FIRST SEMESTER				SECOND SEMESTER			
MT 100	Basic Machine Tool Oper.	4		MT 110	Inter. Machine Tool Oper.	4	
MT 101	Blueprint Reading	2		MT 235	Geometric Dim. & Tol.	2	
MT 105	Basic Numerical Control	4		MT 205	Advance Numerical Control	4	
MT 104	2D CAD/CAM/CNC	4		MT 103	Jig & Fix. Design & Theory	4	
MA 102	Shop Math	4		TE 105	Materials of Industry	4	
Total 18				Total 18			

AREA OF STUDY: MARKETING

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 64-66

FIRST SEMESTER

BU 151	Introduction to Business	4
BU 156	Mathematics of Business*	4
CA 101	Computer Concepts & Appl.	4
EN 101	Rhetoric & Composition	4

Total 16

SECOND SEMESTER

CA 125	Business Technology Tools	2
EC 113	Macroeconomics	4
EN 102	Research Writing	2
CM 103	Interpersonal Comm.	3
XX xxx	Social Science Elective**	4
XX xxx	Wellness***	2

Total 17

THIRD SEMESTER

AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4
BU 200	Business Law	4
BU 255	Marketing	4
BU 205	Principles of Management	4

Total 16

FOURTH SEMESTER

BU 192	Business Communications	4
BU 256	Elements of Retailing	4
BU 266	Principles of Selling	4
XX xxx	Natural Science****	3-5

Total 15-17

* Other Mathematics Courses may be accepted in circumstances where a student is switching majors.

** Choose 4 credits from Social Science listing on page 50.

*** Choose either PE 141 Physical Fitness a Wellness Approach OR PE144 Effective Stress Management.

**** Choose a course from the following:

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 107	Environmental Science	CH 105	General Chemistry I
BI 110	General Biology	CH 106	General Chemistry II
BI 112	General Biology II	CH 107	Human Chemistry
BI 213	Anatomy and Physiology I	CH 201	Organic Chemistry
		GE 103	Physical Geography

Note: Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either take OS 105 Computer Skills or pass the keyboarding test to fulfill this requirement.

NURSING

The following health care programs are available:

NURSING ASSISTANT COURSE

Award Granted Upon CompletionCertificate
Minimum Number of Credits Required5

PART I OF THE GENERIC ASSOCIATE DEGREE NURSING PROGRAM (Practical Nurse Portion)

Award Granted Upon CompletionCertificate
Minimum Number of Credits Required43
(Requires successful completion of Part I of the Nursing Program)

GENERIC ASSOCIATE DEGREE NURSING PROGRAM (Registered Nursing) (Part II of program)

Award Granted Upon CompletionAssociate of Applied Science Degree
Minimum Number of Credits Required72
(Requires successful completion of Part I and II of the Nursing Program)

ASSOCIATE DEGREE NURSING COMPLETION PROGRAM (Registered Nursing)

Award Granted Upon CompletionAssociate of Applied Science Degree
Minimum Number of Credits Required29
(Requires successful completion of Part II of the Nursing Program)

(Note that these 29 credits are in addition to the completion of a State approved practical nursing program, successful completion of entrance requirements, and a current Michigan practical nursing license.)

PROGRAM DESCRIPTIONS

Nursing Assistant Course: This course is designed to teach interested persons to become Nursing Assistants (NAs). After successful completion of this course, students will qualify to take the state certification test for nursing assistants. After passing this test, the student may be employable in Michigan as a Competency Evaluated Nursing Assistant (CENA). The course includes 40 hours of lecture, 40 hours of laboratory training, and 40 hours of clinical training. The course is arranged into a one 5-credit course (NE115) that is offered in the Fall, Winter, Spring and Summer semesters. For more information about the NA course, call 906-786-5802, Ext. 1186 or 800-221-2001, Ext. 1186.

***Part I of the Generic A.D.N. program (Practical Nurse):** The certificate program in Practical Nursing (PN) is designed to prepare students who can demonstrate entry level competencies as practical nurses. Graduates of the program meet the educational requirements to take the National Council Licensure Examination for Practical Nursing. Students learn how to provide basic nursing care to all age groups. The curriculum includes background in the biological sciences, the social sciences, and nursing theory. Students receive supervised clinical experience in hospitals, home health care agencies, long-term care facilities, and physicians' offices. Students attend this program on a full-time or part-time basis. Students who successfully complete Part I of the Nursing Program are awarded a Practical Nursing Certificate and are qualified to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). This portion of the program prepares students to demonstrate entry level competencies as practical nurses.

***Associate Degree Nursing Program (Registered Nursing):** The curriculum is designed to assist the students to think critically as they apply scientific, theoretical, and practical knowledge to clinical situations in a variety of health care settings. Registered Nursing students who successfully complete Part I and II of the Nursing Program are awarded an Associate of Applied Science Degree and are qualified to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). The program prepares students to demonstrate entry level competencies as registered nurses. Students can attend Part I and Part II of the program on a full-or-part-time basis.

Two pathways are offered to assist students in obtaining their associate degree in nursing:

1. **Generic ADN Program:** For generic students, this program is arranged in two major parts. The student must complete part one (43 credits) with at least a 3.0 grade point average (GPA) and proceed directly into the second part which equals 29 credits. (If the student's GPA drops below a 3.0, the student must obtain a PN license and apply to the ADN completion program.)

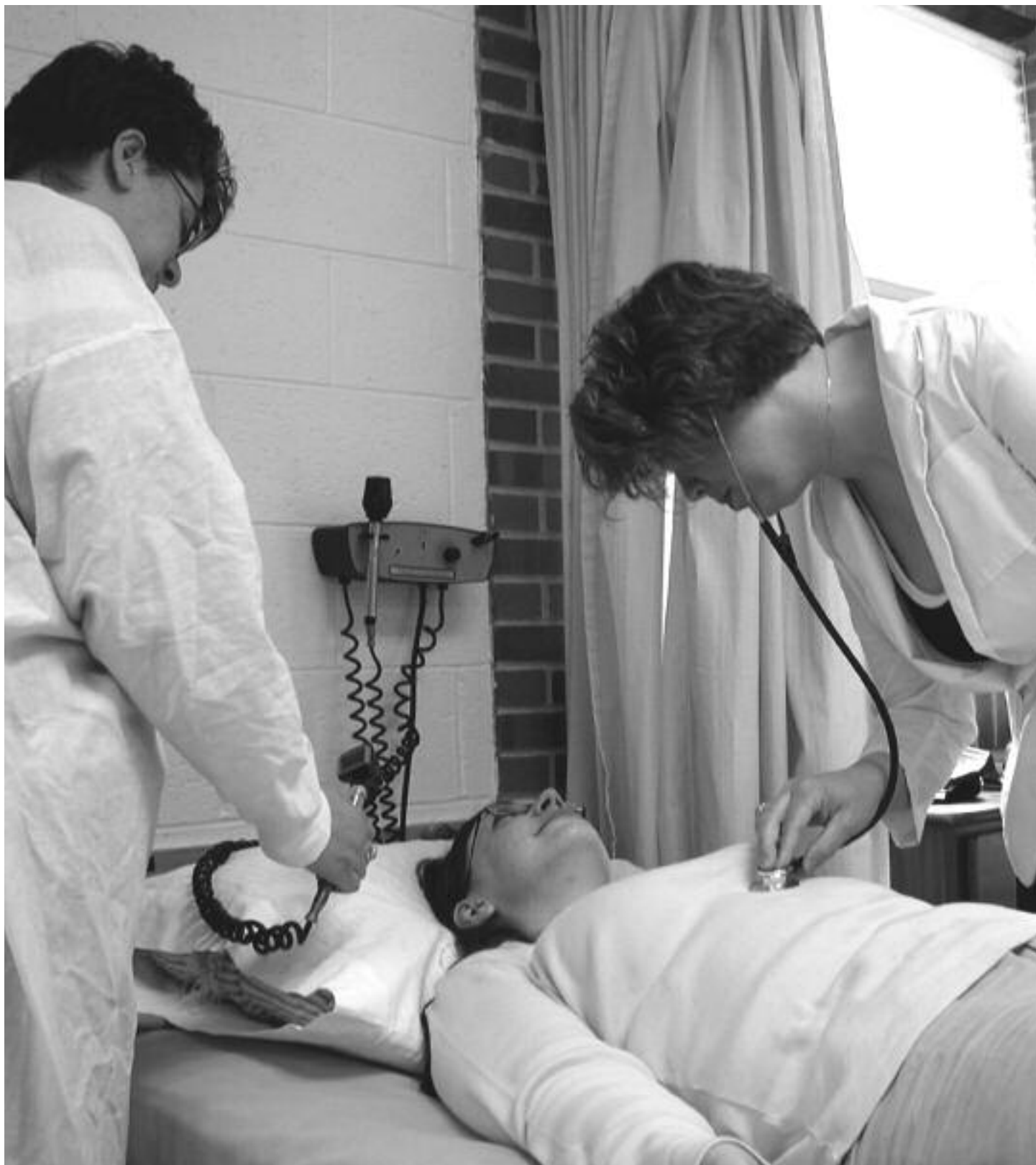
After successful completion of part one, the student has the option to take the National Council Licensure Examination for Practical Nursing. After successful completion of part one and part two, the student meets the requirements to take the National Council Licensure Examination for Registered Nursing.

2. **ADN Completion Program:** This 29-credit program is for licensed practical nurses who have met the entrance requirements. After successful completion, the student meets the requirements to take the National Council Licensure Examination for Registered Nurses.

* Entry level Practical and Registered Nurses may find employment in a variety of practice settings, including but not limited to: acute care hospitals, long term and extended term care facilities, clinics, and physician's offices. Jobs in most areas of nursing are plentiful, and employment rate is near 100%. The reported average yearly earnings in the state of Michigan are \$33,410 for Licensed Practical Nurses, and \$38,829 to \$46,176 for Registered Nurses (Michigan Department of Career Development, 2002). The Bay de Noc Community College nursing program is approved by the Michigan Board of nursing. Graduates may transfer all or part of credit/contact hours earned at Bay to several colleges and universities to pursue a Bachelor of Science in Nursing (B.S.N.) degree.

REQUIREMENTS FOR HEALTH CARE PROGRAMS

All students accepted into these nursing programs (Nursing Assistant, Part I & Part II of the Generic Associate Degree Nursing) are required to purchase uniforms and liability insurance. Arrangements for liability insurance are made by the college. Prior to participation in clinical activities, students are required to pass a physical exam and be immunized for contagious diseases. In addition, PN and ADN students must be certified in American Heart Association Basic Life Support.



Bay de Noc Community College Nursing Program Entrance Requirements
(Effective Date 2/1/04)

	Part I of the Generic Associate Degree Nursing Program (Practical Nurse Portion) Applicants	Part II of the Generic Associate Degree Program (Registered Nurse Portion) Applicants
Application Deadline	May 15 for fall admission. Students are admitted only once a year.	May 15 for fall admission. Students are admitted only once a year.
Conditional Acceptance	Granted to high school seniors conditional on their high school graduation and successful completion of all prerequisites. High school transcript must be forwarded within two weeks of graduation.	
Transcript used for ranking	Most recent transcript will be used to evaluate the prerequisite courses. Prerequisite courses include: algebra, English, biology, and chemistry as defined below. Upper level courses may be considered.	(1) Classes taken in applicant's PN program and (2) Bay or transfer classes for PN or ADN program.
Minimum grade point average (GPA)	2.5--applicants with GPAs less than 2.5 will need to see a nursing advisor for ways to improve or establish new GPAs. The GPA requirement must be met by the end of the winter semester for year applying. Note: A 2.5 GPA goes not guarantee placement in the nursing program; it only ensures the ability to be ranked with other applicants for placement (see Ranking of Applicants on other side).	2.5--applicants with GPAs less than 2.5 will need to see a nursing advisor for ways to improve their GPAs. The GPA requirement must be met by the end of the winter semester for year applying. Note: A 2.5 GPA does not guarantee placement in the nursing program; it only ensures the ability to be ranked with other applicants for placement (see Ranking of Applicants on other side).
Type of high school/college transcript	Only regular high school or college transcripts will be considered. Applicants from other high school completion programs and GED holders must complete the prerequisites to establish a new GPA.	Official College Transcript
Developmental and non-graded classes	Developmental or non-graded courses may be recommended prior to prerequisite courses. These courses will not be included in figuring a new GPA. Developmental classes are: BI100 Fundamentals of Biology (4 cr.) Non-graded classes are: En110 College Reading & Survival Skills (4 cr.) Ne115 Nursing Assistant Program (5 cr.) En111 College Survival Skills (2 cr.) Pe145 First Aid/Basic Life Support (1 cr.) Ma090 Fundamentals of Math (3 cr.)	Not applicable
Math entrance requirement	Two years of high school math including one year of algebra with a C or better each semester, OR a college level math class equivalent to Ma101 Nursing Mathematics or higher level math with a C or better. The math course must have been taken within the last 8 years. *	Not applicable
Biology entrance requirement	One year of high school biology with a C or better each semester, OR a college level laboratory biology class with a C or better. The biology course must have been taken within the last 8 years. *	Not applicable
Chemistry entrance requirement	One year of high school chemistry with a C or better each semester, OR a college level laboratory chemistry course with a C or better. The chemistry course must have been taken within the last 8 years. *	One year of high school chemistry with a C or better each semester, OR a college level laboratory chemistry course with a C or better. The chemistry course must have been taken within the last 8 years.
English entrance requirement	Two years of high school English with a C or better each semester, OR a college level English course equivalent to EN100 Communication Skills with a C or better. The English course must have been taken within the last 8 years. *	Completion of a college composition course comparable to En101 Rhetoric and Composition with a C or better. The English course must have been taken within the last 8 years.
C- grades	All prerequisites and program courses must meet the C or better requirement. Grades of C- do not meet the requirement.	All prerequisites and program courses must meet the C or better requirement. Grades of C- do not meet the requirement.

* Prerequisite courses believed to have been met prior to the 8 year timeline may be validated via Credit By Examination and/or pass equivalent scores for Math & English on the COMPASS test.

	Part I of the Generic Associate Degree Nursing Program (Practical Nurse Portion) Applicants	Part II of the Generic Associate Degree Program (Registered Nurse Portion) Applicants
Nurse Entrance Examination	A minimum composite score of no less than 55 on the Nurse Entrance Test (NET) is required for ranking for admission into the program. This test may be taken in Bay's computer lab at no charge to the student. Test results must be submitted by the May 15 deadline. The test may be attempted a total of three times. If after three attempts the applicant is unable to achieve the minimum score, then he/she must meet with an advisor to determine what developmental classes will be needed before their application can be considered for ranking purposes.	Not applicable
General Applied Science-Nursing Program	Applicants not meeting the entrance requirements may enroll in the General Applied Science (GAS)-Nursing program and work to meet the entrance requirements. These students will be assigned an advisor who will assist them in choosing appropriate classes. Enrollment in the GAS-Nursing program <u>does not</u> guarantee admission to Part I (PN portion) of the A.D.N. program, though it will probably improve the applicant's chances of acceptance.	
Personal Information Form	Must be completed by May 15 application deadline.	Must be completed by May 15 application deadline.
Transcripts	Official high school, GED, and college transcripts must be received by application deadline.	Official high school and college transcripts must be received by application deadline.
Ranking of applicants	80 percent = Grade point average 10 percent = Residency 10 percent = Bay College attendance	80 percent = Grade point average 10 percent = Residency 10 percent = Bay College attendance
Program acceptance and placement in the Full- or Part-time Program	Acceptance in the program is based solely on the above ranking criteria. Placement in the Full- or Part-time Program is determined by the number of completed non-nursing classes for Part I of the A.D.N. Program: Anatomy & Physiology I and II, Rhetoric & Composition, Introduction to Psychology, Effective Stress Management, and First Aid/BLS.	Acceptance in the program is based solely on the above ranking criteria. Placement in the Full- or Part-time Program is determined by the number of completed non-nursing classes for Part II of the ADN Program: Microbiology, Pathophysiology, and Sociology.
Program orientation	Accepted applicants must attend a mandatory orientation prior to start of program.	Accepted applicants must attend a mandatory orientation prior to start of program.
Progression from Part I (PN portion) to Part II (ADN portion) of the program	Generic Students - Students graduating from Part I (PN portion) of Bay's A.D.N. program with a cumulative 3.0 GPA and going directly into Part II of the ADN program are considered generic A.D.N. students and are not required to pass the NCLEX-PN before starting clinic classes. GPAs will be figured on prerequisite classes taken during Part I of Bay's A.D.N. program and classes transferred for PN or ADN program. HOWEVER , students with a 3.0 GPA who have gone through the reentry process are not considered generic A.D.N. students and must pass the NCLEX-PN before starting clinic classes. Non-generic Students - Students graduating from Part I of Bay's summer A.D.N. program with less than a 3.0 GPA and going directly into Part II the ADN program are considered non-generic students and can <u>only</u> be considered for the part-time ADN program because sufficient time must be allowed for passing the NCLEX-PN before starting clinics. Students graduating from Bay before Fall 1997 or other State approved PN programs must have successfully completed, in addition to the nursing component, core classes such as Anatomy and Physiology I & II, Introduction to Psychology, Rhetoric and Composition, and Physical Assessment. Re-entry Students - Students approved for re-entry may be required to rank with other applicants if a seat is not obtained prior to the fall admission.	Generic Students - Students graduating from Part II of the ADN program are considered generic A.D.N. students and must pass the NCLEX-PN before starting clinic classes. GPAs will be figured on prerequisite classes taken during Part I of Bay's A.D.N. program and classes transferred for PN or ADN program. HOWEVER , students with a 3.0 GPA who have gone through the reentry process are not considered generic A.D.N. students and must pass the NCLEX-PN before starting clinic classes. Non-generic Students - Students graduating from Part II of the ADN program are considered non-generic students and can <u>only</u> be considered for the part-time ADN program because sufficient time must be allowed for passing the NCLEX-PN before starting clinics. Students graduating from Bay before Fall 1997 or other State approved PN programs must have successfully completed, in addition to the nursing component, core classes such as Anatomy and Physiology I & II, Introduction to Psychology, Rhetoric and Composition, and Physical Assessment. Re-entry Students - Students approved for re-entry may be required to rank with other applicants if a seat is not obtained prior to the fall admission.

AREA OF STUDY: FULL-TIME PRACTICAL NURSING CERTIFICATE
 (OR PART I OF FULL-TIME GENERIC ASSOCIATE DEGREE NURSING PROGRAM)

FALL SEMESTER				WINTER SEMESTER			
BI	213	Anatomy/Physiology I*	4	BI	214	Anatomy/Physiology II*	4
EN	101	Rhetoric and Composition*	4	NE	107	Nursing Fundamentals Clinic	2
NE	101	Nursing Fundamentals	2	NE	117	Pharmacology II	2
NE	102	Nursing Fundamentals Lab	2	NE	120	Adult Health Nursing	3
NE	116	Pharmacology I	1	NE	121	Adult Health Clinic I	2
PE	144	Effective Stress Management*		PY	201	Intro to Psychology*	4
		OR PE 141 Physical Fitness: A Wellness Approach*	2				
PE	146	First Aid/Basic Life Support* (For Healthcare Providers)	1				
			Total 16				Total 17
SPRING				SUMMER			
NE	122	Adult Health Nursing II	3	NE	126	Child Health Nursing	1
NE	123	Adult Health Clinic II	2	NE	125	Parent/Newborn Clinic	2
NE	124	Parent/Newborn Health	2				
			Total 7				Total 3

*These classes may be taken prior to acceptance into the program on a space available basis.

AREA OF STUDY: PART-TIME PRACTICAL NURSING CERTIFICATE
 (OR PART I OF PART-TIME GENERIC ASSOCIATE DEGREE NURSING PROGRAM)

FALL SEMESTER				WINTER SEMESTER			
BI	213	Anatomy/Physiology I*	4	BI	214	Anatomy/Physiology II*	4
NE	116	Pharmacology I	1	NE	101	Nursing Fundamentals	2
PY	201	Intro. to Psychology*	4	NE	102	Nursing Fundamentals Lab	2
PE	144	Effective Stress Management*		NE	117	Pharmacology II	2
		OR PE 141 Physical Fitness: A Wellness Approach*	2				
PE	146	First Aid/Basic Life Support* (For Healthcare Providers)	1				
			Total 12				Total 10
SPRING				SUMMER			
NE	107	Nursing Fund. Clinic	2	EN	101	Rhetoric and Composition*	4
			Total 6	NE	120	Adult Health Nursing I	3
							Total 7
FALL SEMESTER				WINTER SEMESTER			
NE	121	Adult Health Clinic I	2	NE	124	Parent/Newborn Health	2
NE	122	Adult Health Nursing II	3	NE	125	Parent/Newborn Clinic	2
NE	123	Adult Health Clinic II	2				
NE	126	Child Health Nursing	1				
			Total 8				Total 4

*These classes may be taken prior to acceptance into the program on a space available basis.

Note: Bay College's Nursing Program is based on a ladder concept that allows students to be gainfully employed as they proceed through the program. Students often work part-time as Nursing Assistants as they are completing the Part I course work. The program design then enables them to work as Licensed Practical Nurses as they complete Part II of the program. After completing Part II, many graduates work as Registered Nurses as they continue their education at a four-year institution.

AREA OF STUDY: FULL-TIME ASSOCIATE DEGREE NURSING COMPLETION PROGRAM
(OR PART II OF FULL-TIME GENERIC ASSOCIATE DEGREE NURSING PROGRAM)

FALL SEMESTER				WINTER SEMESTER			
BI	225	Medical Microbiology*	2	NE	236	Adult Health Nursing III	3
BI	276	Pathophysiology*	3	NE	238	Adult Health Clinic III	4
NE	230	Advanced Family Nursing	3	NE	240	Pharmacology III	1
NE	231	Advanced Family Clinic	2	NE	241	Management/Issues	2
NE	232	Mental Health Nursing	3	SO	151	Sociology*	4
NE	233	Mental Health Clinic	2				
Total 15				Total 14			

*These classes may be taken prior to acceptance into the program on a space available basis.

AREA OF STUDY: PART-TIME ASSOCIATE DEGREE NURSING COMPLETION PROGRAM
(OR PART II OF PART-TIME GENERIC ASSOCIATE DEGREE NURSING PROGRAM)

FALL SEMESTER				WINTER SEMESTER			
BI	225	Medical Microbiology*	2	NE	233	Mental Health Clinic	2
BI	276	Pathophysiology*	3	NE	241	Management/Issues	2
NE	232	Mental Health Nursing	3	SO	151	Sociology*	4
Total 8				Total 8			
FALL SEMESTER				WINTER SEMESTER			
NE	230	Advanced Family Nursing	3	NE	236	Adult Health Nursing III	3
NE	231	Advanced Family Clinic	2	NE	238	Adult Health Clinic III	4
				NE	240	Pharmacology III	1
Total 5				Total 8			

*These classes may be taken prior to acceptance into the program on a space available basis.

Note: The combined credits from Part I and Part II constitute the Generic Associate Degree Nursing Program (72 credits).

AREA OF STUDY: OFFICE SYSTEMS/MEDICAL OFFICE SPECIALIST

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 68-70

FIRST SEMESTER

OS 108	Advanced Keyboarding Skills	4
OS 117	Records Management	3
CA 101	Computer Concepts & Appl.	4
BU 156	Mathematics of Business**	4

Total 15

SECOND SEMESTER

OS 115	Word Processing I	2
OS 215	Word Processing II	2
OS 191	Business English & Proof.	4
EN 101	Rhetoric & Composition	4
NE 100	Medical Terminology I	3
CM 103	Interpersonal Comm.	3

Total 18

THIRD SEMESTER

NE 119	Medical Terminology II	2
OS 220	Med. Billing & Office Proc.	4
OS 218	Machine Transcription	3
BU 192	Business Communications	4
AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4

Total 17

FOURTH SEMESTER

OS 230	Medical Coding	4
OS 219	Medical Transcription	3
OS 120	Office Procedures	4
XX xxx	Social Science/Humanities***	4
XX xxx	Natural Science Elective****	3-4-5

Total 18-19-20

** Other mathematics credit will be accepted in circumstances where a student is switching programs.

*** One of the following courses must be selected to fulfill the Social Science/Humanities requirement:

AN 201	Cultural Anthropology	HS 102	Western Civilization 1600 to Present
EN 200	American Literature	PI 201	Western Philosophy
EN 205	World Literature	PI 202	Asian Philosophy
HS 101	Western Civilization to 1600	SO 151	Sociology

**** One of the following courses must be selected to fulfill the Natural Science requirement:

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 107	Environmental Science	CH 105	General Chemistry
BI 110	General Biology	CH 107	Human Chemistry
BI 112	General Biology II	GE 103	Physical Geography
BI 213	Anatomy & Physiology I		

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OS 105 Computer Keyboarding or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

AREA OF STUDY: OFFICE SYSTEMS/SECRETARIAL

Award Granted Upon CompletionCertificate
 Credits Required34

This program will prepare individuals for today's automated office. The certificate consists of major courses related to the technical skills required for employment in various business, industrial, governmental, and professional organizations.

FIRST SEMESTER

OS 108	Adv. Keyboarding Skills*	4
OS 117	Records Management	3
OS 191	Bus. English and Proofreading	4
CA 101	Computer Concepts & App.	4
CA 115	Using Microsoft Windows	2

SECOND SEMESTER

OS 115	Word Processing I	2
OS 215	Word Processing II	2
OS 218	Machine Transcription	3
BU 192	Business Communications	4
CA 121	Microsoft Excel	1
CA 122	Microsoft Access	1
CA 123	Microsoft PowerPoint	1
XX xxx	Recommended Electives	3

Total 17

Total 17

*Placement in keyboarding depends upon previous experience. OS 107 Keyboarding II-Formatting is accepted for credit only if taken prior to Advanced Keyboarding Skills.

Recommended Electives:

AC 100	Practical Accounting	CA 140	Database Applications
AC 101	Accounting Principles I	CA 200	Exploring PC Software
AC 102	Accounting Principles II	CA 210	Web Page Design & Structure
AC 103	Accounting with Microcomputers	CM 103	Interpersonal Communications
BU 151	Introduction to Business	OS 119	Electronic Ten-Key Operations
CA 103	Visual Basic	OS 120	Office Procedures
CA 116	DOS for Windows Users	OS 216	Word Processing III
CA 120	Microsoft Word	OS 234	Desktop Publishing and Design
CA 130	Spreadsheet Applications		

Other electives must be selected from the following listed course number prefixes: AC, BU, CA and OS.

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OS 105 Computer Keyboarding or successfully pass the keyboarding test to fulfill this requirement.

AREA OF STUDY: OFFICE SYSTEMS/ADMINISTRATIVE ASSISTANT

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 65-68

FIRST SEMESTER

OS 108	Advanced Keyboarding Skills	4
OS 117	Records Management	3
OS 119	Electronic Ten-Key Operations	2
BU 156	Business Math**	4
CA 101	Computer Concepts & Appl.	4

Total 17

SECOND SEMESTER

AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4
OS 115	Word Processing I	2
OS 215	Word Processing II	2
OS 191	Business English and Proof.	4
CA 115	Using Microsoft Windows	2
CM 103	Interpersonal Comm.	3

Total 17

THIRD SEMESTER

BU 192	Business Communications	4
OS 216	Word Processing III Or	2
OS 217	Advanced MS Word	3
OS 218	Machine Transcription	3
CA 130	Spreadsheet Applications	3
XX xxx	Social Science/Humanities***	4

Total 16-17

FOURTH SEMESTER

OS 120	Office Procedures	4
EN 101	Rhetoric & Composition	4
CA 123	Microsoft PowerPoint	1
CA 140	Database Applications	3
XX xxx	Natural Science Elective****	3-4-5

Total 15-16-17

** Other mathematics credit will be accepted in circumstances where a student is switching programs.

*** One of the following courses must be selected to fulfill the Social Science/Humanities requirement:

AN 201	Cultural Anthropology	HS 102	Western Civilization 1600 to Present
EN 200	American Literature	PI 201	Western Philosophy
EN 205	World Literature	PI 202	Asian Philosophy
HS 101	Western Civilization to 1600	SO 151	Sociology

**** One of the following courses must be selected to fulfill the Natural Science requirement:

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 107	Environmental Science	CH 105	General Chemistry
BI 110	General Biology	CH 107	Human Chemistry
BI 112	General Biology II	GE 103	Physical Geography
BI 213	Anatomy & Physiology I		

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OS 105 Computer Keyboarding or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

AREA OF STUDY: OFFICE SYSTEMS/SECRETARIAL: LEGAL

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 65-68

FIRST SEMESTER

OS 108	Advanced Keyboarding Skills	4
OS 117	Records Management	3
BU 156	Business Math**	4
CA 101	Computer Concepts & Appl.	4

Total 15

SECOND SEMESTER

BU 200	Business Law I	4
OS 191	Business English and Proof.	4
OS 115	Word Processing I	2
OS 215	Word Processing II	2
EN 101	Rhetoric & Composition	4

Total 16

THIRD SEMESTER

AC 100	Practical Accounting Or	
AC 101	Accounting Principles I	4
BU 192	Business Communications	4
OS 216	Word Processing III Or	2
OS 217	Advanced MS Word	3
OS 218	Machine Transcription	3
XX xxx	Social Science/Humanities***	4

Total 17-18

FOURTH SEMESTER

OS 120	Office Procedures	4
OS 240	Legal Transcription	3
CA 115	Using Microsoft Windows	2
CA 121	Microsoft Excel	1
CA 122	Microsoft Access	1
CM 103	Interpersonal Comm.	3
XX xxx	Natural Science Elective****	3-4-5

Total 17-18-19

** Other mathematics credit will be accepted in circumstances where a student is switching programs.

*** One of the following courses must be selected to fulfill the Social Science/Humanities requirement:

AN 201	Cultural Anthropology	HS 102	Western Civilization 1600 to Present
EN 200	American Literature	PI 201	Western Philosophy
EN 205	World Literature	PI 202	Asian Philosophy
HS 101	Western Civilization to 1600	SO 151	Sociology

**** One of the following courses must be selected to fulfill the Natural Science requirement:

BI 103	Essential Biology	CH 103	Essential Chemistry
BI 107	Environmental Science	CH 105	General Chemistry
BI 110	General Biology	CH 107	Human Chemistry
BI 112	General Biology II	GE 103	Physical Geography
BI 213	Anatomy & Physiology I		

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OS 105 Computer Keyboarding or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

AREA OF STUDY: PC SOFTWARE SUPPORT SPECIALIST-NETWORKING

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 65-66

FIRST SEMESTER

CA 101	Computer Concepts & Appl.	4
CA 115	Using Microsoft Windows	2
CA 120	Microsoft Word	1
CA 123	Microsoft PowerPoint	1
EN 101	Rhetoric & Composition	4
MA 110	College Algebra Or	
MA 125	Technical Algebra & Trig. II	4

Total 16

SECOND SEMESTER

BU 192	Business Communications	4
CA 116	Windows Command Line	3
CT 120	PC Operating Systems	3
CT 130	Introduction to LANs	3
OS 217	Advanced Microsoft Word	3

Total 16

THIRD SEMESTER

CA 130	Spreadsheet Applications	3
CA 140	Database Applications	3
CA 210	Web Page Design & Struct.	3
CT 155	PC Hardware Concepts	3
CT 250	Windows Networking I	3
CT 280	Novell Networks I	3

Total 18

FOURTH SEMESTER

CA 200	Exploring PC Software	2
CT 251	Windows Networking II Or	
CT 281	Novell Networks II	3
CM 103	Interpersonal Comm.	3
XX xxx	Social Science/Humanities*	4
XX xxx	Natural Science Elective**	3-4

Total 15-16

* One of the following courses must be selected to fulfill the Social Science/Humanities requirement:

AN 201	Cultural Anthropology	HS 102	Western Civilization 1600 to Present
EN 200	American Literature	PI 201	Western Philosophy
EN 205	World Literature	PI 202	Asian Philosophy
HS 101	Western Civilization to 1600	SO 151	Sociology

** One of the following courses must be selected to fulfill the Natural Science requirement:

CH 103	Essential Chemistry	BI 107	Environmental Science
BI 103	Essential Biology	GE 103	Physical Geography

AREA OF STUDY: PC SOFTWARE SUPPORT SPECIALIST-ADVANCED APPLICATIONS

Award Granted Upon Completion Associate in Applied Science Degree
 Credits Required 65-66

FIRST SEMESTER

CA 101	Computer Concepts & Appl.	4
CA 115	Using Microsoft Windows	2
CA 120	Microsoft Word	1
CA 123	Microsoft PowerPoint	1
EN 101	Rhetoric & Composition	4
MA 110	College Algebra Or	
MA 125	Technical Algebra & Trig. II	4

Total 16

SECOND SEMESTER

BU 192	Business Communications	4
CA 116	Windows Command Line	3
CT 120	PC Operating Systems	3
CT 130	Introduction to LANs	3
OS 217	Advanced Microsoft Word	3

Total 16

THIRD SEMESTER

CA 130	Spreadsheet Applications	3
CA 140	Database Applications	3
CA 210	Web Page Design & Struct.	3
CA 103	Visual Basic	4
C M 103	Interpersonal Comm.	3
CA 125	Business Technology Tools	2

Total 18

FOURTH SEMESTER

CA 200	Exploring PC Software	2
CA 203	Visual Basic/Applications	3
CA 240	Advanced Database Applications	3
XX xxx	Social Science/Humanities*	4
XX xxx	Natural Science Elective**	3-4

Total 15-16

* One of the following courses must be selected to fulfill the Social Science/Humanities requirement:

AN 201	Cultural Anthropology	HS 102	Western Civilization 1600 to Present
EN 200	American Literature	PI 201	Western Philosophy
EN 205	World Literature	PI 202	Asian Philosophy
HS 101	Western Civilization to 1600	SO 151	Sociology

** One of the following courses must be selected to fulfill the Natural Science requirement:

CH 103	Essential Chemistry	BI 107	Environmental Science
BI 103	Essential Biology	GE 103	Physical Geography

AREA OF STUDY: RETAILING

Award Granted Upon Completion Certificate
 Credits Required 32

FIRST SEMESTER

AC 100	Practical Accounting Or	4
AC 101	Accounting Principles I	
BU 151	Introduction to Business	4
CA 125	Business Technology Tools	2
BU 255	Marketing	4
CM 103	Interpersonal Comm.	3

Total 17

SECOND SEMESTER

BU 256	Elements of Retailing	4
BU 205	Principles of Management	4
BU 266	Principles of Selling	4
XX xxx	Elective	4

Total 16

AREA OF STUDY: WATER RESOURCE MANAGEMENT

Award Granted Upon CompletionAssociate in Applied Science Degree
 Credits Required69-70

The Water Resource Management program is designed to provide specialized training in water and wastewater treatment theory and application to both entry level personnel and those already in the field. Persons who complete degree requirements and gain appropriate work experience may qualify to progress through certification to highest grade licensure in municipal and industrial water and wastewater treatment. Recommended High School Subjects: Three years of English, two years of Algebra, one year of Biology, one year of Chemistry.

Types of Jobs: Industrial or Municipal Water/Waste Treatment Plant Operator, Engineering or Consulting Firm Technical Specialist, Chemical or Equipment Salesperson, Instructor, Operator Trainer, Hazardous Waste Treatment Specialist, State/Federal Regulatory Agency Technician, Environmental Research & Development Chemist.

FIRST SEMESTER

CH 105	General Chemistry I	5
MA 125	Technical Algebra & Trig II	4
WT 110	Wastewater Operations & Mgmt.	4
WT 260	Current Issues for Managers	3

Total 16

SECOND SEMESTER

CH 106	General Chemistry II	5
WT 120	Water Operations & Mgmt.	4
WT 230	Aquatic Evaluations and Bacteriology	3
EN 101	Rhetoric & Composition	4

Total 16

THIRD SEMESTER

WT 240	Environmental Analysis	5
WT 270	Water in Motion	4
CM 103	Interpersonal Comm. Or	3
CM 104	Public Speaking	4
EN 102	Research Writing	2
PS 262	State & Local Government	4

Total 18-19

FOURTH SEMESTER

WT 250	Water Analysis & Tech.	5
WT 220	Industrial Solutions	3
WT 255	Mech. & Instrumentation	3
PE 141	Physical Fitness: A Wellness Approach Or	
PE 144	Effective Stress Management	2
WT 272	Professional Field Experience (water)	3
WT 273	Professional Field Experience (wastewater)	3

Total 19

AREA OF STUDY: WATER TECHNOLOGY CERTIFICATE

Award Granted Upon CompletionCertificate
 Credits Required37

FIRST SEMESTER

WT 110	Wastewater Operations & Mgmt.	4
WT 240	Environmental Analysis	5
WT 260	Current Issues for Managers	3
WT 270	Water in Motion	4

Total 16

SECOND SEMESTER

WT 120	Water Operations and Mgmt.	4
WT 230	Aquatic Evaluations and Bacteriology	3
WT 250	Water Analysis & Techniques	5
WT 255	Mechanics and Instrumentation	3
WT 272	Professional Field Experience (water)	3
WT 273	Professional Field Experience (wastewater)	3

Total 21

TRANSFER FROM OTHER COLLEGES TO BAY DE NOC COMMUNITY COLLEGE 1+1
PROGRAM WATER PURIFICATION TECHNOLOGY

Bay de Noc Community College is offering a 1+1 program in Water Resource Management. After completing a basic Freshman year curriculum in science, students may transfer to Bay de Noc Community College for specialized courses in Water Technology. Upon graduation, students are awarded an Associate of Applied Science Degree and are immediately eligible for certification and entrance into the water/wastewater treatment industry.

Following is a general curriculum outline for the Freshman year, with specific Water Technology courses listed for the Sophomore year at Bay de Noc Community College.

FRESHMEN YEAR COURSES

General Chemistry.....2 semesters	Technical Report Writing.....1 semester
College Algebra.....1 semester	American Government.....1 semester
English Composition.....1 semester	Data Processing Or1 semester
	Electricity

Exact course titles and credits for this program are listed with your college counselor. Students must attain a cumulative average of "C" to transfer to Bay de Noc Community College.

SOPHOMORE YEAR COURSES AT BAY DE NOC COMMUNITY COLLEGE

FALL SEMESTER

WT 110	Wastewater Operations & Management	4
WT 240	Environmental Analysis	5
WT 230	Aquatic Evaluations & Bacteriology	3
WT 270	Water in Motion	4

WINTER SEMESTER

WT 120	Water Operations & Management	4
WT 250	Water Analysis & Techniques	5
WT 255	Mechanics & Instrumentation	3
WT 260	Current Issues for Managers	3
WT 220	Industrial Solutions	3
WT 272	Professional Field Experience (water)	3
WT 273	Professional Field Experience (wastewater)	3

Fourth semester academic courses will be completed during the first half of the semester. Second half of the semester will be full time Cooperative Work Experience.

AREA OF STUDY: WELDING

Award Granted Upon Completion	Certificate
Credits Required	33

This program provides the student with specialized classroom and shop experiences concerned with all types of metal welding, brazing, and flame cutting. Students are required to purchase safety glasses, gloves, cutting goggles, leather boots, helmet, striker, pliers, tip cleaners, and wear denim type clothing or overalls.

Types of Jobs: The Certificate Program provides individuals with a wide array of skills applicable to construction welding, ship building, fitting, and industrial and production welding.

FIRST SEMESTER

WE 110	Intro. to Oxygen-Acetylene Welding	3
WE 120	Basic Arc Welding	4
WE 220	Gas Metal Arc Welding (MIG)	4
MT 101	Blueprint Reading	2
MA 102	Shop Math	4

SECOND SEMESTER

WE 210	Advanced Arc Welding	4
WE 260	Gas Tungsten Arc Welding	4
TE 105	Materials of Industry	4
MT 100	Basic Machine Tool Operation	4

Total 17

Total 16

Course Descriptions

GUIDE TO COURSE DESCRIPTIONS

The course descriptions on the following pages are classified according to department. Each course description includes the following information:

1. **Course number**
Examples include: AC 101, BI 107, SO 208. Some courses may have prerequisites.
2. **Title of Course**
Examples: Accounting Principles I, Introduction to Psychology, Physical Geography
3. **Credit hours**
The number outside the parentheses indicates the total number of credit hours for that course. The numbers in parentheses show you the total contact hours of lecture (first number in parentheses) and laboratory experience (second number in parentheses) per week. Examples: 4 (4-0) means the course has a four credit hour value and meets four hours per week for lecture, with no lab; 4 (3-2) means the course is 4 credits, but meets for a total of 5 hours per week (3 hours for lecture and 2 hours for lab).
If a course is identified as having variable credit (i.e., 1-4), that means there are several options for credit determination.
4. **Course description and any prerequisites/co-requisites**
The description of the course gives you a general idea of its purpose and focus. Some courses have prerequisites and/or co-requisites listed. A prerequisite must be taken prior to entering a course. A co-requisite must be either taken prior to or concurrently with the course. In individual cases, prerequisites or co-requisites may be waived with approval of the instructor.



AC-ACCOUNTING

AC 100 4 (4-0)

Practical Accounting

A course for non-accounting majors to familiarize students with small business accounting or for students desiring a practical knowledge of principles before AC 101. The course covers the complete accounting cycle of both mercantile and personal services enterprises. It is designed to provide a better understanding of business procedures and the accounting phase of business. This course is used as a requirement or elective depending on degree requirements.

AC 101 4 (4-0)

Accounting Principles I

This course introduces concepts and techniques basic to the solution of record keeping problems of a business enterprise. It deals with the methods of recording, reporting, and interpreting the financial data of the business unit. Business records used to include the journal, ledger, worksheets, income statements, balance sheet, and capital statement. Calculation of bad debts, cost of goods sold, depreciation, and interest are also covered.

AC 102 4 (4-0)

Accounting Principles II

A study of accounting as it applies to partnerships, corporations, controls, analysis, and decision-making. Prerequisite: "C" or better in AC 101

AC 103 2 (2-0)

Accounting with Microcomputers

A course designed to teach students how to perform the accounting cycle function with the use of microcomputers. This course covers the complete accounting cycle and includes computerization of accounts receivable, accounts payable, and payroll. Prerequisites: AC 101 or AC 100

AC 210 4 (4-0)

Intermediate Accounting I

This course covers the accounting process and basic concepts and principles, the definition and measurement of assets, measuring revenue expense and period-end adjustments in determining net income. Course objectives: To provide students with the knowledge of the intricate treatment of assets in an accounting system, to enable students to analyze accounting statements, and to provide students with the capability of dealing with the detailed and varied accounting procedures that pertain to assets and their adjustments. Prerequisite: "C" or better in AC 102. Offered in the fall semester.

AC 211 4 (4-0)

Intermediate Accounting II

This course covers the definition and measurement of liabilities and capital, financial statement analysis, treatment of account errors. Course objectives: To provide students with the knowledge of the intricate treatment of liabilities and capital accounts in the accounting system, to provide students with the capability of dealing with the detailed and varied accounting procedures as they pertain to liabilities and capital accounts. Prerequisite: "C" or better in AC 102. Offered in the winter semester.

AC 215 4(4-0)

Cost Accounting I

This course covers the objectives, systems, and techniques of cost accounting, the process, job order, and standard cost system, managerial use of cost information for profit planning, control, and decision-making. Course objectives: To familiarize the student with cost accounting objectives and systems, to provide the student with the capability of working with process costs, job order costs, and standard cost processes, to develop a knowledge of how to budget and plan utilizing cost accounting data. Prerequisite: AC 102. Offered in the fall semester.

AC 216 4(4-0)

Taxation I

A course covering an overview of federal and state personal income tax. An introduction to corporate and business taxes, including sales and use taxes, as well as payroll tax forms and regulations. Offered in fall semester.

AC 225 4 (4-0)

Cost Accounting II

A continuation of Cost Accounting I. Topics include: cost allocation, process costing, operational costing, capital budgeting, and other advanced cost accounting techniques.

AC 272 1-4

Accounting Co-op

Students who have substantially completed the requirements for the two year associate degree in accounting are provided with an opportunity to earn credit by working in an approved accounting job situation. Co-op education means working for pay under the guidelines of the co-op education program at Bay College. Some internships (non-pay) positions may occasionally be available. Prerequisites: AC 210, 2.75 GPA in Accounting, and approval of division chairperson.

AN-ANTHROPOLOGY

AN 201 4 (4-0)

Introduction to Cultural Anthropology

This course will present principles of cultural and social anthropology from several different cultures. It will cover the nature of culture, social, political, and economic systems; religion, art, and the special uses of language. Efforts will be made to include at least one culture from Africa, one from South America, one Arabic, and one Pacific Rim country.

AU- AUTOMOTIVE TECHNOLOGY

AU 100 6 (4-4)

Automotive Engines

The objective of this course is to provide the theoretical background necessary to understand the operation of the internal combustion engine. Students will have the opportunity to use the special tools and equipment necessary for servicing engines. This course should be taken concurrently with AU160.

AU 110 4 (3-3)

Automotive Brakes

This course is designed to present to the student the basic theory of operation of automotive brake systems. The course will include how to use electronic service information, suggested manufacturer service procedures and the proper use of special tools to service present automotive brake systems. The course should be taken concurrently with AU160, Automotive Service Floor I.

AU 120 4 (3-3)

Automotive Electrical I

A study of the construction, operation, testing, diagnosis and service of automotive electrical, cranking and charging systems using a variety of diagnostic test equipment. This course should be taken concurrently with AU160.

AU 130 4 (2-4)

Automotive Standard Transmissions and Power Trains

The primary objective of this course is intended to provide the student with a fundamental understanding of the automotive power train. Students will use reference manuals, hand tools, and specific equipment in working with transaxles, transmissions, universal joints, CV joints, and differentials.

AU 140 4 (3-3)

Automotive Engine Performance I

The objective of this course is to provide the student with a basic understanding of the theory and operation of ignitions and fuel systems. Emphasis is placed on the study of specific functions in structure and servicing of modern ignition and fuel systems. Prerequisite: AU 120

AU 150 4 (2-4)

Automotive Suspension and Steering

Using special tools and equipment, this course presents the basic theory of operation, servicing automotive suspension and steering, and four-wheel alignment.

AU 160 2 (0-5)

Service Floor I

Students will perform tasks in a service setting with an emphasis in Automotive Engine Repair, Brake Systems and Electrical Systems. Prerequisite: To be taken concurrently with AU 100 & AU 110 & AU120.

AU 170 3 (0-5)

Service Floor II

Students will perform tasks in a service setting with an emphasis in Automotive Engine Performance, Steering & Suspension Systems and Electrical Systems. Prerequisite: AU 160 or permission of instructor.

AU 200 4 (2-4)
Automotive Engine Performance II
This course is a continuation of AU140. It is an introduction to information and diagnosis of engine emissions and performance conditions related to baci mechanical, fuel injection, engine management, and ignition systems. The course includes theory of system operation with an emphasis on systematic troubleshooting. There will be hands-on exercises and special tool usage, including scan tools, dvom, inductive ammeter, exhaust gas analyzer, engine/ignition secondary analyzer and signal scopes. Prerequisite: AU140.

AU 210 2 (0-5)
Service Floor III
The objective of this course is to provide the student with the practical experience of shop management. In addition, this experience includes the opportunity to repair various automobiles in a business - type setting. Prerequisites: AU 160 & AU 170.

AU 220 4 (4-2)
Automotive Electrical II
This course builds on the electrical principles learned in AU120, Automotive Electrical I. The advanced structure of this course builds from the basic electrical principles through automotive semi-conductors to microprocessors used in automotive vehicles. The use of electrical measurement devices, wiring diagrams and circuit building is an essential part of this course. The student will learn practical diagnostic procedures having application to present automotive electronic systems. Prerequisite: AU 120.

AU 230 4 (3-3)
Automatic Transmissions
This course is designed to present to the student the basic theory of operation of automatic transmissions. Through the use of Chrysler and General Motors training transmissions the student will disassemble, inspect, measure, test, adjust and reassemble these training transmissions according to the manufacturer specifications. Prerequisite: AU 130.

AU 240 3 (0-5)
Service Floor IV
This course provides the student with an opportunity to practice automobile service techniques within a simulated real world environment. This is a capstone course to the automotive program in which the student will use previously learned theoretical knowledge. Prerequisites: AU 160, 170, 210.

AU 270 4 (3-3)
Automotive HVAC Systems (Formerly Air Conditioning Fundamentals)
Automotive Heating, Ventilation, and Air Conditioning. In - depth study of automotive heating, ventilation, and air conditioning systems. The course includes theory of operation, diagnosis, and repair of HVAC systems. Environmental safety issues are stressed including laws and regulations, CFC recovery and recycling, ozone depletion, and new, environmentally safe systems. Computerized automatic temperature controlled systems are also covered. Prerequisite: AU 120 or instructors permission.

BI-BIOLOGY
BI 100 4 (4-0)
Fundamentals of Biology
Developmental in nature, this course is designed to familiarize those students have weak backgrounds in high school science with the world of science in general and human biology in particular. Being developmental, this course does not fulfill requirements toward any degree. Normally offered each semester on demand.

BI 103 4 (3-2)
Essential Biology
This course is a single semester survey of the most important biological concepts and issues relevant to life on earth including evolution, genetics, and ecology. It is designed to fulfill general education requirements for non-science, liberal arts majors. If you plan to transfer to a four year institution and major in engineering, social science, computer science, or any basic or applied physical or life science, you should consider taking the two semester introductory biology sequence (BI 110-112) instead of this course. (Note: There are no dissections in the lab). Prerequisites: None, although students will benefit from having had a least 1 year of natural science in high school or BI 100. Normally offered each semester.

BI 104 4 (3-2)
Human Biology
This course emphasizes human structure and function at the chemical, cellular, tissue, organ, and organ system levels. It is designed primarily for the social scientist and to fulfill general education requirements for non-science, liberal arts majors. It typically does not transfer for credit as part of a biology major. (Note: dissections are a required part of the lab). Prerequisites: None, although students will benefit from having had at least 1 year of natural science in high school or BI 100. Normally offered each semester.

BI 107 3 (3-3)
Environmental Science
This course provides a broad introduction to natural systems, ecological concepts, and the social and cultural institutions that affect human interactions with the natural world. It presents an interdisciplinary perspective on current environmental issues while developing analytical and problem solving skills. To meet natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BI 107 must be taken concurrently with BI 108, Environmental Science Lab. Prerequisites: None, although students will benefit from having had at least 1 year of natural science in high school or BI 100. Normally to be offered each semester.

BI 108 1 (1-2)
Environmental Science Lab
This course provides lab experiences associated with BI 107. BI 108 should be taken concurrently with BI 107.

BI 110 4 (3-3)
General Biology I: Evolution & Diversity of Organisms
This course surveys the diversity of life on earth with an emphasis on evolutionary theory, ecology, Mendelian genetics, and population genetics. It is intended for all students with a strong interest in the life sciences. It is the first semester of an introductory biology sequence intended for students planning to transfer to a four year institution and major or minor in a life science, engineering, social science, computer science, or any physical science. Prerequisites: None, but students will benefit in this course from having had at least 2 years of natural science in high school (including biology and chemistry). This course and its companion (BI 112) can be taken in any order. However, BI 110 covers material that is more accessible to students based on their past experience. Consequently, most students would be advised to take BI 110 first. Normally offered in the fall semester.

BI 112 4 (3-3)
General Biology II: Introduction to Cell and Molecular Biology
This course focuses on the structural, physiological, and genetic characteristics of cells. Topics covered include the chemistry of life, cell structure and function, cell physiology, molecular genetics, and biotechnology. It is intended for all students with a strong interest in the life sciences. It is the second course of an introductory biology sequence for science majors. See the BI 110 description for details. Prerequisites: None. Normally offered in the winter semester.

BI 200 4 (3-3)
Plant Biology
In this course, students study the diversity, structure, function, and ecology of plants. Prerequisite: BI 103, or BI 110 and 112, or consent of the instructor. Normally offered in the winter semester.

BI 213 4 (3-2)
Anatomy and Physiology I
A study of the structure and function of the human body. This is an in-depth course for science and life science majors. It covers cells, tissues, nervous, sensory, circulatory, lymphatic, and respiratory systems. It will include extensive dissection of various vertebrates, and written laboratory reporting. Prerequisites: One year of high school biology or BI 104. One year of high school chemistry, or CH 107, or permission of the instructor.

BI 214 4 (3-2)
Anatomy and Physiology II
A continuation of Anatomy and Physiology I. It will cover the digestive, integumentary, skeletal, muscular, endocrine, and reproductive systems; plus fluids, metabolism, and developmental subjects. Prerequisites: BI 213 with a "C" or better.

BI 220 4 (3-3)
Animal Biology
In this course, students study the diversity, structure, function, and ecology of animals. Prerequisite: BI 103, or BI 110 & 112, or consent of the instructor. Normally offered in the fall semester.

BI 225 2 (2-0)
Medical Microbiology
An introductory Microbiology course emphasizing the medical applications of microbiology. The subject matter will include microscopic techniques, prokaryotic and eukaryotic structure, control of growth, diversity of microbial life, epidemiology, the immune system, and common microbial diseases. Prerequisites: Human Chemistry or equivalent and at least 1 semester of Biology.

BI 226 4 (3-3)
Microbiology
An introductory course designed to give the student an understanding of the means by which microorganisms' growth can be controlled and regulated, their symbiotic relationships, and host responses to their presence. Prerequisite: Eight credits of Biology or permission of the instructor. Exposure to biochemical principles is recommended. Normally offered winter semester of even numbered years. (2002, 2004,.....)

BI 227 2 (1-3)
Environmental Microbiology
The subjects covered are chemical principles, metabolism, growth and the genetics of microbes, biotechnology, pathogenicity, and microbes in nonmedical environments. The laboratory will cover introductory microbiological techniques including identification of unknown microbes. Prerequisite: 1 semester of chemistry and BI 225. Offered every other semester in even years.

BI 255 3 (3-3)
Genetics
This course emphasizes the development of analytical and problem solving skills in molecular, Mendelian, and population genetics. To meet natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BI 255 must be taken concurrently with BI 256, Genetics Lab. Prerequisite: BI 103, or BI 110 & 112, or consent of the instructor. To be offered in alternating winter semesters.

BI 256 1 (1-2)
Genetics Lab
This course provides lab experiences associated with BI 255. BI 256 should be taken concurrently with BI 255.

BI 270 4 (3-3)
Ecology
This course emphasizes the study of the interactions between organisms and their environment from an evolutionary perspective. Ecological concepts relating to the individual, population, community, and ecosystem levels of biological organization are emphasized. To meet the natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BI 270 must be taken concurrently with BI 271, Ecology Lab. Prerequisite: BI 103, or BI 110 & 112, or consent of the instructor. To be offered in the spring/summer semester, and possibly alternating fall semesters.

BI 271 1 (1-2)
Ecology Lab
This course provides lab experiences associated with BI 270. BI 271 should be taken concurrently with BI 270.

BI 276 3 (3-0)
Pathophysiology
The purpose of this course is to define and analyze significant pathophysiological processes of common diseases and illnesses utilizing a systematic approach. The etiology, pathogenesis, and clinical manifestations of common disease processes are covered. Prerequisite: BI 213, BI 214.

BI 290 1 (0-2)
Field Biology
This course is designed to expose the student to field procedures. It may include collection and identification of organisms, ecological investigation, preparation and analysis of field data for reports, and other methodology at pertinent to the topic being considered. Recommended prerequisite: BI 110 with a "C" grade or better. Normally offered on demand.

BU-BUSINESS

BU 151 4 (4-0)
Introduction to Business
This course is intended to offer the student an overview of the business complex, business organization and management, personnel and labor relations, banking and finance, governmental agencies and controls, production, marketing, and the like. Throughout the course, current career opportunities will be explored.

BU 156 4 (4-0)
Mathematics of Business
A course intended primarily for non-transfer business students and for others who need to use mathematics in the solution of practical problems. Some of the areas covered include a comprehensive review of mathematical principles, measurements, inventory, mark-up, depreciation, discounts, interest, bank reconciliation, insurance, and taxation. Does not fulfill the math requirements for the A.S. or A.A. degrees. This course is a supportive course designed to meet occupational program requirements.

BU 192 4 (4-0)
Business Communications
This course is designed to help the student develop communications skills appropriate to a variety of business situations including letters, memos, short reports, electronic slide presentations, e-mail, group interaction, and listening skills. Emphasis will be placed on both content and mechanics with a goal of mailability on all written documents. Prerequisite: CA 101 or permission of instructor. Keyboarding ability is recommended.

BU 200 4 (4-0)
Business Law I
A course dealing with common law and the Uniform Commercial Code as it applies to contracts, agencies, employment, commercial paper, personal property, and bailments. The introduction to the course surveys the law and the resolution of disputes. The introduction also includes the social forces and legal right included in the law.

BU 203 3 (3-0)
Information Systems Development
A study of the theory and the practice of developing "systems" for a variety of business applications. Includes an in-depth study of system components and a detailed analysis of the stages in a system development project. Students will gain experience in working in teams to perform selected activities in the system development process. Normally offered in the winter semester.

BU 205 4 (4-0)
Principles of Management
An introduction into the social and legal implications of business functions and managerial decision-making problems and solutions. The student, upon completion, should be able to use the knowledge in making better personal and social decisions in business.

BU 206 4 (4-0)
Small Business Management
This course is designed to cover the areas of small business and management. The emphasis of the course is on selection, start-up, and operation of a small business. Students develop a comprehensive business plan for opening a new business or purchasing an existing business. Areas of concentration include the decision to choose self employment, factors necessary for personal success in a small business, evaluating the potential for business success, options for establishing a small business, organization, financing site selection, layout, operations, and control.

BU 251 3 (3-0)
Business Law II
A course in business law to be used as an elective in the accounting and general business programs. The material to be covered will include business law as it pertains to agency, employment, partnerships, corporations, and commercial paper.

BU 255 4 (4-0)
Marketing
This is the first course in Marketing. It is designed to look at the major elements used to successfully market products, services, and ideas. The course covers the marketing process from evaluation of the marketing environment through development of a marketing plan. Students will utilize the marketing concepts to analyze situations, develop creative problem solutions, and present workable alternatives. The role of Marketing in the business structure and the use of a marketing philosophy in business is examined.

BU 256 4 (4-0)
Elements of Retailing
A study of the opportunities in retailing establishments. Such subjects as store locations, arrangement in relation to sales, volume and profit, variations and fluctuations, and their effect on buying and selling will be reviewed. Normally offered in winter semester.

BU 266 4 (4-0)
Principles of Selling
Developing sales techniques effective in various types of retailing and selling. Basic principles of selling are emphasized, and the students shall be able to relate these sales techniques to the individual's area of concentration. Normally offered in winter semester.

BU 272 4-8 (1-40)
Cooperative Education
Hours given for experience in related retail establishments bases upon the involvement and time per student. The student shall work under an approved supervisor in a related work area in the community.

**CA-
COMPUTER
APPLICATIONS**

CA 101 4 (4-0)
Computer Concepts & Applications
This introductory course is designed to aid the student in better understanding the function of a computer for professional and personal use. Some of the topics covered are input-output devices, processors, storage media, networks, communications, the Internet, computer crime, simple program writing, and application software. There are some computer assignments which may require the student to use the computer lab.

CA 103 4 (4-0)
Visual Basic
This course will introduce the student to computer programming. It will focus upon the necessary logic structures required for structured programming. In addition, it will provide the students with an opportunity to apply the logic structures using Visual Basic, a versatile and powerful Windows-based programming language. Students will complete a series of programming assignments in the course. No prior experience with programming is required. Prerequisite: MA 105 with a grade of "C" or better or three years of high school college prep mathematics with a "C" or better grade average and CA 115 with a grade of "C" or better. Normally offered in the fall semester.

CA 115 2 (2-0)
Using Microsoft Windows
This course allows the student to learn about and use Microsoft Windows, a popular GUI (graphical use interface) for microcomputers. The class will progress from the most basic Windows operations to some the more complex uses of the program. Outside lab time may be necessary to complete computer assignments. Prerequisite: CA 101 or permission of instructor.

CA 116 3 (3-0)
Windows Command Line
This course will lead students from a basic to a sophisticated use of the DOS command line interface within a Windows environment. Command syntax, parameters, parsing commands, and troubleshooting are all introduced from the DOS command line. Prerequisite: OS 105, OS 107, or OS 108 and CA 115 or permission of instructor.

CA 120 1 (1-0)
Microsoft Word
This course will allow a student to learn about and use Microsoft Word. The class will take the student from the basics through some of the more advanced features of the package. The student will complete word processing projects to become familiar with the commands/structure of the Microsoft Word package. Some assignments may require outside computer lab time. Prerequisites: OS 105, OS 107, or OS 108, or permission of the instructor.

CA 121 1 (1-0)
Microsoft Excel
This course will allow a student to learn about and use Microsoft Excel. The class will take the student from the basics through some of the more advanced features of the package. The student will complete spreadsheet projects to become familiar with the commands/structure of the Microsoft Excel package. Some assignments may require outside computer lab time. Prerequisites: OS 105, OS 107, or OS 108, or permission of instructor.

CA 122 1 (1-0)
Microsoft Access
This course will allow a student to learn about and use Microsoft Access. The class will take the student from the basics through some of the more advanced features of the package. The student will complete database projects to become familiar with the commands/structure of the Microsoft Access package. Some assignments may require outside computer lab time. Prerequisites: OS 105, OS 107, or OS 108 or permission of instructor.

CA 123 1 (1-0)
Microsoft PowerPoint
This course will allow a student to learn about and use Microsoft PowerPoint. The class will take the student from the basics through some of the more advanced features of the package. The student will complete presentation graphics projects to become familiar with the commands/structure of the Microsoft PowerPoint package. Some assignments may require outside computer lab time. Prerequisites: OS 105, OS 107, or OS 108 or permission of instructor.

CA 125 2 (2-0)
Business Technology Tools
This course will introduce students to technology tools prevalent in the field of Business. Topics covered will include integrated information management programs (i.e. Microsoft Outlook and/or Lotus Notes, etc.), as well as Internet searching and applications, and the use of PDAs. Prerequisite: CA 101 or permission of instructor.

CA 130 3 (3-0)
Spreadsheet Applications
This course is designed to give the student hands-on instruction and practice in the use of spreadsheet application software. The class will take the student from the beginning basics of spreadsheet development through the more advanced features of spreadsheet software. Topics will include spreadsheet design, functions, formulas, formatting, charting, mapping, macros, and table creation. Prerequisites: OS 105, OS 107, or OS 108, or permission of instructor.

CA 140 3 (3-0)
Database Applications
This course will develop students' skills in the area of database management. Students will design, develop, and maintain a database using up-to-date database management software. Topics will include creating and editing tables, creating forms and reports, sorting records, generating reports, applying queries, and using filters. Prerequisites: OS 105, OS 107, or OS 108, or permission of instructor.

CA 200 2 (2-0)
Exploring PC Software
This course will allow a student to enhance their skills in the microcomputer software arena. The student will explore various software packages by completing simulated projects. It is designed for students who are comfortable using a computer and are interested in exploring new software applications. Some assignments may require outside computer lab time. Prerequisites: CA 115-Using Microsoft Windows.

CA 203 3 (3-0)
Visual Basic for Applications
The purpose of this course is to provide a strong, fundamental understanding of Visual Basic for Applications, a programming language used in Microsoft Office applications as well as in several non-Microsoft software products. VBA allows programmers to customize and automate a large number of application software packages used in many corporate and educational settings. The hands-on focus of this course allows students to become adept at manipulating a great number of objects in application development. Students will also further develop trouble-shooting skills using VBA's debugging tools. Prerequisites: CA 103, CA 120, CA 130 and CA 140 or permission of instructor. Normally offered in the winter semester.

CA 210 3 (3-0)
Web Page Design and Structure
This course will introduce students to web page design and structure using HTML. The course will emphasize development of well-designed Web pages that combine effective navigation with the balanced use of graphics, text, and color. Students will learn how to create Web pages that let users easily and quickly access information, regardless of browser type, connection speed, or computing platform. Prerequisites: CA 115 Using Microsoft Windows or permission of instructor.

CA 234/OS 234 4 (4-0)
Desktop Publishing and Design
This course will emphasize design techniques in the preparation of professional looking brochures, flyers, newsletters, etc. Topics covered will include the use of fonts; clip art, scanned, and digital cameras images; color selection; and introductory web page authoring. Students will use Page Maker as the primary dtp software, but an effort will be made to give students exposure to other software packages which might also be used for desktop publishing.

CA 240 3 (3-0)
Advanced Database Applications
The purpose of this course is to provide students with a solid background in advanced database topics. Students will learn how to create data access pages, complex reports, macros, and modules, and run advanced queries. The hands-on, project-based nature of this course will lead students through the advanced features of current relational database software. Prerequisites: CA 140 or permission of instructor. Normally offered in the winter semester.

CD-
EARLY CHILDHOOD
DEVELOPMENT

CD 101 3 (3-0)
Introduction to Early Childhood Development
An introductory course to the field of Early Childhood Development and Education. Historical perspectives, philosophies, models, and curriculum approaches in early childhood development will be introduced. Students will have an opportunity to observe in various early childhood programs. Course includes a 30 hour practicum.

CD 103 4 (4-0)
Child Development
This course presents an in-depth view of the biological, physical, cognitive, social, and personality development and processes of children 0-9 years of age. Prerequisite: PY 201.

CD 110 4 (4-0)
Health, Safety, & Nutrition of the Young Child
This course is the first methods course in the Early Childhood Development curriculum. The focus is on creating a safe and healthy environment for the young child. Additional subjects include nutrition, health education, and dental hygiene. Course includes a 40 hour practicum.

CD 120 4 (4-0)
Guidance for Preschoolers
This course is the second in a series of methods courses of child development which provides a theory and practice of specific guidance issues for the young child. Topics include aggression, prevention, group management skills, communication skills, and self-esteem building. Course includes a 40 hour practicum in an infant and/or toddler setting.

CD 125 3 (3-0)
Programming for Infants and Toddlers
This course is designed to prepare students for the specialized programming of infant and toddler programs. The infant or toddler between the ages of zero and three needs specialized care and curriculum within a child care setting. Areas covered are administration, staffing, developmental curriculum, nurturing, parent relations, and overall programming. Prerequisites: CD 101, and CD 103, or permission of instructor. Course includes a 30 hour practicum in an infant and/or toddler setting.

CD 130 4 (4-0)
Early Childhood Curriculum
This course is the third of four methods courses in the Early Childhood Development curriculum. The primary emphasis is on teaching students to design curriculum that fosters competence in all areas of the young child. Topics include: using educational objectives, creativity, language competence, cognitive, physical competence, and play. Course includes a 40 hour practicum.

CD 140 4 (4-0)
Administration of Early Childhood Programs
This course is the fourth in a series of methods courses of child development which provides theory and practice of administrative and managerial skills used in early childhood programs. Topics include planning, organizing, staffing, finances, communicating with public and parents, quality control, and childcare in corporations. Course includes a 30 hour practicum in an administrative setting.

CD 145 2 (2-0)
CDA Completion
This course is designed to help students planning to complete the CDA Credential with information on the process. Students will learn how to apply, how to develop a portfolio, how to write entries, how to document entries, and how to coordinate the readiness and assessment phases of CDA. NOTE: The successful completion of this course does not guarantee receiving CDA Credential.

CD 250 2 (2-0)
Special Topics in Early Childhood Educations
Special Topics in Early Childhood Education is a seminar for childcare providers that addresses issues such as "inclusive education", learning disabilities, grief and loss, dysfunctional families, children of divorce, child abuse, ethnic minorities, and chronically ill children. The course will focus on preparing the student to deal effectively with children and their families who are socially, economically, or emotionally disadvantaged. The course will be offered in the fall semester.

CD 260 4 (4-0)
Working with Families
This course addresses the teacher-parent relationships and identifies methods for forming working alliances. Topics include meeting the needs of parents with exceptional children, identifying community linkages and resources, and examining model programs for the young child using parent involvement.

CD 272 3 (0-8)
Practicum in Early Childhood Development
Practicum in Early Childhood Development is designed to give the advanced student in the Early Childhood Development student teaching program experience in an Early Childhood Program. The goals and objectives for each student will vary to some degree depending on the practicum site. Students will spend a minimum of 120 contact hours in and Early Childhood setting.

CG-
COMPUTER
AIDED DESIGN

CG 100 1 (2-0)
Competency Definition and Assessment
An explanation of the five CAD program competency requirements. The program requirements will be discussed in detail along with acceptable standards. The five CAD program requirements are: 1) creating a professional resume, 2) creating a professional portfolio, 3) passing a standardized test in AutoCAD, 4) passing a test in CAD/Drafting standards and practices, and 5) passing a fundamental keyboarding test. Students will receive an incomplete in this course until these competencies have been met. Prerequisite: CAD Major.

CG 112 4 (2-4)
CAD Computer Technology
A study of computer technology as it applies to Computer Aided Design. Topics include operating systems, networks, pc technology and trouble shooting, the internet, Microsoft Office, desktop publishing and computer graphics, scanning technology, video and audio capture, animation, virtual reality and artificial intelligence. Prerequisite: Previous computer experience or permission of instructor.

CG 115 4 (2-4)
CAD Foundations
An in-depth study of the theoretical principles and graphical methods currently employed in industry. Emphasis is placed on learning basic and higher level concepts in addition to acquiring fundamental computer skills. Drafting topics covered include geometric construction, technical sketching, orthographic projection, axonometric projection/drawing, oblique projection/drawing, perspective projection/drawing, dimensioning, sections, and primary and secondary auxiliary views. Computer topics include operating systems, AutoCAD system configuration, AutoCAD fundamentals, and software and hardware compatibility. Prerequisites: CAD Major or permission of instructor.

CG 120 4 (2-4)
AutoCAD
An in-depth study of the AutoCAD software with emphasis on learning the application. Topics include: operating system fundamentals, user interface, entity creation and modification, editing, layers, properties, paper space and model space concepts, dimensioning and dimensioning variables, blocks, attributes, three dimensional wire-frame and solid modeling and scripts. Prerequisite: None

CG 122 1 (1-1)
Dimensioning and Tolerancing
A study of dimensioning and tolerancing as applied to mechanical and architectural documentation. Topics include: dimensioning, detail dimensioning, dimensioning techniques, tolerancing, GDT symbology, datums, and tolerance calculations.

CG 125 4 (2-4)
Drafting/Modeling-Mechanical
A study of the appropriate application of drafting/modeling convention and standard practices in the mechanical area. The course stresses attention to detail and critical thinking. The course is grounded in the practical application of descriptive geometry. In addition to defined assignments, students will have an opportunity to select a project of special interest. Prerequisites: CG 115, CG 120, or permission of instructor.

CG 135 4 (2-4)
Descriptive Geometry
A topical study of the graphical methods used in solving established descriptive geometry problems. Emphasis is placed on understanding three dimensional spatial relationships in connection with: 1) successive auxiliary views, 2) revolution, 3) sections and developments, and 4) vector analysis. Prerequisites: CG 115 or CG 120, or permission of instructor.

CG 200 1 (2-0)
Competency Completion
Assistance with completing the five CAD program competency requirements. The program requirements will be evaluated in detail using the standards identified in CG 100. The five CAD program requirements are: 1) creating a professional resume and cover letter, 2) creating a professional portfolio, 3) passing a standardized test in AutoCAD for certification, 4) passing a test in CAD/Drafting standards and practices, and 5) passing a fundamental keyboarding test. Prerequisites: CG 125, CG 100, & CG 135.

CG 210 4 (2-4)
CAD Applications
A study of the efficient use of various CAD software packages. The course provides an overview of the differences typically found in application software and includes presentations of state of the art techniques employed in industry. Emphasis is placed on acquiring computer skills. Prerequisites: CG 115, CG 120 or permission of instructor.

CG 215 4 (3-3)
Feature Based Parametric Modeling
An in-depth study of the Feature Based Parametric Modeling software with emphasis on learning an application. Topics include: Principles of Solid Modeling, parametric design, generation of bill of materials, creating symbols, assembly modeling and automated associated drafting. Prerequisites: CG 115, CG 120, or permission of instructor.

CG 240 4 (2-4)
Drafting/Modeling Architecture
A concentrated study of residential housing design documentation practices. Emphasis is placed on correct graphical representation and understanding basic design constraints typically associated with traditional housing. An opportunity for individual research into student selected topics associated with building code standards and practices is provided. Prerequisites: CG 115, CG 120 or permission of instructor.

CG 250 3 (2-2)
Drafting/Modeling Electrical
An introduction to standard electronic symbology and diagrammatic representation. Drafting topics include standard documentation practices for block diagrams, writing diagrams, circuit schematics, control circuits, standard layouts, printed wiring assemblies, and art masters. Computer topics include library construction, database manipulation, data extraction, and circuit simulation. Prerequisites: CG 120 or permission of instructor.

CG 255 4 (2-4)
Industrial Design and Manufacturing
A study of the systematic processes controlling and guiding product design development, and construction/manufacture. Topics include aesthetics, design principles, and design processes. Emphasis is placed on planning analysis evaluation and critical thinking. Prerequisites: CG 125, CG 135, or permission of instructor.

CG 257 4 (2-4)
CAD/CAM - Router
An in-depth study of 3 Dimensional Prototyping using computer techniques and automated practices. Students will first create 3 dimensional models and extract surface detail through the use of dwg and ddx files. This file will be used as input to CAM software where 2 and 3 dimensional surface tool paths will be created and simulated. Finally, G Code will be generated as input to the 3 dimensional router. Automation through computer techniques will be stressed throughout the course.

CG 272 1-8
CAD Co-op Education
Directly related work experience designed to provide students with on the job experience with business and industry. Qualified students are placed into pre-approved training stations compatible with their career objectives, geographic preference and qualifications. Prerequisites: Permission of instructor and Dean.

CH-CHEMISTRY

CH 100 4 (4-0)
Fundamentals of Chemistry
Developmental in nature, this course is designed to familiarize those student having weak backgrounds in high school science with the world of science in general and chemistry in particular. Being developmental, this course does not fulfill requirements toward any degree. Prerequisite: One year of H.S. algebra, or MA 100/MA115 with a "C" grade or better, or permission of instructor. An appropriate science calculator is required. Normally offered each semester

CH 103 4 (3-2)
Essential Chemistry
A survey of the basic concepts and principles of chemistry. An introduction to the basic language of chemistry, the basic systems of inorganic, organic, and biochemistry, and their application to every day life and the general ecosystem. This course is designed for students who are not majoring in chemistry as well as for those fulfilling a lab science requirement in their degree outline. Prerequisites: One year of high school IPS, biology, or chemistry, or permission of instructor. Normally offered each semester.

CH 105 5 (4-3)
General Chemistry I
An introduction to the experimental and theoretical foundations of chemistry. Electronic structure of atoms and molecules, intermolecular forces, the study of the states of matter, quantum mechanics, energy of chemical systems and nomenclature, behavior of gases, and solutions and their concentrations and preparation. Extensive quantitative calculations are done in the areas of stoichiometry, solutions, gases under ideality, and thermochemical systems. A good calculator is required. Normally offered in the fall semester. Students must have a "C" or better in high school chemistry or CH 100, Fundamentals of Chemistry, and a "C" or better in 1 year of high school algebra or MA 105, Intermediate Algebra. Prerequisites: CH100 or 1 year high school chemistry with a "C" or better and MA105 with a "C" or better or 1 year high school algebra and an appropriate score on the math placement test.

CH 106 5 (4-3)
General Chemistry II
A continuation of Chemistry I with emphasis on: Chemical equilibria, oxidation, reduction systems, thermodynamic, electrochemical systems, coordination systems, complexes, and related systems. Extensive calculations of the above systems are examined in detail. In the lab, emphasis is on the qualitative analysis of give chemical systems. A good calculator is required. Prerequisite: CH 105 or permission of instructor. Normally offered in the winter semester.

CH 107 4 (3-2)
Human Chemistry
In introduction to the concepts of inorganic, organic, and biological chemistry for students in nursing and other Life Science majors. Subjects will include metric units, state of matter, atomic structure, energy transfer, gases, atomic energy, solution concentration, oxidation reduction, acids, bases, and salts. It will briefly cover carbon compounds, biochemical compounds, and metabolic pathways. Application to life situation will be made whenever possible. Prerequisites: One year of high school algebra, or MA 100, MA 101, or permission of instructor. Normally offered fall, winter, and spring/summer.

CH 201 4 (3-3)
Organic Chemistry I
A study of the nomenclature of organic systems: simple hydrocarbons, aromatic hydrocarbons, heterocyclic hydrocarbons, and biochemical molecules and derivatives of all the above listed compounds. A review of some basic chemical concepts; atomic structure, bonding, molecular forces, etc. A study of the identification and behavior of monofunctional hydrocarbons and their synthesis, with subsequent application to polyfunctional and multifunctional grouping. Also, an introduction to the various instrumental methods of organic analysis, i.e. IR, NMR, Mass Spec, UV, etc. Prerequisite: CH 105 or permission of instructor. Normally offered fall semester.

CH 202 4 (3-3)
Organic Chemistry II
A continuation of the study of the IR and NMR instrumental systems. Discussion and experimental study of aliphatic compounds, their reactions, structure and properties, not studied in the first half of the course, i.e. halides, alcohols, ethers, acids, and acid derivatives, aldehydes, ketones, amines, etc. Also, the study of the structure, properties, and syntheses of substituted aromatic compounds and homo-nuclear and heteronuclear compounds. The introduction of the biochemical systems of proteins, carbohydrates, and fats, and the influence of the various functional groups previously studied on these molecular systems. Prerequisite: CH 201. Normally offered in the winter semester.

CH 215 4 (3-2)
Biochemistry
A course in biological chemistry emphasizing bioenergetics, enzymatic activity, catabolism, and anabolism of all basic organic nutrients, nucleic acid chemistry, electrolytes, water and urine chemistry, plus hormone and vitamin activities. Prerequisite: CH 106, CH 107, or permission of instructor. Normally offered in winter semester.

CJ-CRIMINAL JUSTICE

CJ 110 4 (4-0)
Introduction to Corrections
This course is designed to provide a broad overview of the American corrections systems. It presents an explanation of the various goals of corrections to include incapacitation, retribution, deterrence, rehabilitation, and reintegration. Specific coverage will be provided of development of correctional ideologies from early history to the modern era and how those ideologies were reflected in various types of programs. Additional attention will be directed to the legal issues and processes which move an individual in and out of the system and how civil rights decisions have influenced the continuing development of corrections. Prerequisite: CJ 112.

CJ 112 4 (4-0)
Introduction to Criminal Justice
A study of the challenges of crime and justice in a democratic society, the development of laws necessary to meet those challenges, and a significant understanding of the roles and protections of the United States Constitution. The student will explore the criminal justice system, the development and modernization of the criminal justice process, and the functional aspects of law enforcement, the judiciary, correction and juvenile justice. The course will analyze the roles, procedures, and the successes and problems associated with the administration of criminal justice in the United States. An emphasis is placed on the intercomponent relations; the checks and balances within the system and political and societal influences upon the distribution of justice in America.

CJ 120 3 (3-0)
Legal Issues in Corrections
This course studies state and federal law related to corrections. Particular emphasis is placed on constitutional issues and remedies for violations of rights. Students will gain insights into a wide range of policy considerations behind corrections laws and administrative procedures. Leading cases and court decisions will be discussed at length and their impact on corrections explored. Prerequisite: CJ 110 Introduction to Corrections.

CJ 210 4 (4-0)
Client Growth and Development
The purpose of this course is to give the student an understanding of and sensitivity to the motivations and behaviors of correctional clients. The course begins by reviewing general factors believed to be influential in human development and analyzes specific problems of prisoners. The course examines prevention theories as well as intervention and treatment strategies. Prerequisite: CJ 110 Introduction to Corrections

CJ 212 4 (4-0)
Introduction to Law Enforcement
CJ 212 is designed to provide familiarization with the specific applications, trends, and policies associated with law enforcement in the United States. The course will review the historical challenges of policing a democratic society, the implications of various approaches utilized in the peacekeeping role, and the theoretical design of future law enforcement efforts. Generally, the course will explore the qualifications, training, and traditions of line activities in law enforcement agencies with an emphasis on the patrol function and the prevention of crime; including traffic, investigatory, juvenile, vice, and other specialized operational units. Prerequisite: CJ 112.

CJ 213 4 (4-0)
The Criminal Court System
The course provides an examination of the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecution and defense attorneys, judges, and courtroom work groups. Special attention is focused on the empowerment given the judiciary from original through appellate jurisdictional levels. The course is designed to provide students with an understanding of the complexities associated with various judicial function. Prerequisite: CJ 112 or permission of instructor.

CJ 220 3 (3-0)
Client Relations in Corrections
This course will examine the dynamics of human interaction within correctional facilities. Human relations in general will be presented to establish a basis for more specific examination of the unique and complex situation found in corrections. The meaning and impact of culture will be explored as well as the causes and influence of prejudice on clients and corrections staff. Considerable discussion time will focus on values, ethics, and professional responsiveness. Prerequisite: CJ 110.

CJ 230 3 (3-0)
Corrections Institutions/Facilities
This course provides the student with a concentrated overview of correctional institutions and facilities. It is designed primarily for students intending to pursue a career in the criminal justice system or for those already employed within the system. It has relevance to other students pursuing a social science orientation. The course explores federal, state, county, and local facilities including maximum, close, medium, and minimum custody facilities. It addresses community facilities, co-educational facilities, and the safety and security requirements and considerations related to each. Constitutional and managerial issues are stressed. The course includes historical developments and philosophy, sociological concepts, definitions and concepts, and their application. Prerequisite: CJ 110.

CM-COMMUNICATIONS

CM 103 3 (3-0)
Interpersonal Communications
Principles and practices of effective communication through readings, lectures, discussions, and demonstrations. Special focus on how personal, social, and professional relationships are established, defined, and maintained through verbal and nonverbal interaction. Contemporary concerns of gender, ethics, and global/cultural awareness are addressed.

CM 104 4 (4-0)
Public Speaking
Students will receive training in speech making with emphasis on preparation, delivery, and evaluation. Also studied are famous speeches, group communications, and panel discussions.

CM 125 4 (2-2)
Introduction to Video Production
Introductory course focusing on technical and aesthetic fundamentals of video production - shooting, lighting, graphics, lettering, sound production, and editing - with an emphasis on pre-production, organization, and post-production. Students will create 3-5 small videos and will learn technical aspects of running a non-linear editing system. Multiple hands-on projects will be offered individually and as team efforts. Offered in fall semesters.

CM 201 4 (4-0)

Mass Communication and Popular Culture

This course examines the impact of mediated communication on our culture. Emphasis will be placed on description, analysis, interpretation, and evaluation of mass media forms and their integration in modern society. Meets humanities requirement.

CM 225 4 (4-1)

Introduction to Film: History and Interpretation

How does film mean? In this course, students will study the historical development of film from its inception as a "side show amusement" to what has become, arguably, the dominant art form in modern culture. We will look at film from technical, historical, and cultural perspectives, studying film as both an artistic medium and a means of cultural and artistic expression. We will also discuss the effects of film upon our visual modern culture. Frequent written and oral response is required. Prerequisite: EN 101 or permission of instructor. Meets the Humanities requirement.

CS-COMPUTER SCIENCE

CS 121 3 (3-0)

Introduction to Computer Science I

Primarily for students in the Computer Science and the Pre-Engineering curricula. The course is designed as an introduction to the field of computer science. Topics include top-down design, coding, debugging, and development of computer programs and accompanying documentation to solve problems. A high level programming language, C++, is used. No prior programming experience is assumed. Prerequisite: MA 110 with a grade of "C" or better or four years of high school college prep mathematics with a "C" or better grade average. Normally offered in the fall semester.

CS 122 4 (4-0)

Introduction to Computer Science II

A continuation of CS 121. The course focuses on advanced programming techniques that are used to solve large problems. Topics include programming style, specifications, object-oriented design and program validation. Additional topics in C++ are covered. Each student, in addition to regular programming assignments, will be required to complete a programming project. Prerequisite: CS 121 and MA141, both with a grade of C or better. Normally offered in the winter semester.

CT-COMPUTER SYSTEMS TECHNOLOGY

CT 120 3 (2-2)

PC Operating Systems

Students will learn the fundamentals of micro-computer operating systems with emphasis on DOS, UNIX, OS/2, System 7, and Windows. Focuses on how files are created, manipulated, erased, backed up, and restored across these operating environments. Hands-on work will show how to install and configure each operating system as well as install application software in each respective environment.

CT 130 3 (2-2)

Intro to LANS

Will introduce students to connectivity concepts with emphasis on the hardware and software components necessary to implement a local area network. Students will design and implement file-server based and peer-to-peer local area networks with hardware applications to include cabling of local network.

CT 131 3 (2-2)

Advanced Networks

Advanced Local Area Networks exposes the student to technologies that underlie today's networks. Material focuses on intergrating local area networks into wide area networks. Topics include: logical link control, medium access control, copper, fiber optic, and wireless backbones. Enterprise internetworking, networking software, network documentation and performance monitoring. Prerequisites: CT 130 Local Area Networks, and ET 125 Electricity and Electronics.

CT 155 3 (2-2)

PC Hardware Concepts

This course is designed for the beginning user and for those without a technical background. Through hands-on exercises, students will examine the internal hardware concepts of IBM compatible computers. Students will explore upgrading and optimizing a computer system and how to solve typical hardware and software problems. Prerequisite: Basic computer literacy or CA 101.

CT 201 3 (3-1)

Systems Analysis and Design

This course presents the information systems development situation and environment. The student will be introduced to the roles of the systems analyst and systems development team, information systems building blocks, and a contemporary systems development methodology. We will also cover the Systems Design and Construction Methods; the middle life cycle activities, tools, and techniques and how they apply to networks, systems and information systems. Finally, students will take part in teams to take on the challenge of identifying systems and problems relating to the systems, proposing theories, and developing solutions for the problems.

CT 210 3 (2-2)

Network Security

A study of security requirements and how to design secure enterprise network infrastructure. Topics include analyzing technical requirements; analyzing and "hardening" Windows, Novell, linux and Mac network infrastructures, Internet connectivity solutions (email/html), wide area network infrastructures, hacks and attacks, security incident reporting and computer forensics. Students interested in being Network Administrators or technicians, Systems Analysts, or Network Security technicians or anyone pursuing the Security+ certification should take this course. Prerequisites: CT 131.

CT 220 3 (2-2)

PC Data Acquisition and Control

This course introduces students to the fundamental principles and techniques of modern system analysis and design. Case tools and data flow diagrams will be explored along with traditional systems methodologies. This course will track the systems development life cycle and explain the various stages.

CT 230 3 (2-2)

Introduction to Unix/Linux

This course is intended to teach fundamentals of the Unix operating system to students with little or no prior experience in Unix. It will cover the concepts and tools needed to work effectively in a Unix system environment. Familiarity with computers and with the Windows operating system is assumed. This course will also teach several Linux interfaces. Prerequisites: CT 120 PC Operating Systems or CA 116 DOS for Windows Users.

CT 231 3 (2-2)

Linux Installation and Administration

In depth look Linux, focusing on proper installation and administration of the operating system using Fedora Linux. Also, students will examine the theoretical concepts common to the Linux system that have increased in popularity. This course will be presented in a "hands-on approach" and labs will cover NFS, SAMBA, RAID, DHCP, and IPTABLES. Prerequisite: CT 131.

CT 250 3 (2-2)

Windows Networking I

This course is designed as an introduction to the field of designing and setting up Windows NT client-server local area networks. Topics include: hardware requirements, bus and star networks, common network protocols, and installation. Students will set up a local network in the laboratory. Prerequisite: CA 115 or CT 120 or permission of instructor.

CT 251 3 (2-2)

Windows Networking II

This course is to act as a continuation to Windows NT Networking I. The topics covered include: troubleshooting, user support, firewalls, proxy servers, and security in general. Students will maintain a local network in the laboratory. Prerequisite: CT 250/CS 260 Windows NT Networking I with a grade of "C" or better or with permission of instructor. Normally offered in the Winter semester.

CT 255 4 (3-3)
PC Troubleshooting & Repair
A study in the troubleshooting process for personal computers, including both hardware and software faults. Components of PC compatible systems are covered, including bus architecture, drives, interfacing methods, input and output devices. Through hands-on experiences, students will learn to resolve software conflicts, and install hardware, troubleshoot, and repair problems in the PC computer system. Prerequisite: ET 155

CT 272 1-4
**Computer Technology
Cooperative Education/
Internship**
Directly related Information Technology work experience designed to provide students with "on the job" experience with local business and industry. Outcomes of this experience will include employability skills, interpersonal communication skills, information technology skills and in depth knowledge of a particular I.T. field. Qualified students are placed into pre-approved training worksites that are compatible with their career objectives, geographic preference and qualifications. Prerequisites: Student has taken 6 CT credits.

CT 275 3 (2-2)
Web Server Administration
This course provides instruction in installing, configuring and maintaining web servers. Also, web page and web server and security will be discussed. Students will also learn the fundamentals and techniques of Common Gateway Interface programming, web pages that interact with databases (PHP and ASP), and hosting VB.Net/ASP.Net environments. Prerequisites: CT 230 or CT 250 or CT 280 AND CA 210 or CT 131.

CT 280 3 (2-2)
Novell Networks I
This course is an introduction to Novell NetWare and to local area network technology. Connectivity concepts with emphasis on hardware and software components will be emphasized.

CT 281 3 (1-3)
Novell Networks II
This course focuses on optimizing and troubleshooting the Novell network environment. Topics include system support, optimization and security. Students will demonstrate the ability to troubleshoot network problems. Prerequisite: CT 280

EC-ECONOMICS

EC 110 4 (4-0)
Consumer Economics
Consumer economics consists of two major units of study. The first half of the semester is devoted to a basic survey in economics including both micro and macro. The latter part of the course is designed to teach students "buymanship." Topics of discussion include budgeting, insurance, taxes, borrowing, housing, investments, sound buying practices, and the consumer movement. Offered on demand.

EC 113 4 (4-0)
Macroeconomics
This course is an introduction into the concepts and applications of basic economic theory. The theories of supply and demand are explored and applied to national and international economic situations. Interactions of consumers, businesses, and government are examined relative to the impact of their actions on the national economy. Activities undertaken to try to control economic activity are examined as to their use and effectiveness.

EC 114 4 (4-0)
Microeconomics
This course is an introductory course in the application of economic concepts and theories in the business environment. The course examines different market structures and the actions of the businesses operating in each market structure. The theories examined are applied to several current topics to evaluate the practical use of the concepts. Significant emphasis is placed on the evaluation of costs as they relate to business decision making.

ED-EDUCATION

ED 103 2 (2-0)
Professional Career Development
This course involves a study of human relations as it applies to the worker, supervisors, and the employer. Motivation, feelings and emotions, attitudes, and learning are considered with particular emphasis on their application to on-the-job problems. Resume preparation and job interviewing will be studied.

ED 150 2 (2-1)
**Introduction
to Audio-Visual Techniques**
This is a course in the use of audio-visual materials. Students will demonstrate proficiency in the operation of projectors, recorders, cameras, and other audio-visual equipment and materials through correlated laboratory sessions. Each student is required to gain further experience in the operation of this equipment as conditions permit. Offered on demand.

ED 151 1 (1-0)
Introduction to Library Resources
A practical introduction to the organization and use of information resources in libraries. Instruction in the use of reference books, bibliographies, periodicals, abstracts, catalogs, indexes, microforms, and non-print media. Places emphasis on the subject majors of the students enrolled.

ED 201 4 (4-0)
Health Education
Designed to acquaint the student with health problems of the individual, school, community, and nation. The class also stresses procedures in seeking solutions to those problems. Normally offered in both semesters.

ED 202 4 (4-0)
Educational Psychology
This course is an introduction to the study of the application of psychological principles to teaching and learning. It will expose the student to the processes of teaching and learning from the constructivism, social cognitive, cognitive, and behavioral perspectives. The study of teaching and learning is an integral part of the preparation of those who will become teachers. Understanding the development of the student, learning, motivation and management, and instruction will make a teacher more effective and the student a better learner. In addition, this course has a required 35 hour field experience in a local school district. Prerequisites: PY 201 Introduction to Psychology and GPA 2.00. Offered in fall and winter semesters. This course is the same as PY 202 (Educational Psychology).

ED 210 2 (2-0)
Exploring Teaching
This course will introduce the student to the profession of teaching. It will allow students to explore and make informed decisions regarding a career in education. Students will be exposed to the process and choices necessary to become teachers, the challenges and opportunities of teaching, educational thought and history, and the organization, control, supervision, financing, and other aspects of American education. This course is conducted in a seminar format with discussion and student presentations as the primary instructional method. Offered in fall and winter semesters. Prerequisite: ED 202 Educational Psychology or permission of instructor.

EN-ENGLISH

EN 090 1 (1-0)
Dyslexia Reading Remediation
This course offers the Orton/Gillingham method of learning vocabulary, reading, and spelling through the use of all the senses. These techniques will be used extensively to help solve lifelong disabilities in vocabulary and reading. The course is intended for the dyslexic student. This is not intended as a certification course.

EN 092 2 (2-0)
Working With Dyslexics
This course offers the Orton/Gillingham method of teaching vocabulary, reading, and spelling through the use of all the senses. These techniques will be used extensively to help solve lifelong disabilities in vocabulary and reading. This course can also serve as an introduction to the Orton/Gillingham method of reading instruction for elementary teachers. This is not intended as a certification course.

EN 099 4 (4-0)
Remedial Reading
This course is designed for the student with severe reading problems, i.e. below sixth grade in vocabulary and comprehension. Course work is individually planned around the student's needs. All course work will be taught tutorially. This course does not meet any degree requirement at Bay College. Prerequisite: Consultation with instructor and Special Populations Coordinator.

EN 100 4 (4-0)
College Writing Skills
College Writing Skills helps students develop the necessary writing skills to succeed in EN 101 Rhetoric and Composition. Students will learn to write unified paragraphs and essays that are supported by concrete details and organized in a logical fashion. Practice in sentence construction, punctuation, grammar, vocabulary, and spelling are also emphasized. Students will also read short essays and respond to them in writing. One hour a week will be spent in the computer lab writing their essays. This course is recommended for students who have a weak background in English and/or whose score on the ACT or ASSET test is below the department recommendation for placement in EN 101. College Writing Skills does not fulfill degree requirements.

EN 101 4 (4-0)
Rhetoric and Composition
This course is designed to help students develop their writing, reading, and thinking skills. Major emphasis is on writing and the writing process. Students will be assigned a variety of both formal and informal writings in expository, narrative, and persuasive modes. In addition, students will be expected to respond in writing to a variety of readings. Although instruction in grammar and mechanics is provided, students are expected to enter the course with a firm foundation in basic writing skills. Student papers will often be used to illustrate writing techniques. The writing lab will provide students with experience in using computers as a writing tool.

EN 102 2 (2-0)
Research Writing
Research Writing provides instruction and practice in writing interesting, informative, and evaluative college research papers. Students will conduct library research, acquaint themselves thoroughly with a narrow topic of their choice, devise appropriate thesis statements, and develop their papers with material from a variety of authoritative sources. Documentation will be based on the MLA-1984 stylesheet. Prerequisite: EN101. Normally offered each semester.

EN 109 3 (3-0)
Reading for Speed and Comprehension
This course offers the student an opportunity to improve vocabulary, comprehension, and speed flexibility within a classroom and laboratory setting, using materials appropriate for the student's current level of reading. Students grade levels will be tested upon entrance and exit. Reading for Speed and Comprehension does not fulfill degree requirements.

EN 111 2 (2-0)
College Survival Skills
College Survival Skills will provide students with the study skills necessary to achieve success in their individual classes. The focus of the course will be on The Target Skills for Success, which includes how to get information from their text books, and how to get and maintain the best emotions for student success, how to understand and use learning style, how to take good notes in lecture, how to preview, review, remain active, and flexible in behavior, and how to manage time and take tests. The students will be introduced to the reading lab for possible assessment and additional application of the skills.

EN 112 4 (4-0)
Sign Language I
This course is designed to provide the student with the basic knowledge and background necessary for communicating successfully with deaf people. This course prepares the student to understand and communicate most effectively with deaf family members, friends, co-workers, customers, or other deaf people. American Sign Language structure is emphasized.

EN 113 4 (4-0)
Sign Language II
This course is designed to add more emphasis on the development of receptive and expressive skills involving structured communication situations that require the use of American Sign Language. The student will be prepared to understand and communicate effectively with deaf people.

EN 114 4 (4-0)
Sign Language III
This course further develops skills learned in Sign Language I and Sign Language II.

EN 190 2 (2-0)
Technical Report Writing
Using the basic skills of writing, the student is introduced to the methods of data collection and its preparation for report writing for business and industry. Patterns of writing are presented through the use of informal and formal reports. Prerequisite: EN 101. Also offered as TE 190. This course is a supportive course designed to meet occupational program requirements.

EN 200 4 (4-0)
American Literature
A survey of the outstanding authors and poets in the tradition of American literature. Special attention will be given to the social and intellectual backgrounds which were instrumental in shaping both the content and style employed by American writers from Franklin to the present. Frequent written response to the literature is expected. Prerequisite: EN 101, or permission of instructor. Normally offered fall and winter semester.

EN 203 4 (4-0)
Shakespeare
An introductory study of the dramatic principles and thorough analysis of a selection of Shakespeare's comedies, tragedies, histories, and poems. Offered on demand. Prerequisites: EN 101 or permission of instructor.

EN 205 4 (4-0)
World Literature
An introductory study of great novels, plays, short stories, poems, and films from a variety of non-American cultures. Special attention will be given to the development of literatures in various societies, and how literary themes highlight the similarities and differences among peoples. Frequent written response to the literature is expected. Normally offered fall and winter semesters. Prerequisites: EN 101 or permission of instructor.

EN 206 4 (4-0)
Advanced Composition
Students will explore, through writing, those global and cultural issues and phenomena that influence their lives. As a result, critical thinking skills will be honed, and an improved sense of the relationships among peoples and academic disciplines will be fostered. Writing skills learned in EN 101 and EN 102 will be polished through extensive practice in creating, researching, editing, and discussing writing assignments in narration, description, argumentation and exposition. Student writing will be published in THEAGENDA. This is a seminar course with students participating in developing the syllabus and conducting class discussions. Prerequisites: EN 101 and EN 102. Normally offered in the fall semester. Meets humanities requirement.

EN 208 4 (4-0)
Writing Poetry and Short Fiction
An examination of the creative process in writing poetry and fiction. Students will study the works of various poets and fiction writers. Student writing will be directed toward expression in those forms and toward written response to literary models. The college literary magazine, SERENDIPITY, will be published as an extra-curricular activity by the class. Classroom activities will include discussion of student work. Occasional conferences with the instructor are required. Prerequisite: EN 101. Normally offered in the winter semester.

EN 209 4 (4-0)
Writing Creative Nonfiction
This course provides an introduction and immersion into the writing genre of creative nonfiction. Students will construct a writing portfolio of short works in creative nonfiction. Classroom activities will include active discussion of the various models and approaches used in creative nonfiction, analysis of the major writers in creative nonfiction, and the revision of student nonfiction writing.

EN 210 4 (4-0)
British Literature
A survey of important British poetry, prose, and drama from the Anglo Saxon to the Modern periods. Frequent written response to the literature is expected. Prerequisite: EN 101 or permission of instructor.

EN 211 4 (4-0)
Women's Literature
Historically, one of the few professional avenues open to women was writing, and many great pieces of literature have been authored by females. But beyond gender, what differences are there in "women's literature"? In this class we will study the development of women's consciousness as women and the Women's movement to discover how those forces affected both women's lives and women's literature. Also, we will look at how the change women perceive in their roles affects men and our society. Meets the Humanities requirement. Prerequisite: EN101.

EN 220 4 (4-0)
Introduction to Journalism
An overview of the history and problems of American Journalism, including discussion of responsibility of the news media under the First Amendment. Practice in modern methods of news gathering, writing, and disseminating for both the print and electronic media. An introduction to the world of communications, including newspapers, magazines, broadcast, television, public relations, and other information services. Useful for learning how to process news as well as for developing a critical approach to news reception.

EN 221 4 (4-0)
Newswriting
Training in current professional methods of news coverage, evaluation and writing for both print and electronic media. Students will concentrate on "straight news" articles, but will also have practice in writing features and interpretive articles. The role, rights and responsibility of the media in relationship to the news gathering process is examined.

EN 260 1-4 (1-4-0)
Writers Workshop
This course is designed for students who wish to carry out specific writing projects in any of several kinds including poetry, fiction, expository writing, journalism, and other written communications. Project might include ambitious tasks such as working on a novel or preparing a manuscript of poetry, or less complex ones such as writing a magazine article or preparing an informational brochure. In an independent study format, students will contract with the instructor for one to four credit hours, depending on the scope, length, and difficulty of the project. Those enrolled will meet once a week for group critiques. Prerequisite: EN 101, or writing ability demonstrated by sample of students work. Offered on demand.

EN 272 2-1 (1-4-0)
Journalism (English) Internship and Co-operative Education
Students who have acquired the fundamentals of English compositions and journalism are given an opportunity to put their knowledge and skills into practice through this Intern/Co-operative Education course. They may earn elective credit by working in news media, public or employee relations, public information, or in-house publications. Internship means work for credit only, while co-operative education means work for pay under the guidelines of co-operative education at Bay. Prerequisite: 24 semester hours or more completed with a G.P.A. of at least 2.0 Completion of the following courses: EN 208, 220, 221. To be placed in the news media, students should take both EN 220 and 221. Also required: PS 111, or 262. Recommended courses include any of the following: EN 220, EN 210, HS 101, 102, 211, and 212.

EN 280 (281, 282) 4 (4-0)
Special Topics in Literature
This topics course will cover a range of gender, genre, or period studies through fiction, poetry, drama, film, and occasional nonfiction. Such topics might include Women's Literature, Poetry, Literature & Film of World War II, etc. See registration schedule for specific offerings. Students may also petition Division for specific topics. Meets the Humanities requirement.

ET-ELECTRONICS
ET 125 4 (4-0)
Electricity & Basic Electronics
This course is designed as an overview of electricity and electronic theory. Course content includes sources and uses of electricity, basic electrical components, Ohm's Law, introduction to Kirchoff's voltage and current laws, series, parallel, and combination circuits, DC and AC concepts, AC and DC motor and generator operation, reactance and impedance, electromagnetic induction and transformers, semiconductor devices, integrated circuits, introduction to computers, fiber optic theory, and career opportunities in electricity and electronics. Also included in the course is the operation and use of basic test equipment, comparison between physical and schematic representation, and electrical safety precautions.

ET 130 4 (3-3)
Circuit Fundamentals I
This course is designed as an introduction to electrical and electronic concepts. Course topics included are: DC and AC circuit concepts: voltage, charge, current, energy, and power; fundamental circuit laws; characteristics of resistance, capacitance and inductance; basic magnetic concepts and circuits; Basic transformer principles. Electrical safety and test equipment usage are taught and practiced.

ET 135 4 (3-3)
Circuit Fundamentals II
This course is designed as a further investigation of electrical and electronic concepts. Course topics included are: AC circuit concepts; resistance, reactance and impedance; DC and AC circuit analysis theorems: Thevenin, superposition; series and parallel RLC circuits and resonance; basic safety and test equipment usage are taught and practiced. Prerequisite: ET 130

ET 145 4 (3-3)
Basic Process Control
An introductory course in the operation, calibration, and application of electrical, pneumatic, and hydraulic process systems. Process variable systems include: temperature, pressure, level, flow, analytical and microprocessing systems. Prerequisite: ET 130 or ET 125.

ET 160 4 (3-3)
Electronics I
The major emphasis of the course is a study of the characteristics of passive and active electronic components and devices. AM transmission and reception are also presented. Prerequisite: ET 135.

ET 170 4 (3-3)
Digital I Fundamentals
Using binary mathematics and basic Boolean algebra, students gain experience through the construction and testing of digital circuits. This lecture/laboratory course also includes the various logic families used in digital computers and control circuits.

ET 180 4 (3-3)
Electrical Machinery Controls
A study of the characteristics and operating principles of Direct and Alternating Current Machinery and Equipment. Also covered are control circuits, maintenance, and trouble analysis. Prerequisite: ET 135.

ET 210 4 (3-3)
Electronics II
A continuation of ET 160. This course presents a further study of electronic components, devices, circuits, and the functioning systems they are utilized in. FM transmission and reception principles are also presented. Prerequisite: ET 160 or permission of instructor.

ET 220 4 (3-3)
Digital II Circuits
A continuation of ET 170. This course covers digital and intergrated circuits above the basic logic gate level. Emphasis is placed on a practical approach to digital project design. Specific topics include: counter circuits, shift registers, multivibrators, the 555 timer, A/D and D/A conversions, memory concepts, and microprocessor fundamentals.

ET 270 4 (3-3)
Advanced Process Control
This course emphasizes project development. Students will be required to develop industrial control circuits using simulation, direct controls, and various sensor inputs and measurement techniques. Prerequisite: ET 180 and ET 220.

ET 272 1-8
Electronics Technology Co-op

ET 285 4 (3-3)
Fluid Power
A study of the principles and applications relating to Hydraulics and Pneumatics used in industrial equipment applications. The course will cover symbology used in fluid power, flow, and pressure relationships, and hydraulic circuitry. This course is designated as a basic introductory course for both electrical and non-electrical majors.

ET 290 4 (3-3)
Introduction to Programmable Logic Controllers
An introduction to industrial computer applications for hardware control of manufacturing equipment. Students will learn the concepts and principles of Programmable Logic Controllers, including timed events, counting control, sequencing control, and input/output control. Prerequisites: ET 220.

ET 295 4 (3-3)
Mechatronics
A further study of fluid power principles, covering air and gas pressure principles. Electrical controls of pneumatic equipment in industry will also be covered. This lecture/laboratory course covers sequencing controls, pressure controls, monitoring controls, and computer applications. Prerequisites: ET 285, ET 160, and ET 290.

FA-FINE ARTS

FA 100 4 (4-0)
Introduction to Art-Design I
An introductory course in the principles of visual organization in relation to the two-dimensional surface. The student works with black and white and color problems while exploring the use of various media used in art. Normally offered fall and winter semesters.

FA 101 4 (4-0)
Introduction to Art-Design II
A continuation of FA 100 with emphasis on the three-dimensional aspects of art. Experimentation with varied media directed towards expressive ends in the third dimension or sculptured form. Normally offered in fall and winter semesters. Prerequisite: FA 100.

FA 198 1 (0-20)
Theater Practicum I
Practical work in dramatics by special arrangement with the instructor, in the following areas: Acting, directing, scene construction/painting, running crew, lights, sound, costumes, make-up, stage management, props, publicity, house management, technical design, or individual activities as directed by the instructor. May be repeated for a maximum of two credits.

FA 199 1 (0-20)
Theater Practicum II
Practical work in dramatics by special arrangement with the instructor, in the following areas: Acting, directing, scene construction/painting, running crew, lights, sound, costumes, make-up, stage management, props, publicity, house management, technical design, or individual activities as directed by the instructor.

FA 200 4 (4-0)
Painting I
This studio class gives the student a working knowledge of the materials and processes involved in painting. It also develops ways of thinking about painting as self-expression. The student may choose to work in more than one medium.

FA 201 4 (4-0)
Sculpture
This class provides an opportunity for the student to do original work in modeling or carving using wood, clay, stone, or other three dimensional materials. Prerequisite: FA 101 or permission of instructor.

FA 202 4 (4-0)
Printmaking
A studio class which will give the student an opportunity to apply artistic principals in original work in block printing, silk-screen printing, and etching. Prerequisite: FA 100 or FA 205 or permission of instructor.

FA 203 4 (4-0)
Ceramics I
A studio class in which the student will work in both hand-building and wheel methods of forming clay. Various methods of decorating, glazing, and firing pots and sculptures will be included.

FA 204 4 (4-0)
Art History to 1300
A chronological study of painting, sculpture, and architecture from the prehistoric times through the Gothic period. Emphasis is on the style, iconography, and historical context of works. Students will develop an understanding and appreciation of both the art and the society which produced it. Meets Humanities requirement.

FA 205 4 (4-0)
Drawing I
A two-dimensional course for the student interested in drawing. The course will develop in the student the fundamental techniques of drawing. The student will work with various materials and subjects. Emphasis will be placed on developing a process of drawing which the student can use later by herself/himself. Normally offered in fall semester.

FA 206 4 (4-0)
Stained Glass
An introductory course in the art of stained glass. Designed for those who wish to learn how to design and execute stained glass objects. The course will provide the basic knowledge of how to design windows, panels, and three-dimensional objects in glass. Offered on demand.

FA 207 4 (4-0)
Art History 1300 to Present
A chronological study of painting, sculpture, and architecture from the Renaissance to contemporary times. Emphasis is on the style, iconography, and historical/social context of works. Students will develop an understanding and appreciation of both the art and the times which produced it. FA 204 is not a prerequisite for FA 207. Meets Humanities requirement.

FA 210 4 (4-0)
Introduction to Theatre
This course helps beginning students understand and appreciate a broad spectrum of theatre genres by examining connections between and among theaters of the past and present. Theater is the public performance of literature, an art which drives a craft; the play is the thing. Significant plays from major periods are studied along with accompanying development of the stage. To this combination of literature and history is added the requirement that each student participate (on or off-stage) in the college's current theater production.

FA 215 4 (4-0)
Drawing II
This course offers the student an opportunity to build upon the drawing skills begun in Drawing I in a studio environment. Students will be encouraged to choose individual projects in pursuit of personal artistic goals, as well as exploring new materials and techniques. Prerequisite: FA 205 with "C" or better.

FA 220 4 (4-0)
Painting II
Painting II is designed to give continued experience to students who have demonstrated seriousness of their intention to learn to paint. In this class, each student will concentrate on one medium of her/his choice and will do a planned series of projects of increasing complexity.

FA 230 4 (4-0)
Ceramics II
A studio class building on the basic techniques learned in Ceramics I. Developing more advanced techniques in sculpture, potter's wheel, kiln construction, and glaze calculation will be the focus of Ceramics II. Prerequisite: FA 203

GE-GEOGRAPHY

GE 103 4 (4-0)
Physical Geography
Examination of the four spheres (atmosphere, hydrosphere, lithosphere and biosphere) that comprise the Earth's physical environment in order to develop an understanding of the Earth's vast systems and an appreciation of the relationships between human activities and environmental processes.

GE 107 2 (2-0)
Global Health Awareness
This course focuses on the study of three important factors related to the understanding of international health problems in developing and developed countries: physical resource base, human resource base, and cultural differences and values. Also offered as NE 110.

GE 121 4 (4-0)
World Regional Geography
Introduction to selected regions of the world in terms of their physical environments; natural and human resources; cultures; and economic and political characteristics.

HS-HISTORY

HS 101 4 (4-0)
Western Civilization to 1600
A survey of the history of Western Civilization from its prehistoric roots through the Reformation Era. This study will investigate the origin and development of cultural trends from the civilizations of the Mediterranean through the era of European Feudalism, culminating in the emergence of Modern Europe. This course will include a study of political history, philosophy, literature, architecture, and religion. Normally offered in fall semester.

HS 102 4 (4-0)
Western Civilization 1600 to Present
A continuation of HS 101 emphasizing political, economic, and cultural changes of the 18th century; and the various forms of nationalism, international socialism, and their influences on the 19th and 20th century and the search for international peace, with the increasing complexity of the emerging nations of the Third World. This course will include a study of political history, philosophy, and literature. HS 101 is not required.

HS 211 4 (4-0)
United States History to 1865
This course provides students with an opportunity to learn the history of the United States from its colonial origins to the Civil War, with an emphasis on the dynamics of sectionalism that led to the War Between the States. Political, economic, and social topics are studied in relationship to the course theme.

HS 212 4 (4-0)

United States

History from 1865-Present

This course provides students with an opportunity to learn the history of the United States from the post-Civil War era into the modern context, with an emphasis on the emergence of the United States as a progressive world power. Political, economic, and social topics are studied in relationship to the course theme.

HS 272 4 (1-4)

History Internship

Students who have completed two history courses with at least a 2.3 grade point average (GPA) may apply to take the internship and earn credit hours by working in an approved agency. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. This course is offered during any semester and during the summer. Prerequisite: Student must have compiled 24 semester hours or more with a GPA of 2.0.

HS 290 4 (4-0)

Contemporary European Culture

A travel course to Europe to study the historical, social, literary, and/or artistic backgrounds. The specific cities and countries vary from year to year. Research prior to the trip and papers following are required. Meets humanities and social science requirement. Offered on demand.

HU-HUMANITIES

HU 260 4 (4-0)

Leadership Development Studies

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Normally offered Winter semester. Meets Humanities requirement.

LANGUAGES

FR 111 4 (4-0)

French I

This course provides a proficiency-oriented first semester program designed as a base on which to develop the four language skills (listening, speaking, reading, and writing) and a communicative approach to learning French that leads students into, through, and out of realistic situations. Recommended for students who have never studied a foreign language.

FR 112 4 (4-0)

French II

This course, a continuation of FR 111, emphasizes vocabulary before structure, structure within a cultural context, and development of the four language skills as well as the fifth skill, culture. Students are exposed to modern life and culture in France and in the nearly forty other countries wherein the French language and attitudes are considered by more than 200 million people to be their very own. The idio- and axiomatic differences between their mother-tongue and French, and specific themes such as university life, les Beaux Arts, transportation, economics and national politics, all serving to raise the student awareness of the worldly interactions of languages, cultures, and societies will be studied. Prerequisite: FR 111 or permission of instructor.

GR 101 4 (4-0)

German Language and Culture I

This course will provide the students with a sound basis for learning spoken and written German. Every effort will be made to present students with interesting opportunities for self-expression. Just as important as skills acquisition will be an exposure to contemporary life and culture in Germany, Switzerland, and Austria, centering around themes such as university life, shopping, geography, the German attitude toward privacy, theater, labor unions, the social position of women, and German folk music. Offered on demand.

GR 102 4 (4-0)

German Language and Culture II

This course is a continuation of GR 101. Both spoken and written German will be emphasized. Upon completion of this class, one will have a comprehensive knowledge of the language. German culture stressed in this class will include TV in Germany; Christmas customs; physical layout of cities, home, and apartments in German speaking countries; study of Switzerland (languages, history, constitutional bodies); role of women in work force and politics; role of foreigners; the European Community; history on the two Germanies, Berlin, and Unified Germany (its problems and politics). Multi-media will be used in this class. Prerequisite: GR 101 or permission of instructor.

SP 101 4 (4-0)

Spanish I

The students will learn to hear, speak, read and write basic Spanish and acquire a sensitivity to the cultural differences and similarities among the Spanish-speaking countries and within the U.S. The basic goal is that the student will acquire Spanish communication skills which will carry over into the student's area of interest, i.e. travel, business, medicine, education, social work, industry, etc. The student will gain insights into relationships between Spanish-speaking countries and the U.S. which will enhance the student's appreciation of the GLOBAL COMMUNITY and his/her role in it. This course introduces the diverse geography, history and cultures of Spain, Mexico, South America and the Caribbean. The student will improve his/her native (English) language skills.

SP 102 4 (4-0)

Spanish II

Further study in the Spanish language with increased emphasis on conversation and comprehension. Prerequisite: SP 101 or permission of instructor.

LS-LABOR STUDIES

LS 101 4 (4-0)

Labor Studies: The Heritage of American Labor Unions

Labor Heritage includes the struggles of skilled and unskilled workers to obtain the legal right to organize into unions in order to collectively bargain for better conditions of employment. Consideration will be given to unions as they now exist.

MA-MATHEMATICS

MA 090 3(3-0)

Pre-Algebra

Developmental in nature, this course is designed to strengthen the arithmetic skills of the students. Topics covered include: operation of whole numbers, fractions, percents, decimals, ratios, integers, exponents, measurement in metric system and U.S. units, an introduction to geometry, and an introduction to algebra. This is remedial in nature and cannot be used toward any associate degree.

MA 100 4 (4-0)

Basic Algebra

A study of the fundamental concepts and operations of algebra, polynomials, equations, and stated problems, factoring, introduction to functions and graphs, systems of linear equations, exponents, radicals, and quadratic equations. This course may be used as an elective course; however, it does not fulfill the natural science requirement for an Associate of Arts or Science degree. Prerequisite: MA 090 with "C" grade or better or an appropriate score on the mathematics placement test. Normally offered each semester.

MA 101 4 (4-0)

Nursing Mathematics

This course is intended to teach the mathematical skills needed to function in the biological or medical laboratory in the clinical setting. Topics will include: fractions, decimals, percentages, ratios, prime factorization, dimensional analysis, means, medians, measurement of oral and parental drugs, calculation of pediatric dosages, preparation of solution, apothecary, household and metric systems of measurement, and conversion between the three systems. Emphasis will be on developing good problem solving skills and their applications to the field of nursing. Normally offered each semester.

MA 102 4 (4-0)

Shop Mathematics

This course is a supportive course designed to meet occupational program requirements. It emphasizes basic algebraic formula usage, signed numbers, practical measurements, metrics, relative error, percents, conversions, basic geometry, right triangle trigonometry, and the scientific calculator. Prerequisite: MA 090 or high school mathematics.

MA 105 4 (4-0)
Intermediate Algebra
A study of real numbers, algebraic expressions, factoring, exponents, complex numbers, solution of linear-equations, inequalities, quadratic equations and absolute value equations, equations of lines, conic sections, function, exponential functions, logarithmic function, exponential and logarithmic equation, and systems of equation. This course is designed to prepare students for MA 110 College Algebra. This course may be used as an elective course; however, it does not fulfill the natural science requirement for the Associate of Arts or Science Degrees. Prerequisite: MA 100 with a "C" grade or better or one year of high school algebra and an appropriate score in the mathematics placement test. Normally offered each semester.

MA 110 4 (4-0)
College Algebra
A study of equations, systems of equations, matrices, inequalities, functions, exponential and logarithmic functions, complex numbers, theory of equations, binomial theorem, and sequences. Prerequisite: MA 105 with a final grade of "C" or better or three years of college prep mathematics and an appropriate score on the mathematics placement test. A scientific/graphing calculator is required. Normally offered each semester.

MA 111 3 (3-0)
Trigonometry
A study of the trigonometric functions, their properties, solutions of right and oblique triangles, radian measure, graphs, identities, trigonometric equations, applications, vectors in the plane, complex numbers, and polar coordinates. A graphing calculator is required. Normally offered each semester. Prerequisite: MA110 with a "C" or better or three years of college prep mathematics and an appropriate score on the mathematics placement test.

MA 115 4 (4-0)
Technical Algebra & Trigonometry I
Topics covered include: measurements, linear and quadratic equations, determinants, dimensional analysis, exponents, radicals, scientific notation, graphs, ratio, trigonometry, vectors, radians, and technical formulas. Graphing calculator is required. This course is designed to prepare students for MA 125 Technical Algebra & Trigonometry II. Prerequisite: High school algebra, appropriate score on the mathematics placement test, or MA 100 with a "C" grade or better.

MA 125 4 (4-0)
Technical Algebra & Trigonometry II
Advanced technical problems including trigonometry, exponential functions, J-operators, polars, higher degree equations, series, some analytic geometry, and introductory calculus. Graphing calculator is required. Prerequisite: MA 115 with a "C" grade or better or an appropriate score on the mathematics placement test. Normally offered each semester.

MA 130 4 (4-0)
Mathematics for Elementary Teachers I
Introduction to logic, set theory, fundamental concepts, and structure of arithmetic. Course is designed for elementary education students. This course does not fulfill the natural science requirement of an Associate of Arts or Science degree. Prerequisites: Two years of high school algebra or MA 105 or MA 110 with a "C" grade or better. Normally offered each semester.

MA 141 5 (5-0)
Analytical Geometry and Calculus I
Functions and graphs, limits, differentiation of algebraic and trigonometric functions, applications, the Mean Value theorem, definite and indefinite integrals, conics, and the Fundamental Theorem of integral calculus. Prerequisites: MA 110 or four years of high school college prep mathematics with a "C" or better average; MA 111 or high school Trigonometry or permission of instructor. Graphing calculator highly recommended. Normally offered each semester.

MA 142 5 (5-0)
Analytical Geometry and Calculus II
Continuation of MA 141 with techniques of integration; exponential, logarithmic, inverse trigonometric and hyperbolic functions, vectors; polar coordinates; L'Hospital's Rule; improper integrals, sequences and series. Prerequisite: MA 141 with a "C" or better average. Normally offered in the winter semester.

MA 210 4 (4-0)
Introduction to Statistics
A computer supported study of descriptive statistics, statistical inference, probability distribution, sampling, estimation, testing hypotheses, correlation, and regression. Prerequisite: MA 110 or MA 125. Normally offered each semester.

MA 225 4 (4-0)
Technical Calculus
Topics will include limits, inequalities, inverse function, maximum, minimum, area under the curve, motion in a plane, and practical problems solved with derivatives and integrals with emphasis on technical applications. Graphing calculator is required. Prerequisite: MA 125 or permission of instructor. Normally offered on demand.

MA 243 5 (5-0)
Analytical Geometry and Calculus III
Continuation of MA 142 with matrices and systems of equations, analytical geometry and three dimensional space, partial derivatives, multiple integration, and line integrals. Prerequisite: MA 142 with a "C" or better. Normally offered in fall.

MA 244 3 (3-0)
Differential Equations
First order equation, linear equations, and systems by operator methods, applications and Laplace transforms. Prerequisite: MA 243 with a "C" or better average. Normally offered in the winter semester.

MA 250 3 (3-0)
Introduction to Linear Algebra
Upon successful completion of this course, a student should understand systems of equations, vectors and vector notation, matrices and matrix algebra, orthogonality, determinants, subspaces, eigenvalues, and eigenvectors. Prerequisites: MA 141 (Calculus I) with a "C" or better.

MT-MACHINE TOOL TECHNOLOGY

MT 100 4 (2-4)
Basic Machine Tool Operation
This lecture/laboratory course emphasizes machine shop procedures and safety practices. Introduction to the basic operation of the engine lathe, milling machine, surface grinder, and drill press will be covered. The use and care of precision measuring tools will be undertaken. Coordinate measuring machine will be introduced.

MT 101 2 (1-2)
Blueprint Reading
A study of mechanical part representation, technical nomenclature, standard symbology, and accepted practices for machine and welding drawings. Emphasis is placed on correct drawing interpretation. Technical sketches, lay-out templates, and patterns are created for shop use.

MT 102 4 (3-0)
Measurement and Manufacturing Processes
A study of measurement systems, tools, and methods as they relate to a wide range of manufacturing processes. The course is designed to assist in bridging the gap between engineering design and quality product creation. The course will cover both standard manufacturing practices, as well as cutting edge industrial methods. The course content will include the latest development in manufacturing process.

MT 103 4 (4-0)
Jig and Fixture Design & Theory
This lecture course emphasizes the skills needed for Machine Tool students to understand the design and theory principles related to work holding devices. There will be a study made of various types of jigs and fixtures, basic principles and construction of work holding devices, important design considerations and skills, and the practical application of tool design and use.

MT 104 4 (2-4)
2D CAD/CAM/CNC
This lecture/laboratory course emphasizes the skills needed in the industry to understand CAD drawings and the transition to CAM/CNC. The student will learn the introductory skills for drawing in 2D CAD such as creating graphic entities, manipulating graphic entities, working with parts and dimensioning. The student will further learn how to post process CAD entities into machine tool language needed in CNC machining.

MT 105 4 (2-4)
Basic Numerical Control
This lecture/laboratory course will emphasize an understanding of numerical control through the programming, operation, and editing of the milling machine and the lathe. Actual projects will be made through the use of computer numerical control.

MT 110 4 (2-4)
Intermediate Machine Tool Operation
A continuation of MT 100, this course focuses on the advanced machining processes related to machine tools and their applications with machining and assembly of a project. CMM will be used to inspect all machining. Abrasives and cutting fluids are also studied. Prerequisites: MT 100, MT 101, or permission of instructor.

MT 200 4 (2-4)
Advanced Machine Tool Operation
This lecture/laboratory course integrates the techniques and theories of stamping dies. Emphasis is placed on cutting and forming operations. A stamping die will be made during the course with emphasis on using CAD/CAM/CNC. Also included is a study of the impact of production machining in industrialization. Prerequisites: MT 104, MT 110, or permission of instructor.

MT 204 4 (2-4)
3D CAD/CAM/CNC
This lecture/laboratory course is a continuation of MT 104 2D CAD/CAM/CNC which will emphasize 3D CAD/CAM/CNC. The student will be able to create and manipulate advanced geometry, splines and parametric surfaces, which are used for 3D machining. The student will be able to draw a part in the 3D system, create a surface, insert tool paths and generate NC code using the Surf and Mill systems. Prerequisite: MT 104, or permission of instructor.

MT 205 4 (2-4)
Advanced Numerical Control
This lecture/laboratory course will study the actual programming, operation, and editing of an industrial computer numerical controlled milling machine and lathe. Actual projects will be machined through programming the machine: CAD/CAM/CNC will be introduced as related to a milling machine and lathe. Prerequisites: MT 100, MT 104, MT 105.

MT 214 4 (2-4)
Mold Making 2D/3D
This lecture/laboratory course emphasizes machine shop procedures and practices necessary in the understanding and construction of molds. The fundamental processes and basic construction of plastic molds, molds for die casting, and rubber molds will be undertaken. A 2D/3D mold will be designed and manufactured during the course. Prerequisites: MT 204, MT 205.

MT 230 4 (2-4)
Machine Tool Maintenance Repair
This lecture/laboratory course is designed to acquaint the student with basic skills necessary for preventive maintenance and repair of machine tools. Emphasis will be placed on lathes, milling machines, drill presses, and grinding machines. Prerequisite: MT 100

MT 235 2 (2-0)
Geometric Dimensioning & Tolerancing
A study of geometric dimensioning and tolerancing as defined in ANSI Y14.5. Topics include: geometric concepts, datum's and datum targets, features, MMC, reference frames, flatness, parallelism, straightness, angularity, profiles, circularity, cylindricity, concentricity, and runout. Emphasis is placed on problem solving.

MT 272 1 (0-8)
Industrial Machine Tool Co-op
This cooperative work experience is designed to give students on-the-job learning opportunities within the area of Industrial Machine Tool. Prerequisite: Permission of instructor.

MU-MUSIC

MU 109, 110, 111, 112 1 (1-0)
Applied Music
Individual instruction on specific instruments or voice, with emphasis on correct physical orientation to the instrument (or voice); study of appropriate exercise and solo repertoire, including scales, arpeggios, etc.; preparation and performance of standard compositions at appropriate level for the student.

MU 141 1 (0-1)
Chorus
An opportunity for students to practice and perform a variety of choral music under the direction of the Bay de Noc Choral Society.

MU 151 4 (4-0)
Elements of Music
A course designed to provide a singing, reading, and theory experience in the fundamentals of music. Emphasis is placed on developing practical musical skills.

MU 153 4 (4-0)
Music Appreciation
Music Appreciation is a comprehensive survey of western music form and style from the Medieval period to present day. Asian, African and Native American musical styles are also explored. Biographical information on major composers is included and students will recognize many of their best known works from each style period. A study of each period also includes historical background on art, world events, technology and political and religious influences. Class discussion is encouraged as these "external factors" still affect the arts today. Each class meeting involves lecture and multi media presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets humanities requirement.

MU 220 4 (4-0)
Music Theory
Music Theory is a course for the student interested in a music curriculum as a major or minor field of study. It is concerned with the theoretical concepts on which music is based, including melodic, rhythmic, harmonic, contrapuntal, and architectural factors. Three areas will be stressed: 1) written concepts, terminology, and notation; 2) exercises in music reading and sight-singing; and 3) practice in ear training and dictation. Prerequisite: MU 151 or permission of instructor.

NE-NURSING

NE 100 3 (3-0)
Medical Terminology
This course is designed to furnish the basic tools necessary for building a medical vocabulary. The student will become acquainted with medical terms as they pertain to human anatomy, physiology, and disease.

NE 101 2 (2-0)
Nursing Fundamentals
The purpose of this theory course is to aid the student in acquiring the basic knowledge of nursing fundamentals. Students are introduced to the theory, interpersonal skills, and nursing procedures that will enable them to work successfully with persons, to be able to recognize through assessment and evaluation, changes in pattern manifestation. The nursing process, nursing diagnosis, and nursing care planning fundamental to nursing are introduced and discussed. Development of cognitive skills in the area of nursing assessment will expand the nurses' contribution to the health of persons. Prerequisite: Admission to Part I of the A.D.N. program. Co-requisite: NE 102

NE 102 2 (2-0)
Nursing Fundamental Lab
This course is designed to develop cognitive, affective, psychomotor, communication and assessment skills in a simulated clinical laboratory setting. Emphasis is on utilizing nursing concepts, beginning assessment and interview skills as a basis for nursing practice. This is taught using the conceptual framework of Martha Rogers "Science of Unitary Human Beings," along with Marjory Gordon's Functional Health Patterns. Prerequisite: Admission to Part I of the A.D.N. Program. Co-requisite: NE 101

NE 107 2 (0-6)
Nursing Fundamental Clinics
This clinical course provides the student with the opportunity to apply a network of skills to the practice of nursing. Focus is on concepts of assessment and evaluation of pattern manifestation, communication skills and basic patient care in the long term care facility. Prerequisites: BI 213, NE 101, NE 102, NE 116.

NE 115 5 (2-5)
Nursing Assistant Course
This course, which is approved by the State of Michigan, is designed to prepare students to function as nursing assistants in long-term care facilities. This 5-7 week course consists of 40 hours lecture, 40 hours laboratory training, and 40 hours clinical training. Upon successful completion, students are eligible to take the State Competency Evaluation Test.

NE 116 1 (1-0)
Pharmacology I
The purpose of this course is to aid the student in acquiring the fundamental principles of pharmacology. Major content areas include basic concepts of pharmacology, mathematic calculations, legal aspects, the five rights to administering medications along with identifying pattern manifestations of children, pregnant women, and older adults. Prerequisites: Admission to Part I of A.D.N. program.

NE 117 2 (2-0)
Pharmacology II
The purpose of this course is to introduce the student to clinical therapy with emphasis on the knowledge needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs. Major content areas include groups of therapeutic drugs, prototypes of drug groups, commonly prescribed individual drugs, effects on body tissues, human responses to drug therapy, in terms of pattern manifestation and applying assessment and evaluation, in relation to prescribed drug therapy regimens. Prerequisite: NE 116.

NE 118 2 (2-0)
Computer Applications in Nursing
The purpose of this course is to introduce students to computer usage and its application to education, research and practice in nursing and other allied health professions. Topics will include computer fundamentals, hardware, software, systems, health care applications, ethical considerations, and the relationship of nursing informatics to health care trends.

NE 119 2 (2-0)
Medical Terminology II
Medical Terminology II is an online course designed to continue the expansion of the knowledge gained in Medical Terminology I. In this class, the student will be able to define the structure of medical terms as they relate to prefixes, suffixes, and basic word structure. This class will incorporate medical terms related to oncology, radiology, nuclear medicine, radiation therapy, pharmacology, laboratory, history and physicals, and surgery. All of these subjects will be studied in more detail as they relate to analyzing the structure of medical terms and how they relate to all systems.

NE 120 3 (3-0)
Adult Health Nursing I
This theory course emphasizes concepts and the application of Martha Rogers Science of Unitary Human Beings. Students will utilize the nursing process to identify human patterning practice methods to assess and care for adult clients experiencing common health care problems. Core content will explore: critical thinking processes, the health care delivery system, legal and ethical responsibilities, cultural diversity, wellness concepts, alternative and complementary therapies, dealing with loss/grief/death, fluid and electrolyte management, acid-base balance, care of the surgical client, care of clients in rehab/hospice environments, care of geriatric clients, and care of clients with respiratory, cardiovascular, hematologic and lymphatic disorders. Prerequisites: BI 213, NE 101, NE 102, NE 116.

NE 121 2 (0-6)
Adult Health Clinic Nursing I
This clinical course emphasizes the analytical use and application of Martha Rogers Science of Unitary Human Beings. Core content will focus on the development of health patterning practice skills to create a comprehensive nursing careplan that provides holistic care for adults experiencing common health care problems in both acute care and outpatient environments. Prerequisites: BI 213, NE 101, NE 102, NE 107, NE 116.

NE 122 3 (3-0)
Adult Health Nursing II
This theoretical course continues to build upon content from NE 120 and expands the student's knowledge base in utilizing the nursing process and health patterning practice skills to provide holistic, comprehensive care to adult clients in the following areas: body defenses (integumentary system, immune system, HIV/AIDS); control, mobility, coordination and regulation(musculoskeletal system, neurological system, sensory system, endocrine system, gastrointestinal and urinary systems, male & female reproductive systems, sexually transmitted diseases); and mental integrity (mental illness). Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120.

NE 123 2 (0-6)
Adult Health Clinic Nursing II
This clinical nursing course builds upon the concepts introduced in NE 121. Students will continue to develop and perform health patterning practice skills to create holistic, comprehensive nursing care plans for adult clients experiencing more complex health care problems in the acute care environment, with observational experiences in Home Health. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121. Co-requisite: NE 122.

NE 124 2 (2-0)
Parent/Newborn Health
This theoretical course introduces basic nursing care of the family during the childbearing process, including human reproduction, fertility, infertility, pregnancy and care of the newborn. The focus is on the family unit and the parent-child relationship throughout antepartum, intra-partum, postpartum and the normal newborn period incorporating the person/s patterns of healthcare. The student will be able to assess the various life styles, cultures and concepts of the family, family roles, and interdependent relationships as they relate to the childbearing years. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121. Co-requisite: NE 125, NE 126.

NE 125 2 (0-6)
Parent/Newborn Clinic
This clinical course, taken in conjunction with NE 124, involves direct care of obstetric, neonatal, pediatric (and gynecologic clients in certain facilities) clients. Individualized nursing care of the family unit considering the person/s patterns of care is the underlying objective. The student will begin to assess the patient and family's needs, utilizing Roger's, Maslow's, and Gordon's, theories, incorporating physical, psychological and sociological, aspects, utilizing the nursing process. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121, NE 122, NE 123. Co-requisite: NE 124, NE 126.

NE 126 1 (1-0)
Child Health Nursing
This theory course introduces the practical nursing student to normal growth and development and basic nursing care of the child during common diseases/illness. The course includes nursing responses to patterns and knowing of the person/s and their family. The focus is the family unit and the parent-child relationship throughout the child's life and the application of various theorists related to growth, development and nursing care. The student will discuss various lifestyles, concepts and cultural patterns of the family, family roles, and the interdependent relationship as they relate to childhood. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121, NE 122, NE 123.

NE 230 3 (3-0)
Advanced Family Nursing
This theoretical course presents the student with the opportunity to apply advanced concepts through the use of various conceptual models and the nursing process to the health needs of the individual throughout the lifespan, including reproduction, neonates and children, pregnancy, labor, delivery and the post-partum period. Emphasis is placed on the family and significant others, identifying diverse cultural backgrounds, patterns of knowing, and assessment of normal developmental patterning, and situational crises of family health. Health promotion and wellness is integrated wherever the person/s indicate need. Resources available in the community will be identified. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NE 231.

NE 231 2 (0-6)
Advanced Family Clinic
This clinical course presents the student with the opportunity to apply various conceptual models in the nursing process to the health needs of the individual throughout the lifespan including reproduction, neonates and children, pregnancy, labor, delivery and the post-partum period. Emphasis is placed on the family and significant others identifying diverse cultural backgrounds, normal developmental patterning and situational crises of family health and routine health maintenance concepts within the hospital setting. Observational experiences are obtained in various health care agencies. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NE 230.

NE 232 3 (3-0)
Mental Health Nursing
This clinical course emphasizes the clinical application of the theoretical concepts utilizing Martha Rogers' Science of Unitary Human Beings, Eriksons' Stages of Development, Maslows' Hierarchy of Needs, and Gordons' Functional Health Patterns in the mental health nursing setting. Students will be assessed on application, analysis and synthesis of the Health Patterning Practice Method of the nursing process and application of mental health theory in a variety of mental health care settings. Prerequisite: Admission to Part II of the A.D.N. program. Co-requisite: BI 225, 276, NE 233.

NE 233 2 (0-6)
Mental Health Clinic
This clinical course emphasizes the clinical application of the theoretical concepts utilized in the mental health setting. Emphasis will be focused on application of the Health Patterning Practice Method of the nursing process and application of mental health theory in a variety of mental health care settings. Prerequisite: Admission to Part II of the A.D.N. program. Corequisite: BI 225, BI 276, NE 232.

NE 236 3 (3-0)
Adult Health Nursing III
This theory course explores the concepts, principles, and practices of nursing that relate to adult clients in the acute medical/surgical setting. Emphasis will be placed on advanced interpretation of disease-specific physiology through discussion, analysis, and application of theory, utilizing critical thinking skills and care planning concepts to assist in the patterning of creative and mutual environments of health and well-being. Prerequisites: BI 225, BI 276, NE 230, NE 231, NE 232, NE 233. Co-requisites: NE 238, NE 240.

NE 238 4 (0-12)
Adult Health Clinic III
This clinical course builds upon the theoretical basis and application of nursing practice presented in previous nursing courses. Utilizing the nursing process within the methodology of Health Patterning Practice Method, students will focus on the role of the professional nurse within the human environmental fields in various acute health care settings. Emphasis will be placed on the application of advanced interpretation of disease openness within the mutual energy fields of the nurse and client, and the facilitation of the health potential of unitary human beings in their environments. Prerequisites: BI 225, BI 276, NE 230, NE 231, NE 232, NE 233. Co-requisites: NE 236, NE 240.

NE 240 1 (1-0)
Pharmacology
This course will explore the physiological patterning of unitary human beings affected by pharmacological interventions. By focusing on the life process of the adult, students will discover the effects of the human-environment interaction and integrality of pharmacological administration. Emphasis will be on drugs used in complex and increasing diverse situations including critical care, emergency, and home care environments. The increasing integrality of the interaction will be interpreted by knowledge of pharmacological precepts, lab values, and individual unitary human beings integrality. Prerequisites: BI 225, BI 276, NE 230, NE 231, NE 232, NE 233. Co-requisites: NE 236, NE 238.

NE 241 2 (2-0)
Management/Issues
This theoretical course intends to prepare the A.D. nursing student for his/her professional role and employee responsibilities as a new staff nurse upon graduation. Problem solving of common workplace conflicts, quality management issues, ethical and legal dilemmas will be practiced through the use of case studies and group assignments/presentations. The history of nursing and theoretical models will be explored with discussion of the impact on nursing and attitudes today. Prerequisite: Admission to Part II of the A.D.N. program.

NE 273 1 (1-.5)
Nursing Assessment
This nursing theory course emphasizes the application of Martha Rogers Science of Unitary Human Beings to develop cognitive, affective and psychomotor skills in the area of nursing assessment. The primary goal of this course is to assist students in developing and applying human patterning practice methods to create a comprehensive nursing careplan that reflects holistic care of adult clients in a variety of settings.

OS-OFFICE SYSTEMS

OS 105 2 (2-0)
Computer Keyboarding
An eight week course designed to help students from all degree programs develop proficiency in the use of the computer keyboard. Emphasis will be on the proper touch operation of both the alphabetic and numeric keypads. Grading will be on a P/I basis. A minimum keyboarding speed of 30 w.p.m. must be achieved to pass the course.

OS 107 2 (2-0)
Keyboarding II-Formatting
This eight-week course focuses on document formatting techniques and speed development. It is designed for students with previous keyboarding skills. Correspondence such as letters, memos, and reports are typed in proper form using a computer. (Allowed for credit toward OS certificate/degree only if taken prior to OS 108.) Prerequisite: OS 105 or ability to keyboard at a minimum of 25 wpm.

OS 108 4 (4-0)
Advanced Keyboarding Skills
Advanced drill work on computers to develop speed, accuracy, and production skill. Course includes the study of business letters, complex reports, tabulation, and business forms. Prerequisite: Proven keyboarding speed of at least 35 wpm or permission of instructor.

OS 115 2 (2-0)
Word Processing I
An eight-week course introducing the basics of word processing using popular business software. Students will learn the fundamentals of creating, editing, formatting, and saving documents on the computer. Outside lab time will be required. Prerequisites: OS 105, OS 107, or OS 108 or advanced placement credit for proven keyboarding competency.

OS 117 3 (3-0)
Records Management
This course concentrates on the efficient control of business records using ARMA Simplified Filing Standard Rules. The topics include the principles covering: 1) what records to keep, 2) how to store them, 3) how to find them quickly when needed, and 4) how to apply the criteria for determining their disposition or retention.

OS 119 2 (2-0)
Electronic Ten-Key Operations
This course will help you develop skill in the use of touch operation on the electronic calculator. Emphasis will be given to the use of special calculator features to improve speed and accuracy. While there are no prerequisites, a basic understanding of typical business math is assumed. This class offered only during the fall semester.

OS 120 4 (4-0)
Office Procedures
This capstone office training course is designed to integrate previously learned skills into activities simulating those found in an office environment. Students will prepare office documents, develop human relations skills, and practice time management and prioritizing. Heavy emphasis will be placed on group interaction and problem solving. Most of the class activities will require the use of the computer and other electronic technologies. As a final class assessment, all students will prepare an employment portfolio. Prerequisites: OS 215, OS 191, and CA 101.

OS 191 4 (4-0)
Business
English and Proofreading
The student will study and apply correct grammar, punctuation, and word choice to a variety of business documents. Emphasis will be placed on proofreading and editing of correspondence on the computer and the efficient use of a variety of reference materials.

OS 215 2 (2-0)
Word Processing II
An eight-week course following OS 115 which expands upon the skills learned in Word Processing I. Students will work with mail merges, tables, and advanced formatting applications. Outside lab time will be required. Prerequisite: OS 115 or permission of instructor.

OS 216 2 (2-0)
Word Processing III
An eight-week course dealing with advanced word processing concepts and introductory desktop publishing. Outside lab time will be required. Prerequisite: OS 215.

OS 217 3 (3-0)
Advanced Microsoft Word
Studies show that 80 percent of software users work with only 20 percent of the features. This course is designed to expand upon a student's basic skills with Word and will incorporate many of the software's power features. Topics to be covered include desktop publishing, graphics, mail merge, tables, templates, styles, and Web page formatting. A basic understanding of word processing and the Windows environment is assumed. Prerequisites: OS 115 and OS 215 or CA 120 or permission of the instructor.

OS 218 3 (3-0)
Machine Transcription
This course develops language competencies and formatting knowledge required to produce mailable business documents from machine dictation. Prerequisites: OS 108, OS 191, OS 115.

OS 219 3 (3-0)
Medical Transcription
This machine transcription course develops the student's ability to transcribe medical related reports, physicians dictation of medical progress reports, operative reports, letters, and other medical documents. The course incorporates the practice and application of medical transcribing, spelling, grammar, punctuation, and capitalization. Prerequisites: OS 218, NE 100. This class offered only during the winter semester.

OS 220 4 (4-0)
Medical Billing & Office Procedures
Medical Office Procedures is a course designed to prepare competent medical office workers. The course develops medical office skills including scheduling and appointment techniques, billing and collection procedures, management of patient records and medical ethics, and law applicable in a doctor's office. Prerequisites: OS 108, OS 215. This class offered only during the fall semester.

OS 230 4 (4-0)
Medical Coding
This course will give the student the fundamentals of medical office insurance diagnosis and procedure coding as well as skills required to produce mailable forms in a timely manner to: Blue Shield, Medicare, Medicaid, Champus, and other third party payers. Students will learn to reconcile payments and rejections, process inquiry forms and understand Diagnostic Related Groupings. This class offered only during the winter semester.

OS 234/CA 234 4 (4-0)
Desktop Publishing and Design
This course will emphasize design techniques in the preparation of professional looking brochures, flyers, newsletters, etc. Topics covered will include the use of fonts; clip art, scanned, and digital cameras images; color selection; and introductory web page authoring. Prerequisite: CA 101 and OS 115 or permission of instructor.

OS 240 3 (3-0)
Legal Transcription
This course develops language competencies and formatting knowledge required to produce mailable legal documents from machine dictation. Prerequisite: OS 218 Machine Transcription.

PE- PHYSICAL EDUCATION

PE 110 1 (0-1.5)
Physical Fitness and Jogging
A practical approach for students who desire to improve their fitness levels. Fitness and jogging tests will be used to improve the individual's efficiency and to maintain a higher level of physical fitness for a better way of life. Normally offered in fall and winter semesters.

PE 112 1 (0-1.5)
Team Sports
A class to afford students a selection of activities. Selection is dependent on number enrolled and season of year. Possibilities are: softball, basketball, badminton, soccer, tennis, and volleyball. Normally offered in fall and winter semesters.

PE 114 1 (0-1.5)
Bowling
A course for beginners through advanced bowlers. Students are taught techniques, terminology, scoring, practice, and competition in individual and team events. Students will bowl at local bowling alley. Normally offered in fall and winter semesters.

PE 115 1 (0-2)
Alpine Skiing
An analysis of the fundamentals and techniques of alpine skiing, for the beginner to intermediate level skiers. History, terminology, selecting equipment, and the importance of fitness through skiing are emphasized. Fees: ski trips will be to Upper Peninsula ski areas.

PE 116 1 (0-1.5)
Hiking
The importance of walking, hiking, and jogging is stressed. Actual participation hiking trips. Students plan several hikes during semester. Normally offered in the fall and summer semesters.

PE 117 1 (0-1.5)
Volleyball
Co-educational volleyball rules, skills, and basic fundamentals will be covered. Designed for the student for future recreational value. Normally offered in fall and winter semesters.

PE 118 1 (0-2)
Beginning Golf
A course for the beginning golfer. It will emphasize history, rules, skills, and etiquette. Designed for future recreational value. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional costs for the course.

PE 119 1 (0-2)
Tennis
A course for the student who desires to learn history, rules, basic skills, and etiquette of tennis. Designed for future recreational value. Offered in fall, spring, and summer.

PE 120 1 (1-1.5)
Power Volleyball
A class for students who desire a high level of power volleyball competition. The value of fitness, rules, power volleyball skills, and strategy will be covered. Prerequisites: High School or college level volleyball.

PE 126 1 (0-2)
Snowshoeing
The importance of walking is stressed and being in the out-of-doors during the winter months. Topics of survival, how to dress for the out-of-doors, and orienteering are covered. The college furnishes the snowshoes. Offered during the winter semester.

PE 127 1 (0-2)
Cross-Country Skiing
An analysis of the fundamentals and techniques of cross-country skiing with an emphasis on history, terminology, equipment, and the importance of fitness and conditioning through skiing. Students are required to furnish their own equipment. Normally offered in winter semester.

PE 128 1 (0-1.5)
Basketball
A class dealing with the fundamentals of basketball. Various types of offenses and defenses will be analyzed. Team play, philosophies, and organization strategy and tournaments will be covered.

PE 130 1 (0-2)
Beginning Swimming
Breathing, pool adjustment, buoyancy, and balance are taught. The four basic stroke skills used for swimming are taught. Skills learned serve as the structure upon which swimming ability can be developed progressively and safely.

PE 131 1 (0-2)
Intermediate Swimming
Further development of the basic four strokes is taught. Course is designed for the student with the ability to swim the basic four strokes.

PE 132 1 (0-2)
Water Exercise
This class is a fun way to exercise your entire body in the water. Swimmers and non-swimmers can both participate and enjoy the aerobic and muscle toning benefits of the class. Those with arthritis or other special problems may find this is a means to exercise without subsequent pain or high risk of further injury.

PE 135 1 (0-2)
Advanced Swimming
For the student of intermediate level wanting to develop advanced ability in the front crawl, breast stroke, sidestroke, and elementary backstroke. Students will develop the advanced strokes for proficiency. Student will also develop emergency water safety skills with certification from the American Red Cross. Prerequisite: Intermediate swimming ability or PE 131.

PE 140 2 (2-0)
Physical Fitness: Appraisal and Development
Students will make tests and appraisals of body composition and relate it to their own lifestyle. Students will develop their personalized fitness plan.

PE 141 2 (2-0)
Physical Fitness: A Wellness Approach
Students will identify the values of high level wellness, how to achieve it, and once achieved, how to maintain it through their lifestyle.

PE 144 2 (2-0)
Effective Stress Management
The student will develop an understanding of stress and its impact on the student's health and well-being. Various effective stress management techniques will be introduced, discussed, and practiced during course time. Students will develop personalized stress management plans.

PE 146 1 (1-0)
First Aid/Basic Life Support for Healthcare Providers
This course will train nursing students and healthcare providers how to recognize and respond to life-threatening emergencies, as well as give first aid to adults, children and infants. Students will demonstrate skills needed to identify, respond appropriately and perform necessary interventions, including the use of advanced mask and resuscitation bag techniques.

PE 147 1 (1-0)
First Aid/Heartsaver for non-Healthcare Providers
This course will train students to recognize and respond to life-threatening emergencies, such as cardiac arrest and choking. It will also instruct students how to administer first aid to adults, children and infants. Students will demonstrate skills necessary to identify, respond appropriately and perform necessary interventions.

PE 218 1 (0-2)
Intermediate Golf
A course for the intermediate golfer. The course will focus on improving the golfer's knowledge and/or skills regarding equipment, swing, trouble shots, and strategy. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional cost for the course.

PE 255 2 (0-2)
Campcraft
A class to provide all types of camping experience, necessary skills, and sound conservation practices for the individual and family camper. Normally offered in fall, spring, and summer.

PH-PHYSICS

PH 103 4 (3-2)
Conceptual Physical Science
This is a survey course dealing with the basic concepts of physical systems. The intent is for the student to understand the science involved primarily on a conceptual level rather than a mathematically intensive one. This course is not designed for the science major, but is intended to fulfill a portion of the lab science requirement for degree program. A four function calculator is required for both lab work and homework. Prerequisite: One year of high school IPS, biology, or chemistry or permission of instructor.

PH 104 3 or 4 (3-0 or 4-0)
Introduction to Astronomy (non-lab science)
This course is a survey of the basic concepts of astronomy and astrophysics. It is meant to be a course that focuses on the exciting and interesting concepts of astronomy, and not so much the mathematical side. The course is intended for various backgrounds, however a basic understanding of algebra is required. Meets the natural science requirement, but not the lab science requirement.

PH 201 4 (3-2)
Elements of Physics I
This course is the first of a two-semester sequence dealing with principles of mechanics, heat, and sound. Prerequisite: MA 111 with a "C" or better, or MA125. Normally offered in fall semester. Calculator is required.

PH 202 4 (3-2)
Elements of Physics II
A continuation of PH 201 including principles of electricity, magnetism, and light. Prerequisite: PH 201 with a "C" or better average. Normally offered in winter semester. Calculator is required.

PH 205 5 (4-2)
Engineering Physics I
This course is a calculus-based introduction to classical mechanics. Topics include: kinematics, dynamics, Newton's laws, work and energy, momentum, collisions, systems of particles, rotational dynamics, statics, oscillations and transverse waves. This course is intended for those seeking an engineering or science degree. Prerequisite: MA 141 with "C" or better average. Normally offered in winter semester.

PH 206 5 (4-2)
Engineering Physics II
This course is a calculus-based introduction to electromagnetism. Topics include: Coulombs law, electric fields, Gauss's law, electric potential, capacitance, circuits, magnetic forces and fields, Ampere's law, induction, Maxwell's equations, electromagnetic waves, and geometrical optics. This course is intended for those seeking an engineering or science degree. Prerequisite: PH 205 with a "C" or better average. Normally offered in fall semester.

PH 250 4 (3-3)
Applied Physics
The major focus of this course deals with the basic principles of mechanics and heat. Emphasis in both laboratory and lecture is upon practical applications. Reliance is placed upon material from mathematics courses and the use of the scientific/graphing calculator in computation of data in the laboratory. This course is a supportive course designed to meet occupational program requirements. Prerequisite: MA 115 with a "C" or better. Normally offered each semester.

PH 260 3 (3-0)
Statics
A study of force systems including composition and resolution of forces, simple structure, principles of equilibria, centroids, and moments of inertia. Prerequisite: MA 141 with a "C" or better grade. Co-requisite: PH 202 and PH 204 with a "C" or better grade. Calculator is required. Normally offered in fall semester.

PH 261 3 (3-0)
Dynamics
A study of motion including energy, impulse, momentum, and work. Prerequisites: PH 201 and PH 203 with a "C" or better grade. Normally offered in winter.

PI-PHILOSOPHY

PI 201 4 (4-0)
Introduction to Western Philosophy
A broad, general introduction to the principal periods of European and North American philosophic thought from pre-Platonic Greeks to modern existentialist and including logic with readings from the philosopher's works.

PI 202 4 (4-0)
Introduction to Asian Philosophy
This course will center its attention on the dominant philosophical schools and systems in Indian, Chinese, and Japanese philosophy. It will cover such areas as a) the Vedas, Upanishads, samkhya-yoga, Buddhism, and Vedanta in the Hindu systems, b) Confucianism, Taoism, and Chan Buddhism in the Chinese schools; and c) Zen Buddhism in Japanese philosophy.

PI 203 4 (4-0)
Introduction to Biomedical Ethics
The student will be familiarized with the traditional perspectives of ethics which form the basis for our present legal and political system. Within this context the course will investigate numerous biomedical issues and dilemmas facing persons involved in medical decision-making. Students will examine opposing arguments and positions on biomedical topics such as suicide, euthanasia, care of the defective newborn, paternalism, and the role of the care of the nurse. Students will be expected to develop and express their own position as well as opposing viewpoints on critical biomedical issues.

PS-POLITICAL SCIENCE

PS 110 4 (4-0)
Comparative Government and Politics
An introduction to the field of political science with emphasis on how American political theories and governmental institutions compare with those of other nations. Offered in the fall semester.

PS 111 4 (4-0)
American Government
A study of the basic structure and processes of American national government. Offered every semester.

PS 201 4 (4-0)
International Relations
A study of the problems and complexities of relations between nations. Emphasis will be given to the formation and execution of American foreign and defense policies. Offered in winter semester.

PS 262 4 (4-0)
State and Local Government
A study of the politics and administration of American subnational governments. Special attention will be given to the State of Michigan and Delta County. Offered every semester.

PS 272 2-4 (80-160)
Government/Law Internship
Students who have completed one government course may apply to take the internship and earn credit hours by working in an approved agency. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. Offered during any semester and during the summer. Note: No student may take over four hours of credit of this course while attending the college. Prerequisite: Student must have compiled 24 semester hours or more with a grade point average (GPA) of 2.0.

PY-PSYCHOLOGY

PY 175 2 (2-0)
Introduction to Organizational Human Relations
This introductory course examines human behavior within the workplace. It incorporates the "total person" approach to personnel management along with the broad themes of communication, self acceptance, motivation, participatory management, and techniques of decision making.

PY 201 4 (4-0)
Introduction to Psychology
Presents psychology from an eclectic viewpoint, including a biological, intra-psyche and social-behavioral orientation. Emphasis is on principles of human development, perception, motivation, learning, classical and operant conditioning, groups, and a general treatment of personality theory including mental health and current social problems. Normally offered in fall and winter semesters.

PY 202 4 (4-0)
Educational Psychology
This course is an introduction to the study of the application of psychological principles to teaching and learning. It will expose the student to the processes of teaching and learning from the constructivism, social cognitive, cognitive, and behavioral perspectives. The study of teaching and learning is an integral part of the preparation of those who will become teachers. Understanding the development of the student, learning, motivation and management, and instruction will make a teacher more effective and the student a better learner. In addition, this course has a required 35-hour field experience in a local school district. Prerequisites: PY 201 Introduction to Psychology and GPA of 2.0. Offered in fall and winter semesters. This course is the same as ED 202 (Educational Psychology)

PY 206 4 (4-0)
Social Psychology
An introduction to the basic concepts and principles of social psychology. The themes of social cognition, social relations, social influence will be the focus of this course. Topics will include conformity, obedience, attitudes, persuasion, attribution, social cognition, nonverbal communication, issues related to self-justification, prejudice, aggression, liking, loving, and interpersonal attraction. Offered in winter semester. Prerequisite: PY 201 Introduction to Psychology.

PY 210 4 (4-0)
Psychology of Learning
Learning that emphasizes stimuli, responses, and reinforcements. Topics include classical and operant conditioning, extinction, memory, verbal learning and transfer, generalization, discrimination, concept learning, and forgetting. Prerequisite: PY 201. Offered in the fall only.

PY 220 4 (4-0)
Developmental Psychology
This course is an introduction to the study of the physical, cognitive, and psychosocial development of the individual during the life-span. A special emphasis is placed on the changes associated with childhood and adolescence. This course is based upon the views that development is due to interactions between nature and nurture, development is contextual in terms of recognizing culture and other environmental conditions, and that each person's development is similar and yet unique to the development of others. Offered in the fall semester. Prerequisite: PY 201 Introduction to Psychology or permission of instructor.

PY 272 4-8 (40)
Psychology Internship
Students who have satisfactorily completed psychology courses may be placed with an approved psychological agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the psychology instructor and director of cooperative education. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: 24 semester hours or more completed with at least a GPA of 2.0 and 12 hours minimum in psychology with PY 201 and PY 206 required and electives from PY 220, PY 205, PY 275, or PY 280. Forty contact hours are required for every hour of credit earned. The initial 4-hour course may be continued for a total of 8 semester hours; however, each 4-hour internship must be with a different agency. It is recommended that transfer students elect only 4 hours of credit as that is all that will transfer; whereas non-transfer students may choose to elect the additional 4-hour internship.

PY 280 4 (4-0)
Abnormal Psychology
This course is designed to acquaint the student with the changing concepts of mal-adaptive behavior. Included are possible etiologies, classifications, descriptions, and the various therapeutic modalities available. Offered in fall semester only. This course is a supportive course designed to meet occupational program requirements. Prerequisite: PY 201 or permission of instructor.

SO-SOCIOLOGY

SO 103 3 (3-0)
Cultural Diversity
This is a social science elective which will encourage a better understanding of the dimensions of the human experience and the commonalities that knit all people together. This course will explore the beliefs that distinguish cultures and societies from one another. Understanding the dimensions stimulates dialogue about solutions to many complex social problems. We hope to prepare students to live in a diverse world and pluralistic community, and to prepare them for citizenship in both the local and global community.

SO 151 4 (4-0)
Sociology
The study of human behavior in the social and cultural setting. Emphasis is also placed upon the social forces shaping one's life. The nature of groups, social institutions, and the social process by which human relationships are created and investigated.

SO 207 4 (4-0)
Social Problems
A sociological analysis is made of problems in American Society as to their extent, causes, effects of possible solutions, and the interrelationships between them. Their effects on the total society and our own Upper Peninsula are explored. Students are given some opportunity to work along the lines of their own individual interests.

SO 208 4 (4-0)
Marriage and the Family
A sociological analysis of marriage and family behavior as they exist in the 20th century America with a particular emphasis on the intense interpersonal relationships developed in marriage. Emphasis is placed on effective and honest communication in home, understanding ourselves, our sexuality in society, responsible family planning, and income management. We will explore changes in the institution as technology advances and material and nonmaterial cultures are impacted.

SO 272 2-8 (40-320)
Human Services Internship
Students who have satisfactorily completed human service courses may be placed with an approved human service agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the human service coordinator. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: SO 151 and SO 207 with approval of the human service coordinator. Forty contact hours are required for every hour of credit earned. This course may be repeated for a total of 8 semester hours; however, each 4-hour block must be with a different agency.

TE-TECHNOLOGY

TE 105 4 (4-0)
Materials of Industry
The objective of this course is to provide a generalized system of classification of materials and their industrial uses. Special emphasis is given to the newest materials being utilized in modern industry. This course is a supportive course designed to meet occupational program requirements.

TE 255 3 (3-0)
Introduction to Statistical Quality Control
An introductory course to give the student a solid foundation in basic statistical concepts and focuses on the construction and interpretation of statistical process control charts. The basic statistical concepts covered will include frequency distributions, measurement of central tendency and variation, probability and probability distributions. The course is required for Paper Technology majors and is also intended for those desiring a non-theoretical background in basic statistics and control chart techniques. Prerequisite: MA 125. Normally offered fall semester.

TE 265 4 (4-2)
Mechanical Laboratory
A course intended to review the design, operation, mechanics, and troubleshooting of mechanical, electrical, and hydraulic systems in pulp and paper manufacturing. Normally offered winter semester.

WE-WELDING

WE 110 3 (1-3)
Introduction to Oxygen-Fuel Welding & Cutting
This lecture/laboratory course presents the underlying principles used in application of oxygen fuel, torch cutting, or brazing. Students also receive basic instruction in oxygen-acetylene welding of cast iron..

WE 120 4 (2-4)
Arc Welding
This course is designed for students wishing a basic understanding of electric arc welding theory and applications. Emphasis is placed on manual techniques of shielded metal arc welding and oxy fuel cutting.

WE 210 4 (1-5)
Advanced Arc Welding
Major emphasis...Included in this course are air carbon arc cutting, plasma arc cutting, use of the CNC burning table, and automatic torch cutting. At the end of this course students will take a welding test in an attempt to become certified welders, according to the AWS 01.1 Structural Steel Welding code.

WE 220 4 (1-5)
Gas Metal Arc Welding (MIG)
This course is designed to give the student the basic theory and application of semi-automatic wire-feed welding. Emphasis is placed on Short Arc, Flux Cored Arc, Spray Arc, and Self-Shielded Arc processes.

WE 240 4 (2-4)
Combination Pipe Welding
This skill course is designed specifically for those students wishing to challenge the American Welding Society Certification test on structural and/or pipe welding. Prerequisite: WE 210 or permission of instructor.

WE 260 4 (3-3)
Gas Tungsten Arc Welding
The student will learn to produce welds safely with high frequency, gas tungsten arc welding equipment. Welding safety, gas tungsten arc welding fundamentals, equipment adjustments, current changes, polarity changes, and shielding gases will be stressed. Emphasis will be placed on the steel, aluminum, and stainless steel welding process. Prerequisite: None; however previous welding experience recommended.

WE 280 4 (2-4)
Advanced Pipe Welding
The student will learn to produce welds on pipe and tubing to comply with the A.S.M.E., Section IX, of the Boiler and Pressure Vessel Code. Welding safety, polarity changes, current adjustments, and shielding gases will be stressed. Emphasis will be on root and fill pass welding using gas tungsten arc and shielded metal arc welding processes. Prerequisite: WE 240 or equivalent.

WT- WATER RESOURCE MANAGEMENT

WT 110 4 (4-0)
Water/Wastewater Operations & Management I
The primary goal of this course is to present the student with basic knowledge of the design and operation of wastewater treatment plants. Topics covered will include activated sludge process, trickling filters, lagoons, and solids handling. Laboratory procedures and practices are also discussed. Normally offered in fall and winter semesters.

WT 120 4 (4-0)
Water Operations and Management II
A continuation of WT 110, the theory and applications of potable water treatment processing are stressed. Recommended: WT 110. Offered in winter semester.

WT 220 3 (3-0)
Industrial Solutions
To familiarize the student with the operation and control of specific industrial waste treatment technologies which discharge to surface waters, land, or for recycle, as well as those with Industrial Pretreatment Permits. Both biodegradable and toxic wastes will be considered; physical/chemical treatment, neutralization, solids disposal, product reclamation and safety issues will be covered. Industrial process water treatment and groundwater remediation will be taken separately. Attention will be focused on specific treatment processes; mathematical calculations for design and process evaluation and control will be included. Offered in winter semester.

WT 230 3 (2-2)

Aquatic Evaluations & Bacteriology

This course presents bacteriologic testing and metabolic processes in water and wastewater. Stress will be placed on the microscopic examination and on bacteriological testing of organisms in water supplies and biological waste treatment facilities. Offered in fall semester. Recommended: CH 105 and CH 106.

WT 240 5 (2-5)

Environmental Analysis

A systematic study of the theory and laboratory techniques needed to perform all analysis required to determine the suitability of sources of water for use and those analysis required to regulate the purification processes. Nutrient and solids removal will be stressed. Instrumental analysis will be studied extensively. Recommended: CH 106, MA 125 or equivalent. Normally offered in fall semester.

WT 250 5 (2-5)

Water Analysis & Techniques

A continuation of WT 240, stressing analysis for potable water treatment. Recommended: WT 240. Offered in winter semester.

WT 255 3 (2-2)

Mechanical & Instrumentation

This course is designed to provide the student with basic mechanical knowledge and skills needed for maintenance of treatment plants. Includes maintenance of pumps, valves, meters, chlorination equipment, interpretation of shop drawings and blueprints, and an introduction to basic electricity. Recommended: WT 270. Offered in winter semester.

WT 260 3 (3-0)

Current Issues for Manager

The primary objective of this course is to assist the student to understand the relationship of the water utility with other municipal departments, with State and Federal regulatory agencies, and with the public. Emphasis is placed on the organizational structure, management programs, and the duties of supervisory personnel. Normally offered in winter semester. Recommended: WT 110.

WT 270 4 (4-0)

Water in Motion

This course presents the basic principles of hydraulics. Specific applications to water distribution, sewage collection, treatment plant systems, metering, and pumping are stressed. Normally offered in fall semester. Recommended: MA 125.

WT 272 3

Professional Field Experience (Water)

This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of water utilities. Recommended: Permission of instructor.

WT 273 3

Professional Field Experience (Wastewater)

This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of wastewater utilities. Recommended: Permission of instructor.

WT 274 3

Environmental Internship

This internship is designed to provide the student with on-the-job learning opportunities within the area of environmental management. Prerequisite: Permission of Instructor.

College Personnel

ADMINISTRATION, FACULTY AND STAFF

Aird, Cynthia	Director of Admissions
AA, Bay de Noc Community College; BS, Western Michigan University; MA, University of Phoenix	
Albert, Loretta	Cafeteria Co-Manager
Allkins, Michael	President
BS, MA, Western Michigan University; EdD, Virginia Polytechnic Institute and State University	
Anderson, John	Audio-Visual Telecommunications Specialist
AAS, Bay de Noc Community College	
Anderson, Kevin	Transfer Student Coordinator/Advisor
BA, Northern Arizona University; MA, Arizona State University	
Aper, Karen	Business/Office Systems Instructor
BS, MS, Northern Michigan University; Eastern Michigan University	
Arts, Fred	Shipping and Receiving Clerk
Bartke, Carl	Custodian
Bazan, Patrick	Custodian-Bay West Campus
Beaudoin, David	Custodian/Maintenance-Fill-In
Berndt, Doreen	M-TEC sm Receptionist/Administrative Assistant
Bissell, Ann	Assistant Librarian/Reference Librarian
BA, College of St. Catherine	
Bissell, Carolyn	Executive Director for Institutional Advancement and the Foundation
AGS, Bay de Noc Community College; BS, Central Michigan University	
Bizeau, Allan	Custodian
Certificate, AAS, Bay de Noc Community College	
Black, Brian	Biology Instructor
Vocational Diploma, Fox Valley Technical College; BS, University of Wisconsin; BS, University of Maine; PhD, Michigan State University	
Bottkol, Christine	Nursing Instructor
AS, University of Wisconsin-Marquette; RN, BSN, Bellin College; MSN, CNS, Northern Michigan University	
Brainard, Ted	Director of Human Resources
AAS, BS, MS, Rochester Institute of Technology	
Brown, Theresa	TRIO Administrative Assistant
AA, Bay de Noc Community College; BS, Lake Superior State University	

Brule, JoyelNursing/Wellness Instructor
RN, Bay de Noc Community College; MSN, Northern Michigan University

Buckbee, StephenSocial Science Instructor
AS, Bay de Noc Community College; BS, Western Michigan University; MEd, Northern Michigan University

Campbell, MollyPolitical Science Instructor
BA, Campbell University; MS, Colorado State University

Capodilupo, CaitlinNursing/PE Instructor
BSN, Mercy College of Detroit; MSN, Northern Michigan University

Ciminskie, JimBusiness and Economics Instructor
AA, Grand Rapids Community College; BS, Grand Valley State University; MM, Aquinas College

Cole, GeorgeSocial Sciences Instructor
BA, MAT, PhD, Michigan State University; Wayne State University

Collegnon, JaneFaculty Administrative Assistant/Switchboard Operator
AAS, Bay de Noc Community College

Curry, RalphSuperintendent of Building and Grounds

Cutler, GregoryEducation/Psychology Instructor
BA, MA, University of Northern Iowa

DeGrand, JudiCafeteria Co-Manager
AD, Bryantt & Stratton Business College

Dehlin, LinellNursing Instructor
RN, Harper Hospital; BSN, MSN, Northern Michigan University; Nurse Practitioner, Planned Parenthood of Wisconsin

Derocher, BobCustodian
AA, Bay de Noc Community College

Dittrich, MaryAdministrative Assistant, Customized Training and Lifelong Learning
AAS, Bay de Noc Community College

Dragic, LeeAutomotive Technology Instructor
Diploma, Northeast Wisconsin Technical College; AAS, Bay de Noc Community College; BS, Ferris State College

Dubord, ToddMaintenance Technician

Dwyer, CrystalArts & Letters Instructor
BS, University of Wisconsin-Stevens Point; MA, Northern Michigan University

Flath, JonDirector of Auxiliary Services
BS, Northern Michigan University

Flum, SarahMathematics Instructor
BA, Eastern Michigan University; MA, Wayne State University

Franklin, MaureenAdministrative Assistant/Receptionist, Student Services
AAS, Bay de Noc Community College

Frazer, DebbieReceptionist/Switchboard Operator
Certificate, AAS, Bay de Noc Community College

Frechette, MaryAdministrative Assistant to the Dean of Allied Health and Wellness
BS, Northern Michigan University

Gallagher, TroyWater Technology Instructor
BS, University of Wisconsin-Green Bay; MS-Educational Technology, Boise State University

Gardner, JenniferITS Operations Assistant
AAS, Bay de Noc Community College; BS, Lake Superior State University

Gavriloff, DouglasAccounting Instructor
AB, Flint Junior College; BA, University of Michigan; MA, Michigan State University

Germain, RuthAdministrative Assistant to the Director of Financial Aid
AAS, Bay de Noc Community College

Gollach, ShirleyOffice Systems/Computer Applications Instructor
AA, Bay de Noc Community College; BS, Central Michigan University; MS, Michigan State University

Grimsby, JenniferChemistry Instructor
BS, MS, Northern Michigan University

Hacker, ScottCustodian
AAS, Bay de Noc Community College; BS, Accounting, BS, Business Administration, Lake Superior State University

Hansen, StellaEarly Childhood Education Coordinator/Instructor
BS, MA, PhD, Michigan State University

Havill, Connie (CJ)Library Operations Manager
Certificate, AA, Foothill Community College; AA, Bay de Noc Community College

Havill, JerryComputer Aided Design Technology Instructor
BS, MA, MAE, EdSp, Ball State University; MS, PhD, Indiana University

Hebert, SusanDirector of Financial Aid
BS, University of Utah; MA, UW-Milwaukee

Highum, MarkAutomation Technology Instructor
AS, Excelsior College; BS, Southern Illinois University

Highum, RenaeCareer Services Administrative Assistant
AAS, Bay de Noc Community College

Holmes, ChristianDean of Learning and Information Technology Services
BA, MLS, Wayne State University

Ingram, BarbaraAdministrative Assistant to the Dean of Arts and Sciences
Certificate, AAS, Bay de Noc Community College

Janeshek, BonnieArts and Letters Instructor
BA, MA, Northern Michigan University

Johnson, KathrynAdministrative Assistant to the President

Johnson, LauraLearning Resources Center Administrative Assistant
AA, Bay de Noc Community College; BS, Lake Superior State University

Johnson, Mary JoyInstructor and Chair, Arts and Letters Division
AA, Bay de Noc Community College; BA, MA, Central Michigan University

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DISCLAIMER

The community college is a dynamic institution, constantly changing, constantly adjusting, constantly in flux. Therefore, in a catalog designed for a “two-year shelf life”, much of the information, while accurate at the time of printing, will change. This catalog is published for general informational purposes only and does not constitute a legal contract between the student and the college. Bay de Noc Community College reserves the privilege to change, without notice, any information in this catalog.

Current information about procedures, policies, calendars, curriculum, and costs are available from the Student Services Office and the Learning Resources Center during posted business hours.

- 1 Math/Science Building
- 2 Catherine Bonifas/Administrative Services
- 3 Gymnasium/YMCA/Child Care
- 4 Health/Applied Technology Center
- 5 Student Center
- 6 College Apartments
- 7 College Extension Center
- 8 Learning Resources Center
- 9 Joseph Helman University Center
- 10 Welding/Shipping & Receiving
- 11 Maintenance Building
- 20 Michigan Technical Education Center (M-TEC)

- A Parking A
- B Parking B
- C Parking C
- D Parking D
- E Parking E



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- Academic Computing Services 8
- Arts and Letter Division 2
- Auditorium 8
- Bookstore/Housing Office 5
- Business Division 8
- Business Office 2
- Cafeteria 0
- Cashier 5
- Conference Coordinator 2
- Conference Rooms 8/9
- Contracting with
 - Business & Industry 20
- Counselors 5
- Customized Training 20
- Financial Aid Office 5
- Institutional Advancement Office 2
- Learning & Information Technology 8
- Library 6
- Lifelong Learning 9
- Math/Science Division 1
- Nursing Division 4
- President's Office 2
- Shipping and Receiving 10
- Social Science Division 2
- Student Records 5
- Student Services 5
- University Coordinator 0
- Veteran's Office 0
- Vice President for Instruction 2
- Vocational/Technical Division 4

