

# Bay de Noc Community College

2013-2014

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2001 North Lincoln Road  
Escanaba, MI 49829  
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Member of  
American Association of Community Colleges  
Michigan Community College Association  
Association of Community College Trustees  
American Association of Collegiate Registrars & Admissions Officers

Approved by the

Michigan Department of Education  
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Lansing, MI 48909  
517-373-3324

Accredited By

Higher Learning Commission of the North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440; (312) 263-0456  
[www.ncahlc.org](http://www.ncahlc.org)

To review any of the accreditation and licensing documents, enrolled or perspective students should contact Bay de Noc Community College's Learning Resources Center.

Corrected September 19, 2013  
(Typographical Errors only)

# Bay de Noc Community College

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## 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. The student population now exceeds 2,500 students registered for credit courses. 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

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## Non-Discrimination Policy

“Bay de Noc Community College, as an equal opportunity employer, complies with all applicable federal and state laws regarding nondiscrimination and equal employment opportunity, including Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. The Bay de Noc Community College Board of Trustees is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of religion, race, color, sex, age, disability, national origin, height, weight, familial status, pregnancy, or marital status in employment, educational programs and activities, and admissions.

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:

**Director of Human Resources  
Bay de Noc Community College  
2001 North Lincoln Road  
Escanaba, MI 49829-2511  
(906) 217-4049**

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:

**Director of Human Resources  
Bay de Noc Community College  
2001 North Lincoln Road  
Escanaba, MI 49829-2511  
(906) 217-4049**

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. Revised and adopted by the Board on September 17, 2008.

See Services for Students chapter of this catalog for details.

## DISCLAIMER

The catalog is effective for the 2013-2014 academic year. The catalog is for informational purposes only and does not constitute a contract. Bay de Noc Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the college reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog, including the rules controlling admission to, instruction in, and graduation from Bay College. Such changes become effective whenever the college deems necessary and apply not only to prospective students but also to those currently enrolled. The most up to date information is available on the College website at [www.baycollege.edu](http://www.baycollege.edu).

# Message from the President

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Greetings:

Bay College is your community college. The faculty, staff and administration at Bay College are all committed to your success. We are excited that you are attending Bay College. We look forward to providing you with tools that will lead to your successful completion of a certificate and/or degree. Our best day is the day you graduate.

In today's workplace, job skills are the key to success. In fact, many degree-holding students return to Bay College in order to update skills or obtain new skills for career changes. Bay College provides programs that will help you develop the job skills that you will need to enter the workforce, as well as programs that provide transferable credits, which will prepare you for further study at a baccalaureate institution.

Bay College provides easy access with campuses in Escanaba and Iron Mountain and innovative educational programs. Our student support services department provides tutoring and supplemental instruction. Visit our financial aid department for information on scholarships and financial aid. We are here to help.

Bay College is a great place to get an education! We look forward to welcoming you to our campuses.

Sincerely,

A handwritten signature in black ink that reads "Laura L. Coleman". The signature is written in a cursive, flowing style.

Laura L. Coleman, Ph.D.

President

# Board Members and President

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**Thomas L. Butch** has been a member of the Board of Trustees since 1974. He graduated from Gladstone High School in 1960 and received degrees 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, Burkhart, Lewandowski & Miller, 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 the City Attorney for the City of Gladstone, a member of the Pi Sigma Alpha Honorary Political Science Fraternity, an honorary member of Phi Theta Kappa, serves on the Delta County Economic Alliance Board of Directors, as a Director of the Delta County Medical Access Coalition, a member of the Remnants Barbershop Chorus, and the Gladstone Memorial Methodist Church. Mr. Butch also serves on the Michigan Community College Association Legislative Board. He has been married to his wife, Alice, for over 40 years. They have three children and four grandchildren.

**Thomas R. England** was elected to the Board of Trustees in 2010 for a six year term. He graduated from Eastern Illinois University with a Master of Science degree in Manufacturing Technology Management; University of Illinois at Springfield with a Bachelor of Arts degree in Labor Relations and an Associate of Applied Science degree from Richland Community College. Mr. England has an extensive background in manufacturing, business and education. He retired from Caterpillar Inc. with a career that included several foreign assignments. After retirement, he completed a 14 year career in education in the K-12 and community college system. Mr. England was also an Assistant Professor in the School of Business, Economics & Legal Studies with Lake Superior State University. He is a member of the Delta County Historical Society, Escanaba Yacht Club and a board member of the Forum for Youth Initiatives, Inc.. He resides in Brampton Township with his wife, Ann.



**James L. Hermans**, a native of Escanaba, was elected to the Board of Trustees in 2006 and 2012. Mr. Hermans graduated from Northern Michigan University in 1967 with a Bachelor of Arts in Special Education and Elementary Education. He received a Master of Arts in 1973 in Education and Administration. He also has 30+ hours in School Law and Finance. He is currently teaching Adult Education and GED classes for the North Menominee County Community Schools. Mr. Hermans is a member of the Escanaba School Board (2000-2013); St. Anne's Church, Escanaba; Noon Kiwanis (22 years), past president (2 terms) and on the Michigan Works! Job Force Board (2004-2013).

**Joy E. Hopkins** was appointed to the Board of Trustees in 2013 to fill the unexpired term of James R. Moberg. Joy received a NROTC scholarship to Marquette University in Milwaukee after serving two years in the U.S. Navy. She graduated with a Bachelor of Arts and Sciences degree in 1983. Joy resigned her Navy commission in 1991 to pursue her nursing degree at George Mason University in Virginia. Upon graduation from the nursing program, Joy found herself drawn back to service and rejoined the Navy as a nurse. Joy received a Masters in Health Administration from Eastern Michigan University in 2011. She and her family settled in Michigan in 2000 and moved to Bark River in 2011.





**William W. Lake** was appointed to the Board of Trustees in 2003 to fill the unexpired term of Marian E. Olson. He was elected to the Board in 2008 for a six year term. Mr. Lake is a graduate of Northern Michigan University with a Bachelor of Science degree in Elementary Education with an emphasis in Mathematics and Social Studies and a Masters degree in School Administration. He is a retired superintendent from Bark River-Harris Schools; a position he held for ten years. Mr. Lake is a member and past officer in several organizations including the Bark River Lions Club, the American Legion Post 438, and Salem Lutheran Church Council. He resides in Bark River with his wife, Kay.

**Margaret Noreus** was appointed to the Board of Trustees in 2001 and successfully ran for re-election in 2002 and 2008. Ms. Noreus is a graduate of Michigan State University with a Bachelor of Arts degree in Business and a minor in Accounting. Margaret has a very extensive background in finance and investment services, including the industry designation, Certified Financial Planner. She has also served on the Board of the Bay Area Economics Club.



**Philip L. Strom** was appointed to the Board of Trustees in 2011 and was elected in 2012 to complete the term expiring in 2014. Mr. Strom was born and raised in Escanaba, Michigan. He went on to graduate from Western Michigan University where he studied Political Science and Business. He earned his Juris Doctorate degree from Thomas Cooley Law School in 2009. After graduating from Law School, Mr. Strom joined his father and uncle in private practice at Strom & Strom P.C. In 2011, Philip joined the office of the Delta County Prosecutor as an Assistant Prosecuting Attorney. Mr. Strom has served on the City of Escanaba Board of Zoning and Appeals. He is actively involved with the Delta County Jaycees, Elks Lodge #354, Big Brothers/Big Sisters, and is a graduate of the 2011 Delta Force Class.

**Laura L. Coleman** is President of Bay de Noc Community College, a position she assumed in July of 2006. Prior to joining Bay College, Dr. Coleman was Executive Dean at Bertrand Crossing Campus, Lake Michigan College, Benton Harbor, MI. She also served as Interim Dean of Institute for Diversity and Leadership at Lake Michigan College, Benton Harbor, MI. She was the Director at Jefferson City Campus of State Fair Community College. Dr. Coleman received her Doctor of Philosophy (Ph.D.) degree from the University of Missouri-Columbia, her Master of Business Administration (MBA) degree from Lake Forest Graduate School of Management, Lake Forest, IL, and her Bachelor of Science (BS) degree from the University of Illinois. Dr. Coleman serves as President to the Continuous Quality Improvement Network (CQIN) and was appointed to the Michigan College Access Network Advisory Council (MCAN), and the AACC Commission on Academic, Student, and Community Development in 2011.



# Foundation & Alumni Association

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## BAY COLLEGE FOUNDATION – MAKING A DIFFERENCE

The Bay de Noc Community College Foundation was established as a non-profit in 1972 with gifts from friends and employees to support the mission of the college. The Foundation serves as the friend and fundraising arm of the institution. It provides a vehicle through which family & friends may support institutional advancement. The Foundation enhances Bay's premier academic community by raising funds for student scholarships, program development, community arts and campus enhancements – improving the overall educational environment.

Today, the Foundation manages over \$7M in assets and 200+ funds and endowments. Assets alone cannot measure the success of the Foundation. Since its very beginning, scholarship support for academically deserving students has been a priority. Foundation scholarships benefit thousands of students, increasing opportunity to people who often have the least access to higher education. Today, the Foundation awards over 300 student scholarships for academic excellence and financial assistance.

In addition to scholarships, funds provide academic advancement, cultural enrichment and facility expansion. While state and local funding provide basic services, support from the Foundation through private contributions has made possible technical enhancements, educational innovations, arts expansion and campus improvements otherwise impossible. Directed and in-kind contributions of equipment, materials, books, artworks, manpower and the like also improve the overall educational environment and experience. With your support, the Foundation is well positioned to assist the College and community, and to make a difference for future generations.

*It is not just about money –It is about providing an opportunity for people to become the best they can be and to realize their greatest potential.*

Information on opportunities to participate in any of the Foundation's programs is available online at: [www.baycollege.edu/foundation](http://www.baycollege.edu/foundation) or e-mail [foundation@baycollege.edu](mailto:foundation@baycollege.edu) or phone 906.217.1700.

## ALUMNI ASSOCIATION – THE LEGEND LIVES ON

Bay College graduates and all students that have taken 8 credits or more at Bay College are among the distinguished group of Bay Alumni. Bay College encourages all students to stay involved with the college as active alumni. Keep us informed of your success story! The Bay College Alumni Association supports a scholarship which is awarded annually to an academically deserving student whom has achieved a minimum of 24 credits. Educational gifts for scholarship or program support are accepted at all times.

All Bay College alumni are invited to an annual event typically held the week prior to commencement in May. Each year, a Distinguished Alumni of the Year is also recognized. Applications and additional information is available on-line at [www.baycollege/alumni](http://www.baycollege/alumni) or by emailing [alumni@baycollege.edu](mailto:alumni@baycollege.edu).



# Who We Are

## Purpose Statement

*“The purpose of Bay College is to provide quality learning opportunities that enable our students to succeed and our communities to thrive.”*

## Vision Statement

*“The vision of Bay College is to be a leader in lifelong learning that empowers students and engages communities.”*

## Mission Statement

*“Bay College is a community of higher learning that promotes student and regional success.”*



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## Our Values

### *Student Focus*

*At Bay College, student success is our primary aim. All of our employees have a role to play in making our institution a place where this can happen. We strive to deliver safe, accessible, equitable, and quality learning opportunities.*

### *Quality Commitment*

*In order to be a leader in education, we must be committed to continuous quality improvement. We must be fully engaged in our efforts and must be constantly learning and improving ourselves.*

### *Collective Accountability*

*Everyone at Bay College has a role to play in achieving our goals. We must operate as a team, not as a collection of individuals, and are therefore collectively accountable for our results.*

### *Collegial Relationships*

*We are the Bay Family! Bay College must have a team atmosphere that promotes the alignment of our efforts, while still respecting individuality.*

### *Community Engagement*

*Bay College is part of our community’s development. In order to perform this task most effectively, we must partner with external institutions to develop relationships of reciprocal value.*

### *College Vitality*

*Stepping onto a Bay College campus should be an invigorating experience. Through our promotion of the arts and culture, the aesthetics of our campus grounds and facilities, and the personable attitudes of our faculty and staff, we promise to make the Bay College environment a positive one.*

### *Data Informed*

*The decisions we make as community and educational leaders should not be taken lightly. The use of verifiable evidence ensures that these decisions are well informed and that our successes are measurable.*

### *Diversity*

*Bay College appreciates the multiple perspectives, opinions, and experiences of all individuals who interact with the college. Diversity strengthens our institution in a variety of ways, making us more than the sum of our parts.*

## **STUDENT ASSESSMENT**

At Bay College we are dedicated to serving students by providing effective teaching, which will enrich their knowledge and challenge them to expand their thinking in preparation for the future. As a means to track our progress, we have developed an institutional assessment plan that formally and systematically measures student learning at the course level, program level, and the institutional level.

A major focus of the assessment team is to monitor student success in meeting the General Education outcomes. All students at Bay College are expected to participate in assessment activities during their course of study. These activities are designed to improve the collection and analysis of useful information about teaching and learning techniques that work well at the college and help identify areas for improvement. We encourage and expect all students to take responsibility for their learning and to assist college officials with improving instruction and learning at Bay College.

## **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

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## STUDENT CHECKLIST

### Find out about Bay de Noc Community College

Explore the opportunities for study at Bay College. Review the college catalog, visit the College website at [www.baycollege.edu](http://www.baycollege.edu), or call the Admissions Office at 906-217-4010, and arrange for a visit to campus.

### Complete the Application for Admission

Apply on-line at [www.baycollege.edu](http://www.baycollege.edu).

### Provide Proof of Residency

All students are required to provide proof of residency. Tuition rates are determined by proof of residency.

### Provide Assessment Scores/Complete COMPASS Assessment

All students, except non-degree or guest, should submit ACT scores (if available) and must take the COMPASS Assessment unless an exemption applies. See the following page for exemptions.

### High School Transcripts (if applicable)

High School seniors interested in being considered for scholarships to Bay College should request a current official high school transcript be sent to the Admissions Office at Bay College.

### Apply for Financial Aid/Scholarships

To be considered for financial assistance, complete and submit your Free Application for Federal Student Aid (FASFA). The FASFA must be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Scholarship applications for returning students are available online at [www.baycollege.edu](http://www.baycollege.edu) or through the Financial Aid Office at the Escanaba Campus. Students who are eligible for freshman scholarships will be notified after March 1.

### Complete Orientation and Register for Classes

Bay College encourages all students to complete Orientation. Orientation is designed to introduce students to policies and procedures as well as provide valuable tools to assist with college success. Orientation delivery methods vary by semester and by student. Students are notified of available Orientation programs at the time of acceptance to Bay College.

### Pay for Classes

Check tuition due dates. Students can pay by check, credit card, or through the tuition payment plan. Students can sign up for the Facts Management Tuition Payment Program by logging into myBay at [mybay.baycollege.edu](http://mybay.baycollege.edu).

### Reach for Success

Visit the Library, the Student Support Services, and the Student Computing Center. Find out about tutoring services and services for students with disabilities. Meet with the Career Academic Advisor for help with career choices.

### Engage in Campus Life

Develop leadership skills by getting involved in the Campus Activities Board or any one of our many campus clubs and organizations. Visit the Northern Lights YMCA. Contact the Director of Student Life for details.

## ADMISSION REQUIREMENTS

Any student who has graduated from high school, or who has obtained a General Education Diploma (GED), or who is 18 years of age, is eligible for admission. Admission to Bay College does not ensure placement in all courses or programs. Many courses have prerequisites, and some programs have additional admission requirements. Students who do not meet the admission criteria may apply for special admission.

Students who are at least 18 years of age and without a high school diploma or GED, will not be eligible to apply for financial aid under the new financial aid regulations.

**The Bay College admission policy is currently under review and subject to change. Please visit the Admissions Office website at [www.baycollege.edu/Admissions](http://www.baycollege.edu/Admissions) for the most current admission policy.**

### Admissions paperwork should be mailed to:

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

## ADMISSIONS PROCEDURES FOR NEW AND TRANSFER STUDENTS

New and Transfer students to Bay College should follow the application process as indicated below:

### Transferring in Credit:

In addition to completing all other application procedures as listed below, transfer students must request official transcripts from all colleges or universities previously attended be sent to Bay College.

It is the policy of 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 College. A minimum of 17 hours must be completed at Bay College to earn a degree with hours transferred from other colleges. Grade point averages do not transfer and are not computed in Bay College's GPA.

## APPLICATION PROCESS FOR NEW AND TRANSFER STUDENTS

1. Apply online at [www.baycollege.edu](http://www.baycollege.edu).
2. Send proof of residency to Bay College Admissions Office. Tuition rates are determined by proof of residency. Proof of residency may include one or more of the following: copy of driver's license, Secretary of State I.D. card, lease agreement, or a property tax receipt for primary residence.
3. All students, except non-degree or guest, should submit ACT scores (if available) and must take the COMPASS Assessment unless an exemption applies. Students attempting exemption from placement scores must provide appropriate documentation.
4. Current high school seniors interested in being considered for scholarships to Bay College should request a current official high school transcript be sent to the Admissions Office at Bay College.

## ADMISSIONS PROCEDURES FOR FORMER STUDENTS

If you have successfully completed course work at Bay College (post high school) within the past three years, you need only update your name, address and telephone number in the Admissions Office.

Students who have not attended classes within the past three years must re-apply for admission by completing the application process as indicated below.

## APPLICATION PROCESS FOR FORMER STUDENTS

1. Apply online at [www.baycollege.edu](http://www.baycollege.edu).
2. Send proof of residency to Bay College Admissions Office. Tuition rates are determined by proof of residency. Proof of residency may include one or more of the following: copy of driver's license, Secretary of State I.D. card, lease agreement, or a property tax receipt for primary residence.
3. All students, except non-degree or guest, should submit ACT scores (if available) and must take the COMPASS Assessment unless an exemption applies. Students attempting exemption from placement scores must provide appropriate documentation.

## **ADMISSIONS PROCEDURES FOR GUEST STUDENTS**

If you are currently enrolled at another college or university and interested in completing a course or two at Bay College with the intent to transfer credits back to your home institution, follow the application process below for Guest Students.

### **APPLICATION PROCESS FOR GUEST STUDENTS**

1. Secure a Michigan Uniform Guest Application from the institution where you are currently enrolled or online at [www.baycollege.edu](http://www.baycollege.edu).
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.

## **ADMISSIONS PROCEDURES FOR DUAL ENROLLED HIGH SCHOOL STUDENTS**

The Michigan Postsecondary Enrollment Options Act, also known as Dual Enrollment, allows for eligible high school students the opportunity to be enrolled in both high school and college at the same time. When all of the criteria identified by the state are met, the student's tuition and fees may be paid for by their school district.

### **Application Process for Dual Enrolled High School Students**

Bay College provides an opportunity for eligible high school students to dual enroll while completing their high school graduation requirements. High school students can take up to 8 credits per semester.

1. Meet with high school principal or guidance counselor
2. Complete the Bay College application for admission and select dual enrollment as program of study.
3. Complete the Dual Enrollment Registration and Billing Form\*.
4. Provide proof of basic skill proficiencies through A.C.T. or COMPASS placement scores.  
(Contact the Admissions Office for COMPASS Assessment information)
5. Provide proof of residency (copy of driver's license or state ID card).

\*Number 3 above requires high school principal/counselor signature and parent/guardian signature.

### **Application Process for Dual Enrolled Home School Students**

Bay College provides an opportunity for eligible students attending a Nonpublic Home School Program to enroll in college courses. This program is provided to supplement the student's educational plan and to offer educational enrichment in courses and academic areas not available in the student's home school setting. Home school students can take up to 8 credits per semester.

1. Meet with academic advisor to discuss educational plan each semester.
2. Complete the Bay College application for admission and select dual enrollment as program of study.
3. Complete the Dual Enrollment Registration and Billing Form.\*
4. Provide copy of home school transcript.
5. Provide proof of basic skills proficiencies through A.C.T. or COMPASS placement scores.  
(Contact the Admissions Office for COMPASS Assessment information)
6. Provide proof of residency (copy of driver's license or state ID card).

\*Number 3 above requires parent/guardian signature.

## **ADMISSIONS PROCEDURES FOR INTERNATIONAL STUDENTS**

All International students should visit the Bay College Admissions website for specific admissions procedures.

## **ORIENTATION**

Bay College encourages all students to complete Orientation. Orientation is designed to introduce students to policies and procedures as well as provide valuable tools to assist with college success.

Orientation delivery methods vary by semester and by student. Students are notified of available Orientation programs at time of acceptance to Bay College.

## RESIDENCY GUIDELINES

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

At Bay College, a student's residency determines the tuition rate. A student's residency is collected on the application for admission or at the initial semester of enrollment. The College has the right to verify a student's place of residence.

**1. Delta County or Dickinson County resident:**

- a. A student who has resided in Delta or Dickinson County for *six consecutive months prior to the start of the semester*.
- b. A student who has moved to Delta or Dickinson County for the primary purpose of employment.
- c. A student who has married a resident of Delta or Dickinson County and takes up residence in that county.

**2. Michigan or Reciprocity County resident**

- a. A student who resides within Michigan but not within Delta or Dickinson County.
- b. A student residing in one of the following Wisconsin reciprocity counties: Ashland, Barron, Bayfield, Brown, Burnette, Door, Douglas, Florence, Forest, Iron, Kewaunee, Langlade, Lincoln, Marinette, Oconto, Oneida, Polk, Rusk, Sawyer, Shawano, Vilas, Washburn.

**3. Out of State**

- a. A student whose residency is outside of Michigan and not within a reciprocity county listed above.
- b. A student who is a foreign national requiring international student services, will be considered an out of state student.

**4. Military**

- a. A student currently serving in the military or who has been discharged within one year of the start of the semester will be classified by their residence at time of enrollment.

**Change of Residence Status:** Changes in residency status can only be made by completing a Residency/Tuition Change Form and providing supporting documentation. An electronic version of the Residency/Tuition Change Form can be obtained from the myBay Portal. Any adjustments made in tuition due to a change in residency status shall not be retroactive nor changed within a semester.

**Residency Audit:** Bay de Noc Community College may verify residency during periods of enrollment. Discrepancies in residency information may result in a hold preventing the student from registering for the next semester until the conflicting information has been resolved. Students who have deliberately misrepresented information or have falsified documents may be subject to disciplinary action.

## ASSESSMENT/PLACEMENT

Bay College uses the assessment process (ACT or COMPASS) to measure your skill level in writing, reading, and mathematics. Assessment scores must be submitted prior to enrolling in specific courses. Assessment scores assist advisors in determining appropriate course placement to maximize the student success in college-level courses. The COMPASS assessment is a free service of the College.

1. For course placement purposes, most students new to Bay College will be required to take COMPASS assessments in English (writing), reading, and mathematics prior to registering.
2. Exemptions to assessment include:
  - a. Those students with ACT scores of 18 in English AND Reading that are not more than three years old are exempt from COMPASS testing in English and reading. Those students with ACT scores of 20 or higher in math that are not more than three years old are exempt from COMPASS testing in math.
  - b. Those with a minimum grade of "C" in the equivalent of a college-level freshman composition course and a college-level algebra course, based on official documentation. This would include appropriate scores on AP courses and CLEP.\*
  - c. Those students with documented transfer credits in college-level composition courses will be exempt from the English (writing) and reading portion of the assessment. Those students with official documented transfer credit in intermediate algebra or higher will be exempt from the math portion of the assessment.
  - d. Students with completed official college guest application forms for the current semester.
  - e. Those enrolling ONLY in courses with no prerequisites as printed in the current Bay College catalog.
  - f. Those taking non-credit courses, courses for Continuing Education Units (CEU'S), or auditing a course.
3. Mandatory placement into basic writing, reading, and mathematics courses will be based on assessment scores.
4. English, reading, and mathematics basic skills prerequisites for College classes are listed in the course description section of the College catalog as E – English Composition, R – Reading, or M – Mathematics. For these courses, students must obtain minimum scores on those assessment sections or successfully complete the required prerequisite courses at Bay College prior to registration for those classes.
5. Students may retake each portion (writing, reading, mathematics) of the assessment battery two times every 365 days.
6. Students who have not been enrolled within the past three (3) years must take the assessment unless an exemption applies.
7. Upon request, students with disabilities, with documentation on file in the Office of Special Populations, will be provided special assessment accommodations.



### College Success Strategies

~ FYE 101 ~

You will learn skills and strategies necessary for success in college, but also in the workplace and life! Emphasis is placed on learning goal-setting, self-motivation, time management, emotional intelligence, self-awareness, collaboration, and personal responsibility. In addition you will learn basic study skills and testing-taking skills.

You may never again have an opportunity like this one to discover how to create a rich, personally fulfilling life. We encourage you to make the most of this extraordinary opportunity! If you do, you will dramatically change the outcome of your life~ for the better! Register for this course today!

## PLACEMENT FOR SUCCESS

Placement for Success requires students to have appropriate placement scores (ACT or COMPASS) prior to registering for specific courses. The Placement Tables indicate which English (writing), reading, and math courses students will be placed into based on their achieved scores. English “E”, reading “R”, and math “M” prerequisites are found in the course description section of the catalog. For certain courses, students must obtain minimum scores on those assessment sections or successfully complete the required prerequisite courses at Bay College prior to registration for those classes.

TS = Transitional Studies Courses

*Transitional Studies course credits do not apply toward any certificate or degree and will not transfer.*

ACT SCORES		
<b>ENGLISH</b>		
0-11	ENGL 095	Basic Writing Skills (TS)
12-17	ENGL 097	College Writing Skills (TS)
18 and Above Meets “E” requirement	ENGL 101	Rhetoric & Composition
<b>READING</b>		
0-10	ENGL 070	Basic Reading Skills (TS)
11-17	ENGL 077	College Reading Skills (TS)
18 and Above Meets “R” requirement		
<b>MATH</b>		
0-16	MATH 085	Pre-Algebra (TS)
17-19	MATH 095 MATH 102	Basic Algebra (TS) or Intro to Technical Math
20-22 Meets “M” requirement	BUSN 177 MATH 105 MATH 106 MATH 107	Mathematics of Business or Intermediate Algebra or Technical Algebra & Trig I or Liberal Arts Math
23-25	MATH 110 MATH 130 MATH 210	College Algebra or Math for Elementary Teachers or Intro to Statistics
26-36	MATH 111 MATH 141	Trigonometry or Analytical Geometry & Calculus I (if high school trig completed)

COMPASS SCORES		
<b>ENGLISH/ WRITING</b>		
0-29	ENGL 095 or ENGL 095W and ENGL 097	Basic Writing Skills (TS) or Basic Writing Skills Workshop (TS) and College Writing Skills (TS)
30-68	ENGL 097	College Writing Skills (TS)
69 and Above Meets “E” requirement	ENGL 101	Rhetoric & Composition
<b>READING</b>		
0-39	ENGL 070 or ENGL 070W and ENGL 077	Basic Reading Skills (TS) or Basic Reading Skills Workshop (TS) and College Reading Skills (TS)
40-77	ENGL 077	College Reading Skills (TS)
78 & Above Meets “R” requirement		
<b>ENGLISH/WRITING AND READING</b>		
Writing Score of 30-68 and Reading Score of 40-77	ENGL 098	Integrated Reading and Writing Skills (TS)
<b>MATH</b>		
<b>Pre-Algebra</b>		
0-40	MATH 085	Pre-Algebra (TS)
41-100	MATH 095 MATH 102	Basic Algebra (TS) or Intro to Technical Math
<b>Algebra</b>		
0-40	MATH 095 MATH 102	Basic Algebra (TS) or Intro to Technical Math
41-65 Meets “M” requirement	BUSN 177 MATH 105 MATH 106 MATH 107	Mathematics of Business or Intermediate Algebra or Technical Algebra & Trig I or Liberal Arts Math
66-100	MATH 110 MATH 130 MATH 210	College Algebra or Math for Elementary Teachers or Intro to Statistics
<b>College Algebra</b>		
0-45	MATH 110 MATH 130 MATH 210	College Algebra or Math for Elementary Teachers or Intro to Statistics
46-100	MATH 111	Trigonometry
<b>Trigonometry</b>		
0-100	MATH 111 MATH 141	Trigonometry or Analytical Geometry and Calculus I (if high school trig completed)

March 2013

## TRANSITIONAL STUDIES

Bay College is committed to student success. Students are required to enroll in courses based on the COMPASS and/or ACT scores provided at the time of admission. If a student's ACT scores indicate that he or she is not college-ready, the student will be required to take the COMPASS assessment. Students who do not meet the Reading (R), English (E), and/or Math (M) prerequisites for college-level courses will need to enroll in Transitional Studies (TS) courses.

Transitional Studies courses are designed to assist students in reaching their educational goals; however, credits earned in these courses DO NOT fulfill degree requirements. Students enrolled in these courses will be advised as follows:

- Students will be able to enroll in up to 12 credit hours, including the Transitional Studies courses.
- During the semester, students will meet with their academic advisors for consultation prior to scheduling future courses.
- Students who test into reading, English, and math TS courses will be required to enroll in FYE101, College Success Strategies. This 3-credit course fulfills degree requirements as elective credit. It is designed to help students transition into college. Students will learn skills and strategies necessary for their success in college, in the workplace, and in life.

Upon completing 12 credit hours with an overall "C" average, students will have access to the online myBay registration system. However, frequent meetings with an advisor are still strongly encouraged.

Please review the *Placement for Success* Table [on page 17] to determine course placement. If a student feels that his or her placement scores do not accurately reflect his or her ability, the student is encouraged to spend some time reviewing subject material and re-take ACT or COMPASS. Students are permitted to re-take each portion of the COMPASS two times every 365 days.

For more information about Transitional Studies, please contact Jennifer McCann, Transitional Studies Coordinator, at (906) 217-4006, (800) 221-2001, Ext. 4006, or via email at [mccannj@baycollege.edu](mailto:mccannj@baycollege.edu).

### Current Transitional Studies Offerings

MATH-085 – Pre-Algebra (4 credits)

MATH-095 – Basic Algebra (4 credits) (*Satisfies the M when completed with a grade of "C" or higher*)

ENGL-070 – Basic Reading Skills (3 credits)

ENGL-070W – Basic Reading Skills Workshop (3 credits)

ENGL-077 – College Reading Skills (4 credits) (*Satisfies the R when completed with a grade of "C" or higher*)

ENGL-095 – Basic Writing Skills (4 credits)

ENGL-095W – Basic Writing Skills Workshop (2 credits)

ENGL-097 – College Writing Skills (4 credits) (*Satisfies the E when completed with a grade of "C" or higher*)

ENGL-098 – Integrated College Reading and Writing Skills (4 credits) (*Satisfies the E and R when completed with a grade of "C" or higher*)

BIOL-090 – Fundamentals of Biology (3 credits)

CHEM-090 – Fundamentals of Chemistry (4 credits)

OIS-090 – Beginning Keyboarding (2 credits)

# Financial Aid & Scholarships

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## FINANCIAL AID OFFICE

Location: Student Center  
Office Hours: Monday-Friday; 8 a.m. – 4:30 p.m.  
Telephone: 800-221-2001 or (906) 217-4020

Bay de Noc Community College brings quality and affordability in education to area communities. The mission of the Financial Aid Office at Bay College is to provide assistance to students and their families in meeting the financial costs of attaining a higher education degree. This supports the mission of the College to enhance people's lives by providing educational opportunities to all students. Located in the Student Services Department, the Financial Aid Office is committed to providing the information needed to apply for federal, state, and institutional aid, as well as veterans benefits.

## 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 its equivalent of
  - a) GED; or
  - b) completed home schooling
3. Not be in default on a federal student loan or owe a refund on a federal student grant.
4. Be enrolled or accepted for enrollment in an eligible program of study, pursuing a degree, certificate, or other recognized credential.
5. Make satisfactory academic progress toward completing your degree or certificate.
6. Not have been convicted of possessing or selling illegal drugs while receiving federal student aid.
7. If you are a male and over the age of 18, be registered with the Selective Service.
8. Have been a continuous resident of Michigan for 12 months to be considered for State of Michigan programs.

## APPLYING FOR AID

In order to receive financial aid you must:

1. Be accepted for admission to Bay de Noc Community College. (To receive priority for institutional scholarship consideration, you must complete the admission process by February 15.)
2. Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) by March 1 of the award year to receive full consideration for all types of aid. You, and your parent if you are required to provide parental information, should sign the form electronically using a PIN number. Both you and your parent must apply for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov). When filling out your FAFSA, select Bay de Noc Community College as a college eligible to receive your FAFSA information. (Bay de Noc Federal code is 002240.)
3. Respond promptly to any requests from the Financial Aid Office for additional information. Approximately 30% of all FAFSA filers are selected by the Department of Education for a process known as verification. Our office will request additional documentation from you (and your parent(s) if you are a dependent student) to complete this process. A prompt response to our request can avoid lengthy delays in processing your aid.
4. Enroll in classes at Bay de Noc Community 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.
5. Reapply for financial aid every academic year.

## ENROLLMENT STATUS

Your enrollment status directly affects the amount of most federal and state financial aid you are eligible to receive. 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
Less-than-half 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 be eligible to receive either work-study or a Federal Direct loan. You must be enrolled for a minimum of six credit hours to receive scholarship funds. (See "Institutional Scholarships" for information in regard to continuing and returning student eligibility.)

## COST OF ATTENDANCE

The cost of attendance is an estimate of educational expenses for your period of enrollment. The standard budget at Bay de Noc Community College includes tuition and fees, books and supplies, an allowance for miscellaneous personal expenses, an allowance for transportation, an allowance for room and board, and the average fees for students who borrow a Federal Direct Loan. Current cost of attendance figures can be found on the financial aid page of our website at [www.baycollege.edu](http://www.baycollege.edu).

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

### Michigan Competitive Scholarship (MCS):

This state program is awarded to Michigan 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 six semester credit hours) to receive funds from this program.

### 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 for students who graduate from high school or complete their GED, and are identified as Medicaid eligible by the Department of Human Services. If it is determined that you are eligible, a certification form will be sent to you by the State of Michigan, which must be returned before high school graduation or completion of GED. This program has two phases. Bay College participates in Phase One.

Phase One will pay tuition and mandatory fees (does not include course specific fees, contact hours, lab or college admission fees) for associate degree or certificate courses. The program will pay up to a maximum of 80 semester credits, however, only 24 semester credits per academic year. You must be enrolled at least half time to receive funds from this program.

The State will send you a verification letter. Submit it to the Financial Aid Office 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.

## **INSTITUTIONAL SCHOLARSHIPS**

The scholarship program at Bay de Noc Community College is supported by contributions from organizations and individuals in the community. Most awards are made by the Financial Aid Office and are based primarily on academic performance and other criteria identified by the donor(s). A limited number of restricted awards are made by an independent scholarship committee. Awards are based solely upon the qualifications of the applicant.

Scholarships are awarded in the form of unrestricted awards and restricted awards. There is no scholarship application form required for unrestricted awards.

### **Freshman Scholarships**

If you are a graduating high school senior and wish to be considered for scholarships, you must complete the Application for Admission and be accepted for admission. March 1 is the first priority deadline for award consideration. Periodic awards may be made if funds are available after those dates. Incoming freshmen with a grade point average (GPA) of 3.0 or above are eligible to be considered for an award.

An application for restricted scholarships will be mailed to all accepted freshmen who meet the minimum criteria for consideration. Restricted scholarship applications must be returned by the deadline specified on the application.

In some instances, the minimum GPA or credit load may be waived to facilitate in the awarding of available funds.

### **Currently Enrolled/Returning Students**

If you are currently enrolled or a returning student, you will automatically be evaluated for unrestricted scholarships. These scholarships are generally awarded to students who have completed a minimum of 16 credits with a cumulative GPA of 3.0 or better.

You may pick up an application for restricted scholarships at the Student Services Reception Desk, Institutional Advancement Office, West Campus or online at [www.baycollege.edu](http://www.baycollege.edu) using the link on the Financial Aid page. Restricted scholarship applications must be returned by the date specified on the application.

In some instances, the minimum GPA or credit load may be waived to facilitate in the awarding of available funds.

## **ADDITIONAL SCHOLARSHIP OPPORTUNITIES**

Many individuals and organizations, both locally and nationally, provide scholarship opportunities for college students. You should be aware of these opportunities and watch for notices that are posted on the College website, on Channel 20, and in the student news and other publications. Applications for these awards are made available through the Office of Institutional Advancement.

## **VETERANS BENEFITS**

If you qualify for veterans 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.

Each semester, at the time of registration, you must request certification by submitting the VA Registration Certification form to the Certifying Official in the Financial Aid Office. Certification can only be completed for courses required to satisfy your graduation requirements. Once your schedule has been certified, any schedule changes must be reported to the VA Certifying Official.

## **FEDERAL DIRECT LOANS**

Bay de Noc Community College offers Federal Direct loans which are low-interest, educational loans made by the U.S. Department of Education. If you are eligible for a Federal Direct loan, the money you receive must be used to finance your cost of education.

You must be enrolled in at least six semester credits, complete the Free Application for Federal Student Aid (FAFSA), and contact the Financial Aid Office at 800-221-2001, or 906-217-4020, for determination of your eligibility. Loans will not be automatically packaged as part of a student's award letter.

### **Direct Subsidized Loans**

Your interest is paid by the federal government while you are in school. Interest will be assessed when you cease attending college.

### **Direct Unsubsidized Loans**

The same terms apply as for the subsidized loan; however, you are responsible for the interest payments while you are in school, during periods of authorized deferment, and during your grace and repayment periods.

### **Direct PLUS Loans**

These loans are available for parents of dependent undergraduate students. The U.S. Department of Education will perform a standard credit check with a national credit bureau before approving the loan. The Financial Aid Office will determine if the student is eligible for his/her parent to apply for a PLUS.

## **WORK-STUDY EMPLOYMENT**

Employment opportunities on campus are offered through the Federal Work-Study Program. Off campus employment with local nonprofit, government, 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 this program. Your award reflects the maximum amount that you may earn. The actual amount of your earnings will depend on the number of hours you work and your rate of pay. You must be enrolled at least half time to receive these funds.

A Work-Study Application Packet, which can be obtained in the Financial Aid Office, must also be completed and on file. A Work-Study award is not a guarantee of employment, but early applicants have the best chance of being offered a position.

## **PROCESSING OF FINANCIAL AID**

1. Financial aid is awarded to students on a first-come, first served basis. Some programs have a limited amount of funding available. As such, it is important that you complete your Free Application for Federal Student Aid as soon as possible after January 1 each year. Eligibility criteria for aid programs vary so not all students are eligible for all programs.
2. If you are eligible for some type of financial aid, other than Federal Direct loans, the Financial Aid Office will mail you an award letter stating your financial aid package for the academic year. Taking out a loan is a serious commitment. As such, the Financial Aid Office does not automatically package loans as part of a student's award letter. Students interested in borrowing should contact the Financial Aid Office at 906-217-4020 to check on loan eligibility.

3. If you have financial aid, you will see an estimated financial aid on your myBay account on the Student Billing tab. Pell Grants will be adjusted on a daily basis to reflect your actual enrollment status. Keep this in mind as you are making schedule changes.
4. The My Student Account Info on the Student Billing tab of myBay will show your total cost of tuition, fees, housing, and bookstore charges less the amount of financial aid available. If your expenses are greater than your estimated financial aid, you will have an amount due. You will need to make payment arrangements with the Student Accounts Office. Tuition due dates can be found on the Student billing tab.
5. If your estimated financial aid is greater than your expenses, you have a credit balance and can charge on-campus housing expenses and, with a signed authorization, your books and supplies, up to the credit balance.
6. If you have financial aid left after you charge tuition, fees, housing and/or books and supplies, you will receive the overage either by direct deposit or through the mail. Overage monies are available approximately four to five weeks after the semester begins.
7. Financial aid is awarded for the fall and winter semesters. If you plan to attend during the spring/summer semester, you should contact the Financial Aid Office to discuss any remaining eligibility for aid.

## **WITHDRAWALS**

If you withdraw from school during the semester, the law requires the Financial Aid Office to determine the amount of the federal financial aid (grants or Federal Direct 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 spend 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 63 days of attendance, you are considered as having earned all of your financial aid. If no date is recorded for your last date of attendance, the Financial Aid Office will assume that you completed 50 percent of your coursework, and your eligibility for aid will be calculated using the 50 percent figure.

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. You must make arrangements to repay any funds that you are no longer eligible to receive with the Student Accounts Office. If you withdraw from classes after you are mailed an overage 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.

Bay de Noc Community College will return Title IV funds to the programs from which you received aid during the payment period, in the following order, up to the net amount disbursed from each source:

1. Federal Direct Unsubsidized loan
2. Federal Direct Subsidized loan
3. Federal Direct PLUS loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

## **REPEATED COURSEWORK**

Beginning July 1, 2011, federal regulation will allow you to receive financial aid to:

- repeat previously passed courses once and
- repeat courses you have withdrawn from or failed until you receive a passing grade.

At Bay College, a passing grade is a D- or better.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

### Meeting Satisfactory Academic Progress

As a financial aid recipient you must make satisfactory academic progress (SAP) toward completion of a certificate or degree program in order to continue to be eligible for Federal Student Aid (FSA). You must be following your degree plan as listed in the college catalog. If you are receiving Veterans benefits, the Veterans Administration also requires you to make satisfactory academic progress.

### Standards

Students who apply for financial aid receive an initial SAP review prior to being awarded financial aid based on any academic history. All courses that you take at Bay College and all credits that you have transferred to Bay College will be part of your Satisfactory Academic Progress regardless of whether or not financial assistance was obtained. Every semester you are attending Bay College, fall, winter, and/or summer, you must complete at least two-thirds of your attempted course work (quantitative standard) with a 2.0 semester GPA or above(qualitative standard). Please note: grades of "I," "W," and "F" do not count as successful completion. In addition, you must complete your degree or certificate before you have attempted 150% of the published number of credits required for your program of study. (See Maximum Timeframe Requirement information below.

### Failure to Meet Standards

*Financial Aid Warning:* If you fail to meet the standards as outlined, you will be placed on Financial Aid Warning. You remain eligible to receive financial aid while you are in a warning status. To be removed from FAW, you must complete at least two-thirds of your attempted course work during your next semester of enrollment with a 2.0 semester GPA or above.

*Failure to meet Satisfactory Academic Progress:* If you are on Financial Aid Warning, and fail to meet the standards during your next semester of enrollment, you will not be eligible to receive financial aid, which includes student loans.

You will be notified in writing if you are placed on Financial Aid Warning or are no longer eligible to receive financial aid because you did not meet the standards.

*There are two ways to reestablish your eligibility for financial aid:*

1. Meet standards: Complete, at your own expense, all of your attempted course work (minimum of 3 credits) during your next semester of enrollment with a semester GPA of 2.0 or above.
2. Appeal: If you have special circumstances, you may contact the Financial Aid Office via email at [financialaid@baycollege.edu](mailto:financialaid@baycollege.edu) or calling (906) 217-4020 to request a Financial Aid Satisfactory Academic Progress Appeal Form. Your appeal must include why you failed to meet these standards, what has changed that will allow you to meet these standards during your next semester of enrollment and appropriate supporting documentation as outlined in the Financial Aid Satisfactory Academic Progress Appeal Form. Your appeal will not be considered unless you provide documentation supporting your request. Submitting an appeal does not guarantee reinstatement. If this appeal is approved you will be placed on Financial Aid Probation for one additional term. Failure to meet the SAP standards during this probationary term will result in loss of financial aid eligibility.

Examples of acceptable special circumstances may include:

- Illness that prevented the completion of coursework (provide documentation from your doctor indicating the onset, duration, severity of your illness and whether you are healthy enough to return to school).
- Major illness in the IMMEDIATE (spouse, child/stepchild, parent) family (provide documentation from the doctor indicating the onset, duration, and severity of the illness).
- Death of an IMMEDIATE family member (spouse, child/stepchild, parent). Provide copies of a death certificate or obituary notice.
- Other family emergencies that prevent completion of coursework.

**Credit Completion Ratio Table**—In order to meet the financial aid satisfactory academic progress standards you must complete the following number of credits of those attempted and earn a minimum term GPA of 2.0.

Attempted	Must Complete	Attempted	Must Complete	Attempted	Must Complete
1 credit	1 credit	6 credits	4 credits	11 credits	8 credits
2 credits	2 credits	7 credits	5 credits	12 credits	8 credits
3 credits	2 credits	8 credits	5 credits	13 credits	9 credits
4 credits	3 credits	9 credits	6 credits	14 credits	9 credits
5 credits	3 credits	10 credits	7 credits	15 credits	10 credits

## Maximum Timeframe Requirement

The maximum time to complete your current program of study is 150% of the published length of your program of study.

If you change majors or program of study, SAP will be calculated based on credits and grades that count toward the new major.

Your aid will be terminated upon reaching the maximum credit hours allowed. Please note: withdrawals, repeats, failed, and transferred course work are counted toward the maximum timeframe.

You have the right to request an extension of your aid eligibility should you exceed or expect to exceed the 150% maximum attempted credits. You will need to complete the Financial Aid Maximum Timeframe Appeal Form and follow a plan for completion based on a degree audit. Submission of an appeal does not guarantee approval.

If your appeal is approved, you will be limited to courses *REQUIRED* for the completion of your degree or certificate, maintain a minimum semester GPA of 2.0, and successfully complete **every** course listed on your planner in the first attempt (100% completion of attempted credits instead of the two-thirds). No repeats, withdrawals, failures, or incompletes will be allowed. Failure to meet these requirements will result in suspension of financial aid eligibility.

## Submitting the Financial Aid Satisfactory Academic Progress Appeal Form

If you would like to appeal your SAP status because you had extenuating circumstances, you must complete the Financial Aid Satisfactory Academic Progress Appeal Form. Incomplete appeal forms or appeals submitted without required documentation will be denied. If you owe a repayment of your financial aid due to withdrawal, whether official or unofficial, the appeal will not be reviewed until the outstanding balance is resolved.

You will be notified in writing of your appeal decision. You may appeal your Failure to Meet Satisfactory Academic Progress standards twice during your academic career at Bay College. You may submit a request for additional time once during your academic career at Bay College.

An appeal based on a specific special circumstance will only be considered once for that circumstance. For example, your appeal for Failure to Meet Satisfactory Academic Progress Standards is based on a specific chronic medical condition. You may not base any other appeal on that specific medical condition again.

## Review of Appeals

Appeals will be reviewed on a case-by-case basis. This review could take up to 15 working days. Appeals for failure to meet minimum standards not received before five working days prior to the start of a semester will not be considered for that semester. You will be ineligible for financial aid during that semester. Your appeal will be considered for the following semester. For example, you submit your appeal on August 29. This is not at least five days prior to the start of fall semester. Your appeal will not be approved for the fall semester but will be considered for the winter semester.

Appeals for Maximum Timeframe will be considered at any time during the term but no aid will disburse without a positive response to your appeal.

When your appeal is considered you may be:

- (a) Reinstated for financial aid eligibility on a probationary status if it is likely that you will be able to meet the standard requirements during the next term. Failure to meet the standards during the probationary term will result in loss of eligibility for financial aid.
- (b) Reinstated for financial aid eligibility based on a specific plan for completion following a degree audit. Failure to meet completion requirements at any time will result in loss of financial aid eligibility.
- (c) Denied reinstatement of financial aid eligibility.

## STUDENTS' FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Students have the right to ask:

1. What the deadlines are for submitting applications.
2. How the cost of attendance is determined. The process includes how costs for tuition and fees, room and board, books and supplies, personal and miscellaneous expenses, etc. are considered in a budget.
3. What criteria are used to select financial aid recipients. This includes what resources (such as family contribution, other financial aid, your assets, etc.) are considered when calculating financial need.
4. What financial assistance is available, including information on federal, state, and institutional financial aid programs.
5. For an explanation of the various funds in their financial aid package. What portion of the aid received must be repaid and what portion is grant aid.
6. What the policies are for students who withdraw.
7. How academic progress is determined and what happens if they are not making progress.

It is the student's responsibility to:

1. Review and consider all information about Bay de Noc Community College's programs before enrolling.
2. Complete a financial aid application accurately and on time. Intentional misreporting on the application form for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under U.S. Criminal code.
3. Submit all additional documentation requested, and/or any corrections or new information.
4. Read, understand, and keep copies of all forms that you are asked to sign. Accept responsibility for all agreements signed.
5. Perform any Work-Study job in a satisfactory manner.
6. Know and comply with withdrawal procedures.
7. Know and comply with refund procedures.
8. Notify the Financial Aid Office of any changes in status. Failure to do so could jeopardize future aid eligibility.
9. Notify us if an agency is paying your fees; or if you are receiving a scholarship, fellowship, assistantship or traineeship.

# Student Financial Accounts

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## FINANCIAL OBLIGATIONS

### Tuition

Tuition for each semester is determined by contact hours (the number of hours a student must attend class, including lecture and laboratory sessions) per week. Fees are assessed based upon contact hours, course location, and/or course type (i.e. some lab courses include a fee for expenses incurred in the course such as supplies, liability insurance, etc.) Students are responsible for payment of tuition and fees by the applicable due dates. **Payments may be made at any time prior to the due dates; however, the final balance must be paid or you must be enrolled in a payment plan by the due date or your registration will be cancelled.**

**Financial Aid Students:** Students who are receiving financial aid through the college are responsible for any difference between aid and total tuition and fees.

Delta and Dickinson County citizens age 60 and over are exempt from tuition; however, these students are required to pay fees and purchase books.

Tuition and fees are subject to change by action of the Bay de Noc Community College Board of Trustees. Please visit the college's website at [www.baycollege.edu](http://www.baycollege.edu) and select the Admissions tab, and select Cost of College to determine the cost of tuition per semester contact hour and view the list of applicable fees.

### Payment

Tuition can be paid in any of the following ways:

1. On-line via the "myBay" portal, "Billing" page. On-line payment options include "Pay in Full" or "Enroll in Payment Plan". Payment can be made from a bank savings or checking account or with a credit card.
2. Check or money order via U.S. Postal Service to Bay College Attn: Student Accounts, 2001 North Lincoln Road, Escanaba, MI 49829.
3. In person, Monday – Friday, 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m. EST, at the Student Accounts Office located in Room 501 of the Besse Center or Monday – Friday 8 a.m. – 4:30 p.m. CST at the West Campus Student Services desk.

**Credit Card Acceptance Policy:** Credit card payments may be made on "myBay" or in person at the Student Accounts Office located in Room 501 of the Besse Center or West Campus Student Services Desk. Due to the growing threat of credit card fraud, for your protection and in accordance with current regulations, we are no longer able to accept credit cards payments by phone.

Bay College will impose a \$25 service fee (per item) on NSF (non-sufficient funds) returned checks regardless of the amount of the check, or the reason it was returned.

### Payment Plan

Payment plans are available through the FACTS (Nelnet Business Solutions) payment plan on "myBay". Students may register on-line in the "myBay" portal. Log into "myBay", select the "Current Students" tab, choose the "Billing" folder, select "My Account Balance", and select "Enroll in Payment Plan" option.

The payment plan may be adjusted for a change in a student's account balance. The student will receive notice of any increase in the preauthorized payment amount at least 10 days in advance of the next scheduled payment. Please do not assume the payment plan will be automatically decreased. Contact Student Accounts at (906) 217-4062, to request and/or confirm adjustments to the payment plan.

The payment plan contract applies only to the semester in which the student is enrolled. Students must enroll each semester for the payment plan if this option is desired.

### Refund Policy

Students will receive a refund of 100% of tuition and designated fees if a course is dropped within the period of 10% of the calendar days of the course. Check the semester schedule booklet for the specific date. Exceptions may be made when warranted by unusual circumstances. Written appeals are made to the Executive Dean of Student Services. If a class is cancelled, a student will automatically receive a full refund of tuition and fees.

# Records & Registration

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## ACADEMIC CALENDAR

Bay College operates a semester calendar. There are two 16-week semesters, starting in August (Fall) and January (Winter). Additionally, there are classes offered during the 12-week Summer semester, which begins May and ends in August.

### 2013-2014 College Calendar

#### Fall 2013 Semester

Online registration opens	April 8
Fall semester classes begin	August 26
Final Tuition due date	August 26
Last day to add a class	August 30
Labor Day recess-no classes	September 2
Final drop day for a refund	September 6
Last day to withdraw w/automatic "W"	September 20
Priority Registration for Winter opens	October 21
Thanksgiving recess-no classes	November 28-29
Last day to withdraw from classes	December 6
Final Exam week	December 9-13
Fall semester ends	December 13

These dates are subject to change. Watch for announcements through e-mail and postings to myBay and the College website for any changes.

#### Winter 2014 Semester

Online registration opens	October 21
Winter semester classes begin	January 13
Final Tuition due date	January 13
Last day to add a class	January 17
Final day for a refund	January 24
Last day to withdraw w/automatic "W"	February 7
Spring Break-no classes	March 10-14
Priority Registration for Fall Opens	March 24
Last day to withdraw from classes	May 2
Final Exam week	May 5-9
Winter semester ends	May 9
Commencement Ceremony	May 10

#### Summer 2014

Classes Begin	May 19
Second 6-week classes begin	June 30
End of Term	August 8

## BASIC DEFINITIONS

The following definitions are assumed when explaining College procedures and policies. Direct any questions to the Vice President of Instruction & Student Learning, the Executive Dean of Student Services, or the Registrar.

### Credit Hour

According to federal definition, “a credit hour represents the student work required to demonstrate achievement of clearly-defined learning outcomes to be accomplished in one hour of direct faculty instruction in the classroom, or online, and two hours of out-of-class student work each week for the equivalent of 15 weeks a semester. Labs, co-ops, clinicals, and other academic activities require a minimum of two hours of student work each week for the equivalent of 15 weeks a semester for each credit hour.”

At Bay College, degree and certificate requirements are calculated in credit hours completed. See the appropriate program pages later in this catalog for listings of requirements.

### Contact Hour

Bay College calculates tuition and fees in contact hours, the number of hours the student meets with an instructor and/or attends instructional sessions.

### Semester

Bay College operates on a semester hour basis. Each semester is 16 weeks in length, 15 weeks of instruction and 1 week of final examinations. Summer is 12 weeks in length.

### Program of Study/Major

Each student is required to declare a major, also known as a Program of Study. Available programs of study are listed in this catalog and include all requirements that must be fulfilled in order to receive that particular degree or certificate.

### MACRAO

The MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) stamp is added to the transcripts of students who complete the General Education requirements detailed in the General Transfer Information chapter of this catalog. MACRAO provides for transferability of 30 semester hours to meet many or all of the General Education Requirements at participating Michigan colleges and universities. All Bay College students who complete an Associate in Arts (AA) or Associate in Science (AS) degree must complete the MACRAO requirements and will therefore receive the MACRAO notation on their transcript.

### Transitional Studies

Some students may struggle to meet a college level proficiency in English, math, or science courses. Bay College provides opportunities for students to improve their knowledge and skills so they can succeed in required course work. Courses numbered below 100 are designated as Transitional Studies. These courses cannot be used to fulfill requirements for programs of study. The credits and grades for these courses are used to calculate the term grade point average (GPA), but not the cumulative GPA. The credits for these courses are used to calculate full- and part-time status for Financial Aid.

### Instructional Delivery

Bay College uses four types of instructional delivery, always striving to ensure that students can meet the expected learning outcomes for the course and their Program of Study.

**Traditional:** The traditional course is one where the instructor meets face-to-face with the student for all contact hours of the course. However, the student in a traditional course may be required to use the internet to access online assignments, virtual tours, course documents, learning artifacts, assignment directions, instructor notices/communications and assessments.

**Hybrid:** Hybrid courses are delivered with a combination of face-to-face contact and online requirements.

**Online:** Online courses deliver course content 100% online; however, some instructors may require students to take tests in a proctored classroom or computer lab setting.

## Graduation

Graduation refers to the completion of requirements for the chosen Program of Study. Students should work with their Academic Advisors to select courses that will fulfill those requirements. Toward the end of their course work, student submit an Application for Graduation to verify that requirements have been met.

## Commencement

In May of each year, Bay College hosts a Commencement ceremony to celebrate the graduation of all those who have completed their degree requirements the previous December, the current May, and the next June and August. If students are expected to complete their requirements by the end of Spring term (June) or Summer term (August), they may march in May's Commencement ceremony.

## DECLARING MAJORS

At the time of admission, a student's record is coded for their academic program of study. A student may change his/her major at any time or add an additional major. A student is then governed by the catalog in effect when he/she made the change. Changes may be made by submitting a Change of Major form to the Records Office or completing the online process in myBay.

If program requirements change, a student may request to be governed by a newer catalog. Students may not declare a prior catalog.

## 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 is known as the **Catalog of Record**. The Catalog of Record changes when:

1. A student is not enrolled for two or more consecutive semesters, (excluding summer). When the student returns to Bay College he/she is governed by the current catalog at the time of his/her return which becomes his/her Catalog of Record.
2. Program of Study requirements as listed in the catalog are revised and a student wishes to follow the newer catalog. He must request the change through the Registrar.
3. A student changes his/her program of study. The catalog in effect when the change is made becomes his/her Catalog of Record.

Archived catalogs are available online at the college website and myBay.

## PROGRAM OF STUDY PROGRESS

Students may track their progress toward program completion by checking the College web site > myBay > Current Students > Academic Advising. This will show the student his/her unofficial degree audit details. Students should work with their Academic Advisors to plan how they will complete program requirements.

## REGISTRATION

Students should work with their Academic Advisors and their Catalog of Record as they plan their registration for the next term. Tuition and fees are to be paid by the payment due date as posted on the College website and myBay. Students will not be permitted to register for classes until all outstanding financial obligations are met.

## Records & Registration Holds

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 until the reason for the "hold" is resolved.

Types of "holds" include:

1. **Academic Hold:** a "hold" may be placed at the request of the Registrar against the enrollment of a student for failure to maintain the standards outlined in the standards of academic progress. (See page 34.)
2. **Financial Hold:** a "hold" may be placed at the request of the Student Accounts Office against the enrollment of a student or the release of transcripts when the student has failed to discharge his/her financial obligations to the college.

3. **Library Resource Hold:** 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.
4. **Registration Hold:** a "hold" will be placed on a student's record for a variety of reasons. Students must contact the Records & Registration Office to resolve the cause for the "hold."
5. **Major Hold:** A "hold" is placed on records for students who have graduated and are continuing to take classes but have not declared a new/additional major. Students must contact the Registrar to have this "hold" removed.

### **Schedule Changes:**

During the first week of the Fall and Winter semesters a student can add a class on myBay. Additions during the second week of the semester are only allowed under special circumstances and with the permission of the instructor. Students can drop classes using "myBay" through the second week of the semester. These classes will be removed from the student's transcript record. Students seeking assistance with schedule changes should meet with their faculty advisor. Limited schedule changes are allowed during the Summer semester. Refer to posted dates.

### **Dropping a Course**

A student may drop a course by logging into myBay and changing their registration. The course will be removed from the transcript. This is allowed only within the published time period for dropping classes.

### **Withdrawals**

During the third and fourth weeks of Fall and Winter semesters and up to the end of the third week of Summer semester, the student may withdraw with an automatic grade of "W". After that period, a student may withdraw from a course by completing the *Course Change Form* which is available at the Student Services Reception Desk at both campuses or online at myBay > Current Students > Forms, Docs, & Policies. A grade of "W" for withdrawal or "F" for failure will be determined by the instructor at the time of the withdrawal. Failure to properly withdraw from a course will result in the student being charged for the course and receiving an "F". Students who stop attending classes and do not properly withdraw will not be automatically withdrawn. Failure to properly withdraw from classes could affect a student's financial aid.

It is the student's responsibility to officially withdraw from college by completing the *Course Change Form* and checking the "Withdraw from College" box. The form is available at the reception desk in Student Services at both campuses and online at myBay.

There is no penalty due to withdrawal for military personnel who are deployed. Transcripts will be marked "Military Deployment." Student Services staff will work with service members and veterans to assist them with completion of courses and programs of study.

### **Non-Registered Attendance**

Students who attend classes without being properly registered for the course will not receive credit for the course. The student will have to appeal to the Executive Dean of Student Services and ask to be administratively registered for the course so that a grade may be applied.

### **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.

### **Auditing a Course**

Auditing a course allows a student to attend classes without the pressure of working for a grade. Students may register to audit a course during the regular registration periods. Students pay full tuition for auditing. Financial Aid may not be used to pay tuition for audited courses.

A credit course can be changed to an audit, but not from an audit to a credit. Changes can be made

During the first four (4) weeks of a sixteen week course.

During the first two (2) weeks of an eight week course.

During the first week (1) of a six week course.

Students must complete the appropriate form available at the Student Services Reception Desk at both campuses or online at myBay > Current Students > Forms, Docs, & Policies > Course Change Form.

## Repeating a Course

A student may repeat any course that he/she has previously completed. However, the student must register for and pay tuition for the course. The original grade will remain on the transcript and a notation will be made that the course has been repeated. While the credit hours for the course will count both times for attempted hours, the credit hours earned for a repeated course count only once. The most recent grade will be recorded on the transcript and will replace the original grade in the calculation of the GPA. Grades of "W", "NP", "I", or "AU" will not replace the previous grade.

Students receiving financial aid should contact the Financial Aid Office to determine how repeating a course might affect their aid.

## STUDENT CLASSIFICATION AND ENROLLMENT STATUS

Classification is determined by the total credits earned toward a certificate or degree.

Freshmen .....0-23 credits completed  
Sophomore.....24+ credits completed

Enrollment status is determined by the total credits for which the student has registered.

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

Service members and veterans should contact Financial Aid regarding enrollment status and credit hour requirements for benefit payments.

## ENROLLMENT VERIFICATIONS

Students, who must obtain enrollment verification for insurance purposes, housing, student discounts, etc., can print a verification online at myBay > Current Students > Registrar > Verification > Clearinghouse. This will take the student to a secure website administered by the National Student Clearinghouse. Select "Obtain an Enrollment Certificate" and print the document.

Students may also print In-School Deferment Forms through the Clearinghouse at myBay > Current Students > Registrar > Verification > Clearinghouse. This provides a direct link to a school lender for a form.

## GRADES

### Grade Point Average (GPA)

For each grade a student receives, a certain number of honor points are earned. The higher the grade, the more honor points are earned. Honor points are used to calculate the grade point average (GPA).

Grade	Honor Points/Credit	Grade	Honor Points/Credit
A .....	4.0	I – Incomplete.....	0.0
A- .....	3.7	IP – In Progress.....	0.0
B+ .....	3.3	P – Pass .....	0.0
B .....	3.0	NP – No Pass.....	0.0
B- .....	2.7	W – Withdrawal .....	0.0
C+ .....	2.3	AP – Advanced Placement.....	0.0
C .....	2.0	AS – Advanced Standing.....	0.0
C- .....	1.7	AU – Audit .....	0.0
D+ .....	1.3	CL – CLEP .....	0.0
D .....	1.0	NG – No Grade .....	0.0
D- .....	0.7	PM – Prerequisite Met.....	0.0
F.....	0.0	TR – Transfer Credit.....	0.0

All courses on a student's schedule, except credits taken for audit, are counted towards attempted credits. Only courses with grades of "D-" or above count toward completed credits. If a student repeats a course that was originally passed in order to improve a grade, the credits count toward attempted credits again but not toward completed credits. The ratio of completed to attempted credits is part of the determination of Satisfactory Academic Progress.

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

<u>Classes</u>	<u>Grade</u>	<u>Course Credit Hours</u>	<u>X</u>	<u>Grade Honor Points</u>	<u>=</u>	<u>Course Honor Points</u>
Rhetoric & Composition	A-	4		3.7		14.8
American Government	B	4		3.0		12.0
College Algebra	C+	4		2.3		9.2
Biology	C	4		2.0		8.0
TOTALS		16				44.0

Divide the total honor points (44) by the total semester hours attempted (16). In this example, the GPA would be 2.75. The grade of "F" is included in calculating the GPA. Grades of "I" through "TR" (see chart above) are recorded on the transcript but are not used for the calculation of the GPA. A student must earn a cumulative GPA of 2.00 or higher to receive a certificate or a degree. Cumulative GPA's are based on all grades earned throughout the student's academic career.

Credits and grades for Transitional Studies courses are calculated into the term GPA but not the cumulative GPA nor applied toward completion of a program of study. However, those courses may be required to fulfill prerequisites for required courses.

### Grade Reports

Grades are posted by Wednesday after final examinations end. Students may review their grades on myBay. Bay College does not issue printed Grade Reports.

### Pass/Fail Grades

The Pass/Fail grade is used only in nursing clinics and physical education courses. "P" grades are not used to calculate the student's GPA; however, "F" grades are used to calculate the GPA.

The Transitional Studies courses use No Pass (NP) grades for earned grades below "C". Transitional Studies grades are used to calculate the term GPA but not the cumulative GPA. The NP grade is not calculated into the term GPA.

### Incomplete Grades

If a student is not able to complete course requirements within the established timeframe, the student may request an Incomplete grade ("I") from the instructor. An "I" may be given only if:

1. The student has completed at least 80% of the required course work, but is unable to complete the remaining course work and/or take the final examination because of extenuating circumstances such as major health issues, family crisis, etc.
2. The student has done satisfactory work in the course. (Students who are failing cannot request an "I" in order to redo completed course work.)
3. The instructor determines that the student can complete the required work without repeating the course.

If these conditions are met, the instructor must:

1. Submit an *Incomplete Grade Form*. This form indicates actions the students will undertake to finish the required course work and the deadline for completing the work.
2. Keep one copy, give one copy to the student, and submit a copy to the Records & Registration Office.
3. Monitor student progress toward completion of course work.
4. Submit a *Change of Grade Form* to the Records & Registration Office upon completion of work and recalculation of the course grade.

Students do not re-register for the course while finishing requirements for an "I" grade.

Instructors and students must set a reasonable time frame for completing course work and submitting a new grade. A Change of Grade is due to the Records Office according to these deadlines. If no grade is submitted, the grade becomes an "F."

<u>Term</u>	<u>Deadline</u>
Fall .....	May 1
Winter .....	December 1
Summer .....	December 1

The instructor may request an adjustment of the deadline from the Registrar.

## Change of Grade

If it is determined that there was an error in calculating a grade and/or assigned incorrect grade, a student may initiate the Change of Grade process by contacting the instructor. If verified, the instructor will submit a Change of Grade form to the Records Office. All requests for a change of grade should be made within three months of the posting of the final grade on the transcript.

The change of grade will be made to the transcript and the GPA will be recalculated.

However, if the student believes that there was inaccuracy in evaluating the quality of work, and, therefore, an unacceptable grade was assigned, the student should follow the Academic Appeals Procedure below.

## Academic Forgiveness

Occasionally a student has failing grades that adversely affect his/her GPA, but those grades are in courses he/she does not need to complete an academic program. If a student has failing grades in courses not needed for his/her academic program, he/she may request that up to 12 credit hours of "F" be removed from the calculation of his/her GPA. The original grade remains on the transcript but a notation is made that the "F" has been removed from the calculation of the term and cumulative GPA's.

The following regulations apply:

1. The student must be currently enrolled.
2. The student must submit a request for Academic Forgiveness to the Registrar. Only Bay College courses may be adjusted. The form is available at the front desk of Student Services at both campuses or online at myBay > Current Students > Forms, Docs, & Policies > Request for Academic Forgiveness.
3. The Registrar will respond, indicating that academic forgiveness was granted.
4. Upon granting of the academic forgiveness, the student's transcript will be adjusted.
5. All actions taken to remove credits and grades from the calculation of the GPA are final.

Students should consider that other colleges and universities may not honor this policy.

## Academic Appeals Procedure

Any matter of evaluation of student work, including the assignment of final course grades, merits the establishment of procedures for reconciliation of possible errors or disagreements. If a student believes that an instructor has awarded an inaccurate final grade, the student should follow this procedure within three months after the release of final grades:

1. The student should contact the instructor and discuss the problem. If they can resolve the issue, no further action is needed. If the resolution changes the grade, the instructor must submit a *Change of Grade Form* to the Records & Registration Office.
2. If the student and instructor cannot resolve the problem, the student should contact the Instructional Dean who supervises the instructor.
  - a. The Dean will have a meeting with the student and confer with the instructor.
  - b. Within two (2) weeks of this meeting, the Dean will make a decision and inform the student and instructor in writing. If the resolution changes the grade, the instructor must submit a *Change of Grade Form* to the Records & Registration Office. If the student or instructor disagrees with this decision, an appeal can be made before the Academic Appeals Committee.
3. The student or instructor can appeal to the Academic Appeals Committee.
  - a. Within ten (10) days after receiving the decision from the Instructional Dean, the student or instructor must submit the complaint in writing to the Vice President of Academic Affairs.
  - b. The Vice President of Academic Affairs will call a hearing to be held before the Academic Appeals Committee within 21 days of receipt of the complaint. The committee shall include the Vice President of Academic Affairs, two student representatives, and two faculty members appointed by the Faculty Association president.
    - i. If the student members are not appointed within ten (10) days, the Vice President of Student Services shall appoint the student members. If an appointment made either by the Faculty Association president, or the Executive Dean of Student Services presents a possible conflict of interest, the Vice President of Academic Affairs may request an alternate be appointed.
    - ii. The Vice President of Academic Affairs will chair the committee and vote in the case of a tie.
  - c. The hearing shall be governed by the following rules of procedure:
    - i. Both parties shall have the right to defense 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.
    - ii. Both parties shall be given an opportunity of settlement before the committee deliberates and renders a decision.
    - iii. The committee will then deliberate and make a decision.

- d. Within ten (10) days of the conclusion of the hearing, the Vice President of Academic Affairs shall implement the recommendations of the Academic Appeals Committee and inform both parties in writing. The decision will be final. If the resolution changes the grade, the instructor must submit a *Change of Grade Form* to the Records & Registration Office.

## Academic Honors

Bay College seeks to award students for their academic achievements with the following honors awards.

**Dean’s List:** Honors are awarded at the end of the fall and winter semesters to students who earn at least 12 credit hours (excluding Transitional Studies courses, “P” grades, or “I” grades) and achieve a 3.5 or better GPA. Students who earn honors will receive a notification letter, their names will be part of the Dean’s List which is printed in local newspapers, and a notation will be added to the appropriate term on their transcript.

**Graduate with Honors:** Students who graduate with a 3.5 cumulative GPA will graduate with honors. A notation is made in the commencement program and on the transcript, and their names will be printed in the local newspaper. It will also be indicated on their diploma.

**Phi Theta Kappa:** Students who are members in good standing of Phi Theta Kappa at the time of graduation will receive a notation on their diploma and transcript.

**Honors Program:** Students may also apply for acceptance into the academic Honors Program which enables students to enroll in Honors courses, and apply for Honors Program scholarships. Honors course designations will appear on student transcripts. Honors Program scholars will have opportunities to attend numerous lectures, films, and other campus events, complete service learning projects, and attend regional or national conferences. Students may complete any number of Honors courses; however, students who complete the specified Honors Program requirements will receive additional recognition at Commencement. Honors Program graduates will have a notation added to their transcript.

## ACADEMIC STANDARDS

### 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. Students should carefully review attendance policies in their course syllabi.

### Course Load and Employment

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 will involve a full-time effort involving about 50 hours of class and study time each week. Students who are employed should recognize that adjustments may be necessary in their class load. For guidance, the following recommendation is 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

### Credit Hour Limit

Students enrolling for more than 19 credit hours for the fall or winter semester, or more than 12 credit hours for the Summer semester, must receive permission from the Registrar. Only students who have maintained a satisfactory grade point average will be considered for approval. A form is available at the Student Services Reception Desk at both campuses or online at myBay > Current Students > Forms, Docs, & Policies > Permission to Enroll/Override form.

### Standards of Academic Progress

It is the policy of Bay College that students must make satisfactory academic progress toward completion of their certificate or associate degree. A 2.0 grade point average is required for graduation from all college programs. Students are considered to be making satisfactory academic progress if, after completing at least 12 credit hours at Bay College, they maintain a cumulative grade point average (GPA) of 2.0 or higher.

Those students whose academic progress is declared unsatisfactory will be subject to academic probation or dismissal as outlined in these 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 at the end of each Fall and Winter semester. 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 will be declared Unsatisfactory and subject to the following action:
  - I. **Academic Warning**
    - A. The first time a student's GPA falls below 2.0, he/she will receive a letter warning him/her that it is necessary to take intervention to improve his/her grades.
    - B. Students are encouraged to work with their Academic Advisor or someone in Student Services to plan for improved performance.
  - II. **Academic Probation**
    - A. A student will be placed on academic probation if he/she fails to meet satisfactory academic progress for two consecutive semesters. Students will be notified and informed of the various services available through the Student Services Department and the Student Success Office. A notation of "Academic Probation" is placed on the student's transcript.
    - B. A student is removed from academic probation once the cumulative GPA rises above 2.0.
    - C. A 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.
  - III. **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 – The student will meet with a College advisor to establish an Academic Support Plan. 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 – The student is not allowed to enroll for college credit classes at Bay College for one major semester (fall or winter).
    - B. Students selecting COUNSELING must follow the Academic Support Plan set forth by the advisor. If the student fails to satisfy the agreement, academic dismissal will result and the student must meet with a Student Services Advisor 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 or winter) of non-enrollment. The student must contact the Registrar 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 Registrar within 15 days of receipt of notification of probation/suspension status. The Registrar will conduct a meeting of the Academic Suspension Appeals Committee to review the appeal. The committee will be comprised of the Vice President of Student Services, two faculty members, one student, the Registrar, and the Director of Student Success. The committee's decision is final. The student will be informed of the decision.

## **TRANSFER CREDITS**

### **Transferring Credit from Bay College to Other Institutions**

Students may send Bay College transcripts to other institutions and request transfer of credits to that school. No educational institution is obligated to accept Bay College credits. Students must follow transfer guidelines as established by other institutions.

Guidelines for Guest Applications within the Michigan system of schools are found in Admissions on page 13.

## Transferring Credit from Other Institutions to Bay College

A student may request that credits earned at another institution be transferred to Bay College. The student must submit an official transcript to Bay College which will be evaluated to determine which credits will transfer and which course requirements are fulfilled by those credits. Only courses with a grade of "C" or higher will be considered for transfer. Only credits earned at accredited institutions of higher learning (i.e., recognized by CHEA and the U.S. Department of Education) will be considered for transfer.

No credits will be transferred unless the student is officially enrolled at Bay College.

Credits transfer, grades do not. Therefore, no transfer grades are recorded or calculated into the GPA. If a course has no equivalent at Bay, it may be used as an elective.

## Transferring Credit from International Institutions to Bay College

Students who attend colleges outside of the United States or Canada must have their transcripts evaluated course-by-course by one of the following sources and request a copy of the evaluation be sent to the Admissions Office as part of their application process. The student is responsible to pay any fee incurred.

AACRAO International Education Services – <http://www.aacrao.org/credential/index.htm>

World Education Services (WES) – <http://www.wes.org/>

ECE International – <http://www.eceinternational.com/education-evaluation.html>

International students who have not attended an institution of higher learning must have their high school diploma/certificate verified by one of the agencies listed above. Direct any questions about the transcript evaluation to the Registrar's Office.

## Course Equivalencies

For course by course equivalencies within Michigan colleges or universities, the MACRAO website at [www.macrao.org](http://www.macrao.org) hosts the Michigan Transfer Network (MTN) which provides quick and easy data on how your Bay course(s) will transfer within Michigan institutions. In addition, this website provides course equivalencies and transfer guides by clicking on "Michigan College Home Pages", and selecting "Transfer Equivalencies" on the college or university posting. For students transferring out of state, please contact your transfer institution to ensure that your Bay course(s) will transfer.

## 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 Registrar to be evaluated for transfer credit.

<u>AP Exam</u>	<u>Required Score</u>	<u>Credit Awarded</u>	<u>Bay College Course Equivalent</u>
Biology	3	8	BIOL-110 Evolution & Diversity –AND- BIOL-112 Cells & Molecules
Calculus AB	4	5	MATH-141 Analytical Geometry & Calculus I
Calculus BC	4	5	MATH-142 Analytical Geometry & Calculus II
Chemistry	3	10	CHEM-110 General Chemistry I & CHEM-112 General Chemistry II
English Language & Composition	3	4	ENGL-101 Rhetoric & Composition
English Literature & Composition	3	4	ENGL-101 Rhetoric & Composition
Government & Politics (US)	3	4	POLI-111 American Government
Macroeconomics	3	4	ECON-131 Macroeconomics
Microeconomics	3	4	ECON-132 Microeconomics
Physics B	4	8	PHYS-201 Elements of Physics I & PHYS-202 Elements of Physics II
Physics C (Mechanics)	4	5	PHYS-205 Engineering Physics I
Physics C (Electricity & Magnetism)	4	5	PHYS-206 Engineering Physics II
Psychology	3	4	PSYC-201 Introduction to Psychology
Statistics	3	4	MATH-210 Introduction to Statistics
U.S. History	3	4	HIST-211 U.S. History to 1865

## College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is administered by the College Board. CLEP enables those who have reached the college level of education to assess the level of their academic achievement and to use the test results for college credit. Students must have official CLEP transcripts sent directly to Bay College for consideration of transfer. Bay College's CLEP ID# is 1049.

Students planning to transfer to a university should consult that institution's CLEP policies before taking CLEP tests. Some institutions, such as medical schools, do not accept CLEP credits for some subjects, such as biology and chemistry.

Students may not earn credit for CLEP subject examinations if the student has already earned credit in the course, was previously or currently enrolled in the course, or has credit in a higher level course in that subject. CLEP credit will not count toward the minimum 17 credits required to be taken at Bay College for the Associates Degrees. CLEP credits receive no grades and are not calculated in the student's GPA. Only the courses listed below will be considered for transfer and only if the final score is 50 or higher.

Test	Bay Courses	Credits Awarded
<b>Business</b>		
Financial Accounting	ACCT-101 & ACCT-102	8
Information Systems & Computer Applications.	CIS-101	4
Principles of Macroeconomics	ECON-131	3
Principles of Management	BUSN-242	3
Principles of Marketing	BUSN-253	3
Principles of Microeconomics	ECON-132	3
<b>English</b>		
College Composition	ENGL-101	4
<b>Foreign Language</b>		
French Language 1 & 2	FREN-111 & FREN-112	8
German Language 1 & 2	GRMN-101 & GRMN-102	8
Spanish Language 1 & 2	SPAN-101 & SPAN-102	8
<b>Math</b>		
Calculus	MATH-141	5
College Algebra	MATH-110	4
Pre-Calculus	MATH-111	3
<b>Science</b>		
Biology	BIOL-110 & BIOL-112	8
Chemistry	CHEM-110 & CHEM-112	8
<b>Social and Behavioral Science</b>		
American Government	POLI-111	4
United States History to 1865	HIST-211	4
United States History from 1865	HIST-212	4
Introduction to Psychology	PSYC-201	4
Introduction Sociology	SOCY-151	4
Western Civilization I	HIST-101	4
Western Civilization II	HIST-102	4

## 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 Registrar based on the American Council on Education (ACE) credit recommendations. For more information, visit their web site at [www.acenet.edu](http://www.acenet.edu). Veterans planning to transfer from Bay College to another institution should be aware that the institution may not accept the credit for military training given by Bay College, but will usually wish to re-evaluate the training documentation.

## CREDIT BY EXAMINATION

Credit by departmental examination is available for currently admitted students whose life experience has provided them with advanced levels of skill, usually in the vocational or technical areas. Upon passing the exam with a grade of "C" or better, the grade will be posted to the student's transcript. Department examination is not intended for students who are currently enrolled in the course, have dropped the course, have transfer credit for the course, or have a previous grade for the course.

Departmental credit by examination is not intended to replace independent study and may not be suitable for students planning to transfer to a university.

Students are not permitted to take an examination in any course where credit has already been earned in a more advanced course. Students seeking credit by examination should consult with the appropriate faculty. See the Registrar for information on fees and to begin the process of requesting credits by examination.

## **GRADUATION**

### **Degree Completion**

Students must meet the following requirements in order to be considered for graduation:

1. Complete all degree or certificate requirements as presented in their catalog of record. (The Catalog of Record is the current college catalog at the time the student first takes courses at Bay College or declares a change of major.)
2. Attain a cumulative GPA of 2.00 or higher.
3. Complete the residency requirement of a minimum of 17 credit hours at Bay College for any degree. There is no residency requirement for certificates.
4. Students who wish to complete a second degree must complete 15 additional credit hours beyond the first degree as well as the degree requirements for the second degree.
5. Students who have completed a degree and wish to complete a certificate need only complete the remaining course requirements for the certificate.
6. Students who wish to complete more than one program may declare dual programs. They must meet all requirements for the programs and must accumulate credit hours to comply with item 4 above. See the Registrar for more clarification.

### **Application for Graduation**

One semester before the student's anticipated degree completion, he/she should complete an Application for Graduation. A formal degree audit of the student's transcript will be performed by the Registrar. Students will be informed in writing if all requirements have been met for graduation or if there are additional courses that must be completed. Applications are available at the Student Services Reception Desk at both campuses and online at myBay > Current Students > Forms, Docs, & Policies > Application for Graduation. No degree or certificate will be awarded without an Application for Graduation on file.

Applications must be submitted by March 1. There is no guarantee that applications received after March 1 will be processed in time for the student to be included in Commencement. Degrees are conferred at the end of Fall, Winter, and Summer terms. Applications submitted more than two weeks after the end of a term will be considered for the next conferral date.

### **Course Substitution**

Occasionally the student will have difficulty completing all required courses due to circumstances beyond his/her control. If the student's academic advisor or one of his/her instructors deems it necessary to substitute a course, the student's advisor must complete the proper form and submit it to the Academic Dean for approval. The signed authorization is then submitted to the Registrar for approval and application to the final degree audit.

### **Reverse Transfer of Credit for Degree Completion**

Students leaving Bay College prior to earning an associate degree or certificate may transfer credit back to Bay College from another college or university within one year of leaving the college to fulfill the program requirements. Courses/credits which will apply for reverse transfer credit should be approved by the Registrar prior to a student leaving Bay College.

Students who elect to reverse transfer credits must complete the following:

1. Before leaving Bay College complete an Application for Graduation Form. Submit the form to the Registrar for an official degree audit to be performed. When the audit is completed, a letter will be sent to the student indicating the requirements he/she must meet to earn his/her associate degree or certificate from Bay College. They should indicate on the application their intent to apply reverse transfer.
2. It is required that students take the equivalent college courses at their transfer institution within one year of leaving Bay college. Students should contact the Registrar or Transfer Student Advisor for an appointment to determine what courses are considered equivalent for fulfilling the remaining requirements. Students must complete all program requirements including the number of credits necessary for the degree.
3. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to Bay College. It is the responsibility of the student to inform the Registrar at Bay College in writing that a transcript has been sent for the purpose of fulfilling his/her program requirements.

4. Bay College will notify the student when degree requirements have been met. The degree will be conferred and a diploma sent to the student.

## **Commencement and Diplomas**

Commencement ceremonies are held once each year on Saturday at the end of the Winter semester in May. Participation in the Commencement Ceremony is strongly encouraged but not required. Student Services will issue information and instructions regarding commencement activities. Students who wish to participate in the Commencement Ceremony must submit their application for graduation no later than March 1.

Diplomas are prepared and mailed to graduates after the completion of all degree or certificate requirements are verified. Diplomas and Certificates should arrive within eight (8) weeks.

## **STUDENT RECORDS**

Every effort is taken to maintain the accuracy and confidentiality of student records. The Registrar has oversight of every student's permanent academic record.

Bay College is in compliance with the provisions of the Family Educational Rights and Privacy Act which provides that institutions maintain the confidentiality of students' education records. Students have the right to examine and review information contained in their educational records and to challenge the content through the formal and informal guidelines established. Bay College has adopted a policy which explains in detail the procedures followed for compliance with provisions of the Act. Copies of the policy are available in the Records & Registration Office. More details regarding FERPA can be found in the Policies chapter of this catalog.

### **Transcripts**

Transcripts are official documents that indicate all courses for which the student has registered and all grades earned. Occasionally other information is also posted, such as degrees awarded, honors earned, etc. A student may print an unofficial copy of his/her transcript on myBay. A student who wants an official transcript sent to another institution must make a written request or complete a transcript request form. Forms are available at the Student Services Reception Desk at both campuses or on myBay. Written transcript requests can be mailed, faxed to 906-789-6953, or e-mailed as an attachment to [transcriptrequest@baycollege.edu](mailto:transcriptrequest@baycollege.edu). Requests must include the student's current name or any previous name, the student's Bay ID# or the last four digits of their social security number, the name and address where the transcript should be sent, and the student's signature. Students may request that transcripts be held and issued after grades are posted for the current term. Transcript requests are usually processed within three business days.

Transcripts will not be issued to students who have not met all financial obligations to Bay College. While there is no charge for transcripts, the Registrar reserves the right to limit requests for multiple copies to a reasonable number.

### **Degree Verifications**

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

## **RETENTION AND GRADUATION RATES**

In compliance with the Student Right to Know Act, Bay College tracks retention and graduation rates. This information is available on the Bay College website at [www.baycollege.edu](http://www.baycollege.edu) or by contacting the Registrar's Office.

## **CONFIDENTIALITY OF STUDENT RECORDS (FERPA)**

Bay College is in compliance with the provisions of the Family Educational Rights and Privacy Act (FERPA) which provides that institutions maintain the confidentiality of students' educational records. Students have the right to examine and review information contained in their educational records and to challenge the content through the formal and informal guidelines established. Bay College has adopted a policy which explains in detail the procedures followed for compliance with provisions of the Act.

Students may request to see their educational records being held by the College and petition the Registrar to have records corrected if they believe the record to be inaccurate, misleading, or in violation of their privacy rights.

To maintain the privacy of student educational records, Bay College releases to school officials only that information that is needed for College personnel to perform their duties and assist students. Bay College also uses student educational records to file required reports with government agencies. Occasionally this requires using student social security numbers and wage record information for the WIA (Workforce Investment Act) and the Carl D. Perkins & Technical Education Act. Great care is taken to preserve the integrity of these records and to use only the minimum required information. Students have the right to refuse to permit the inclusion of their SSN in these specific reports. More details are available from the Registrar's Office.

## Directory Information

FERPA allows disclosure of directory information to appropriate persons. Such information is disclosed with caution and in a manner that protects our students. Directory information is information that is not generally considered harmful or an invasion of privacy if disclosed. The following information is considered directory information and may be disclosed upon request and without prior consent of the student in question:

- Name
- Address
- E-mail address
- Telephone listing (campus, home, emergency, and cell)
- Date and place of birth
- Candid photos from around campus
- Official photos for ID cards
- Program of study
- Participation in officially recognized activities
- Enrollment status (full-time, part-time, classification)
- Dates of attendance and graduation
- Degrees and awards received
- Most recent previous school attended (for transfer students)

Directory information does not include student identification numbers, social security numbers, or any other personally identifiable information.

Students may prohibit disclosure of directory information by filling out the Non-Disclosure Form which is available in the Registrar's Office. Questions concerning general disclosure of information should be addressed to the Registrar. Students may designate individuals who they want to have access to the information in their educational records by completing the appropriate form in the Records Office.

The U.S. federal government reserves the right to disclose your personally identifiable information (PII) to third parties who are contracted to evaluate a federal- or state-supported education program, or who are doing research.

If a student believes his/her educational record is in error or that his/her rights have been violated, he/she may petition the Registrar to correct the records or wrong addressed. Students may also file a complaint with the U.S. Department of Education by writing to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901



# Online Learning

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Welcome to online learning at Bay College! Online courses are a great way for you to work towards a degree, anywhere, anytime. Most students enjoy the convenience of online courses. The online course environment allows you to work on your classes from the comfort of your home, at work, or on the go. Our online courses are taught by experienced instructors, certified to teach online.

In fall of 2013 Bay College students will be able to complete 100% of their Associate of Arts and Business degrees completely online and 75% of required courses for the Associate of Science (AS) degree online. We also offer an Accounting certificate completely online. We are currently offering 80 sections and 55 unique courses online. In some courses, such as Math and Humanities, students take the lectures on line and come to campus to take the exams in a secure environment. A variety of delivery modes and technical approaches offered at Bay College develop students' critical thinking skills and their flexibility in engaging in a wide range of communication modes.

Student Services staff and Academic Advisors at Bay College can help you determine if the program in which you are interested is already fully online, if that program is scheduled to be fully online in the near future, or how many classes in that program are currently available online.

Whether you are new to online learning at Bay, or would just like to refresh your online learning skills, Bay offers on-campus training and orientation for online learners sessions (T.O.O.L.S) specific to Online Learning at Bay College. These sessions are scheduled at convenient times on both campuses before the start of a new semester, and are designed to help you succeed in your online classes. Check with your advisors and email to know when and where the sessions will be available. We strongly urge online learners to attend, and we look forward to seeing you there!



Bay de Noc Community College is committed to implement the Quality Matters™ standards for the design of online and hybrid courses, and we are systematically building and evaluating our courses based on these rigorous, research-based standards. The Quality Matters™ standards assure that the online components of these courses promote learner engagement and provide students with all the tools and information they need to be successful learners. More information regarding Quality Matters™ may be found at [www.qmprogram.org](http://www.qmprogram.org).

## Online Learning Student Support Structure

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This online learning support structure begins with our student workers. Our student workers are experienced online students who have a developed understanding of troubleshooting online technology. If you need assistance, they are currently located in room #922 of the Joseph Heirman University Center on the main campus at Escanaba. They can also be reached by phone at (906)217-4270, or by email at [onlinesupport@baycollege.edu](mailto:onlinesupport@baycollege.edu). Please stop by and ask them questions if you have them. They are a great resource; especially for those students who want to ask a quick technical question.

Jonathan Coons is the next tier in the Online Learning support structure for students. His position at Bay is as an Online Learning Information Technologist. He works directly with students and faculty to troubleshoot technical issues related to Blackboard and MyBay. If the student workers are unable to address your concern, the issue progresses to Jonathan. If you feel that you need this next level of support, Jonathan can be contacted by phone at (906)217-4255, or by email at [jonathan.coons@baycollege.edu](mailto:jonathan.coons@baycollege.edu). Jonathan's office is #201L, which is located in the administration portion of the Catherine Bonifas building.

Joseph Mold is the Director of Online Learning at Bay College and is at the top tier of online support. If Jonathan cannot help you then he can bring it to Joseph. Joseph can be contacted by phone at (906)217-4246, or by email at [moldj@baycollege.edu](mailto:moldj@baycollege.edu). Joseph's office is #201J, which is located in the administration portion of the Catherine Bonifas building.

### **Technical Support**

For help with any of your online learning needs please contact Online Learning Student Support.

Phone: 1.906.217.4270

Email: [onlinesupport@baycollege.edu](mailto:onlinesupport@baycollege.edu)

Jonathan Coons

Online Learning Information Technologist

email: [jonathan.coons@baycollege.edu](mailto:jonathan.coons@baycollege.edu)

Phone: 906.217.4255

Joseph Mold

Director of Online Learning and Instructional Technology

email: [moldj@baycollege.edu](mailto:moldj@baycollege.edu)

Phone: 906.217.4246

# Services for Students

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## 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.

Bay provides a variety of resources and services to assist students in taking full advantage of the total learning process.

## ACADEMIC ADVISING, CAREER SERVICES AND PERSONAL COUNSELING

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 SERVICES:** Bay College provides a variety of services to assist students in finding meaningful, career-related employment. The Career/Academic Advisor provides services for cover letter, résumé, and portfolio building. Occupational information, self-assessment inventories, career exploration, and decision making assistance are available to students. Job postings from local, regional, and national employers are posted on the Bay College website. Career and job fairs are also posted throughout the year at this link.

**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.

## STUDENT SUCCESS OFFICE

The Student Success Office assists students with a variety of services for classroom success. These services include assistance for students with a disability or difficulty with classroom work. The office is located in LRC 819 on the Escanaba campus and in room 211 on the Bay College West Campus.

Peer tutoring occurs in either individual or group sessions. There is no charge for these services. Tutors are other Bay students who have been recommended by the instructor.

## STUDENTS WITH DISABILITIES

It is the policy of Bay de Noc Community College Board of Trustees to comply with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended, as well as other applicable federal and state laws and regulations that promote full participation of individuals with disabilities. No otherwise qualified individual with a disability, including students, employees, and other program participants, shall be excluded from or denied access to participation in, or the benefits of, any program, activity, employment or service offered by the College, or otherwise subjected to discrimination, by reason of disability.

### Definitions

Disabled: means having a physical or mental impairment which substantially limits one or more of a person's major life activities; a record of such an impairment; or being regarded as having such an impairment.

Functional limitation: means the functions or acts a person cannot do, resulting from a physical or mental impairment which substantially limits a major life activity.

Fundamental alteration: means a significant modification that alters the essential nature of the services, programs, activities, facilities, privileges, advantages or courses offered.

Grievance: means a complaint alleging a violation of any policy, procedure or practice prohibited by the Americans with Disabilities Act, Rehabilitation Act of 1973, or Bay College's Disability and Discrimination Policies, as well as other applicable federal and state laws and regulations.

Major life activities: means functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, mental and emotional processes, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

Modifications: means modification or changes to the course, program or educational requirements as are necessary and appropriate, so that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Academic requirements that are essential to the course, or to the program of instruction being pursued by the student, or which relate directly to licensing requirements will not be regarded as discriminatory within the meaning of this section. Potential modifications that may be considered include, but are not limited to, changes in the length of time permitted for completion of a degree, substitutions of specific courses required for the completion of degree requirements, extended time on an examination or paper, and other appropriate accommodations which do not unduly burden or fundamentally alter the essential nature of a course or instructional program.

Qualified student with documented disability: means a disabled person who meets the standards required for admission and participation in the educational program or activity.

Undue burden: means a significant difficulty, financial or administrative burden, or expense.

## **Procedure for Requesting an Accommodation**

Academic Accommodation will be provided to afford equal access for qualified students with documented disabilities in compliance with state and federal laws. For each student, these accommodations will address those functional limitations of the disability which adversely affect equal educational opportunity. It is the responsibility of the student to inform the College that they have a disability and that they are requesting an accommodation. Students at the Escanaba Campus must contact the Director of the Student Success Office to request an accommodation.

Mr. Chris Fries  
Director of Student Success  
Learning Resource Center  
Escanaba Campus, Room 819  
(906) 217-4017  
[sso@baycollege.edu](mailto:sso@baycollege.edu)

Students at Bay College West must contact the Academic Support Services Coordinator to request an accommodation.

Ms. Kari Divine  
Academic Support Services Coordinator  
Bay College West, Room 211  
(906) 302-3004  
[divinek@baycollege.edu](mailto:divinek@baycollege.edu)

Students seeking an accommodation must also complete, and submit to the above individuals, the "Accommodation Request Form/Intake Information Questionnaire," along with appropriate documentation of the history and functional implications of the impairment. This form can be downloaded from the College's website at <http://www.baycollege.edu>. The form may also be obtained from the Student Success Office at the Escanaba Campus or the Academic Support Services Coordinator's Office at the Bay West Campus. The diagnostic documentation submitted must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests. Appropriate documentation may include, but is not limited to, a letter from a qualified professional or evidence of a prior diagnosis, accommodation, or classification, such as eligibility for a special education program.

If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the College has the discretion to require additional documentation. Any cost incurred in obtaining additional documentation when the original records are inadequate is borne by the student. If the documentation is complete but the College desires a second professional opinion, the College bears the latter cost. In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family.

An academic accommodation is any reasonable modification or adjustment to the learning environment that makes it possible for a qualified student with a disability to enjoy an equal learning opportunity. The College is not required to make an accommodation that constitutes an undue hardship. The College is also not required to, and cannot, make accommodations which fundamentally alter the academic requirements for the degree, course requirements or basic pedagogy.

The College also does not guarantee success or bear responsibility for making students succeed in their courses. The College also does not pay for or provide items or services of a personal nature such as personal care assistance, personal purchases, personal medical equipment, private transportation, or educational supplies used by all students (pens, paper, computer supplies, etc.). These are the responsibility of the student.

If it is determined by the Director of the Student Success Office and/or Academic Support Services Coordinator that a student may be denied a modification to an academic requirement (except as permitted by the Section 504 regulation at 34 C.F.R. § 104.44, for the reason that the requested modification would fundamentally alter the nature of the program at issue or lower or waive essential program requirements), then prior to refusing any requested academic adjustment on that basis, the Director for the Student Success Office shall convene, and chair, a committee, which shall be known as the Student Accommodation Committee, which shall be comprised of persons knowledgeable about the student's disability, and about the program, such as faculty and department chairs. The Student Accommodation Committee shall engage in a careful, thoughtful deliberation of the program/course requirements at issue; whether such requirements are essential; the feasibility, cost, and effect on the program of the requested academic adjustments; and any available alternatives. The Student Accommodation Committee, only after engaging in the above deliberative process, will make a determination of whether the requested academic adjustment would fundamentally alter the program or lower essential academic standards. The Student Accommodation Committee's decision will be communicated to the student in writing. The student may request an alternative accommodation, which is subject to the review described above. The student may also appeal the Student Accommodation Committee's decision in accordance with the procedure outlines on the College's website.

## **MATH-SCIENCE CENTER**

The Math-Science Center provides academic support for students enrolled in Math and Science courses.

Our staff is knowledgeable in a wide variety of disciplines, including Supplemental Instruction Leaders and tutors who specialize in math and science.

The Center has reference materials, tables, chalkboards, and dry-erase boards for students to study by themselves or in groups.

Computer stations are available for academic use. All of the computers in the Center have ModuMath (COMPASS preparation) and the Hawkes Learning software (MATH-085, 095, and 105).

There is also a social gathering area and kitchenette accessible to students. The coffee, tea, and hot chocolate are free.

The Center is located in room 123 of the Math-Science building.

Hours: Monday-Friday, 8am to 5pm.

Walk-in tutoring for Math: Monday – Thursday, 10am to 3 pm.

For more information, call 906.217.4111 or visit our web site at <http://www.baycollege.edu> and click "Academics" > "Academic Support" > "Math-Science Center."

## **SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction (SI) is an internationally recognized academic support program that targets traditionally difficult courses. In SI, students come together in regularly scheduled study sessions to compare notes, discuss course materials, develop creative study tools, practice problem solving, and prepare for exams. These sessions are facilitated by trained SI Leaders that attend the course sessions and prepare study materials for use during sessions. The SI program is housed in the Math-Science Center, room MS 123.

For more information, call 906.217.4175 or visit <http://www.baycollege.edu> and click "Academics" > "Academic Support" > "Supplemental Instruction."

## TRiO PROGRAM

The TRiO Student Support Services program provides the following services to students: tutoring in math, writing, reading comprehension, and study skills; career planning; advising; mentoring; workshops; grant-aid; TRiO Club; and a First-Year College Experience (FYE) program. The program is designed to assist students who are either first-generation (neither parent has a four-year degree), and/or of limited income, and/or physically or learning disabled. However tutoring in math and writing is available to all students. Interested students should pick up an application in the TRiO Office, located in Room 826 of the Learning Resources Center.

## LIBRARY/LEARNING RESOURCES CENTER

The Library provides services that are designed to meet the classroom-related and general information needs of students, faculty, and staff. Public users are also welcome to use the Library. Of primary importance is the Library's goal of providing resources that will enhance and expand the students' classroom experiences. Materials in the Library include 40,000 books, 160 periodical subscriptions, 3,000 audio-visual programs, 2,000 micro-forms, periodical indexes, microfilm/fiche reader/printer, a photocopy machine, laser printers, fax, and video/dvd/cd players. Computer workstations provide access to the online library catalog/website which is accessible via the Bay College's homepage (<http://www.baycollege.edu>) by clicking on Library under the Students heading across the top or bottom of the college website (or direct (<http://library.baycollege.edu>)). In addition, access is provided to online periodical (thousands of full-text articles) and electronic databases (including 30,000 electronic books & 7,000 streaming videos). Many of the Library's electronic resources are available for student use 24/7 with Internet access. In addition, the Library has recreational books and videos/dvds/cds for students' leisure time. The Library staff provides assistance and guidance in using the Library's varied materials/resources. Reference, inter-library loan, and library instructional services are available upon request. Special collections include Michigan history and Project Pioneer (an oral history of Delta County). All currently registered Bay College students (includes online, Manistique, and West Campus) may receive materials/services via phone (906-217-4055), e-mail ([lrhelp@baycollege.edu](mailto:lrhelp@baycollege.edu)), or delivery (call us for details).

## BOOKSTORE

Bay College provides bookstore services for students, faculty and staff. The college bookstore is located in the Student Center on the Escanaba campus and is accessible from parking lot 'B'. The bookstore at Bay College West is located on the lower level.

The college bookstore strives to keep costs down by maintaining an appropriate supply of used textbooks available for student purchase. Students may purchase textbooks, study aids, reference materials, educational supplies, backpacks and emblematic shirts and other Bay College clothing at the college bookstore.

Textbooks may be purchased at the college bookstore in Escanaba or ordered on-line at [www.efollett.com](http://www.efollett.com). Books ordered on-line may be shipped or reserved for pick-up at either bookstore location. For more information, visit [www.efollett.com](http://www.efollett.com).

Students with financial aid in excess of tuition & fee charges may use this excess aid to purchase books.

Escanaba bookstore hours are Monday – Friday, 8:00 am - 4:30 pm EST. Bay College West bookstore hours are Monday – Thursday, 9:00 am – 3:00 pm CST and Friday 9:00 am – 12:00 pm. Store hours are extended during the book rush period (week before classes and first week of classes). Hours during this time at Escanaba are Monday - Friday from 7:30 a.m. to 6:00 p.m. EST and Saturday, 8:00 a.m. to 12:00 noon EST. Bookstore hours during this time at Bay College West are Monday – Friday, 8:00 am – 4:30 pm CST.

Contact the bookstore by:

	<u>Escanaba Campus</u>	<u>Bay College West Campus</u>
Telephone:	906-217-4150	906-302-3016
Fax:	906-789-6926	906-779-0922
E-mail:	<a href="mailto:bcbkstr@baycollege.edu">bcbkstr@baycollege.edu</a>	<a href="mailto:bcbkstr@baycollege.edu">bcbkstr@baycollege.edu</a>

## FOOD SERVICE

Students, faculty and staff may purchase healthy meals and snacks at Cafe' Bay located in the Student Service building on the Escanaba Campus. The staff at Cafe' Bay keep up with current trends and serve the Bay College community in a friendly, welcoming manner.

Catering services are also available on campus. You can find Cafe' Bay's catering menu online on the Bay College website. Click Facilities/New & Events, then Escanaba Facilities to view the catering menu.

Vending and limited food service is also available at the West Campus Bookstore.

## HOUSING

Bay de Noc Community College has apartment facilities, at the Escanaba campus only, for 100 students. The college apartments are located on the north end of the campus near the College Avenue 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. Availability of two-person apartments is limited.

The application deadline for student housing is June 15th. A housing deposit is required with your application. The housing office is located in Student Services.

### Student Housing Accommodations

Student Housing accommodations will be provided to afford equal access for qualified students with documented disabilities in compliance with state and federal laws. It is the responsibility of the student to inform the College that they have a disability and that they are requesting a Student Housing accommodation. A student seeking a Student Housing accommodation must submit a written request for the accommodation along with diagnostic documentation to the Director of Student Life at the same time the student submits his/her housing application. If adjustments to accommodations are needed once the semester has begun, the student should submit this request, with appropriate justification, to the Director of Student Life as soon as possible.

The request should be sent to:

Mr. Doug Kendrick  
Student Life Office  
Escanaba Campus, Room 512  
(906) 217-4031  
kendricd @ baycollege.edu

The written request for a Student Housing accommodation should include:

- The student's name, student number, current address and telephone number;
- A description of the disability for which an accommodation is requested;
- An explanation of how the disability impacts the student's housing needs; and
- A written description of the accommodation requested.

The diagnostic documentation submitted must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated and signed and include the name, title and professional credentials of the evaluator, including information about license or certification. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the College has the discretion to require additional documentation. Any cost incurred in obtaining additional documentation when the original records are inadequate is borne by the student. If the documentation is complete but the College desires a second professional opinion, the College bears the latter cost. In general, it is not acceptable for such documentation to include a diagnosis or testing performed by a member of the student's family.

Prior to making a determination of whether to grant the accommodation, the Director of Student Life may consider all of the following: the relationship between the accommodation requested and the documented disability; the objectives of the Student Housing community in which the student is eligible to live; what accommodations would effectively facilitate the student's participation in the Student Housing program and community; and the extent to which the student's condition limit his or her opportunity to participate in other college activities. The Director of Student Life may consult with the student, and anyone else the Director believes may have information that assists with making a determination. The Director of Student Life shall inform

the student in writing of the decision, as well as the information upon which the decision was based. Students who are not granted their requested accommodations through this process have the opportunity to appeal the decision. The appeals procedure is available on the College website.

## **STUDENT FINANCIAL ACCOUNTS OFFICE**

The Student Accounts Office is located in the Besse Center. Student Accounts accepts payment for tuition, housing and other service fees. Students may send payments via U.S. mail to Bay College, ATTN: Student Accounts, 2001 North Lincoln Road, Escanaba, MI 49829. Tuition payments can also be made in person at the West Campus Student Services desk during normal business hours or online at the “myBay” portal, select “Students Billing”, and then select “My Account Balance”. Online payment options include “Pay in Full” or “Enroll in Payment Plan”.

As a service to students, an ATM machine is located in the Student Center. Also, the Student Accounts Office will cash a student’s personal check up to \$20.

## **STUDENT COMPUTING SERVICES**

The Student Computing Center (SCC), located in the Joseph Heirman University Center, provides students and faculty access to an eight-room, centralized environment which houses 180 computer work stations. Over 30 computers are available on a drop-in basis for students during operational hours. Bay College West SCC houses 25 workstations for general use. The SCC includes a testing center for select on-campus courses, IT web courses, and for courses offered through the Michigan Community College Virtual Learning Collaborative. The Center provides overflow administration of the COMPASS placement test and exams requiring proctoring.

## **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.

## **WEATHER/EMERGENCY 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 judgment, extreme conditions affect the majority of currently enrolled students, classes may be postponed or cancelled. In such an event, students will be notified of the campus closure or postponement via the BayAlert System, local radio and television stations, announcement on the College’s phone system greeting, an e-mail to Bay College e-mail accounts, and a message posted on the College’s webpage and myBay portal.

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.

## **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 Escanaba switchboard for help at 906-786-5802 or the Iron Mountain switchboard at 906-774-8547.

# Student Activities

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## STUDENT ACTIVITIES PROGRAM

The Student Activities program at Bay de Noc Community College is a very important part of college life. Activities and events planned by the various 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. The College Student Activities program is funded through collection of the student development fee. All students are required to pay the \$2.00 per contact hour (up to 12 contact hours) student development fee per semester.

## YMCA MEMBERSHIP FOR BAY DE NOC COMMUNITY COLLEGE STUDENTS:

Bay de Noc Community College students enrolled in six contact hours or more are given access to the YMCA. Below are the open hours:

### Fall/Winter

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

Saturday: 7:00 AM-10:00 PM

Sunday: 12:00 Noon-7:00 PM

### Summer (Memorial Day - Labor Day)

Monday-Friday: 9:00 AM-10:00 PM

Saturday: 7:00 AM-5:00 PM

Sunday: Closed

Students must present their Bay I.D. card in order to be admitted to the YMCA.

Please note that access privileges extend to currently enrolled students during the semester they are enrolled. Between semesters, students may purchase short term memberships from the YMCA.

The YMCA offers child care services for Bay de Noc Community College students on a limited basis. Contact the YMCA for more specific information at 906-789-0202.

## CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) plans a wide variety of activities for both the campus and the community. These include comedians, speakers, music acts, and special events among others. CAB is student run and advised by the Director of Student Life. Students interested in joining CAB should contact the Director of Student Life.

## STUDENT CLUBS AND ORGANIZATIONS

**ART CLUB** – The Art Club is a social organization committed to bringing students and great art and architecture together. The Art Club hosts a number of events each year. Trips may include day excursions for studio tours, hands-on workshops by visiting professional artists and weekend tours to museums and other sites.

**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.

**DRAMA-ADDICTS** – The Drama-Addicts, an on-campus theater group, presents two plays each year and periodically sponsors special events, speakers, and field trips.

**EARLY CHILDHOOD EDUCATION** – Is an opportunity that promotes professionalism in the Early Childhood Program and supports the enrichment of children's lives.

**EMBEMJEK** – An opportunity for Native American and non-Native American students interested in Native American culture and knowledge to network during their college career.

**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)** – PTK is the National Honors Society for community college students. Phi Theta Kappa provides academic growth programs and scholarships opportunities for Bay students who have earned a 3.2 GPA or higher.

**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. Students travel to an inter-collegiate conference annually. The club is normally active in the winter.

**TRAVEL CLUB** – The Travel Club coordinates an international tour every other year. Tour enrollees participate in fundraising activities and cultural workshops.

**STUDENT NURSE ASSOCIATION** – The Student Nurse Association is for students enrolled in Bay's LPN and ADN programs. This organization promotes leadership, scholarship and health promotion activities within the Bay College community.

**BAY WATER ASSOCIATION** – This 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 Director of Student Life in the Student Center. Most student activities programs take place during the fall and winter semesters.

# The Arts at Bay College

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A variety of exciting creative opportunities are available for students and the public at Bay College. While classes offer many selections in art, writing, theater, film and music, the College hosts many events to showcase the arts. Information about all college events can be found on the Bay College website.

## **ART – Gallery Shows**

With four art galleries, there's always something new and exciting to see at Bay College! In the Bonifas Building, the Hartwig Art Gallery offers a new exhibit each month which includes work from both national and local artists as well as faculty and students. The much larger Besse Center Galleries present new exhibits every two months, including theme shows, major artists, and each semester, the studio art students show. In the LRC entryway, another gallery shows work from students and faculty. Each semester a student exhibit is featured that includes a wide variety of drawing, painting, ceramics, photography and mixed media.

## **DRAMA – Theater**

The Drama department puts on two shows a year in the Besse Center Theater. Students are encouraged to get involved on stage, backstage or off-stage with the college plays. Participation is open to all students and includes an option of a theater practicum.

## **FILM – The Bay College Film Series**

The Bay College Film Series brings international, independent, and critically-acclaimed films to the Escanaba area. Movies are shown in the Besse Center Theater. The Film Series Info Line is 789-6936.

## **MUSIC**

The Bay Jazz Band and the Bay de Noc Chorale Society offer students a chance to participate in music in our area. The college sponsors "Strings on the Bay," during the summer months, with performances by professional, amateur, and student musicians. The college also offers a music series in the Besse Center Theater featuring a wide variety of styles and performers. Students with an interest in further developing their performance skills can enroll in applied music classes.

## **WRITING – Publications**

Bay College sponsors *Serendipity*, our literary magazine, which publishes a wide variety of student work from poetry and fiction to art and essays.

## **Writing Contests**

Bay College holds writing contests in both the fall and winter in conjunction with the state-wide LAND (the Liberal Arts Network for Development) Writing Contests. Winners receive monetary awards and are published.



# Bay College West

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A full range of student services (Admissions, Financial Aid, and Advising) is available at Bay College West, as well. For more information regarding these services, please call 800-221-2001, or 906-774-8547, ext. 3000. You may also check the Bay College West link on our website at [www.baycollege.edu](http://www.baycollege.edu).



## BOOKSTORE

Efollett offers bookstore services at Bay College West, with varying hours, based on the time of year. Students may pick up their textbook order, as well as purchase a variety of school supplies, Bay College apparel and food items. For more information, call 906-302-3016.

## CAMPUS SECURITY AND CRIME REPORT

Bay College West does not have a campus police or security department; however, crimes should be reported to a designated Campus Security Authority to ensure appropriate response and to aid in providing timely warning notices to the community, when appropriate. Campus Security Authorities are:

**Bay College West (906) 302-3000**  
Vice President (906) 302-3008  
Student Services Coordinator (906) 302-3010

## COMPUTER CENTER

Bay College West houses 25 computer workstations for student use. The Student Computing Center operates within a wide range of hours to insure we accommodate the needs of both students and faculty. The Center also provides a testing center for administering the COMPASS assessment and proctoring exams. To set testing appointments, please call (906) 302-3200.

## COUNSELING

Free personal and substance abuse counseling is available to students. Licensed counselors are available on a limited basis to work with students on a variety of concerns. All services are provided on a confidential basis.

## **PAYMENT ON STUDENT ACCOUNTS**

Students may make payments on their accounts, in person, Monday – Friday, 8 a.m. – 4:00 p.m. CST at the Bay College West, Student Services Desk. **Credit Card Acceptance Policy:** Credit card payments may be made on myBay, or in person at the Student Services Desk. Due to the growing threat of credit card fraud, for your protection and in accordance with current regulations, we are no longer able to accept credit cards payments by phone. As a service to students, the Student Services Desk will cash a student's personal check up to \$20.

## **REQUIRED FORMS**

A variety of student forms (i.e., Course Change, Application for Graduation, Change of Status, etc.) are available at the Student Services Desk, or in the brochure rack, located near the main entrance.

## **STUDENT SUCCESS CENTER**

The Student Success Center provides academic assistance to all students. The SSC is a great place for students to study, catch up on homework and to access computers for academic use. Hawkes, (math courseware) and ModuMath, (math practice software), are available in the Center for students to complete homework assignments and brush up on their math skills. The Center also provides free tutoring in any course upon request. Our staff has a diverse background and can offer help in a variety of disciplines including Math, English, and Computers. There is always somebody here that can help - come by and meet the staff in the Student Success Center in Room 221.

## **DISABILITY SERVICES**

Disability-related accommodations and services are provided through the Academic Support Services at Bay College West, room 211. If you are a student with a disability and think you may require disability-related accommodations or services, please contact the office at (906) 302-3004. We strive to reduce the impact of a disability on a student's opportunity to learn and participate in campus life. At the college level it is each student's responsibility to self identify their need for accommodations by completing the Accommodation Request Form and by meeting with Coordinator of Academic Support Services. Reasonable and effective accommodations and services will be provided to students in accordance with federal, state, and Bay de Noc Community College guidelines.

## **TRiO STUDENT SUPPORT SERVICES**

The TRiO Student Support Services program's goal is to increase the college retention and graduation rates of its participants, and to facilitate the transfer of its participants to four-year colleges and universities. TRiO participants may receive peer and professional mentoring, assistance with study skills, career advising, and financial literacy, in addition to opportunities to attend cultural events and visit four-year schools. For more information, contact the Bay College West TRiO liaison at (906) 302-3004.

## **SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction (SI) is an internationally recognized academic support program that targets traditionally difficult courses. Students come together in regularly scheduled study sessions to compare notes, discuss course materials, develop creative study tools, practice problem solving, and prepare for exams. These sessions are facilitated by trained SI Leaders that attend the course sessions and prepare study materials for use during SI sessions. SI is a great tool to help you learn course material with fellow students and is just one more program that Bay has implemented to provide you the opportunity to succeed. Check to see if any of your courses have a SI section available! If you have any questions about SI, contact the Academic Support Services Coordinator at (906) 302-3004.

# M-TEC at Bay College

## Business and Community Services

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Bay de Noc Community College recognizes the need to support businesses and the community with extended educational services. The Michigan Technical Education Center (M-TEC) is the division of the College dedicated to workforce development and community services.



## **NON CREDIT PROGRAMS**

Our non-credit programs are instructor facilitated with most having no tests or grades. Delivery formats include:

### **Workforce Development Contract Training**

The M-TEC provides customized business solutions through contracted training. M-TEC staff works directly with an employer to assess training needs, adapt training to meet the organizational objectives and deliver training according to the employer's schedule. Training can be delivered at company site, a Bay College facility or other employer designated location.

M-TEC's list of partial trainings include, but are not limited to: Nurse Aide Training, Blue Print Reading, CNC Operator Training, Harassment Prevention in the Workplace, Teamwork Building, Hydraulics (Basic & Advanced), ISO Internal Auditor, Lean Manufacturing, MIOSHA, Microsoft Office Applications, Robotics (Basic & Advanced), Confined Space, Electrical, Fall Protection, MSHA 8 and 24 Hour, OSHA, Rigging & Lifting, Welding (training and certification).

### **Professional Continuing Education and Personal Enrichment**

The M-TEC offers a wide variety of professional continuing education and personal enrichment workshops. Continuing Education Units (CEUs) are awarded for enrollment in many of the non-credit workshops. The CEU is a nationally recognized standard unit of measure for substantive, non-degree learning experience which meets certain professional criteria. State and Nationally recognized CEUs for individuals seeking to upgrade or maintain their professional credentials may also be available.

M-TEC's list of professional CE and personal enrichment workshops include, but not limited to: Essentials in Human Resource Management, MIOSHA Training Institute (MTI) Level I and II, Healthcare Professional Workshops, Lean Manufacturing, Supervisory Skill Building, Microsoft Office Applications (Access, Excel, PowerPoint, Word), Time Management QuickBooks, Photography, Photoshop Elements, Adult Learner Computers Classes plus more.

### **Conferences and Seminars**

The M-TEC presents annual conferences and seminars each year: Safety and Workplace Health Conference, Dental and Optometry Seminars, and the Financial Security Seminar are held annually.

### **Online**

Many professional development and enrichment courses are available through instructor facilitated online courses. In addition, Online Career Training courses are available providing skills necessary to acquire professional positions in many in-demand occupations.

## **OTHER SERVICES AVAILABLE AT M-TEC**

### **Facility Rental**

The M-TEC has classrooms, lab space, and an 18 station computer lab available for your next company conference or retreat. Audio/visual equipment and catering services can also be arranged.

### **Testing Services**

M-TEC, in partnership with ServSafe, ASE (Automotive Service Excellence), Prometric, PAN – A TALX Company, National Health Career Association (NHA), and the International Council for Machinery Lubrication (ICML), provides certification and licensure testing.

# Policies

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## ACADEMIC INTEGRITY

### Policy

Bay College provides 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
  - The work of another may not be submitted to meet the requirements of a course.
  - A paper may not be submitted to meet the requirements in two different courses without specific permission of both instructors.
  - A laboratory experiment or the report of an experiment may not be falsified.
- c. Dishonesty in Examinations
  - 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
  - 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
  - Misusing, mutilating, hiding, or stealing library materials;
  - Altering or misusing computer programs or equipment;
  - Interfering with the rightful computer access of others;
  - Hiding or altering another student's work.
- f. Falsifying records
  - 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 and network
  - 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, or evaluations.
- d. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

I. 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.

II. 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:

- a. Failing the student for the particular assignment
- b. Failing the student for the course
- c. Referring the student and the incident to the Vice President for Instruction and Student Learning for further disciplinary action.

III. Appeal Process:

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

## STUDENT CONDUCT AND DISCIPLINE

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 de Noc Community 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, dagger, dirk, stiletto, or knife with a blade over 3 inches in length, 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, including copyright laws.
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 affect 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 of 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 of 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 of 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 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 of 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 of 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.

#### **B. Student Formal Hearing Procedures**

1. The Vice President of Student Services, or his/her designee, shall convene the 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 Committee has the right to reasonably control the presentation of evidence and the examination and cross-examination of witnesses.
  - b) The Vice President of 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 Committee. "Established by a preponderance of the evidence" means that the Vice President of Student Services must persuade the committee that it is more probable than not that the charges are true. The Dean has the initial burden of producing evidence to prove each charge. The Vice President of Student Services must present the evidence in support of the charges first, and then the student must present evidence to refute the Vice President of 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 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 of 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 of 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. Student Formal Hearing 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.

## CAMPUS SECURITY AND CRIME REPORT

Bay College cooperates with the local department of public safety for campus safety and security. Additional security may be retained to monitor special events or unusual circumstances occurring on campus. All students, employees, and guests are to promptly and accurately report criminal incidents, accidents, and other emergencies to Public Safety by dialing 911.

Bay College does not have a campus police or security department; however, crimes should be reported to a designated Campus Security Authority to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. Campus Security Authorities are:

### **Escanaba Campus (906) 786-5802**

Vice President of Student Services	ext 4068	Student Services Bldg.
Vice President for Administrative Services	ext 4023	Catherine Bonifas Bldg.
Coordinator of Student Life/Housing	ext 4031	Student Services Bldg.
Director of Human Resources	ext 4049	Catherine Bonifas Bldg.
Contact Administrator	906-217-1111	

### **West Campus (906) 774-8547**

Vice President, Bay College West	ext 3008
Student Services Coordinator	ext 3010

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authority, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued through the college's emergency communication system. Students are encouraged to register to receive a Bay Alert message regarding campus closures due to an emergency, severe weather or mechanical failure. See the myBay portal for registration information.

## Security Awareness and Crime Prevention

While Bay College is virtually crime free, it remains in the best interest of all to abide by common sense security precautions. In any community with over 2,000 members, there will be a small percentage that will engage in book or purse theft or the theft of materials left in unsecured vehicles. As in any public place, one should always keep an eye on personal belongings.

In that same regard, one should be aware of his or her surroundings and avoid taking unnecessary risks. While the College is virtually crime free, it is pointed out that we have an open campus during the day and early evening. It is wise to use the same care and caution that one would exercise in any public place when thinking of one's personal safety.

### **Basic Personal Protection Measures**

- Walk in well-lighted areas; avoid dark shortcuts and don't walk alone after dark if at all possible.
- Be aware of your surroundings and walk with confidence.
- Avoid hitchhiking and don't pick up hitchhikers.
- Lock your doors and keep valuables out of sight. This includes both office and vehicles. Know where your keys are at all times.
- Report all thefts, regardless of value; report suspicious persons or activities to College security officials or your local law enforcement officials.
- Be aware of the closest outside exit in the event of an emergency.

## Annual Security Report

The College prepares an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest and referral statistics reported to designated campus security officials and local law enforcement agencies are contained within this report. The report is available on the college's web-site at [www.baycollege.edu](http://www.baycollege.edu), select "Campus Safety". A copy of the report may also be obtained at the office of the Vice President of Student Services.

## **SUBSTANCE ABUSE POLICY AND PROCEDURE**

The following information is presented in accordance with the Drug-free Schools and Communities Act Amendments of 1989.

### **Standards of Conduct**

It is the policy of Bay de Noc Community College that the transportation, possession or consumption of an alcoholic beverage or a controlled substance on college property is prohibited.

### **Legal Sanctions**

Students who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, suspension from the college, and/or prosecution under the law. Any person who illegally sells, provides, transports, possesses or consumes alcoholic beverages or controlled substances on college property may face immediate arrest and prosecution under applicable federal, state and local laws. Penalties under these laws may include fines, imprisonment or both.

### **Health Risks**

Illegal use of alcohol or controlled substances can result in illness, injury or death.

### **Available Counseling and Treatment Programs**

All students and employees will have access to substance awareness workshops, seminars, and classes offered at the college. A student or employee who voluntarily seeks assistance to overcome substance abuse problems will receive counseling services on a confidential and non-punitive basis. When necessary, referral will be made to a community agency for assessment, prescribed treatment, and follow-up.

Treatment programs are available at the following agencies:

Delta County Alcohol and Other Drug Services	(906) 786-9639
Dickinson County Coordinating Agency Assessment Services	(906) 779-1999
Marquette General Hospital	(800) 562-9753

Students and employees participating in counseling or a prescribed program are not exempt from college policies, procedures or rules.

### **Disciplinary Sanctions**

Students and employees who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, suspension from the college, and/or prosecution under the law.

## **INFORMATION TECHNOLOGY POLICIES**

Bay de Noc community College students are required to read, understand, and accept three Board of Trustees policies:

1050	Internet and Computer Acceptable Use Policy
1051	Peer-to-Peer File Sharing Policy
1052	Password and Account Policy

These policies are located on myBay under Current Students > Forms, Docs, Policies > Information Technology Policies.

These policies protect student electronic information, define access to resources, and guide student activity online in compliance with state and federal law, as well as Bay College guidelines and procedures.

### **Non-Compliance Penalties**

Penalties for violation of any of the above policies will vary depending on the nature and severity of the violation. Penalties may include:

- Disciplinary action as outlined in the College catalog;
- Civil or criminal prosecution under applicable state and federal law(s).

### **United States Copyright Law**

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship," including text and content, images, computer software, motion pictures, and music. Unauthorized copying or downloading of copyrighted material is in violation of U.S. copyright laws. You may not copy or redistribute copyrighted software,

music, or other information and you may not attempt to override copy protection on commercial software. For more information on copyright and fair use provisions, go to the Bay College Library web site (<http://library.baycollege.edu>).

## More Information

More information about Bay College's policies is available on myBay > Current Students > Forms, Docs, Policies.

## REFUND APPEALS

If a course is cancelled, students will receive an automatic refund.

If a student experiences extenuating circumstances related to tuition, payments, refunds, financial forgiveness, etc., that warrant further review, he/she has the option to send a letter of appeal to the Vice President of Student Services. The letter should include the circumstances, a detailed request, and supporting documentation. Appeals are reviewed by an Appeals Committee and written responses are sent explaining the decision and any specific circumstances.

## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Bay de Noc Community College Board of Trustees is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability or other protected status. Accordingly, discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability or other protected status is prohibited at Bay de Noc Community College. This prohibition extends to the entire campus community, including but not limited to, the College's administration of its admission, financial aid, employment, and academic policies, as well as the College's athletic programs and other college administered programs, services and activities. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, and employee training and development. The College also does not permit any person or entity using its facilities for commercial purposes to engage in unlawful discrimination. This policy is intended to be consistent with the provisions of applicable state and federal laws and other College policies. All employees and students are responsible for ensuring a work and educational environment are free from and prohibit discrimination and harassment. Employees and Students have an obligation to report violations of this Policy. The Bay de Noc Community College Board of Trustees also expressly prohibits retaliation against any employee or student who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment in the workplace, or opposes a discriminatory practice which is prohibited by this policy. No employee or student bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment or educational consequences based upon such involvement or be the subject of other retaliation.

### Student Disability Discrimination/Harassment

Any student who believes that he/she has been subjected to discrimination or harassment by the College, or one of its employees, on the basis of a disability, as specified above, shall promptly report the matter to the Director of Student Success Office:

**Mr. Chris Fries**  
**Learning Resource Center**  
**Escanaba Campus, Room 819**  
**(906) 217-4017**  
[sso@baycollege.edu](mailto:sso@baycollege.edu)

All complaints of discrimination or harassment on the basis of a disability made to the Director of Student Success shall be handled in accordance with the Student Grievance and Appeal Procedure outlined in Policy 1061 .3 1060.3 Student Non-Disability Discrimination/Harassment Any student who believes that he/she has been subjected to discrimination or harassment, other than on the basis of a disability, as specified above, shall promptly report the matter to the Vice President of Student Services:

**Mr. Matthew Soucy**  
**Escanaba Campus**  
**(906) 217-4068**  
[soucym@baycollege.edu](mailto:soucym@baycollege.edu)

The written complaint must contain the following information:

- The student's name, student number, address, and telephone number;
- The name of the individual the student believes has discriminated against him/her;

- A detailed description of the behavior which the student believes shows that he/she was discriminated against;
- A description of any action the student has taken to resolve the alleged discrimination;
- A list of the names of each and every individual the student believes to have witnessed the discriminatory activity.

The student shall sign the written complaint. Within five (5) business days of receiving the written complaint, the Vice President of Student Services, shall commence an investigation into the allegations included within the complaint. The investigation will include interviewing: the student, the accused and any witnesses identified. The investigation may also include reviewing any appropriate documentation and/or policies, and any other action(s) the Vice President of Student Services deems necessary to completing the investigation. To complete the investigation, the Vice President of Student Services will make a final determination on the merits of the complaint. The Vice President of Student Services will document in writing his/her findings and determination.

If the Vice President of Student Services determined that the complaint has merit, the following actions will be taken:

- The Vice President of Student Services will coordinate with the appropriate supervisor(s) and vice president(s) to determine what action is necessary to resolve the complaint and prevent a reoccurrence.
- The Vice President of Student Services will inform the student and the accused in writing of the findings and determination, and where appropriate, of the action to be taken.
- Appropriate discipline will be imposed where applicable, based upon the severity of the incident and the prior record of the accused. In the event that the penalty imposes less than termination of employment, the Anti-Discrimination/ Anti-Harassment Policy will be reviewed with the offender.
- The findings and determination, as well as the documented disciplinary action will be placed in the offender's personnel file.
- All documentation regarding the complaint and investigation will be maintained in a separate file. The College will discard this file three (3) years after the date of the findings and determination, unless litigation or charges have been brought related to the complaint and investigation.

In the event the Vice President of Student Services determined that the complaint is without merit, the following actions will be taken:

- The findings and determination will be discussed individually with the student and the accused. In addition, the individuals who need to know (in the opinion of the College) will be advised of the findings and conclusions.
- All references to the complaint will be removed from the personnel file of the accused.
- All documentation regarding the complaint and the investigation will be maintained in a separate file. The College will discard this file three (3) years after the date of the findings and determination, unless litigation or charges have been brought relating to the complaint and the investigation.

# Academic Requirements

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## GENERAL EDUCATION AND YOUR DEGREE

### A Message from the President Regarding General Education

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. The general education portion of your degree program provides you with broad skills which are considered critical in today's global economy: independent thought, critical thinking, responsible citizenship, knowledge of history and other cultures, appreciation of the arts, and a global perspective. These skills enable you to learn new job skills rapidly, which in the coming years will prove important as technology knowledge doubles weekly and human knowledge doubles yearly thus propelling significant changes in the workplace on a regular basis.

As a student at Bay College, you will develop these broad based skills. You will 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!



Laura Coleman, Ph.D.  
President of Bay de Noc Community College

## BAY DE NOC COMMUNITY COLLEGE'S GENERAL EDUCATION PHILOSOPHY

All associate degree graduates of Bay de Noc Community 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 THE COLLEGE'S GENERAL EDUCATION REQUIREMENTS WORK

By graduation, all associate degree students need to meet four outcomes that stem from the areas of Communication, Social and Behavioral Science, Humanities, and Mathematical Problem Solving and Critical Thinking. Each associate degree program is designed to include course work that meets all four 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.

# BAY COLLEGE GENERAL EDUCATION

All associate degree graduates of Bay de Noc Community 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.

By graduation, all associate degree students need to meet the General Education outcomes that stem from the categories of Communication, Mathematics, Natural Science, Social & Behavioral Science, and Humanities. Students are required to take approved courses from the following General Education Course list. 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.

## Five General Education Categories

1. **Communication**  
Demonstrate proficiency in communicating effectively by writing in standard English. Additional studies may include demonstrating proficiency in communication through written, oral, or non-verbal messages and an understanding of the theoretical principles and practices of communication.
2. **Mathematics**  
Develop problem-solving techniques by using mathematical formulas and critical thinking skills.
3. **Natural Science**  
Demonstrate broad contemporary knowledge about a natural scientific field, the process of science, and the ability to apply scientific reasoning.
4. **Social & Behavioral Science**  
Develop social awareness and responsibility through understanding national and global issues.
5. **Humanities**  
Develop social awareness of how society and culture interplay in artistic expression and enrichment.

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## Associate in Arts Degree

Associate in Arts (AA) students will take two Communication courses (ENGL-101 required), one Mathematics course, a Natural Science course with a lab, two Social & Behavioral Science courses, two Humanities courses, and two additional courses. The additional courses may be from any of the five GE categories, but must be from separate categories. Completing the General Education requirements will satisfy MACRAO provided you follow the MACRAO requirements listed on p.65 of the catalog when choosing courses within each category.

A minimum of 38 general education credits will be taken. If more than the ten courses shown below are taken to achieve the 38 credit minimum, the additional courses may be taken from any of the five general education categories.

See list of General Education Courses for specific courses that fulfill each category

General Education Category	Courses
Communication	2 (ENGL-101 required)
Mathematics	1
Natural Science	1 (with a lab)
Social & Behavioral Science	2
Humanities	2
Additional	2 additional courses taken from any of the five general education categories (but from separate categories)
TOTAL CREDITS                  Minimum 38	

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## Associate in Science Degree

Associate in Science (AS) students will take two Communication courses (ENGL-101 required), one Mathematics course, two Natural Science courses with a lab, two Social & Behavioral Science courses, and two Humanities courses. Completing the General Education requirements will satisfy MACRAO provided you follow the MACRAO requirements listed on p. 65 of the catalog when choosing courses within each category.

A minimum of 30 general education credits will be taken. If more than the nine courses shown below are taken to achieve the 30 credit minimum, the additional courses may be taken from any of the five general education categories.

See list of General Education Courses for specific courses that fulfill each category

General Education Category	Courses
Communication	2 (ENGL-101 required)
Mathematics	1
Natural Science	2 (with a lab)
Social & Behavioral Science	2
Humanities	2
TOTAL CREDITS      Minimum 30	

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## Associate in Applied Science Degree

Associate in Applied Science (AAS) students will take one Communication course (ENGL-101 required), one Mathematics or Natural Science course, and one Social & Behavioral Science or Humanities course. Two additional courses will be taken. These additional courses are required from any of the five GE categories provided that no more than two courses are taken from each of the three combined areas (Communications, Mathematics/Natural Science, and Social & Behavioral Science/Humanities).

A minimum of 18 general education credits will be taken. If more than the five courses shown below are taken to achieve the 18 credit minimum, the additional courses may be taken from any of the five general education categories.

See list of General Education Courses for specific courses that fulfill each category

General Education Category	Courses
Communication	1 (ENGL-101 required)
Mathematics/ Natural Science	1
Social & Behavioral Science/ Humanities	1
Additional	2 additional courses but no more than two courses total from each of the three combined areas
TOTAL CREDITS      Minimum 18	

## GENERAL EDUCATION COURSES

Honors designated versions of these course numbers also apply in this listing.  
Example: ANTH-201 and ANTH-201H.

### Communication

3	COMM-103	Interpersonal Communication
4	COMM-104	Public Speaking
3	COMM-120	Small Group Process
4	ENGL-101	Rhetoric and Composition *+
2	ENGL-102	Research Writing *
3	ENGL-145	Technical and Report Writing *

\* Meets the MACRAO Composition requirement

+ Required for all degrees

### Mathematics

3	BUSN-177	Mathematics of Business **
4	MATH-105	Intermediate Algebra **
4	MATH-106	Technical Algebra and Trigonometry **
4	MATH-107	Liberal Arts Mathematics ***
4	MATH-110	College Algebra
3	MATH-111	Trigonometry
4	MATH-125	Technical Algebra & Trigonometry II **
4	MATH-130	Math for Elementary Teachers I ***
5	MATH-141	Analytical Geometry and Calculus I
5	MATH-142	Analytical Geometry and Calculus II
4	MATH-210	Introduction to Statistics
4	MATH-225	Technical Calculus
5	MATH-243	Analytical Geometry and Calculus III
3	MATH-244	Differential Equations
3	MATH-250	Introduction to Linear Algebra

\*\* AAS degrees only

\*\*\* AA or AAS degrees only

### Natural Science

4	BIOL-103	Essential Biology
4	BIOL-104	Human Biology
4	BIOL-107/108	Environmental Science & Lab
4	BIOL-110	Evolution and Diversity
4	BIOL-112	Cells and Molecules
4	BIOL-200	Plant Biology
4	BIOL-202	Plants and Animals
4	BIOL-213	Anatomy and Physiology I
4	BIOL-214	Anatomy and Physiology II
4	BIOL-220	Animal Biology
4	BIOL-226	Microbiology
4	BIOL-255/256	Genetics & Lab
4	BIOL-270/271	Ecology & Lab
4	CHEM-103	Essential Chemistry
4	CHEM-107	Human Chemistry
5	CHEM-108	Technical Chemistry
5	CHEM-110	General Chemistry I
5	CHEM-112	General Chemistry II
4	CHEM-201	Organic Chemistry I
4	CHEM-202	Organic Chemistry II
4	GEOG-110	Physical Geography
4	PHYS-103	Conceptual Physical Science
4	PHYS-201	Elements of Physics I
4	PHYS-202	Elements of Physics II
5	PHYS-205	Engineering Physics I
5	PHYS-206	Engineering Physics II

### Social & Behavioral Sciences Courses

4	ANTH-201	Introduction to Cultural Anthropology
3	ECON-120	Personal Finance
3	ECON-131	Macroeconomics
3	ECON-132	Microeconomics
4	EDUC-202	Educational Psychology
3	GEOG-102	Introduction to Geography
3	GEOG-125	World Regional Geography –Developed World
3	GEOG-126	World Regional Geography –Developing World
4	HIST-101	Western Civilization to 1600
4	HIST-102	Western Civilization 1600 to Present
4	HIST-211	U.S. History to 1865
4	HIST-212	U.S. History 1865 to Present
4	HIST-220	Michigan History
3	HIST-224	Native American History
3	LEAD-200	Introduction to Leadership
3	PHIL-230	Introduction to World Religions
4	POLI-110	Comparative Government and Politics
4	POLI-111	American Government
4	POLI-201	International Relations
4	POLI-262	State and Local Government
4	PSYC-201	Introduction to Psychology
4	PSYC-206	Social Psychology
4	PSYC-210	Psychology of Learning
4	PSYC-220	Developmental Psychology
4	PSYC-280	Abnormal Psychology
3	SOCY-103	Cultural Diversity
4	SOCY-151	Sociology
3	SOCY-205	Juvenile Delinquency and Justice
3	SOCY-206	Sociology of Death and Dying
4	SOCY-207	Social Problems
4	SOCY-208	Marriage and the Family
3	WGST-200	Intro to Women's & Gender Studies

### Humanities

4	ANTH-201	Introduction to Cultural Anthropology
3	ARTS-163	Theater Appreciation
4	ARTS-204	Art History I
4	ARTS-207	Art History II
4	COMM-201	Mass Communication & Popular Culture
4	COMM-225	Intro to Film: History and Interpretation
4	CJUS-240	Approaches to Ethics in Criminal Justice
3	ENGL-150	Introduction to Literature
4	ENGL-200	American Literature
4	ENGL-203	Shakespeare
4	ENGL-205	World Literature
4	ENGL-208	Writing Poetry and Short Fiction
4	ENGL-209	Writing Creative Non-Fiction
4	ENGL-210	British Literature
4	ENGL-211	Women's Literature
4	ENGL-280/281/282	Special Topics in Literature
4	FREN-111	French I
4	FREN-112	French II
4	GRMN-101	German Language and Culture I
4	GRMN-102	German Language and Culture II
4	HIST-101	Western Civilization to 1600
4	HIST-102	Western Civilization 1600 to Present
4	HIST-290	Contemporary European Culture
4	MUSC-153	Music Appreciation
4	PHIL-201	Introduction to Western Philosophy
4	PHIL-202	Introduction to Asian Philosophy
4	PHIL-203	Introduction to Biomedical Ethics
4	PHIL-204	Approaches to Ethics
3	PHIL-230	Introduction to World Religions
4	SPAN-101	Spanish I
4	SPAN-102	Spanish II
4	SPAN-220	Spanish III
3	WGST-200	Intro to Women's & Gender Studies

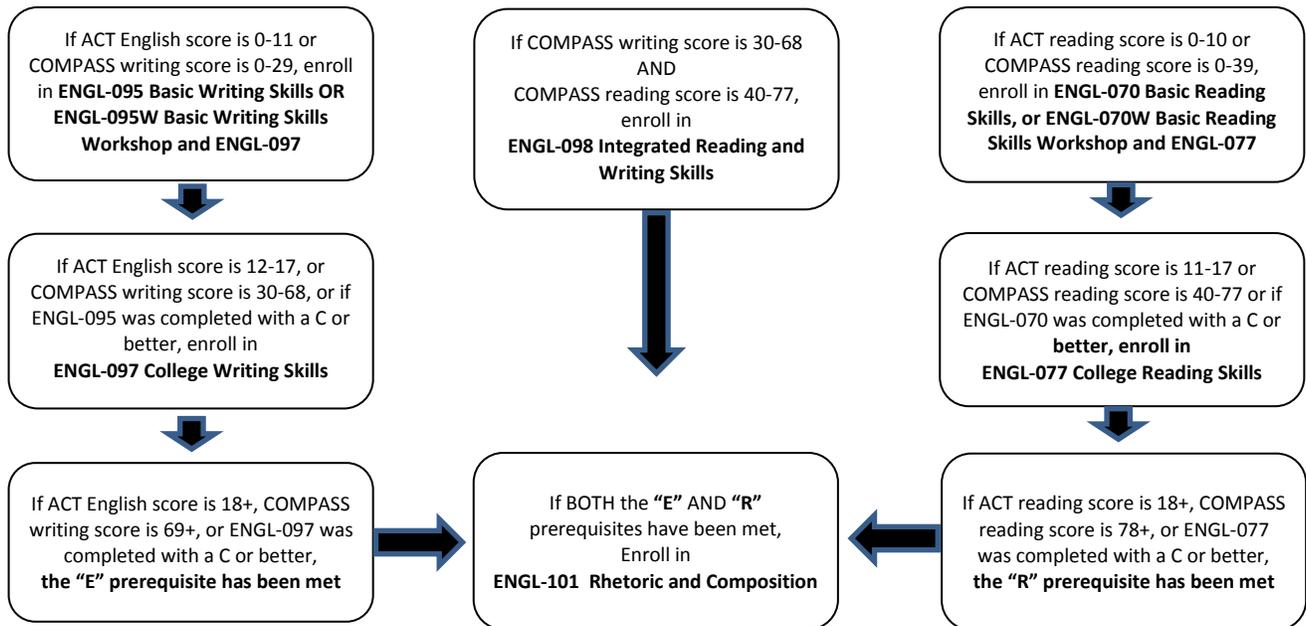
### Take from two different disciplines

## Course Selection Flow Charts

When selecting courses, students need to consider the progressive flow of courses based on placement test scores and course prerequisites. Students should contact their Academic Advisors for assistance.

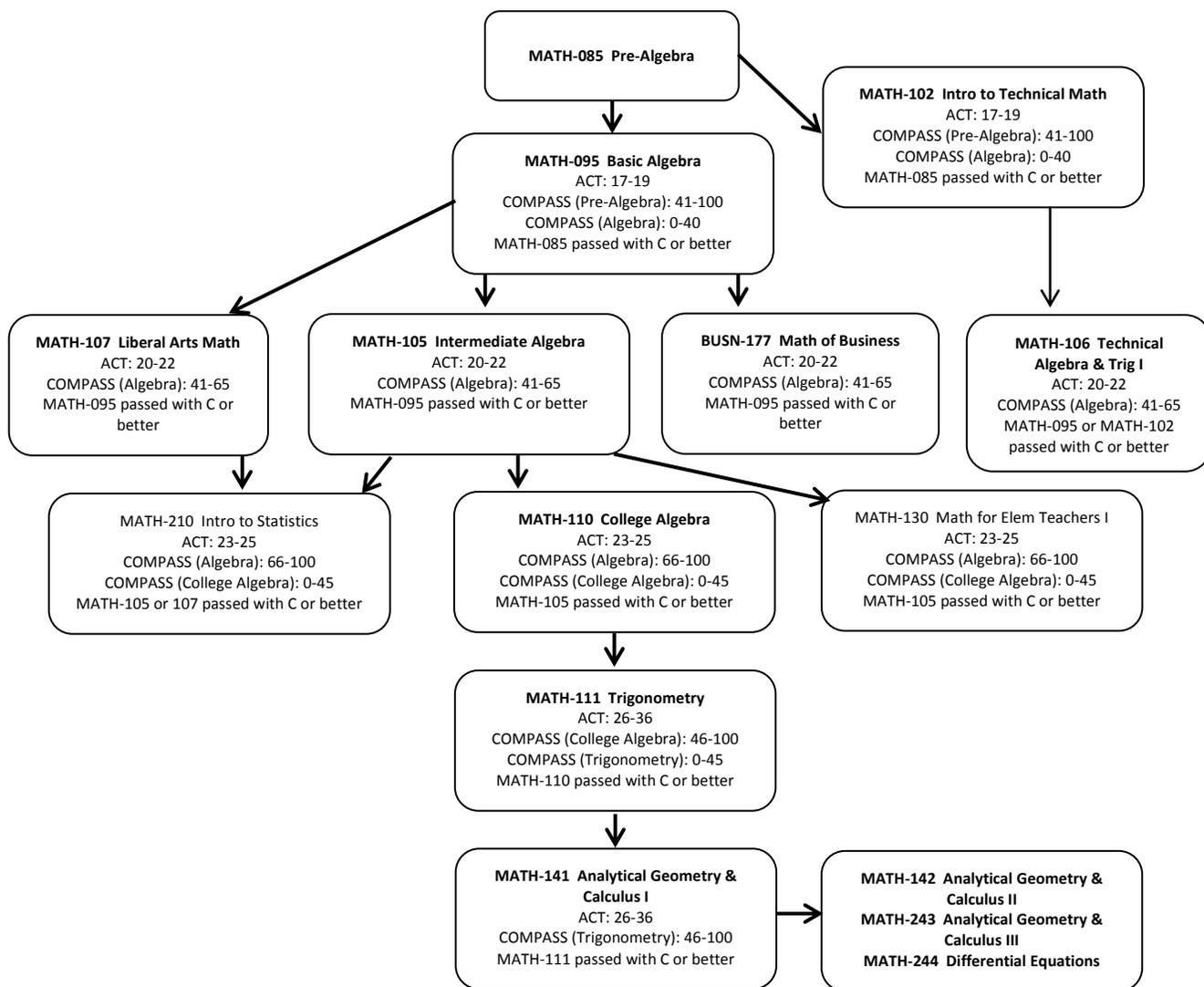
### Writing and Reading Prerequisite

Students need to meet the E and R prerequisites in order to take ENGL-101 Rhetoric and Composition, which is required for all degrees. This flow chart indicates the order of courses needed to meet the E and R prerequisites and to prepare for ENGL-101. Students should match their ACT or COMPASS score to the appropriate box and work from the toward their goal.



## Math Flow Chart

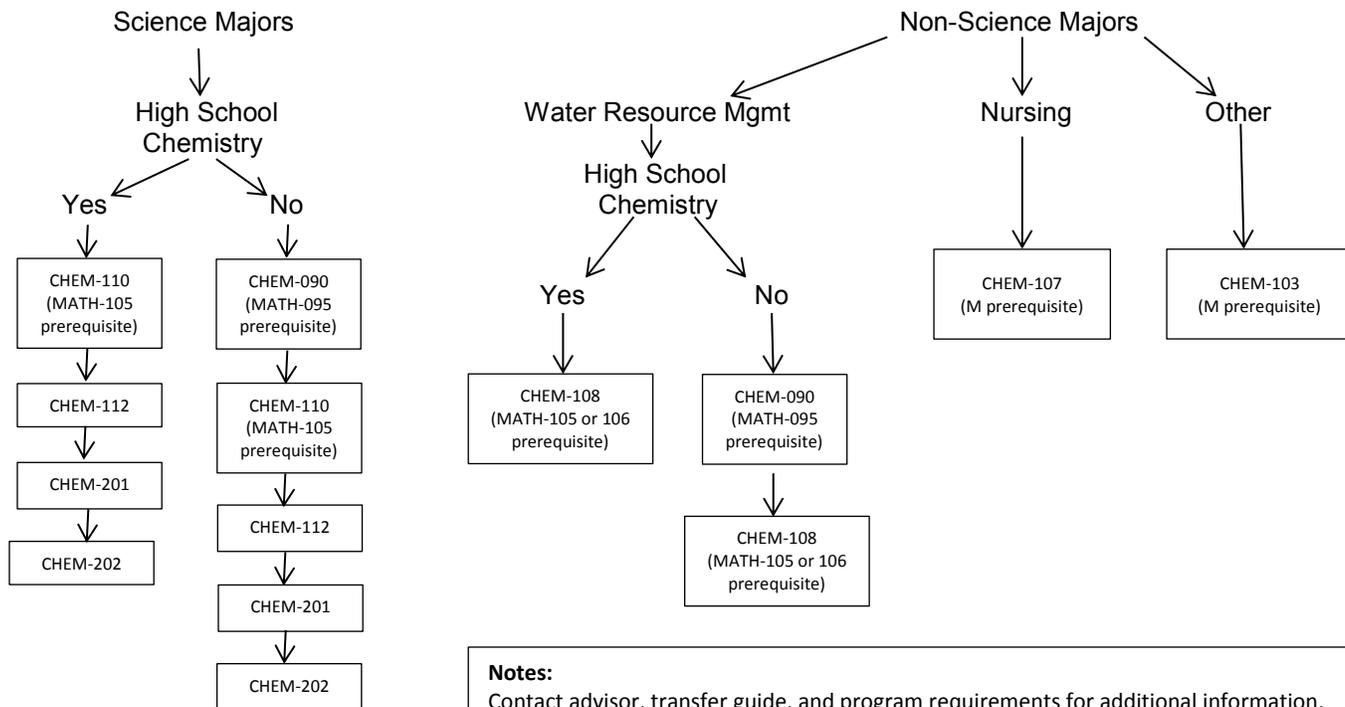
Students need to meet the M prerequisite in order to take the appropriate math course(s) for their degree. This flow chart indicates the order of courses needed to meet the M prerequisite, and the progression of courses needed to take higher math courses. Students should match their ACT or COMPASS scores to the appropriate box and work from there toward their goal.



## Science Flow Charts

Students need to work with their Academic Advisors to determine which science courses to take. Prerequisites for science are based on high school courses taken; E, M, and R prerequisites; and specific course prerequisites. These flow charts show the basic sequence of science courses.

### CHEMISTRY



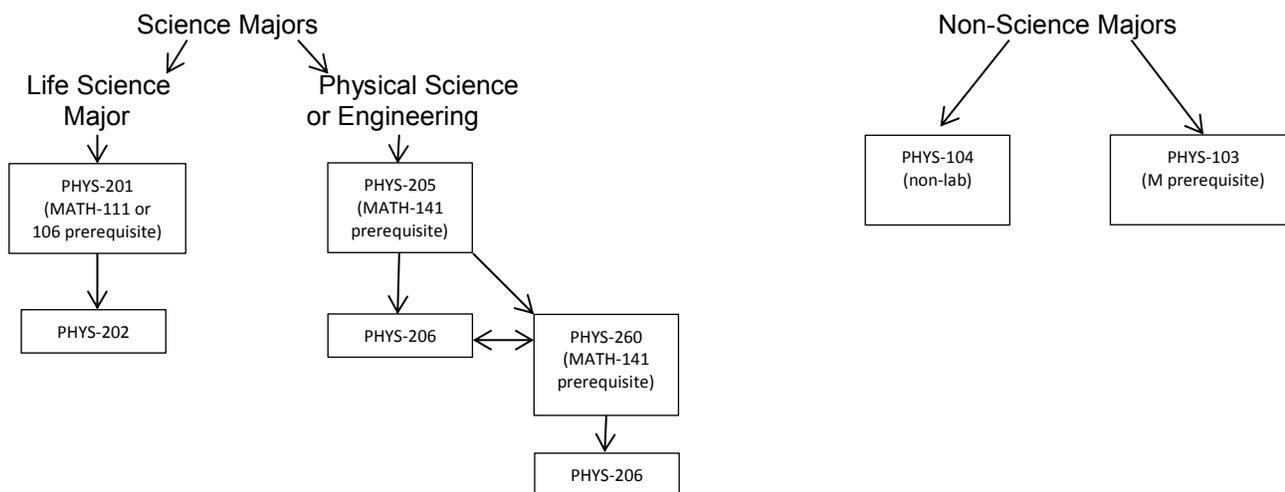
**Notes:**

Contact advisor, transfer guide, and program requirements for additional information. Some engineering majors may take CHEM-108 instead of CHEM-110. Contact advisor for specifics.

Water Resource Management students planning to transfer to a University should take CHEM-110/112 instead of CHEM-108.

Non-science majors are welcome to take any of the courses listed under Science Majors on the chart if they meet the prerequisites.

### PHYSICS





# General Transfer Information

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## GENERAL TRANSFER INFORMATION

Bay de Noc Community 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. To assist students in selecting appropriate classes, transfer guides and course equivalencies information is 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 Career Advisor for assistance in interpreting these instruments. The Career Resources Room has college catalogs, videos and computers for students to use in their research. 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? Explore and visit college campuses. 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 has no equivalent, so it may be to your advantage to transfer early. Other universities encourage or require both a Bay College 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, your faculty advisor, and your transfer institution.

### How?

All institutions have required application forms for admission, financial aid and housing. There are also deadlines and application fees. 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.

## 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 in your chosen program.
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. Schedule a visit and tour university campuses early. 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 on the transfer college/universities website. 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 College and any other colleges you may have attended, ACT scores, AP or CLEP 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.

## 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.

### Coursework

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

6 semester hours in English Composition (ENGL-101 and ENGL-102 or ENGL-145)

8-9 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.

8-9 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.

8-9 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 will have "MACRAO Transfer Agreement Satisfied" on his/her transcript.

**At Bay College, all courses used to satisfy MACRAO must have a grade of "C" or better.**

### 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](http://www.macrao.org).

### MACRAO Resources for Transfer Students

Resources available from the MACRAO website ([www.macrao.org](http://www.macrao.org)) include:

- Links to Michigan college and university homepages;
- Links to institutions with online admissions applications;
- Links to transfer guides and course equivalencies;
- The Michigan Uniform Undergraduate Guest Student Application;
- Dates of Transfer Fairs in Michigan; and
- A link to the Michigan Transfer Network, a MACRAO-sponsored site where students can search for transfer equivalency information. [www.michigantransfERNetwork.org](http://www.michigantransfERNetwork.org)

# Transfer Programs

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## ABOUT THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE TRANSFER DEGREES

The Associate in Arts (AA) and Associate in Science (AS) Transfer 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 the Michigan MACRAO Stamp for 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.

## COLLEGE/UNIVERSITY TRANSFER CURRICULA

Associate degree curricula representing the first two years of a four-year program have been designed for successful transfer to senior colleges and universities. Transfer guides are available on university websites for the following disciplines:

### Associate in Arts (AA)

- Anthropology
- Art, Art and Design
- Athletic Training
- Automotive Engineer Technology
- Automotive Management
- Communication
- Computer Science
- Construction Management
- Early Childhood Education
- Education
  - Elementary
  - Secondary
  - Special
- Engineering Management
- Engineering Technology
  - Electrical
  - Industrial
  - Manufacturing
  - Mechanical
- English
- Entertainment/Sports
  - Promotion
- Environmental
  - Health/Safety/Management
- Exercise/Sport Science
- Fire Science
- Geography
- Geology
- History
- Human Services
- Information Systems
- International Relations
- Journalism
- Law, Pre-Professional
- Legal Studies
- Liberal Arts
- Mathematics
- Music
- Nursing
- Philosophy

### Associate in Arts (AA) cont

- Political Science
- Psychology
- Public Administration
- Public Relations
- Recreational Management
- Social Work
- Sociology
- Speech Communication
- Surveying
- Theater
- Welding
- Women's & Gender Studies

### AA - Business Administration

- Accounting
- Business
- Business Administration
- Business Management
- Computer Information Systems
- Economics/Finance
- Health Care Administration
- Hospitality & Tourism Management
- Human Resource Management
- Management
- Management Information Systems
- Marketing

### AA - Criminal Justice

- Law Enforcement
- Corrections
- Homeland Security

### AA - Network Administrator

- Computer Network & Systems
- Network Computing

### Associate in Science (AS)

- Architecture
- Biology
- Botany
- Chemistry
- Forensic Chemistry
- Physics
- Zoology

### AS - Pre-Engineering

- Chemical
- Civil
- Computer
- Electrical
- Mechanical
- Paper

### AS-Pre-Biotechnology

- Biochemistry
- Biotechnology
- Genetics
- Molecular Biology

### AS - Pre-Natural Resources

- Ecology
- Environmental Science
- Fisheries & Wildlife Management
- Forestry
- Natural Resources

### AS - Pre-Professional Health

- Dentistry
- Medicine
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Veterinary Medicine

## ARTICULATION AGREEMENTS

The College has formal articulation agreements which provide a value-added component to a traditional transfer guide. In some cases, these articulated agreements allow for students to have a seamless admission into their chosen transfer degrees.

Bay College has formal agreements with the following colleges and universities:

Central Michigan University – Mount Pleasant, Michigan  
Davenport University—Grand Rapids, Michigan  
Finlandia University – Hancock, Michigan  
Franklin University – Columbus, Ohio  
Lake Superior State University – Sault Ste Marie, Michigan  
Northern Michigan University – Marquette, Michigan  
St. Norbert College – DePere, Wisconsin  
University of Wisconsin-Stevens Point – Stevens Point, Wisconsin

Articulation agreements/Transfer Guides have been established between the following Michigan Community Colleges and Bay College for entry into our A.A.S. in Water Resource Management:

Alpena Community College  
Glen Oaks Community College  
Gogebic Community College  
Grand Rapids Community College  
Kalamazoo Valley Community College  
Kellogg Community College  
Lake Michigan College  
Lansing Community College  
Macomb Community College  
Montcalm Community College  
Muskegon Community College  
Northwestern Michigan College  
St. Claire County Community College  
West Shore Community College

## UNIVERSITY PROGRAMS AT BAY DE NOC COMMUNITY 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: Kristen Kendrick  
Joseph Heirman University Center (Office 924)  
(906) 217-4123

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.

### BACHELOR DEGREES

Bachelor of Science Accounting  
Bachelor of Science Business Administration-Generalist  
Bachelor of Science Business Administration-Generalist (West Campus)  
Bachelor of Science Business Administration-International Business  
Bachelor of Science Business Administration-Management  
Bachelor of Science Business Administration-Marketing Minor  
Bachelor of Science Criminal Justice-Corrections with Law Enforcement Minor  
Bachelor of Science Criminal Justice-Generalist  
Bachelor of Science Criminal Justice-Law Enforcement  
Bachelor of Science Early Childhood Education with Business Minor  
Bachelor of Science Early Childhood Education with Sociology Minor  
Early Childhood Education ZA Endorsement  
Bachelor of Science Engineering Management  
Bachelor of Science/Bachelor of Arts-Individualized Studies  
Bachelor of Science Nursing Completion

# Associate in Arts

2013-2014 Catalog

Award Granted Upon Completion: Associate in Arts

Credits/Contacts Required: 62/62

Major code: 01/103

CIP Code: 240101

## Program Description

The Associate in Arts Degree is primarily designed for students who wish to transfer to a four-year college or university. 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. In addition to preparation for transfer, this program is designed to provide students with a strong general education background. Students who receive an Associate of Arts degree will also satisfy the MACRAO agreement listed in the catalog. \*

### General Education Requirements – Min 38 credits

		<u>Cr</u>
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	2-3
ENGL-145	Technical Report Writing	
MATH-107	Math for Liberal Arts <b>-OR-</b>	4
MATH-110	College Algebra OR higher	
XXXX-xxx	Humanities Electives*	8
XXXX-xxx	Natural Lab Science	4-5
XXXX-xxx	Social & Behavioral Science* Electives	8
XXXX-xxx	General Education Electives as needed to reach minimum of 38	6-8

*	This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.
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### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
ENGL-101	Rhetoric & Composition	4/4
MATH-107	Math for Liberal Arts <b>-OR-</b>	
MATH-110	College Algebra (or higher)	4/4
XXXX-xxx	Natural Science with lab	4-5/4-7
XXXX-xxx	Social & Behavioral Science Elective*	3-4/3-4
		<b>15-17/15-19</b>
<b>Second Semester</b>		
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical Report Writing	2-3/2-3
XXXX-xxx	Humanities Elective*	3-4/3-4
XXXX-xxx	Social & Behavioral Science Elective*	3-4/3-4
XXXX-xxx	Electives	9/9
		<b>17-20/17-20</b>
<b>Third Semester</b>		
XXXX-xxx	Humanities Elective*	3-4/3-4
XXXX-xxx	General Education Electives	10-15/10-15
		<b>13-19/13-19</b>
<b>Fourth Semester</b>		
XXXX-xxx	Electives	15/15
		<b>15/15</b>

### Program Requirements

**Electives:** Students are advised to follow the transfer guide for their particular program and institution and to consult with their advisor. Min 24

\* Students must choose courses in Social & Behavioral Sciences and Humanities from two different subject areas to meet MACRAO. See advisor for details.

# Business Administration

2013-2014 Catalog

Award Granted Upon Completion: Associate in Arts

Credits/Contacts Required: 62/63

Major code: 01/107

CIP Code: 240101

## Program Description

This Associate in Arts in Business Administration degree is designed for students who wish to transfer to a four-year college or university and major in the business fields of Accounting, Business Administration, Management, Marketing, Human Resources, etc., Students should work closely with their academic advisor to select the appropriate courses needed for their intended transfer institution. All students completing this Associate in Arts program will meet the MACRAO requirements listed in the catalog. ☼

### General Education Requirements \* – Min 38 credits

		<u>Cr</u>
COMM-103	Interpersonal Communications	3-4
COMM-104	<b>-OR-</b> Public Speaking	
ECON-131	Macroeconomics	3
ECON-132	Microeconomics	3
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing	2
MATH-110	College Algebra <b>-OR-</b>	4-5
MATH-141	Analytical Geometry & Calc I	
MATH-210	Introduction to Statistics	4
XXXX-xxx	Humanities Electives	8
XXXX-xxx	Social & Behavioral Sciences	3-4
	Elective	
XXXX-xxx	Natural Science with Lab	4-5

☼ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 20 credits

		<u>Cr</u>
ACCT-101	Accounting Principles I	4
ACCT-102	Accounting Principles II	4
CIS-101	Computer Concepts & Applications	4
XXXX-xxx	Approved Electives	8-11

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
MATH-110	College Algebra ** <b>-OR-</b>	4-5/4-5
MATH-141	Analytical Geom & Calc I **	
XXXX-xxx	Approved Electives *	3-4/3-4
		<b>15-17/15-17</b>

<b>Second Semester</b>		
COMM-103	Interpersonal Communications	3-4/3-4
COMM-104	<b>-OR-</b> Public Speaking	
ENGL-102	Research Writing	2/2
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Approved Elective *	3-4/3-4
XXXX-xxx	Social & Behavioral Sciences	3-4/3-4
	Elective	
		<b>15-18/15-18</b>

<b>Third Semester</b>		
ACCT-101	Accounting Principles I	4/4
ECON-131	Macroeconomics	3/3
XXXX-xxx	Humanities Elective ***	4/4
XXXX-xxx	Natural Sciences w/Lab Elective	4-5/5-7
		<b>15-16/16-18</b>

<b>Fourth Semester</b>		
ACCT-102	Accounting Principles II	4/4
ECON-132	Microeconomics	3/3
XXXX-xxx	Humanities Elective *	4/4
XXXX-xxx	Approved Electives #	6/6
		<b>17/17</b>

\* It is the student's best interest to review transfer guides which are available online at [www.macrao.org](http://www.macrao.org) for specific university and program requirements. Students should regularly consult with their four-year transfer university as well as their Bay College advisor prior to scheduling classes.

\*\* Math courses in this program require specific placement scores or prerequisite courses. Students not meeting prerequisites for their required courses may need to take more time and more credits to fulfill degree requirements.

\*\*\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and 8 credits in Humanities from two different subject areas to meet MACRAO.

# The number of Approved Electives will be based on the degree requirements of 62 credits and the choices made for General Education courses.

# Criminal Justice

2013-2014 Catalog

Award Granted Upon Completion: Associate in Arts

Credits/Contacts Required: 67/68

Major code: 01/105

CIP Code: 240101

## Program Description

The Associate in Arts in Criminal Justice degree is designed for students who wish to transfer to a four-year college or university and pursue a baccalaureate degree in criminal justice. In addition to preparation for transfer, this program provides students with a strong general education. Students who receive an Associate in Arts in Network Administration degree will also satisfy the MACRAO agreement listed in the catalog. ☺

### General Education Requirements – Min 38 credits

		<u>Cr</u>
CJUS-240	Approaches to Ethics in CJUS	4
COMM-103	Interpersonal Comm <b>-OR-</b>	3-4
COMM-104	Public Speaking	
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing	2
MATH-107	Liberal Arts Math <b>-OR-</b>	4
MATH-110	College Algebra	
POLI-111	American Government	4
PSYC-201	Introduction to Psychology	4
SOCY-151	Sociology	4
XXXX-xxx	Humanities Elective *	4
XXXX-xxx	Natural Science with Lab Elective	4-5

☺ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 29 credits

		<u>Cr</u>
CIS-101	Computer Concepts & Applications	4
CJUS-110	Introduction to Corrections	4
CJUS-112	Introduction to Criminal Justice	4
CJUS-212	Introduction to Law Enforcement	4
CJUS-213	The Criminal Court System	4
SOCY-103	Cultural Diversity	3
XXXX-xxx	Approved Electives **	6

#### \*\* Approved Electives (Choose a minimum of 6 credits)

CJUS-114	Criminal Justice Report Writing	2
CJUS-120	Legal Issues in Corrections	3
CJUS-210	Client Growth & Development	4
CJUS-214	Introduction to Criminal Investigation	4
CJUS-215	Crime Scene Investigation	4
CJUS-220	Client Relations in Corrections	3
CJUS-222	Highway Safety & Traffic Investigation	4
CJUS-224	Emergency Preparedness & Crisis Management	4
CJUS-230	Corrections Institutions/Facilities	3
CJUS-272	Criminal Justice Internship	1-4
PSYC-280	Abnormal Psychology	4
SPAN-112	Spanish for Criminal Justice Majors I	4
SPAN-114	Spanish for Criminal Justice Majors II	4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CIS-101	Computer Concepts & Applications	4/4
ENGL-101	Rhetoric & Composition	4/4
CJUS-112	Introduction to Criminal Justice	4/4
SOCY-151	Sociology	4/4
		<b>16/16</b>
<b>Second Semester</b>		
COMM-103	Interpersonal Communications	3-4/3-4
COMM-104	<b>-OR-</b> Public Speaking	
CJUS-212	Introduction to Law Enforcement	4/4
ENGL-102	Research Writing	2/2
MATH-107	Liberal Arts Math <b>-OR-</b>	
MATH-110	College Algebra (or higher)	4/4
PSYC-201	Introduction to Psychology	4/4
		<b>17-18/17-18</b>
<b>Third Semester</b>		
CJUS-110	Introduction to Corrections	4/4
CJUS-240	Approaches to Ethics in Criminal Justice	4/4
POLI-111	American Government	4/4
SOCY-103	Cultural Diversity	3/3
		<b>15/15</b>
<b>Fourth Semester</b>		
CJUS-213	The Criminal Court System	4/4
CJUS-xxx	Approved Electives **	6/6
XXXX-XXX	Humanities Elective *	4/4
XXXX-xxx	Natural Science w/Lab Elective	4/5
		<b>18/19</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Students must choose a minimum of 8 credits in Humanities from two different subject areas to meet MACRAO.

\*\* Electives courses should be selected based on the transfer institution's requirements.

# Network Administration

2013-2014 Catalog

Award Granted Upon Completion: Associate in Arts

Credits/Contacts Required: 69/72

Major code: 01/110

CIP Code: 240101

## Program Description

The Associate in Arts in Network Administration Degree is designed for students who wish to transfer to a four-year college or university and pursue a baccalaureate degree in computer networking. In addition to preparation for transfer, this program provides students with a strong general education background. Students who receive an Associate in Arts in Network Administration degree will also satisfy the MACRAO agreement listed in the catalog. ☺

### General Education Requirements – Min 38 credits

		<u>Cr</u>
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	2
ENGL-145	Technical & Report Writing	(3)
MATH-110	College Algebra	4
MATH-210	Introduction to Statistics	4
XXXX-xxx	Humanities Electives *	8
XXXX-xxx	Natural Lab Science Elective	4
XXXX-xxx	Social & Behavioral Science Electives *	8
XXXX-xxx	Additional General Education as needed to reach a minimum of 38 credits	

☺ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 31 credits

		<u>Cr / Ct</u>
CNSS-130	Introduction to Networks	4
CNSS-150	A plus Computer Maintenance	4
CNSS-230	Introduction to Unix Using Linux	4
CNSS-231	Advanced Linus System Administration	4
CNSS-250	Windows Networking I	4
CNSS-251	Windows Networking II	4
CSCI-122	Introduction to Computer Science II	4
<b>** Approved Electives (Choose a minimum of 3 credits)</b>		
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
CIS-103	Visual Basic	4
CIS-210	Web Page Design & Structure	3
CNSS-220	Network Design	4
CNSS-260	Network Security	4
CNSS-272	CNSS Co-op Internship	3
CSCI-121	Introduction to Computer Science I	3

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CNSS-130	Introduction to Networks	4/4
CNSS-150	A plus Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Humanities Elective *	4/4
		<b>16/18</b>
<b>Second Semester</b>		
CNSS-230	Introduction to Unix Using Linux	4/4
ENGL-102	Research Writing	2-3/2-3
ENGL-145	Technical & Report Writing	
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Natural Lab Science Elective	4-5/4-7
XXXX-xxx	Social & Behavioral Sciences Elective	3-4/3-4
		<b>18-20/19-22</b>
<b>Third Semester</b>		
CNSS-231	Advanced Linux System Admin	4/4
CNSS-250	Windows Networking I	4/4
MATH-110	College Algebra	4/4
XXXX-xxx	Approved Elective	3/3
XXXX-xxx	General Education Elective	4/4
		<b>19/19</b>
<b>Fourth Semester</b>		
CNSS-251	Windows Networking II	4/4
CSCI-122	Intro to Computer Science II	4/4
XXXX-xxx	Humanities Elective *	4/4
XXXX-xxx	Social & Behavioral Science Elective *	4/4
		<b>16/16</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and Humanities from two different subject areas to meet MACRAO.

\*\* Electives courses should be selected based on the transfer institution's requirements.

# Associate in Science

2013-2014 Catalog

Award Granted Upon Completion: Associate in Science

Credits/Contacts Required: 62/67

Major code: 02/220

CIP Code: 240101

## Program Description

The Associate in Science Degree is primarily designed for students who wish to transfer to a four-year college or university. In addition to preparation for transfer, this program provides students with a strong general education background. Students should work closely with an academic advisor to select courses needed for their intended major. All students obtaining the Associate in Science Degree will meet the MACRAO requirements listed in the catalog. ♻️

### General Education Requirements – Min 33 credits

		<u>Cr</u>
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3
MATH-xxx	Choose one from Gen Ed List	3-5
XXXX-xxx	Science Electives **	8-10
XXXX-xxx	Social & Behavioral Science Electives *	8
XXXX-xxx	Humanities Electives *	8

♻️ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 29 credits

		<u>Cr</u>
Mathematics	Minimum of 5 credits beyond General Education	5
Natural Science **	Minimum of 7 credits beyond General Education	7
Approved Electives ***	Minimum of 17 credits	17

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
ENGL-101	Rhetoric & Composition	4/4
MATH-xxx	Mathematics	4-5/4-5
XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Humanities ****	3-4/3-4
		<b>15-18/16-20</b>
<b>Second Semester</b>		
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3/2-3
MATH-xxx	Mathematics	4-5/4-5
XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Social & Behavioral Sciences *	3-4/3-4
XXXX-xxx	Approved Elective ***	3-5/3-5
		<b>16-22/17-24</b>
<b>Third Semester</b>		
XXXX-xxx	Natural Science **	3-5/5-7
XXXX-xxx	Social & Behavioral Science *	4/4
XXXX-xxx	Approved Elective ***	4-5/4-5
XXXX-xxx	Approved Elective ***	4-5/4-5
		<b>15-19/17-21</b>
<b>Fourth Semester</b>		
XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Humanities *	4/4
XXXX-xxx	Approved Elective ***	4-5/4-5
XXXX-xxx	Approved Elective ***	4-5/4-5
		<b>16-19/17-21</b>

\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and 8 credits in Humanities from two different subject areas to meet MACRAO.

\*\* Eight credit hours must be sequential. Choose from any BIOL course (excluding BIOL-090, 225, and 276), any CHEM course (excluding CHEM-090), GEOG-110, or any PHYS course.

\*\*\* Actual courses and sequence vary with specialization. Electives courses should be selected based on the transfer institution's requirements which are available at [www.macrao.org](http://www.macrao.org) for specific university and program requirements. Students should regularly consult their transfer institution as well as their Bay College advisor prior to scheduling classes.

Depending on course choices, contact hours may exceed minimums listed.

# Pre-Engineering

Award Granted Upon Completion: Associate in Science

Credits/Contacts Required: 65/68

Major code: 02/225

2013-2014 Catalog

CIP Code: 240101

## Program Description

The Pre-Engineering Degree is designed for students who wish to transfer to a four-year college or university to obtain a degree in engineering. In addition to preparation for transfer, this program provides students with a strong general education background. By satisfying the program requirements listed below, a student also satisfies the MACRAO requirements listed in the catalog. ☼

### General Education Requirements – Min 32 credits

		<u>Cr</u>
CHEM-110	General Chemistry I * -OR-	
CHEM-108	Technical Chemistry *	5
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing -OR-	
ENGL-145	Technical & Report Writing	2-3
MATH-141	Analytical Geometry & Calculus I	5
XXXX-xxx	Humanities Electives **	8
XXXX-xxx	Social & Behavioral Science Electives **	8

☼ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 33 credits

		<u>Cr</u>
MATH-142	Analytical Geometry & Calculus II	5
MATH-243	Analytical Geometry & Calculus III	5
MATH-244	Differential Equations	3
MATH-250	Linear Algebra	3
PHYS-205	Physics I	5
PHYS-206	Engineering Physics II -OR-	
CHEM-112	General Chemistry II	5
XXXX-xxx	Natural Science Elective ***	3-5
XXXX-xxx	Computer Science -OR- Engineering Course #	3-5
XXXX-xxx	Approved Electives @ (As needed to meet minimum of 33)	

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CHEM-110	General Chemistry * -OR-	
CHEM-108	Technical Chemistry I *	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
XXXX-xxx	Social/Behavioral Sc Elective **	4/4
		<b>18/20</b>

<b>Second Semester</b>		
CHEM-112	General Chemistry II -OR-	
XXXX-xxx	Approved Elective @	3-5/3-7
ENGL-102	Research Writing -OR-	
ENGL-145	Technical & Report Writing	2-3/2-3
MATH-142	Analytical Geometry & Calculus II	5/5
PHYS-205	Physics I	5/6
		<b>15-18/16-21</b>

<b>Third Semester</b>		
MATH-243	Analytical Geometry & Calculus III	5/5
PHYS-206	Engineering Physics II -OR-	
XXXX-xxx	Natural Science Elective ***	3-5/3-5
XXXX-xxx	Computer Science -OR- Engineering Course #	3-5/3-5
XXXX-xxx	Humanities Elective **	4/4
		<b>15-19/15-19</b>

<b>Fourth Semester</b>		
MATH-244	Differential Equations	3/3
MATH-250	Linear Algebra	3/3
XXXX-xxx	Social/Behavioral Sc Elective **	4/4
XXXX-xxx	Humanities Elective **	4/4
XXXX-xxx	Natural Science Elective -OR- Approved Elective @	3-5/3-6
		<b>17-19/17-20</b>

\* Students should contact their transfer institution to determine which chemistry course is required for their engineering degree.

\*\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and 8 credits in Humanities from two different subject areas to meet MACRAO.

\*\*\* Choose one natural science from BIOL-110, 112, 213, 214, 255, 256; CHEM-112, 201, 202; PHYS-206, 260, or 261.

# Select a computer science or engineering course from the following: CSCI-121, CSCI-122, CADD-115, CADD-120, or CADD-235.

@ Students should contact their transfer institution to determine an appropriate approved elective for their degree.

# Pre-Molecular Biotechnology

2013-2014 Catalog

Award Granted Upon Completion: Associate in Science

Credits/Contacts Required: 71/85

Major code: 02/226

CIP Code: 240101

## Program Description

The Pre-Molecular Biotechnology Degree is designed for students who want to transfer and complete degrees in Biochemistry, Biotechnology, Genetics, and Molecular Biology. Specific requirements for transfer to the Biotechnology Degree Program at Ferris State University are listed below. In addition for preparation for transfer, this program provides students with a strong general education background. By satisfying the program requirements listed below, a student also satisfies the MACRAO requirements. ☼

### General Education Requirements – Min 31 credits

		<u>Cr</u>
BIOL-110	Evolution & Diversity	4
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3
MATH-141	Analytical Geometry & Calculus I	5
PSYC-201	Intro to Psychology	4
XXXX-xxx	Humanities Electives *	8
XXXX-xxx	Social & Behavioral Science Electives *	4

☼ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 40 credits

		<u>Cr</u>
BIOL-112	Cells & Molecules	4
CHEM-110	General Chemistry I	5
CHEM-112	General Chemistry II	5
CHEM-201	Organic Chemistry I	4
CHEM-202	Organic Chemistry II	4
MATH-210	Introduction to Statistics	4
PHYS-201	Elements of Physics I	4
PHYS-202	Elements of Physics II	4
XXXX-xxx	Math/Science or General Electives @	6+

### Suggested Sequences per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BIOL-110	Evolution & Diversity	4/6
CHEM-110	General Chemistry I	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		<b>18/22</b>
<b>Second Semester</b>		
BIOL-112	Cells & Molecules	4/6
CHEM-112	General Chemistry II	5/7
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3/2-3
MATH-210	Introduction to Statistics	4/4
PYSC-201	Introduction to Psychology	4/4
		<b>19-20/23-24</b>
<b>Third Semester</b>		
CHEM-201	Organic Chemistry I	4/6
PHYS-201	Elements of Physics I **	4/5
XXXX-xxx	Math/Science Elective (BIOL-231 <b>-OR-</b> other) @	3-4/3-5
XXXX-xxx	Humanities *	4/4
		<b>15-16/18-20</b>
<b>Fourth Semester</b>		
CHEM-202	Organic Chemistry II	4/6
PHYS-202	Elements of Physics II **	4/5
XXXX-xxx	Social & Behavioral Science *	4/4
XXXX-xxx	Humanities *	4/4
XXXX-xxx	Math/Science Elective (BIOL-232 <b>-OR-</b> other) @	3-4/3-5
		<b>19-20/22-24</b>

\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and 8 credits in Humanities from two different subject areas to meet MACRAO. ECON-131 & ECON-132 are desirable electives for the Biotechnology degree.

\*\* Students may take PHYS-205 & PHYS-206 as an alternative.

@ Students should contact their transfer institution to determine an appropriate approved elective for their degree.

Students transferring to FSU Biotechnology program only need to complete MATH-110 & MATH-111, and are not required to complete PHYS-202.

Math/Science electives vary greatly depending on transfer institution, but should generally include BIOL-231 & 232. Other options may include BIOL-107, 108, 213, 214, 225, 226, 255, 256, and 272-275.

Some students may be advised to take COMM-103, 104, or FYE-101.

# Pre-Natural Resources

2013-2014 Catalog

Award Granted Upon Completion: Associate in Science

Credits/Contacts Required: 63/72

Major code: 02/227

CIP Code: 240101

## Program Description

The Pre-Natural Resources Degree is designed for students who wish to transfer to a four-year college or university to obtain an undergraduate degree in Ecology, Ecosystem Management, Environmental Biology, Environmental Conservation, Environmental Science, Fisheries and Pre-Natural Resources Management, Outdoor Recreation, or Wildlife Management. The most common transfer institutions for students in Pre-Natural Resources include Lake Superior State University (LSSU), Michigan Technological University (MTU), Michigan State University (MSU), and University of Wisconsin Stevens Point (UWSP). In addition to preparation for transfer, this program provides students with a strong general education background. By satisfying the program requirements listed below, a student also satisfies the MACRAO requirement listed in the catalog. ☉

### General Education Requirements – Min 31 credits

		<u>Cr</u>
BIOL-107	Environmental Science	3
BIOL-108	Environmental Science Lab	1
BIOL-110	Evolution & Diversity	4
ECON-131	Macroeconomics -OR-	3
ECON-132	Microeconomics	
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing -OR-	
ENGL-145	Technical & Report Writing	2-3
MATH-141	Analytical Geometry & Calculus I	5
XXXX-xxx	Humanities Electives *	6-8
XXXX-xxx	Social Behavioral Science Elective *	3-4

☉ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 32 credits

		<u>Cr</u>
BIOL-112	Cells & Molecules	4
BIOL-xxx	Biology Elective ***	4
CHEM-110	General Chemistry I **	5
MATH-210	Introduction to Statistics	4
XXXX-xxx	Electives @	11-15

### Suggested Sequences per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BIOL-110	Evolution & Diversity	4/6
CHEM-110	General Chemistry I **	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		<b>18/22</b>
<b>Second Semester</b>		
BIOL-112	Cells & Molecules	4/6
ECON-131	Macroeconomics -OR-	
ECON-132	Microeconomics	3/3
ENGL-102	Research Writing -OR-	
ENGL-145	Technical & Report Writing	2-3/2-3
XXXX-xxx	Approved Elective @	3-5/3-5
XXXX-xxx	Approved Elective @	3-5/3-5
		<b>15-20/17-22</b>
<b>Third Semester</b>		
BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Social & Behavioral Sciences *	3-4/3-4
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Approved Elective @	3-5/3-7
		<b>17-21/18-24</b>
<b>Fourth Semester</b>		
BIOL-xxx	Biology Elective ***	4/6
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Social & Behavioral Science *	3-4/3-4
XXXX-xxx	Approved Elective @	3-5/3-7
		<b>13-17/15-21</b>

\* Students must choose a minimum of 8 credits in Social & Behavioral Science and 8 credits in Humanities from two different subject areas to meet MACRAO.

\*\* Students transferring to MTU may select CHEM-108 rather than CHEM-110

\*\*\* Biology Electives include BIOL-220, 220, 270, 271, and 272-275.

@ The number of additional elective credits will vary depending on General Education course choices. Students should contact their transfer institution to determine the appropriate approved electives for their degree.

# Pre-Professional Health

2013-2014 Catalog

Award Granted Upon Completion: Associate in Science

Credits/Contacts Required: 63/71

Major code: 02/228

CIP Code: 240101

## Program Description

The Pre-Professional Health Degree is designed for students who wish to transfer to a four-year college or university in a Professional Health Program. Specific program areas include Clinical Lab Science, Diagnostic Genetics, Pre-Medicine, Pre-Veterinary Medicine, Pre-Pharmacy, Pre-Optometry, Occupational Therapy, and Pre-Physical Therapy. Generally these professions will require work beyond an undergraduate degree. Further, in many cases, undergraduate majors in many health disciplines do not exist. Students must still select and complete an undergraduate major in addition to their pre-professional studies. While it is traditional for pre-health professional students to complete an undergraduate major in biology, professional schools, especially medical schools, often value a more diverse undergraduate education. For this reason, students who major in secondary education, communications, social and behavioral sciences or other liberal arts disciplines while completing their pre-professional courses are often at a competitive advantage for admission to professional school. By satisfying the program requirements listed below, a student also satisfies the MACRAO requirements listed in the catalog. ☼

### General Education Requirements – Min 31 credits

		<u>Cr</u>
BIOL-110	Evolution & Diversity	4
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3
MATH-141	Analytical Geometry & Calculus I	5
PSYC-201	Introduction to Psychology	4
XXXX-xxx	Humanities Electives *	8
XXXX-xxx	Social & Behavioral Science Electives *	4

☼ This degree requires fulfillment of the MACRAO General Education requirements. All courses used to fulfill MACRAO must have a grade of "C" or higher.

### Program Requirements – Min 32 credits

		<u>Cr</u>
BIOL-112	Cells & Molecules	4
CHEM-110	General Chemistry I	5
CHEM-112	General Chemistry II	5
MATH-210	Introduction to Statistics	4
	Math & Science Electives **	14+

### Suggested Sequences per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BIOL-110	Evolution & Diversity	4/6
CHEM-110	General Chemistry I	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		<b>18/22</b>
<b>Second Semester</b>		
BIOL-112	Cells & Molecules	4/6
CHEM-112	General Chemistry II	5/7
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical & Report Writing	2-3/2-3
PSYC-201	Introduction to Psychology	4/4
		<b>15-16/19-20</b>
<b>Third Semester</b>		
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Humanities *	4/4
XXXX-xxx	Math Science Elective **	3-5/3-6
XXXX-xxx	Math Science Elective **	4-5/4-6
		<b>15-18/15-20</b>
<b>Fourth Semester</b>		
XXXX-xxx	Humanities *	4/4
XXXX-xxx	Math Science Elective **	3-5/3-6
XXXX-xxx	Math Science Elective **	4-5/4-6
XXXX-xxx	Social & Behavioral Science *	4/4
		<b>15-18/15-20</b>

\* Students must choose a minimum of 8 credits in Social & Behavioral Sciences and 8 credits in Humanities from two different subject areas to meet MACRAO.

Although no additional General Education courses are required, most students benefit from taking FYE-101 and a communications course (COMM-103 or 104) early in their degree program. ECON-131 & 132 are desirable Social & Behavioral Sciences electives for the Professional Health degree.

\*\* Choose from BIOL-202, 213, 214, 225, 226, 231, 232, 255, 256, 270, 271, 272-275, CHEM-201, 202, MATH-142, PHYS-201, 202, 205, or 206. Students who are transferring where Physical Education is required may use up to 3 elective credits. If a communication course is required, students may take COMM-103 or 104.

\*\*\* Electives may be a Social & Behavioral Sciences or Humanities elective to meet MACRAO or an additional Math/Science elective.

NOTE: Students transferring to NMU should complete the minimum 14 credits of Math/Science electives. Students transferring to most other institutions may be able to complete up to 38 credits of Math/Science electives.

# Occupational and Technology Programs

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## ABOUT THE ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

The Associate in 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 arts 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 may wish to transfer should see an advisor.

Bay College offers certificate of achievement and certificate programs in a number of subject areas. The certificate of achievement program can be completed in one semester. Most certificate programs can be completed in one year of 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 complete certification processes.

### Associate in Applied Science Programs

Accounting/Computer Specialist  
Automotive Technology  
Business  
Computer Information Systems/Software & Network Support  
Computer Information Systems/Software Support  
Computer Network Systems & Security  
Corrections  
Early Childhood Care & Education  
Environmental Management  
General Studies  
Hospitality Management  
Human Services  
Law Enforcement  
Marketing/Small Business  
Nursing  
Office Systems/Administrative Assistant  
Office Systems/Legal Office Assistant  
Office Systems/Medical Office Specialist  
Water Resource Management  
Water Resource Management 1+1 (Transfer)

### Certificate Programs

Accounting  
Computer Applications  
Correctional Officer  
Early Childhood Care & Education: Level I  
Early Childhood Care & Education: Level II  
Entrepreneurial Small Business  
Health Careers  
Office Assistant  
Practical Nursing (Part 1 of AAS in Nursing)  
Sustainability  
Water Technology  
Welding

### Certificate of Achievement Program

Timber Harvesting Equipment Operator

# Accounting/Computer Specialist

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in

Credits/Contacts Required: **62/62**

Accounting/Computer Specialist

Major code: 03/301

CIP Code: 520301

## Program Description

The Business program is designed to enable students to gain entry level employment in business related fields. The program covers the basic working knowledge of general business theory and practice, the use of current technology appropriate to business operations, and the ability to communicate effectively in a business environment.

Upon completion of this program, students will be able to:

1. Prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Record cost accounting transactions and prepare appropriate production reports.
3. Process a payroll by maintaining payroll records, preparing payroll journal entries, and completing various quarterly and annual tax forms.
4. Use critical thinking skills to analyze financial data on the financial statements.
5. Perform all steps in the accounting cycle for service, merchandising, and manufacturing operations for sole proprietorships, partnerships and corporations.
6. Demonstrate ability to use computer hardware and software at a level sufficient to meet expectations for entry level employees at small to medium size accounting firms.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business *	3
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4
XXXX-xxx	General Education Electives **	7-8

### Program Requirements – Min 44 credits \*\*\*

		<u>Cr</u>
ACCT-101	Accounting Principles I	4
ACCT-102	Accounting Principles II	4
ACCT-105	Accounting with Computers	3
ACCT-110	Payroll Accounting	3
ACCT-215	Cost Accounting	4
BUSN-195	Business Communications	3
BUSN-203	Management Information Systems	3
CIS-101	Computer Concepts & Applications	4
CIS-115	Using Microsoft Windows	3
CIS-130	Spreadsheet Applications	3
CIS-140	Database Applications	3
CIS-150	Word Processing Applications	4
XXXX-xxx	Co-Op/Internship or Approved Elective #	3

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
ACCT-101	Accounting Principles I	4/4
BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
		<b>15/15</b>
<b>Second Semester</b>		
ACCT-102	Accounting Principles II	4/4
ACCT-110	Payroll Accounting	3/3
CIS-115	Using Microsoft Windows	3/3
CIS-130	Spreadsheet Applications	3/3
OIS-150	Word Processing Applications	4/4
		<b>17/17</b>
<b>Third Semester</b>		
ACCT-105	Accounting with Computers	3/3
ACCT-215	Cost Accounting	4/4
BUSN-195	Business Communications	3/3
CIS-140	Database Applications	3/3
XX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
		<b>16-17/16-17</b>
<b>Fourth Semester</b>		
BUSN-203	Management Information Systems	3/3
XX-xxx	Co-op/Internship <b>-OR-</b> Approved Elective #	3/3
XX-xxx	General Education Electives	7-8/7-8
		<b>13-14/13-14</b>

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Choose one course from two different categories: Communications, Math/Science, or Social Behavioral Science & Humanities.

\*\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

# Students are encouraged to complete a Co-Op/Internship to fulfill program elective credits. All Co-Op/Internships must be approved by an advisor and **may require that the student pass a criminal background check**. Students may also fulfill this requirement by completing 3 credits from any combination of ACCT, BUSN, ECON, HMG, or OIS courses. ACCT-100 will be accepted as an elective only if taken prior to successful completion of ACCT-101.

# Automotive Technology

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Automotive Technology

Credits/Contacts Required: 71/98

Major code: 03/308

CIP Code: 470604

## Program Description

The Automotive Technology program 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 diagnosis malfunctions in automotive systems. The program emphasizes the development of skills in service, repairs, and diagnostic procedures. With state regulations, certification of auto technicians is required by law. The program provides an opportunity for students to prepare themselves for technician certification exams. The automotive industry has experienced a great deal of growth during the past one hundred years. It continues to remain a 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 systems become more sophisticated, there is an increasing demand for trained technicians who have the knowledge and skill to service the ever changing and improved products. Equipment: Students are required to provide their own safety equipment, work clothes, and basic hand tool set. A list is provided. Estimated cost is between \$1,000 and \$2,500. Special student discounts are available. A quality set of hand tools is required by the second week of the semester for each course of the program, co-op, and future employability. Note: A valid driver's license is required for co-op. Types of Jobs: Dealership service technicians, assistant or parts department manager, skilled jobs in automotive manufacturing, service equipment representative, rebuilding shop assembler, and repair shop operator.

Upon completion of this program, students will be able to:

1. Inspect, diagnose, maintain or repair common malfunctions of engines
2. Inspect, diagnose, maintain or repair common malfunctions of automatic transmissions/transaxles.
3. Inspect, diagnose, maintain or repair common malfunctions of manual drive train and axles.
4. Inspect, diagnose, maintain or repair common malfunctions of suspension and steering.
5. Inspect, diagnose, maintain or repair common malfunctions of brakes.
6. Inspect, diagnose, maintain or repair common malfunctions of electrical/electronic systems.
7. Inspect, diagnose, maintain or repair common malfunctions of heating and air conditioning.
8. Inspect, diagnose, maintain or repair common malfunctions of engine performance.

### General Education Requirements – Min 18 credits

		Cr
BUSN-177	Mathematics of Business -OR-	3-4
MATH-106	Technical Algebra & Trig I *	
COMM-103	Interpersonal Communication -OR-	3-4
COMM-104	Public Speaking *	
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4
XXXX-xxx	General Education Electives **	2-5

### Program Requirements – Min 53 credits \*\*\*

		Cr
AUTO-100	Automotive Engines	5
AUTO-110	Automotive Brakes	5
AUTO-120	Automotive Electrical I	5
AUTO-130	Automotive Standard Transmissions & Powertrains	4
AUTO-140	Automotive Engine Performance I	5
AUTO-150	Automotive Suspension & Steering	5
AUTO-200	Automotive Engine Performance II	5
AUTO-220	Automotive Electrical II	5
AUTO-230	Automatic Transmissions	5
AUTO-270	Automotive HVAC Systems	3
AUTO-272	Automotive Service Co-op ***	6

### Suggested Sequences Per Semester

		Cr / Ct
<b>First Semester</b>		
AUTO-110	Automotive Brakes	5/8
AUTO-120	Automotive Electrical I	5/8
AUTO-100	Automotive Engines -OR-	4-5/6-8
AUTO-130	Auto Stand Trans & Powertrains	
AUTO-140	Auto Engine Performance I	5/8
<b>19-20/30-32</b>		
<b>Second Semester</b>		
AUTO-150	Automotive Steering & Suspension	5/8
AUTO-200	Automotive Engine Performance II	5/8
AUTO-220	Automotive Electrical II	5/8
AUTO-230	Automatic Transmissions -OR-	3-5/4-8
AUTO-270	Automotive HVAC Systems	
<b>18-20/28-32</b>		
<b>Third Semester</b>		
AUTO-100	Automotive Engines -OR-	4-5/6-8
AUTO-130	Auto Stand Trans & Powertr's	
BUSN-177	Mathematics of Business	3-4/3-4
MATH-106	-OR- Tech Algebra & Trig I *	
COMM-103	Interpersonal Communications	3-4/3-4
COMM-104	-OR- Public Speaking **	
ENGL-101	Rhetoric & Composition	4/4
<b>14-17/16-20</b>		
<b>Fourth Semester</b>		
AUTO-230	Automatic Trans -OR-	3-5/4-8
AUTO-270	Automotive HVAC Systems	
AUTO-272	Automotive Service Co-op ***	6/6
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
XXXX-xxx	General Education Requirement	3-4/3-4
<b>15-19/16-22</b>		

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Transfer students should choose MATH-110 or higher, and COMM-104.

\*\* Choose one course from Math/Science, and one course from Social & Behavioral Science or Humanities.

\*\*\* Qualified students may be placed into pre-approved training work sites that are compatible with their career objectives, geographic preferences, and qualifications. A valid driver's license and the approved hand tool set are required for co-op. Students need to request instructor's approval and complete pre-registration documentation prior to final registration. Please see College Co-op Handbook.

# Business

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Business

Credits/Contacts Required: 64/64

Major code: 03/310

CIP Code: 520101

## Program Description

The Business program is designed to enable students to gain entry level employment in business related fields. The program covers the basic working knowledge of general business theory and practice, the use of current technology appropriate to business operations, and the ability to communicate effectively in a business environment.

Upon completion of this program, students will be able to:

1. Recognize an understanding of U.S. and global business practices and environments.
2. Describe the four basic management functions.
3. Define the basic marketing principles.
4. Identify various economic principles.
5. Demonstrate the use of current technologies and communication skills applicable to business.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business *	3
ECON-120	Personal Finance	3
ECON-131	Macroeconomics <b>-OR-</b>	3
ECON-132	Microeconomics	
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	General Education Electives	5
	Choose one course from Communications and/or one course from Mathematics/Natural Sciences.	

### Program Requirements – Min 46 credits \*\*

		<u>Cr</u>
ACCT-100	Practical Accounting <b>-OR-</b>	4
ACCT-101	Accounting Principles I	
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
BUSN-242	Principles of Management	3
BUSN-250	Business Law I	3
BUSN-253	Marketing	3
BUSN-260	International Business	3
CIS-101	Computer Concepts & Applications	4
CIS-125	Business Technology Tools	2
CIS-xxx	CIS <b>-OR-</b> OIS Elective(s)	6
XXXX-xxx	Business Electives or Co-Op ***	12

Internships and Co-ops may require that the student pass a criminal background check.

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Business Elective ***	3/3
		<u>17/17</u>
<b>Second Semester</b>		
ACCT-100	Practical Accounting <b>-OR-</b>	
ACCT-101	Accounting Principles I	4/4
BUSN-195	Business Communications	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance	3/3
XXXX-xxx	CIS <b>-OR-</b> OIS Elective(s)	3/3
XXXX-xxx	General Education Elective	2/2
		<u>17/17</u>
<b>Third Semester</b>		
BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
ECON-131	Macroeconomics <b>-OR-</b>	
ECON-132	Microeconomics	3/3
XXXX-xxx	Business Elective ***	3/3
XXXX-xxx	General Education Elective	3/3
		<u>15/15</u>
<b>Fourth Semester</b>		
BUSN-242	Principles of Management	3/3
BUSN-260	International Business #	3/3
XXXX-xxx	Business Electives <b>-OR-</b>	6/6
	Co-op ***	
XXXX-xxx	CIS <b>-OR-</b> OIS Elective(s)	3/3
		<u>15/15</u>

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

\*\*\* Choose 12 credits from any ACCT, BUSN, CIS, ECON, HMG, or OIS courses. Advisor assistance with choosing electives is highly recommended. Co-op credits (maximum 4) may be used as elective credits. All Co-Op credits must be approved by an advisor.

# It is highly recommended to complete this course during the fourth/last semester of course work.

# Computer Information Systems: Software/Network Support

Award Granted Upon Completion: Associate in Applied Science in Computer Information  
 Credits/Contacts Required: **64/66** Systems: Software/Network Support  
 Major code: 03/323 CIP Code: 110301

## Program Description

## 2013-2014 Catalog

The CIS: Software/Network Support program is designed to prepare individuals for positions providing technical support, assistance, trouble-shooting, and training to end computer users for software, hardware, and networks. The program emphasizes problem solving using current software packages, hardware configurations, operating systems, and networks. A graduate of the program will have the potential for employment in the areas of Help Desk Support, network support, software training, and web page development.

Upon completion of this program, students will be able to:

1. Identify and explain the purpose of various computer hardware components.
2. Create, edit, and format documents using current word processing software.
3. Create, edit, and format worksheets and graphs using current spreadsheet software.
4. Design, create, edit, format, and manipulate relational databases using current database software.
5. Create, edit, and format a slide show using current presentation graphics software.
6. Install and utilize current system software to effectively manage computer system resources.
7. Design and create web pages using current coding standards.
8. Install and configure basic hardware components.
9. Design, configure, and manage a local area network using current networking tools and software.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business	3
ENGL-101	Rhetoric & Composition	4
ENGL-145	Technical & Report Writing	3
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4
XXXX-xxx	General Education Electives *	4-5

### Program Requirements – Min 46 credits \*\*

		<u>Cr</u>
CIS-101	Computer Concepts & Applications	4
CIS-115	Using Microsoft Windows	3
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications	3
CIS-140	Database Applications	3
CIS-210	Web Page Design & Structure	3
CNSS-130	Introduction to Networks	4
CNSS-150	A+ Computer Maintenance	4
CNSS-230	Introduction to Unix Using Linux	4
CNSS-250	Windows Networking I	4
CNSS-251	Windows Networking II	4
OIS-150	Word Processing Applications	4
XXXX-xxx	Approved Electives ***	5

#### \*\*\* Approved Electives (Choose minimum 5 credits)

BUSN-195	Business Communications	3
BUSN-203	Management Information Systems	3
CIS-103	Visual Basic	4
CIS-135	Introduction to Cybersecurity	2
CIS-200	Advanced Software Applications	2
CIS-203	Visual Basic for Applications	3
CIS-215	Web Publishing	3
CIS-240	Advanced Database Applications	3
CNSS-101	Emerging Technologies	4
CNSS-110	Information Security Principles	3
CNSS-115	Cyber Ethics	3
CNSS-220	Network Design	4
CNSS-263	Cloud Computing	3
CSCI-121	Introduction to Computer Science I	3
OIS-250	Advanced Word Processing Applications	3

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
CNSS-130	Introduction to Networks	4/4
		<b>15/15</b>

<b>Second Semester</b>		
CIS-130	Spreadsheet Applications	3/3
CNSS-150	A+ Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
OIS-150	Word Processing Applications	4/4
		<b>15/17</b>

<b>Third Semester</b>		
CIS-140	Database Applications	3/3
CIS-210	Web Page Design & Structure	3/3
CNSS-250	Windows Networking I	4/4
ENGL-145	Technical & Report Writing	3/3
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
		<b>16-17/16-17</b>

<b>Fourth Semester</b>		
CNSS-230	Introduction to Unix Using Linux	4/4
CNSS-251	Windows Networking II	4/4
XXXX-xxx	General Education Electives	4-5/4-5
XXXX-xxx	Approved Electives ***	5/5
		<b>17-18/17-18</b>

\* Choose one course from Math or Science, and one course from Social/Behavioral Science or Humanities.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

# Computer Information Systems: Software Support

Award Granted Upon Completion: Associate in Applied Science in Computer Information

Credits/Contacts Required: **64/66**

Systems: Software Support

Major code: 03/322

CIP Code: 151202

## Program Description

## 2013-2014 Catalog

The CIS: Software Support program is designed to equip individuals to select, install, use, and help others to use computer systems and software. The program emphasizes productivity software, database development, programming, and web design. A graduate of the program will have the potential for employment in the areas of Help Desk Support, software training, applications development, database support, and web page development.

Upon completion of this program, students will be able to:

1. Identify and explain the purpose of various computer hardware components.
2. Create, edit, and format documents using current word processing software.
3. Create, edit, and format worksheets and graphs using current spreadsheet software.
4. Design, create, edit, format, and manipulate relational databases using current database software.
5. Create, edit, and format a slide show using current presentation graphics software.
6. Install and utilize current system software to effectively manage computer system resources.
7. Design and create web pages using current coding standards and current web publishing software tools.
8. Create, modify, and test programs using an object-oriented programming language to meet user specifications.
9. Install and configure basic hardware components.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business	3
ENGL-101	Rhetoric & Composition	4
ENGL-145	Technical & Report Writing	3
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4
XXXX-xxx	General Education Electives *	4-5

### Program Requirements – Min 46 credits \*\*

		<u>Cr</u>
CIS-101	Computer Concepts & Applications	4
CIS-103	Visual Basic <b>-OR-</b>	
CSCI-121	Intro to Computer Science I	3-4
CIS-115	Using Microsoft Windows	3
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications	3
CIS-140	Database Applications	3
CIS-210	Web Page Design & Structure	3
CIS-215	Web Publishing	3
CNSS-150	A+ Computer Maintenance	4
OIS-150	Word Processing Applications	4
XXXX-xxx	Approved Electives ***	14-15

#### \*\*\* Approved Electives (Choose minimum 14-15 credits)

BUSN-195	Business Communications	3
BUSN-203	Management Information Systems	3
CIS-125	Business Technology Tools	2
CIS-135	Introduction to Cybersecurity	2
CIS-203	Visual Basic for Applications	3
CIS-234	Desktop Publishing & Design	4
CIS-240	Advanced Database Applications	3
CNSS-110	Information Security Principles	3
CNSS-115	Cyber Ethics	3
CNSS-130	Introduction to Networks	4
CSCI-122	Introduction to Computer Science II	4
OIS-180	Input Technologies	2
OIS-250	Advanced Word Processing Applications	3

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
OIS-150	Word Processing Applications	4/4
		<hr style="width: 100%; border: 0.5px solid black;"/>
		<b>15/15</b>
<b>Second Semester</b>		
CIS-130	Spreadsheet Applications	3/3
CNSS-150	A+ Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4/3-4
XXXX-xxx	Approved Elective ***	2/2
		<hr style="width: 100%; border: 0.5px solid black;"/>
		<b>16-17/18-19</b>
<b>Third Semester</b>		
CIS-103	Visual Basic <b>-OR-</b>	3-4/3-4
CSCI-121	Intro to Computer Science I	
CIS-140	Database Applications	3/3
CIS-210	Web Page Design & Structure	3/3
ENGL-145	Technical & Report Writing	3/3
XXXX-xxx	Approved Elective ***	3/3
		<hr style="width: 100%; border: 0.5px solid black;"/>
		<b>15-16/15-16</b>
<b>Fourth Semester</b>		
CIS-215	Web Publishing	3/3
XXXX-xxx	General Education Elective	4-5/4-5
XXXX-xxx	Approved Electives ***	9-10/9-10
		<hr style="width: 100%; border: 0.5px solid black;"/>
		<b>16-18/16-18</b>

\* Choose one course from Math or Science, and one course from Social/Behavioral Science or Humanities.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

# Computer Network Systems and Security

Award Granted Upon Completion: Associate in Applied Science in Computer Network

Credits/Contacts Required: **68/70**

Major code: 03/324

Systems and Security

CIP Code: 151202

## Program Description

## 2013-2014 Catalog

As more information is made available on networks, protecting that data becomes even more important. This intense "hands-on" program prepares graduates for employment in information technology fields ranging from PC bench technician, routed network technician, wireless network technician, security specialist, computer forensics specialist, network administrator, web server/database administrator or management information specialist, or information technology administrator positions. A Co-op/Internship is required. Graduates of this program receive certification as an Information Security Professional from the Committee on National Security Systems.

Upon completion of this program, students will be able to:

1. Display mastery of the Open Systems Interconnection (OSI) standard, TCP/IP Suite and communications standards as applied to networking and routing.
2. Display mastery of implementing security on both desktop networking protocols and network systems (routers, servers, convergence, etc.).
3. Explain the need for confidentiality, integrity, and availability (CIA Triad) required of modern information system administration.
4. Demonstrate advanced knowledge of security methods and systems in use on modern operating systems and networks.
5. Demonstrate capability to perform as a team member and handle data and information systems in an ethical manner

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business -OR- MATH-105 -OR- MATH-107	3-4
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social/Behavioral Science or Humanities Elective	3-4
XXXX-xxx	General Education Electives *	6-8

### Program Requirements – Min 50 credits

		<u>Cr</u>
CNSS-105	Digital Logical Principles	4
CNSS-130	Introduction to Networks	4
CNSS-150	A plus Computer Maintenance	4
CNSS-220	Network Design	4
CNSS-225	Wireless Systems	4
CNSS-230	Introduction to Unix Using Linux	4
CNSS-231	Advanced Linux System Admin	4
CNSS-250	Windows Networking I	4
CNSS-251	Windows Networking II	4
CNSS-260	Network Security	4
CNSS-272	Co-op	3
XXXX-xxx	Approved Electives **	7

#### \*\* Approved Electives (Choose minimum 7 credits)

CIS-101	Computer Concepts	4
CIS-103	Visual Basic	4
CIS-115	Using Microsoft Windows	3
CIS-210	Web Design	3
CIS-215	Web Publishing	3
CNSS-101	Emerging Technologies	3
CNSS-110	Information Security Principles	3
CNSS-115	Cyber Ethics	3
CNSS-245	SQL Server	4
CNSS-262	Web Server Administration	4
CNSS-263	Cloud Computing	3
CNSS-265	Data Convergence Management	4
CNSS-273	Co-op	3
CNSS-274	Co-op	3
CNSS-284	Special Topics	4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CNSS-105	Digital Logic Principles	4/4
CNSS-130	Introduction to Networks	4/4
CNSS-150	A+ Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
		<b>16/18</b>

#### **Second Semester**

CNSS-220	Network Design	4/4
CNSS-230	Introduction to Unix Using Linux	4/4
BUSN-177	Math of Business -OR-	
MATH-105	Intermediate Algebra -OR-	
MATH-107	Liberal Arts Math	3-4/3-4
XXXX-xxx	Approved Elective **	3/3
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
		<b>17-19/17/19</b>

#### **Third Semester**

CNSS-231	Advanced Linux System Administration	4/4
CNSS-250	Windows Networking I	4/4
CNSS-272	Co-op/Internship	3/3
XXXX-xxx	Approved Elective **	4/4
XXXX-xxx	General Education Elective *	3-4/3-4
		<b>18-19/18-19</b>

#### **Fourth Semester**

CNSS-225	Wireless Systems	4/4
CNSS-251	Windows Networking II	4/4
CNSS-260	Network Security	4/4
XXXX-xxx	General Education Elective *	3-4/3-4
		<b>15-16/15-16</b>

\* Two additional courses, but no more than two (2) courses total from each of the three (3) combined areas.

**Internships and Co-ops may require that the student pass a criminal background check.**

# Corrections

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Corrections

Credits/Contacts Required: 64/64

Major code: 03/330

CIP Code: 430102

## Program Description

The Associate in Applied Science in Corrections degree combines general education with coursework designed to prepare criminal justice students interested in a career in Corrections for immediate entry into the workforce upon graduation. This program provides a balance of technical, vocational, and liberal study courses.

Upon completion of this program, students will be able to:

1. Demonstrate knowledge of the history of corrections, and its place in the criminal justice system.
2. Interpret and explain correctional thought, practice and theory.
3. Identify the organizational and legal structures within which Corrections operates.
4. Classify the types of correctional clients they may be working with, and the correctional issues and perspectives pertaining to prisoner rights, specific populations, and future trends in corrections.
5. Recognize and explain correctional practices within institutions such as jails and prisons, and within programs such as probation, parole and community-based corrections.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Math of Business <b>-OR-</b> any approved math	3-4
CJUS-240	Approaches to Ethics in CJUS	4
COMM-103	Interpersonal Communication	
COMM-104	<b>-OR-</b> Public Speaking	3-4
ENGL-101	Rhetoric & Composition	4
POLI-111	American Government <b>-OR-</b>	
POLI-262	State & Local Government	4

### Program Requirements – Min 46 credits

		<u>Cr</u>
CJUS-110	Introduction to Corrections	4
CJUS-112	Introduction to Criminal Justice	4
CJUS-114	Criminal Justice Report Writing	2
CJUS-120	Legal Issues in Corrections	3
CJUS-210	Client Growth & Development	4
CJUS-212	Introduction to Law Enforcement	4
CJUS-213	The Criminal Court System	4
CJUS-220	Client Relations in Corrections	3
CJUS-230	Corrections Institutions/Facilities	3
PSYC-201	Introduction to Psychology	4
SOCY-103	Cultural Diversity	3
SOCY-151	Sociology	4
XXXX-xxx	Approved Electives *	6

#### \* Approved Electives (Choose a minimum of 6 credits)

CJUS-272	Criminal Justice Internship	1-4
COMM-221	Mass Communication & Popular Culture	4
PSYC-280	Abnormal Psychology	4
SOCY-207	Social Problems	4
SPAN-101	Spanish I	4
SPAN-112	Spanish for Criminal Justice Majors I	4
SPAN-114	Spanish for Criminal Justice Majors II	4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-240	Criminal Justice Ethics	4/4
ENGL-101	Rhetoric & Composition	4/4
		<hr/>
		<b>16/16</b>
<b>Second Semester</b>		
CJUS-210	Client Growth & Development	4/4
CJUS-212	Introduction to Law Enforcement	4/4
POLI-111	American Government <b>-OR-</b>	
POLI-262	State & Local Government	4/4
SO-151	Sociology	4/4
		<hr/>
		<b>16/16</b>
<b>Third Semester</b>		
CJUS-120	Legal Issues in Corrections	3/3
CJUS-220	Client Relations in Corrections	
		3/3
CM-103	Interpersonal Comm <b>-OR-</b>	
CM-104	Public Speaking	3-4/3-4
PY-201	Introduction to Psychology	4/4
SO-103	Cultural Diversity	3/3
		<hr/>
		<b>16-17/16-17</b>
<b>Fourth Semester</b>		
BU-177	Mathematics of Business **	3/3
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-213	The Criminal Court System	4/4
CJUS-230	Corrections Institutions/Facilities	3/3
XX-xxx	Approved Elective *	4/4
		<hr/>
		<b>16/16</b>

\*\* Or any approved mathematics course.

**Internships and Co-ops may require that the student pass a criminal background check.**

# Early Childhood Care & Education 2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Early Childhood

Credits/Contacts Required: 62/62

Major code: 03/335

Care & Education

CIP Code: 190708

## Program Description

The Early Childhood Care & Education program prepares individuals to teach and care for children from birth through age 8. Students learn how to design, manage, and apply age appropriate programming for young children. Persons who complete the degree may seek employment in early childhood/preschool programs, child care centers, and independently run in-home child care programs. Head Start programs require assistant teachers to have a minimum of an associate's degree and lead teachers to have a bachelor's degree. The associate degree provides the foundation for advanced study at colleges and universities in early childhood care and education. Certificates are available.

Upon completion of this program, students will be able to:

1. Explain how child development knowledge is used to create healthy, respectful, supportive and challenging learning environments for young children.
2. Summarize the importance of family and community relationships through the creation of respectful and reciprocal relationships that support families' involvement in their children's development and learning.
3. Summarize the goals and benefits of assessment to positively influence children's development and learning.
4. Design, implement and evaluate meaningful, challenging curricula that promote comprehensive developmental learning outcomes for each child.
5. Demonstrate knowledgeable, reflective and critical perspectives on their work.

### General Education Requirements – Min 18 credits

		Cr
BUSN-177	Mathematics of Business -OR-	
MATH-107	Liberal Arts Math (or higher) +	3-4
COMM-103	Interpersonal Communication	3
ENGL-101	Rhetoric & Composition	4
PSYC-201	Introduction to Psychology	4
SOCY-151	Sociology -OR-	
SOCY-208	Marriage & the Family	4

### Program Requirements – Min 44 credits @

		Cr
BIOL-103	Essential Biology + -OR-	
BIOL-104	Human Biology -OR-	
BIOL-107	Environmental Science AND	
BIOL-108	Environmental Science Lab	4
CHLD-101	Introduction to Early Childhood #	3
CHLD-103	Child Development #	3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3
CHLD-120	Child Guidance	3
CHLD-125	Programming for Infants & Toddlers	3
CHLD-130	Curriculum for Young Children I *	3
CHLD-200	Inclusion in Early Childhood Programs	3
CHLD-230	Curriculum for Young Children II *	3
CHLD-240	Program Management in Childcare	3
CHLD-272	Early Childhood Practicum **	3
PE-147	First Aid/BLS for Non Healthcare Providers	1
XX-xxx	Humanities Elective	3-4
XX-xxx	Electives	5-6

### Suggested Sequences Per Semester

		Cr / Ct
<b>First Semester</b>		
CHLD-101	Intro to Early Childhood Dev	3/3
CHLD-103	Child Development	3/3
CHLD-110	Health, Safety, & Nutrition	3/3
ENGL-101	Rhetoric & Composition	4/4
PHED-147	First Aid/BLS for Non-Healthcare	1/1
		<b>14/14</b>
<b>Second Semester</b>		
CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infant & Toddlers	3/3
CHLD-130	Curriculum for Young Children I *	3/3
SOCY-151	Sociology -OR-	
SOCY-208	Marriage & the Family	4/4
XXXX-xxx	Electives	3-4/3-4
		<b>16-17/16-17</b>
<b>Third Semester</b>		
CHLD-200	Inclusion in Early Childhood Prog	3/3
CHLD-230	Curriculum for Young Children II *	3/3
COMM-103	Interpersonal Communication	3-4/3-4
PSYC-201	Introduction to Psychology	4/4
XXXX-xxx	Humanities	4/4
		<b>17-18/17-18</b>
<b>Fourth Semester</b>		
BIOL-103	Essential Biology -OR- +	
BIOL-104	Human Biology -OR-	
BIOL-107	Environmental Science AND	
BIOL-108	Environmental Science Lab	4/5
BUSN-177	Mathematics of Business	
MATH-107	-OR- Liberal Arts Math +	3-4/3-4
CHLD-240	Program Management in Childcare	3/3
CHLD-272	Early Childhood Dev Practicum **	3/3
XXXX-xxx	Elective	5-6/5-6
		<b>18-20/19-21</b>

\* Includes a 90 hour practicum

\*\* Includes a 120 hour practicum

+ Those who plan to transfer should take MATH-107 and BIOL-103

@ Courses that require a practicum require a physical, TB test, and criminal history check prior to the first day of class. Forms are found on Bay's website, Early Childhood Care & Education link.

**# CHLD-101 and CHLD-103 include a criminal background check. Students must pass in order to proceed in this program.**

# Environmental Management

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Environmental

Credits/Contacts Required: 66/70

Major code: 03/344

Management

CIP Code: 150507

## Program Description

The Environmental Management Program is designed for preparing students to become environmental managers, bio field and laboratory managers, consultants, engineering managers, environmental planners, and business managers. This program will provide students with a strong background in a variety of environmental operations, field and laboratory equipment use, environmental law, business management, and real work experience in the environmental and business worlds.

### General Education Requirements – Min 20 credits

		Cr
CHEM-110	General Chemistry I -OR-	
CHEM-108	Technical Chemistry	5
COMM-103	Interpersonal Communication	
COMM-104	-OR- Public Speaking	3-4
ENGL-101	Rhetoric & Composition	4
MATH-106	Technical Algebra & Trig I * -OR-	
MATH-105	Intermediate Algebra	4
POLI-111	American Government -OR-	
POLI-262	State & Local Government	4

### Program Requirements – Min 46 credits \*\*

		Cr
ACCT-101	Accounting Principles I	4
BIOL-107	Environmental Science	3
BIOL-108	Environmental Science Lab	1
BUSN-160	Introduction to Business	3
BUSN-242	Principles of Management	3
ECON-132	Microeconomics	3
WATR-110	Wastewater Operations & Mgmt	4
WATR-120	Water Operations & Management	4
WATR-220	Industrial Solutions	3
WATR-230	Aquatic Evaluations & Bacteriology	3
WATR-240	Environmental Analysis	5
WATR-260	Current Issues for Managers	3
WATR-270	Water in Motion	4
WATR-274	Environmental Internship	3

#### Optional

CHEM-112	General Chemistry II	5
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### Suggested Sequences Per Semester

		Cr / Ct
<b>First Semester</b>		
BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
CHEM-110	General Chemistry I **	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-105	Intermediate Algebra * -OR-	
MATH-106	Technical Algebra &	4/4
WATR-110	Wastewater Operations & Management	4/4
		<b>21/24</b>

#### Second Semester

CHEM-108	Technical Chemistry **	5/7
POLI-111	American Government -OR-	
POLI-262	State & Local Government	4/4
WATR-120	Water Operations & Mgmt	4/4
WATR-260	Current Issues for Managers	3/3
		<b>16/18</b>

#### Third Semester

ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
ECON-132	Microeconomics	3/3
WATR-240	Environmental Analysis	5/7
WATR-270	Water in Motion	4/4
		<b>19/21</b>

#### Fourth Semester

BUSN-242	Principles of Management	3/3
COMM-103	Interpersonal Comm -OR-	
COMM-104	Public Speaking	3-4/3-4
WATR-220	Industrial Solutions	3/3
WATR-230	Aquatic Eval & Bacteriology	3/4
WATR-274	Environmental Internship	3/3
		<b>15-16/16-17</b>

Internships and Co-ops may require that the student pass a criminal background check.

\* MATH-106 and MATH-105 do not satisfy MACRAO. Bay has an articulation agreement with LSSU whereby courses in this program transfer into a B.S. of Environmental Management. Students will need to complete additional General Education requirements to satisfy MACRAO. See course catalog for additional information about MACRAO..

- Students should also check with their transfer institution for the level of math required.

- Transfer students should take MATH-110, which will be substituted for MATH 106 or MATH-105.

\*\* CHEM-110 and CHEM-112 are recommended for the first and second semesters for students transferring into a Baccalaureate degree. Students should check with the transfer institution.

- Students who choose to take CHEM-110 also need to take CHEM-112 to meet program requirements.

- Students who take CHEM-108 do not need CHEM-110 or CHEM-112; however, CHEM-108 is not transferrable in most cases.

# General Studies

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science

Credits/Contacts Required: 62/62

Major code: 03/350

CIP Code: 240102

## Program Description

The Associate in Applied Science Degree in General Studies is an interdisciplinary course of study composed of 18 credit hours of required General Education, 24 credits in one of three occupational concentration areas, and 20 credits of elective course work. (Occupational Concentration areas: Business, Technology, or Human Services.) The selection of courses is made with consultation of an academic advisor and is based on integration and relatedness to one of the three occupational areas.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
COMM-103	Interpersonal Communication	
COMM-104	<b>-OR-</b> Public Speaking	3-4
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Approved Math	3-4
XXXX-xxx	Social & Behavioral Science	
	<b>-OR-</b> Humanities Elective	3-4
XXXX-xxx	General Education Electives	2-5

### Program Requirements – Min 44 credits

		<u>Cr</u>
XXXX-xxx	Occupational Concentration * Credits must be in one of 3 areas of Occupational Concentration (see below).	24
XXXX-xxx	Electives Any courses except those designated as Transitional Studies.	20

Internships and Co-ops may require that the student pass a criminal background check.

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Social & Behavioral Sciences/ Humanities	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Elective	4/4
		<b>15-16/15-16</b>
<b>Second Semester</b>		
XXXX-xxx	Math Course (any approved math)	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		<b>15-16/15-16</b>
<b>Third Semester</b>		
COMM-103	Interpersonal Communication	
COMM-104	<b>-OR-</b> Public Speaking	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		<b>15-16/15-16</b>
<b>Fourth Semester</b>		
XXXX-xxx	Additional General Education	2-5/2-5
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		<b>14-17/14-17</b>

- \* Choose one (1) Area of Concentration
- Business Concentration:
    - Courses must be taken in AACT, BUSN, CIS, ECON, HMG, and/or OIS.
  - Technology Concentration:
    - Courses must be taken in AUTO, CADD, CNSS, FRST, GIS, TECH, WATR, and/or WELD.
  - Human Services Concentration:
    - Courses must be taken in CHLD, CJUS, HLTH, NURS, and/or HSER.

# Hospitality Management

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Hospitality Management

Credits/Contacts Required: 66/66

Major code: 03/355

CIP Code: 520901

## Program Description

The Associate in Applied Science in Hospitality Management is designed for students who wish to work in the travel and tourism industry. According to the American Hotel and Lodging Association in the United States, tourism is currently the third largest retail industry, behind automotive and food stores. Travel and tourism industries are one of America's largest employers. With an education in Hospitality Management, students will have a wide variety of potential careers from which to choose in the hotel, restaurant, and tourism industries.

Upon completion of this program, students will be able to:

1. Demonstrate successfully a proper perspective on food allergens, the flow of food through the food operations system, sanitary facilities, and pest management and regulations.
2. Demonstrate the ability to manage at entry level an office in the back of the house in a hotel, restaurant, club, cruise ship, or casino hotel.
3. Explain and recognize a basic understanding of supervision within the Hospitality industry.
4. Demonstrate the ability to manage front office operations within the Hospitality industry.
5. Use professional strategies and techniques to successfully manage Human Resources in the Hospitality industry.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business -OR-	3-4
MATH-107	Liberal Arts Math -OR-	
MATH-110	College Algebra	
ECON-131	Macroeconomics	3
ECON-132	-OR- Microeconomics	
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	General Education Electives **	7-8

### Program Requirements – Min 48 credits

		<u>Cr</u>
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
BUSN-250	Business Law I	3
BUSN-253	Marketing	3
CIS-101	Computer Concepts & Applications	4
HMG-101	Intro to Hospitality Management	3
HMG-102	Food Safety: ServeSafe	2
HMG-103	Supervision in the Hospitality Industry	3
HMG-201	Plan/Control: Food & Beverages Operations	3
HMG-202	Front Desk Operations Mgmt	3
HMG-203	Housekeeping Operations Mgmt	3
HMG-204	Managing HR in the Hospitality Industry	3
HMG-205	Hospitality Purchasing Mgmt	3
HMG-206	Food/Beverage Operations Mgmt	3
HMG-272	Hospitality Management Co-op -OR- Business Elective *	2

### Suggested Sequences Per Semester

First Semester		
BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business	
MATH-107	-OR- Liberal Arts Math	
MATH-110	-OR- College Algebra	3-4/3-4
ENGL-101	Rhetoric & Composition	4/4
HMG-101	Intro to Hospitality Mgmt	3/3
HMG-102	Food Safety: ServeSafe	2/2
		<b>15-16/15-16</b>

### Second Semester

ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4/4
BUSN-250	Business Law I	3/3
CIS-101	Computer Concepts & Apps	4/4
HMG-103	Supervision in the HMG Industry	3/3
HMG-201	Plan/Control: Food & Beverages Operations	3/3
		<b>17/17</b>

### Third Semester

BUSN-195	Business Communications	3/3
ECON-131	Macroeconomics -OR-	
ECON-132	Microeconomics	3/3
HMG-202	Front Desk Operations Mgmt	3/3
HMG-203	Housekeeping Operations Mgmt	3/3
XXXX-xxx	General Education Elective	3-4/3-4
		<b>15-16/15-16</b>

### Fourth Semester

BUSN-253	Marketing	3/3
HMG-204	Managing HR in the Hosp Industry	3/3
HMG-205	Hospitality Purchasing Mgmt	3/3
HMG-206	Food/Beverage Operations Mgmt	3/3
HMG-272	Hospitality Management Co-op	
XXXX-xxx	-OR- Business Elective *	2/2
XXXX-xxx	General Education Elective	3-4/3-4
		<b>17-18/17-18</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Electives: Choose Business electives from any ACCT, BUSN, CIS, ECON, or OIS courses. Advisor assistance with choosing electives is highly recommended. Co-op credits (maximum of 4) may be used as elective credits. All co-op credits must be approved by an advisor. **All Internships and Co-ops require that the student pass a criminal background check.**

\*\* Additional courses as needed from either Mathematics/Natural Sciences or Social & Behavioral Sciences/Humanities with no more than two (2) courses from any single category to meet the 18 credit minimum.

# Human Services

2013-2014 Catalog

Award Granted Upon Completion:

Associate in Applied Science in Human Services

Credits/Contacts Required: **62/62**

Major code: 03/360

CIP Code: 511599

## Program Description

The Associate in Applied Sciences degree is primary designed for students who do not wish to transfer to a four-year college or university. This is an occupational degree offering entry level training and preparation for employment in the human services field. Students graduating with this degree will work under the direction of professionals from a variety of fields. In the work place, they may organize and lead group activities, assist in food banks, work in group homes, and work with people who need assistance with daily living skills. An internship is required for this degree.

Upon completion of this program, students will be able to:

1. Explain the history, purpose, and function of the human services field.
2. Compare and summarize the different needs, priorities, and policies impacting the various human services populations.
3. Use professional strategies and techniques to solve client problems in a practice setting.
4. Demonstrate respectful interaction and communicate with clients and coworkers in the human service field.
5. Identify how their own self-awareness (self-esteem, demeanor, language, prejudices, life styles, and dress) can affect the clients they will serve, and their performance on the job.
6. Demonstrate the skills and ability to accurately record, assess, and document client behavior.
7. Identify state and federal laws, and institutional policies that preserve ethics, client rights, and privacy in the human service field.
8. Explain and recognize the distinctions between human service workers and human service professionals.
9. Summarize sociological and social work theory and apply it to specific work situations and macro-micro systems involving human service agencies.
10. Recognize the signs of professional burn out and implement strategies to prevent it.

**Continued on Next Page**

## Human Services - continued

### General Education Requirements – Min 18 credits

	<u>Cr</u>
BUSN-177 Mathematics of Business	3
COMM-103 Interpersonal Communication	3
ENGL-101 Rhetoric & Composition	4
PSYC-201 Introduction to Psychology	4
SOCY-151 Sociology	4

### Program Requirements – Min 44 credits

	<u>Cr</u>
CIS-101 Computer Concepts & Applications	4
COMM-104 Public Speaking -OR-	
LEAD-200 Introduction to Leadership	3-4
ENGL-102 Research Writing	2
HSER-100 Intro to Human Services	3
HSER-150 Ethics in Human Services	3
HSER-160 Interviewing Strategies & Techniques	3
HSER-272 Human Services Internship *	3
PHED-147 First Aid/Heart Saver for Non-Healthcare Providers **	1
PSYC-280 Abnormal Psychology	4
SOCY-103 Cultural Diversity -OR-	
SOCY-208 Marriage & the Family	3-4
SOCY-207 Social Problems	4
XXXX-xxx Approved Electives ***	11

### **\*\*\* Approved Electives (Choose 11 Credits)**

BIOL-104 Human Biology	4
EDUC-202 Educational Psychology	4
FYE-101 College Success Strategies	3
HIST-224 Native American History	3
HSER-273 Human Services Internship	3
PHED-141 Physical Fitness: A Wellness Approach	2
PHED-144 Effective Stress Management	2
SOCY-103 Cultural Diversity -OR-	
SOCY-208 Marriage & the Family	3-4
SOCY-205 Juvenile Delinquency and Justice	3
SOCY-206 Sociology of Death and Dying	3
WGST-200 Intro to Women and Gender Studies	3

### Suggested Sequences Per Semester

#### **First Semester**

CIS-101 Computer Concepts & Apps	4/4
ENGL-101 Rhetoric & Composition	4/4
HSER100 Introduction to Human Services	3/3
SOCY-151 Sociology	4/4
	<b>15/15</b>

#### **Second Semester**

BU-177 Mathematics of Business	3/3
COMM-103 Interpersonal Communications	3/3
ENGL-102 Research Writing	2/2
HSER-150 Ethics in Human Services	3/3
PHED-147 First Aid/Heart Saver for Non-Healthcare Providers	1/1
PSYC-201 Introduction to Psychology	4/4
	<b>16/16</b>

#### **Third Semester**

COMM-104 Public Speaking -OR-	3-4/3-4
LEAD-200 Introduction to Leadership	
HSER-160 Interviewing Strategies & Tech	3/3
SOCY-207 Social Problems	4/4
XXXX-xxx Approved Electives **	6/6
	<b>16-17/16-17</b>

#### **Fourth Semester**

HSER-272 Human Services Internship *	3/3
PSYC-280 Abnormal Psychology	4/4
SOCY-103 Cultural Diversity -OR-	
SOCY-208 Marriage & the Family	3-4/3-4
XXXX-xxx Approved Electives **	5/5
	<b>15-16/15-16</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Students must complete one, 3-credit internship as a requirement for this program. Students must apply for and be approved by Bay College and the Human Service Agency before they can register for an internship. A second Internship may be taken at a different agency, for a total of 6 credits, with permission from the college. A background check is required for internship placement. Students cannot complete an internship at a past or current employer.

\*\* PHED-147 may be substituted if the student is currently CPR/First Aid certified upon completion of the program. Students must show documentation of this certification.

\*\*\* Students must choose 11 credits of approved electives. Approved electives are based on occupational necessity for working in the field of human services. Students seeking approval for additional elective credits need to meet with their faculty advisor for course recommendations and approval.

- Actual courses vary with specialization and interest. Many courses have prerequisites that must be met before they may be taken. Students not meeting prerequisites for their required courses may need to take more time and more credits. Please refer to your catalog or see your advisor.

# Law Enforcement

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Law Enforcement

Credits/Contacts Required: 63/63

Major code: 03/365

CIP Code: 430103

## Program Description

The Associate in Applied Science in Law Enforcement degree combines general education with coursework designed to prepare criminal justice students interested in a career in law enforcement for immediate entry into the workforce upon graduation. This program provides a balance of technical, vocational, and liberal study courses.

Upon completion of this program, students will be able to:

1. Demonstrate the ability to recognize the organizational structure of law enforcement agencies, and demonstrate an understanding of the role of police in the criminal justice system.
2. Distinguish the functional roles of various specialized units within law enforcement.
3. Demonstrate basic knowledge of the requirements for selection, education, training and advancement in policing at the local, regional, state and federal levels.
4. Implement the basic skills necessary to successfully process a crime scene, and identify criminal investigation techniques and demonstrate proper report writing of same.
5. Apply the basic skills necessary to investigate traffic accidents, secure an accident scene, and demonstrate proper report writing of same.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business -OR- Any proved math course	3-4
CJUS-240	Approaches to Ethics in Criminal Justice	4
COMM-103	Interpersonal Communication	
COMM-104	Public Speaking	3-4
ENGL-101	Rhetoric & Composition	4
POLI-111	American Government -OR-	
POLI-262	State & Local Government	4

### Program Requirements – Min 45 credits \*\*

		<u>Cr</u>
CJUS-110	Introduction to Corrections	4
CJUS-112	Introduction to Criminal Justice	4
CJUS-114	Criminal Justice Report Writing	2
CJUS-212	Introduction to Law Enforcement	4
CJUS-213	The Criminal Court System	4
CJUS-214	Intro to Criminal Investigation	4
CJUS-215	Crime Scene Investigation	4
CJUS-222	Highway Safety & Traffic Investigation	4
CJUS-224	Emergency Preparedness/Crisis Management	4
SOCY-103	Cultural Diversity	3
SOCY-151	Sociology	4
XXXX-xxx	Approved Electives *	4

#### \* Approved Electives (Choose 4 Credits)

CJUS-210	Client Growth & Development	4/4
CJUS-272	Criminal Justice Internship	1-4/1-4
PSYC-201	Psychology	4/4
PSYC-280	Abnormal Psychology	4/4
SOCY-207	Social Problems	4/4
SOCY-208	Marriage & the Family	4/4
SPAN-101	Spanish I	4/4
SPAN-112	Spanish for CJ Majors I	4/4
SPAN-114	Spanish for CJ Majors II	4/4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
ENGL-101	Rhetoric & Composition	4/4
CJUS-110	Introduction to Corrections	4/4
CJUS-112	Intro to Criminal Justice	4/4
SOCY-151	Sociology	4/4
		<b>16/16</b>
<b>Second Semester</b>		
CJUS-212	Intro to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
POLI-111	American Government -OR-	4/4
POLI-262	State & Local Government	
XXXX-xxx	Approved Elective *	4/4
		<b>16/16</b>
<b>Third Semester</b>		
CJUS-214	Intro to Criminal investigation	4/4
CJUS-222	Highway Safety & Traffic Investigation	4/4
CJUS-240	Criminal Justice Ethics	4/4
COMM-103	Interpersonal Comm -OR-	3-4/3-4
COMM-104	Public Speaking	
		<b>15-16/15-16</b>
<b>Fourth Semester</b>		
BUSN-177	Math of Business -OR- Any approved math course	3/3
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-215	Crime Scene Investigation	4/4
CJUS-224	Emergency Preparedness/Crisis Mgmt	4/4
SOCY-103	Cultural Diversity	3/3
		<b>16/16</b>

Internships and Co-ops may require that the student pass a criminal background check.

# Marketing/Small Business

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Marketing/Small Business

Credits/Contacts Required: 66/66

Major code: 03/311

CIP Code: 520703

## Program Description

The Marketing/Small Business program is designed to enable students to gain entry level employment in business related fields. The program covers the basic working knowledge of general business theory and practice, the use of current technology appropriate to business operations, and the ability to communicate effectively in a business environment. There is additional focus on the general activities involved in marketing and on the opportunities and constraints relative to operating a small business.

Upon completion of this program, students will be able to:

1. Recognize U.S. and global business practices and environments.
2. Describe the four basic management functions.
3. Define the basic marketing principles.
4. Recognize and apply various economic principles.
5. Demonstrate the proper use of various technological and communication tools necessary to operate a successful business
6. Recognize the opportunities and constraints relative to operating a small business.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business *	3
ECON-120	Personal Finance	3
ECON-131	Macroeconomics	3
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	General Education Electives	5
	Choose one course from Communication and/or one course from Mathematics/Natural Science.	

### Program Requirements – Min 48 credits \*\*

		<u>Cr</u>
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
BUSN-242	Principles of Management	3
BUSN-250	Business Law I	3
BUSN-253	Marketing	3
BUSN-258	Small Business Management ***	3
BUSN-262	Principles of Selling	3
CIS-101	Computer Concepts & Applications	4
CIS-121	Microsoft Excel	1
CIS-123	Microsoft PowerPoint	1
CIS-125	Business Technology Tools	2
CIS-140	Database Applications	3
ECON-132	Microeconomics	3
CIS-xxx	CIS -OR- OIS Elective(s)	3
XXXX-xxx	Business Electives or Co-Op ***	6

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	General Education Elective	3/3
		<b>17/17</b>
<b>Second Semester</b>		
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4/4
BUSN-195	Business Communications	3/3
BUSN-253	Marketing	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance	3/3
		<b>15/15</b>
<b>Third Semester</b>		
BUSN-242	Principles of Management	3/3
BUSN-250	Business Law I	3/3
CIS-121	Microsoft Excel	1/1
CIS-123	Microsoft PowerPoint	1/1
CIS-140	Database Applications	3/3
ECON-131	Macroeconomics	3/3
XXXX-xxx	Business Elective or Co-op ***	3/3
		<b>17/17</b>
<b>Fourth Semester</b>		
BUSN-258	Small Business Management #	3/3
BUSN-262	Principles of Selling	3/3
ECON-132	Microeconomics	3/3
XXXX-xxx	BU Electives -OR- Co-op ***	3/3
XXXX-xxx	CIS -OR- OIS Elective(s)	3/3
XXXX-xxx	General Education Elective	2/2
		<b>17/17</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

\*\*\* Choose 6 credits from any ACCT, BUSN, CIS, ECON, HMGT, or OIS courses. Advisor assistance with choosing electives is highly recommended. Co-op credits (maximum 4) may be used as elective credits. All Co-Op credits must be approved by an advisor.

# It is highly recommended to complete this course during the fourth/last semester of course work.

# NURSING

## 2013-2014 Catalog

Associate in Applied Science Degree in Nursing (Ladder Program-2 degrees granted)

Practical Nursing Certificate (Part I of the Generic Associate in Applied Science Degree in Nursing Program)

Credits Required: 43

Associate in Applied Science Degree in Nursing

- a. Part II of the ladder program for generic students;
- b. Part II entrance for non-generic LPN to Associate Degree completion program – requires prior completion of a State approved practical nurse program, entrance requirements, and a current Michigan practical nurse license.

Credits Required: 28\*

\*Total Credits Required: 71 (Part I and Part II of program together)

## Program Description

### \*Associate in Applied Science Degree in Nursing Program

**Part I of the Generic Nursing Program-Practical Nurse Certificate:** 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 (NCLEX-PN). Students learn how to provide basic nursing care to all age groups. The curriculum includes background in the biological sciences, the social sciences, general education and nursing theory. Students receive supervised clinical experiences 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.

### \*Associate in Applied Science Degree in Nursing Program

The curriculum is designed to assist 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 Generic Nursing Program are awarded an Associate of Applied Science Degree in nursing 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 II of the program on a full time or part time basis.

### Program Approval

The Bay de Noc Community College Associate Degree in Nursing program is approved by the Michigan Board of Nursing, and accredited by the National League for Nursing Accrediting Commission, Inc., at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326; 1-404-975-5000.

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

**1. Generic A.D.N. program:** This program is arranged in two major parts. The student must complete Part I (43 credits) with at least a 2.0 GPA. Those maintaining a 3.25 (or Higher)GPA are considered to be "Generic" students and are allowed to proceed directly to Part II on a space available basis. For the "Generic" students, obtaining licensure as a Practical Nurse is an option not a requirement. All students who are "Non Generic" must rank for a seat in Part II of the program and must obtain licensing as a Practical Nurse prior to starting Part II clinics. After the successful completion of Part I and II, the student meets the requirements to take the NCLEX for Registered Nursing.

**2. A.D.N. Completion Program:** This 29 credit program is for Licensed Practical Nurses who have met the entrance requirements. After successful completion, the student will meet the requirements to take the NCLEX 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 income in the

state of Michigan is approximately \$42,000 for Licensed Practical Nurses and approximately \$63,000 for Registered Nurses (U.S. Department of Labor, Bureau of Labor Statistics). 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 Nursing Programs**

All students accepted into Part I and/or Part II of the Nursing program are required to purchase uniforms and liability insurance. Arrangements for liability insurance are made by the college. Prior to Fall entrance into Part I and Part II of our program, the Department of Allied Health and Wellness requires students to successfully pass the following; LIVE Scan Fingerprint criminal background check, a 7 panel drug test, AHA CPR for the Healthcare Provider and the Certification of Physical Fitness Form completed by your Physician. Along with the Certification of Fitness students must also have proof they are immunized for specific contagious diseases. Facilities may have additional requirements which a student would also need to meet.

The Department of Allied Health and Wellness orders your background check, drug screening and immunization tracker through [www.certifiedprofile.com](http://www.certifiedprofile.com). This Certified Profile Package is billed in your first semester tuition.

Throughout the Part I and II of the A.D.N. program, students are required to take a variety of standardized learning assessments, which Bay College School of Nursing obtains via Health Education Systems, Inc. (HESI), a national testing company. The cost for this testing is incurred by the students as a fee charged per semester. Students will be scheduled to take HESI tests when they enter the program, throughout the program and at program completion. In Part II of the A.D.N program students will attend a 3-Day Live NCLEX Review. This live NCLEX Review is 8 hours long each day - T, W, Th - of exam week. The NCLEX Review will provide diagnostic information to assist students to prepare for taking the NCLEX - RN Licensure examination.

# Practical Nurse

Award Granted Upon Completion:  
Credits/Contacts Required: **43/65**  
Major code: 04/470

Certificate in Practical Nurse (Part I of Generic  
Associate in Applied Science Degree in Nursing)  
CIP Code: 513901

2013-2014 Catalog

## General Education Requirements - Min 16 credits

		Cr
BIOL-213	Anatomy & Physiology I *	4
BIOL-214	Anatomy & Physiology II *	4
ENGL-101	Rhetoric & Composition *	4
PSYC-201	Introduction to Psychology *	4

## Program Requirements – Min 27 credits

HLTH-120	Intro to Electronic Health Records *	1
HLTH-140	Dosage Calculations **	2
NURS-101	Nursing Fundamentals	2
NURS-102	Nursing Fundamentals Lab	2
NURS-107	Nursing Fundamentals Clinic	2
NURS-116	Pharmacology I	1
NURS-117	Pharmacology II	2
NURS-120	Adult Health Nursing I	3
NURS-121	Adult Health Nursing I Clinic	2
NURS-122	Adult Health Nursing II	3
NURS-123	Adult Health Nursing II Clinic	2
NURS-140	Introduction to Family Nursing ***	5

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

\*\* MATH-101 may be used in place of HLTH-140 if completed within the last three years.

\*\*\* If any part of this course that is failed, it is necessary to retake and pay for the entire course.

## GAINFUL EMPLOYMENT INFORMATION

See page 127 for details

## Sequences Per Semester

### FULL TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba & Iron Mountain Campuses

#### First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
ENGL-101	Rhetoric & Composition *	4/4
HLTH-120	Intro to Electronic Health Records *	1/1
HLTH-140	Dosage Calculations **	2/2
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-116	Pharmacology I	1/1
		<b>16/21</b>

#### Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
PSYC-201	Introduction to Psychology *	4/4
		<b>17/26</b>

#### Third Semester (Spring & Summer)

NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
		<b>10/18</b>

### PART TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba Campus only

#### First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
HLTH-120	Intro to Electronic Health Records *	1/1
HLTH-140	Dosage Calculations **	2/2
NURS-116	Pharmacology I	1/1
PSYC-201	Introduction to Psychology *	4/4
		<b>12/13</b>

#### Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-117	Pharmacology II	2/2
		<b>10/15</b>

#### Third Semester (Spring & Summer)

ENGL-101	Rhetoric & Composition *	4/4
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-120	Adult Health Nursing I	3/3
		<b>9/13</b>

#### Fourth Semester (Fall)

NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
		<b>7/15</b>

#### Fifth Semester (Winter)

NURS-140	Intro to Family Nursing **	5/9
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# Nursing

2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Nursing

Credits/Contacts Required: 71/109

Major code: 03/370

CIP Code: 513801

## Program Description

The curriculum is designed to assist 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 & II of the generic nursing program are awarded an Associate of Applied Science Degree in Nursing 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 & II of the program on a full-time or part-time basis.

### General Education Requirements – Min 18 credits

	<u>Cr</u>
BIOL-213	Anatomy & Physiology I 4/5
BIOL-214	Anatomy & Physiology II 4/5
ENGL-101	Rhetoric & Composition 4/4
PSYC-201	Introduction to Psychology 4/4
XXXX-xxx	Select one of the following: 3-4/3-4
	ANTH-201, PHIL-230, PSYC-220, PSYC-280, SOCY-103, SOCY-151, SOCY-206, SOCY-207, or SOCY-208.

Students who wish to transfer to a 4-year institution are advised to consult that institution regarding transferability of social science courses.

### Program Requirements – Min 53 credits +

All courses in the Practical Nurse Certificate plus BIOL-225, BIOL-276, NURS-230, NURS-232, NURS-233, NURS-241, and NURS-250,

#### SEQUENCE PER SEMESTER PART-TIME AAS – NURSING – Escanaba Campus Only

<b>First Semester – Fall</b>	
BIOL-225	Medical Microbiology * 2/2
BIOL-276	Pathophysiology * 3/3
NURS-232	Mental Health Nursing 3/3
	<u>8/8</u>

<b>Second Semester – Winter</b>	
XXXX-xxx	Social & Behavioral Science Elective 3-4/3-4
NURS-233	Mental Health Nursing Clinic 2/6
NURS-241	Management & Issues 2/2
	<u>7-8/11-12</u>

<b>Third Semester – Fall</b>	
NURS-230	Advanced Family Nursing 3/3
NURS-231	Advanced Family Nursing Clinic 2/6
	<u>5/9</u>

<b>Fourth Semester – Winter</b>	
NURS-250	Nursing Knowledge ** 8/16
	<u>8/16</u>

#### SEQUENCE PER SEMESTER FULL TIME AAS-NURSING – Escanaba Campus

<b>First Semester - Fall</b>	
BIOL-225	Medical Microbiology * 2/2
BIOL-276	Pathophysiology * 3/3
NURS-230	Advanced Family Nursing 3/3
NURS-231	Advanced Family Nursing Clinic 2/6
NURS-232	Mental Health Nursing 3/3
NURS-233	Mental Health Nursing Clinic 2/6
	<u>15/23</u>

<b>Second Semester - Winter</b>	
XXXX-xxx	Social & Behavioral Sciences Elective 3-4/3-4
NURS-241	Management & Issues 2/2
NURS-250	Nursing Knowledge ** 8/16
	<u>13-14/21-22</u>

#### SEQUENCE PER SEMESTER FULL TIME AAS-NURSING – Iron Mountain Campus

<b>First Semester - Winter</b>	
BIOL-225	Medical Microbiology * 2/2
BIOL-276	Pathophysiology * 3/3
NURS-230	Advanced Family Nursing 3/3
NURS-231	Advanced Family Nursing Clinic 2/6
NURS-232	Mental Health Nursing 3/3
	<u>13/17</u>

<b>Second Semester – Spring</b>	
NURS-233	Mental Health Nursing Clinic 2/6
	<u>2/6</u>

<b>Third Semester – Fall</b>	
XXXX-xxx	Social & Behavioral Sciences Elective 3-4/3-4
NURS-241	Management & Issues 2/2
NURS-250	Nursing Knowledge ** 8/16
	<u>13-14/21-22</u>

+ The combined credits from Part I (43 credits) and Part II (28 credits) of the program constitute the generic Associate of Applied Science in Nursing degree program (71 credits).

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

\*\* Any part of this course that is failed will result in the necessity to retake and pay for the entire course.

# Office Systems/Administrative Assistant

Award Granted Upon Completion: Associate in Applied Science in Office Systems/  
 Credits/Contacts Required: **62/65** Administrative Assistant  
 Major code: 03/381 CIP Code: 520401

## Program Description

## 2013-2014 Catalog

The Office Systems program is designed to prepare students for entry-level positions in administrative support roles. In addition to training in technology, software applications, and office procedures, heavy emphasis will also be placed on development of the soft skills—communication, teamwork, customer service, etc.—needed on the job.

Upon completion of this program, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.
3. Demonstrate the ability to use spreadsheet software to create and edit business spreadsheets and charts.
4. Demonstrate the ability to use database software to create and manage tables, reports, and forms.
5. Demonstrate the ability to create and deliver professional business presentations using presentation graphics software.
6. Create and edit a variety of documents using speech and handwriting input tools.
7. Set up and maintain an office filing system following ARMA rules for coding, retention, and disposal.
8. Properly record debits and credits to general ledger accounts and generate fiscal period financial statements.
9. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

### General Education Requirements – Min 18 credits

		Cr
BUSN-177	Mathematics of Business *	3
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social & Behavioral Science	
	-OR- Humanities Elective	3-4
XXXX-xxx	General Education Electives	7-8

### Suggested Sequences Per Semester

		Cr / Ct
<b>First Semester</b>		
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofrdg +	4/4
		<b>15/15</b>

### Program Requirements – Min 44 credits \*\*

		Cr
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I •	4
BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications	4
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications •	3
CIS-140	Database Applications •	3
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-150	Word Processing Applications + •	4
OIS-180	Input Technologies	2
OIS-191	Business English & Proofreading +	4
OIS-218	Machine Transcription	2
OIS-250	Advanced Word Processing •	3
OIS-260	Office Technology & Procedures •	4
XXXX-xxx	Approved Electives **	3
<b>** Approved Electives</b>		
ACCT-105	Accounting with Computers	3
BUSN-160	Introduction to Business	3
CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
CIS-135	Introduction to Cybersecurity	2
CIS-240	Advanced Database Applications	3
OIS-234	Desktop Publishing & Design	4

### Second Semester

ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4/4
ENGL-101	Rhetoric & Composition	4/4
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Adv Word Processing •	3/3
		<b>15/16</b>

### Third Semester

BUSN-195	Business Communications	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications •	3/3
OIS-180	Input Technologies	2/3
OIS-218	Machine Transcription	2/3
XXXX-xxx	Social & Behavioral Sciences	
	-OR- Humanities Elective	3-4
		<b>14-15/16-17</b>

### Fourth Semester

CIS-140	Database Applications •	3/3
OIS-260	Office Tech & Procedures •	4/4
XXXX-xxx	Approved Electives ***	3/3
XXXX-xxx	General Education Electives	7-8
		<b>17-18/17/18</b>

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

• These courses must be taken within five years of graduation to meet program requirements.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

# Office Systems/Legal Office Assistant

Award Granted Upon Completion: Associate in Applied Science in Office Systems/  
 Credits/Contacts Required: 62/65 Legal Office Assistant  
 Major code: 03/382 CIP Code: 220301

## Program Description

## 2013-2014 Catalog

The Legal Office Assistant program is designed to prepare students for entry-level positions as administrative support personnel in legal offices. In addition to training in technology, software applications, and office procedures, students will also receive specialized training in business and legal transcription.

Upon completion of this program, students will be able to:

1. Demonstrate the ability to use word processing software in the creation and proper formatting of professional business documents.
2. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
3. Set up and maintain an office filing system following ARMA rules for coding, retention, and disposal.
4. Demonstrate the ability to use spreadsheet software to create and edit business spreadsheets and charts.
5. Properly record debits and credits to general ledger accounts and generate fiscal period financial statements.
6. Create and edit a variety of documents using speech and handwriting input tools.
7. Accurately transcribe and edit a variety of legal reports and documents from recorded dictation.
8. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

### General Education Requirements – Min 18 credits

		<u>Cr</u>
BUSN-177	Mathematics of Business *	3
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social & Behavioral Science	
	-OR- Humanities Elective	3-4
XXXX-xxx	General Education Electives	7-8

### Program Requirements – Min 44 credits \*\*

		<u>Cr</u>
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I •	4
BUSN-195	Business Communications	3
BUSN-250	Business Law I	3
CIS-101	Computer Concepts & Applications	4
CIS-121	Microsoft Excel •	1
CIS-122	Microsoft Access •	1
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-150	Word Processing Applications + •	4
OIS-180	Input Technologies	2
OIS-191	Business English & Proofreading +	4
OIS-218	Machine Transcription	2
OIS-240	Legal Transcription	3
OIS-250	Advanced Word Processing •	3
OIS-260	Office Technology & Procedures •	4
XXXX-xxx	Approved Electives ***	2
<b>*** Approved Electives</b>		
ACCT-105	Accounting with Computers	3
BUSN-160	Introduction to Business	3
BUSN-251	Business Law II	3
CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
CIS-135	Introduction to Cybersecurity	2
OIS-234	Desktop Publishing & Design	4

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofrdg +	4/4
		<b>15/15</b>

<b>Second Semester</b>		
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4/4
ENGL-101	Rhetoric & Composition	4/4
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Adv Word Processing •	3/3
		<b>15/16</b>

<b>Third Semester</b>		
BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
OIS-180	Input Technologies	2/3
OIS-218	Machine Transcription	2/3
XXXX-xxx	Social & Behavioral Sciences	
	-OR- Humanities Elective	3-4/3-4
		<b>15-16/17-18</b>

<b>Fourth Semester</b>		
OIS-240	Legal Transcription	3/3
OIS-260	Office Tech & Procedures •	4/4
XXXX-xxx	Approved Electives ***	2/2
XXXX-xxx	General Education Electives	7-8/7-8
		<b>16-17/16-17</b>

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

• These courses must be taken within five years of graduation to meet program requirements.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

# Office Systems/Medical Office Specialist

Award Granted Upon Completion: Associate in Applied Science in Office Systems/  
 Credits/Contacts Required: 65/68 Medical Office Specialist  
 Major code: 03/383 CIP Code: 510706

## Program Description

The Medical Office Specialist program will give students the entry-level background needed for general employment in a variety of medical environments. In addition to training in software applications and general office procedures, students will also complete specialized course work unique to the medical field including terminology, insurance, and coding.

Upon completion of this program, students will be able to:

1. Proofread and edit business documents to ensure that they are free of errors and meet business mailability standards.
2. Demonstrate the ability to use word processing software in the creation, editing, and proper formatting of professional business documents.
3. Demonstrate the ability to navigate in and glean information from electronic spreadsheet and database documents.
4. Create and edit a variety of documents using speech and handwriting input tools.
5. Set up and maintain an office filing system following ARMA rules for coding, retention, and disposal.
6. Carry out the responsibilities of a front-desk worker in a medical office including: making appointments, greeting patients, maintaining confidentiality, handling patient records, and dealing with billing and insurance issues.
7. Transcribe and edit a variety of medical reports and documents from recorded dictation according to AAMT guidelines.
8. Gather, analyze, and interpret specific medical and patient information in order to code procedures and diagnoses using CPT and ICD-10 coding systems.
9. Collect and organize documents highlighting individual job skills through the creation of a personal employment portfolio.

## 2013-2014 Catalog

### General Education Requirements – Min 18 credits

		Cr
BUSN-177	Mathematics of Business *	3
ENGL-101	Rhetoric & Composition	4
XXXX-xxx	Social & Behavioral Science	
	-OR- Humanities Elective	3-4
XXXX-xxx	General Education Electives **	7-8

### Program Requirements – Min 47 credits \*\*\*

		Cr
BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications	4
CIS-121	Microsoft Excel •	1
CIS-122	Microsoft Access •	1
HLTH-118	Medical Terminology I	3
HLTH-119	Medical Terminology II	2
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-150	Word Processing Applications + •	4
OIS-180	Input Technologies	2
OIS-191	Business English & Proofreading +	4
OIS-218	Machine Transcription	2
OIS-219	Medical Transcription	3
OIS-220	Medical Insurance Billing	3
OIS-230	Medical Coding	4
OIS-250	Advanced Word Processing •	3
OIS-260	Office Technology & Procedures •	4

### Suggested Sequences Per Semester

		Cr / Ct
<b>First Semester</b>		
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofrdg +	4/4
		<b>15/15</b>
<b>Second Semester</b>		
ENGL-101	Rhetoric & Composition	4/4
HLTH-118	Medical Terminology I	3/3
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Adv Word Processing •	3/3
XXXX-xxx	Social & Behavioral Science/Humanities Elec	3-4/3-4
		<b>17-18/18-19</b>
<b>Third Semester</b>		
BUSN-195	Business Communications	3/3
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
HLTH-119	Medical Terminology II	2/2
OIS-218	Machine Transcription	2/3
OIS-220	Medical Insurance Billing	3/3
XXXX-xxx	General Education Elective	3-4
		<b>15-16/16-17</b>
<b>Fourth Semester</b>		
OIS-180	Input Technologies	2/3
OIS-219	Medical Transcription	3/3
OIS-230	Medical Coding	4/4
OIS-260	Office Tech & Procedures •	4/4
XXXX-xxx	General Education Electives	3-5
		<b>16-18/17-19</b>

\* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

\*\* Additional courses as needed from either Mathematics/Natural Sciences or Social & Behavioral Sciences/Humanities with no more than two (2) courses from any single category to meet the 18 credit minimum.

\*\*\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

• These courses must be taken within five years of graduation to meet program requirements.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

# Water Resource Management

2013-2014 Catalog

Award Granted Upon Completion:

Associate in Applied Science in Water Resource

Credits/Contacts Required: 70/79

Management

Major code: 03/340

CIP Code: 150506

## Program Description

The Water Resource Management Program is designed for providing 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 the highest grade licensure in municipal and industrial water and wastewater treatment.

Upon completion of this program, students will be able to:

1. Operate and manage a conventional drinking water filtration treatment plant at the S-4 and F-4 State of Michigan certification levels.
2. Operate and manage a biological wastewater treatment plant at the D State of Michigan certification level.
3. Perform laboratory analysis to ensure the distribution of a safe drinking water supply.
4. Perform laboratory analysis to ensure environmentally safe effluent discharges from a wastewater treatment plant.
5. Demonstrate competencies in both water and wastewater treatment processes by passing the State of Michigan's S-4 and F-4 drinking water distribution and filtration certification exams as well as the D wastewater treatment certification exam.

### General Education Requirements – Min 18 credits

	<u>Cr</u>
CHEM-108 Technical Chemistry **	
CHEM-110 General Chemistry I	5
ENGL-101 Rhetoric & Composition	4
ENGL-145 Technical Report Writing	3
MATH-105 Intermediate Algebra	
MATH-106 -OR- Tech Algebra & Trig I	4
POLI-111 American Government -OR-	
POLI-262 State & Local Government	4

### Program Requirements – Min 50 credits \*\*

	<u>Cr</u>
COMM-103 Interpersonal Communications	
COMM-104 -OR- Public Speaking	3-4
GIS -201 Intro to Geographic Info Systems	3
WATR-110 Wastewater Operations & Mgmt	4
WATR-120 Water Operations & Management	4
WATR-150 Team Project Course	2
WATR-220 Industrial Solutions	3
WATR-230 Aquatic Evaluations & Bacteriology	3
WATR-240 Environmental Analysis	5
WATR-250 Water Analysis & Techniques	5
WATR-255 Mechanical & Instrumentation	3
WATR-260 Current Issues for Managers	3
WATR-270 Water in Motion	4
WATR-272 Professional Field Experience (Water)	4
WATR-273 Professional Field Experience (Wastewater)	4
<b>OPTIONAL</b>	
CHEM-112 General Chemistry II **	5

### Suggested Sequences Per Semester

	<u>Cr / Ct</u>
<b>First Semester</b>	
ENGL-101 Rhetoric & Composition	4/4
MATH-105 Intermediate Algebra -OR-	
MATH-106 Technical Algebra & Trig I *	4/4
WATR-110 Wastewater Operations & Mgmt	4/4
WATR-260 Current Issues for Managers	3/3
<b>15/15</b>	
<b>Second Semester</b>	
CHEM-108 Technical Chemistry **	5/7
ENGL-145 Technical Report Writing	3/3
GIS 201 Info to Geographic Info Systems	3/3
WATR-120 Water Operations & Management	4/4
WATR-230 Aquatic Evaluations & Bacteriology	3/4
<b>18/21</b>	
<b>Third Semester</b>	
COMM-103 Interpersonal Communications	
COMM-104 -OR- Public Speaking	3-4/3-4
POLI-111 American Government -OR-	
POLI-262 State & Local Government	4/4
WATR-150 Team Project Course	2/3
WATR-240 Environmental Analysis	5/7
WATR-270 Water in Motion	4/4
<b>18-19/21-22</b>	
<b>Fourth Semester</b>	
WATR-220 Industrial Solutions	3/3
WATR-250 Water Analysis & Techniques	5/7
WATR-255 Mechanical & Instrumentation	3/4
WATR-272 Professional Field Experience (Water)	4/4
WATR-273 Professional Field Experience (Wastewater)	4/4
<b>19/22</b>	

Internships and Co-ops may require that the student pass a criminal background check.

\* MATH-106 and MATH-105 do not satisfy MACRAO. Bay has an articulation agreement with LSSU whereby courses in this program transfer into a B.S. of Environmental Management. Students will need to complete additional General Education requirements to satisfy MACRAO. See course catalog for additional information about MACRAO.

- Students should also check with their transfer institution for the level of math required.  
- Transfer students should take MATH-110, which will be substituted for MATH 106 or MATH-105.

\*\* CHEM-110 and CHEM-112 are recommended for the first and second semesters for students transferring into a Baccalaureate degree. Students should check with the transfer institution.

- Students who choose to take CHEM-110 also need to take CHEM-112 to meet program requirements.  
- Students who take CHEM-108 do not need CHEM-110 or CHEM-112; however, CHEM-108 is not transferrable in most cases.

# Water Resource Management 1+1 2013-2014 Catalog

Award Granted Upon Completion: Associate in Applied Science in Water Resource

Credits/Contacts Required: 67/79

Major code: 03/341

Management

CIP Code: 150506

## Program Description

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 College for specialized courses in Water Technology. Upon graduation, students are awarded an Associate in Applied Science in Water Resource Management 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 and a list of the specific Water Technology courses for the Sophomore year at Bay College.

### General Education Requirements

Exact course titles and credits for this program are listed in the transfer guides specific to each community college. Students must attain a grade of "C" or better to transfer credits from Bay College.

The following Colleges have articulated agreements with Bay College for completion of this degree:

- Alpena Community College
- Glen Oaks Community College
- Gogebic Community College
- Grand Rapids Community College
- Kalamazoo Community College
- Kellogg Community College
- Lake Michigan College
- Lansing Community College
- West Shore Community College

### Program Requirements

First year courses are taken at one of the above community colleges. Transfer guides can be found at

<http://www.baycollege.edu/Students/Transfer-Information/Transfer-To-Bay.aspx> .

Students who complete the specific requirements at their community college will be required to complete the WATR courses at Bay and can do so in one academic year.

### Suggested Sequences Per Semester Sophomore Year at Bay College

#### **First Semester**

	<u>Cr / Ct</u>
WATR-110 Wastewater Operations & Management	4/4
WATR-240 Environmental Analysis	5/7
WATR-260 Current Issues for Managers	3/3
WATR-270 Water in Motion	4/4
	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>16/18</b>

#### **Second Semester**

WATR-120 Water Operations & Management	4/4
WATR-220 Industrial Solutions	3/3
WATR-230 Aquatic Evaluations & Bacteriology	3/4
WATR-250 Water Analysis & Techniques	5/7
WATR-255 Mechanical & Instrumentation	3/4
WATR-272 Professional Field Experience (Water)	3/4
WATR-273 Professional Field Experience (Wastewater)	3/4
	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>24/30</b>

Internships and Co-ops may require that the student pass a criminal background check.

# Accounting

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Accounting

Credits/Contacts Required: 32/32

Major code: 04/401

CIP Code: 520301

## Program Description

This program is designed for students interested in an entry level position in the field of Accounting. The program will provide the business, accounting, and computer knowledge and skills required to perform duties as a bookkeeper or accounting clerk. Students may further enhance their employability options by completing an Associate in Applied Science in Accounting/Computer Specialist degree.

### General Education Requirements

None

### Program Requirements – Min 32 credits \*

	<u>Cr</u>
ACCT-101 Accounting Principles I	4
ACCT-102 Accounting Principles II	4
ACCT-105 Accounting with Computers	3
ACCT-110 Payroll Accounting	3
BUSN-160 Introduction to Business	3
CIS-101 Computer Concepts & Applications	4
OIS-150 Word Processing Applications	4
XXXX-xxx Approved Electives **	7

### Suggested Sequences Per Semester

#### **First Semester**

	<u>Cr / Ct</u>
ACCT-101 Accounting Principles I	4/4
BUSN-160 Introduction to Business	3/3
CIS-101 Computer Concepts & Applications	4/4
XXXX-xxx Approved Electives **	4/4
	<b>15/15</b>

#### **Second Semester**

ACCT-102 Accounting Principles II	4/4
ACCT-105 Accounting with Computers	3/3
ACCT-110 Payroll Accounting	3/3
OIS-150 Word Processing Applications	4/4
XXXX-xxx Approved Electives **	3/3
	<b>17/17</b>

\* Keyboarding skills are necessary for the successful completion of this certificate and is a prerequisite to many of the computer courses. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding or take the keyboarding test in the Student Computer Center.

\*\* Choose 7 credits from any ACCT, BUSN, CIS, HMG, or OIS courses.

- ACCT-100 will be accepted as an elective only if taken prior to successful completion of ACCT-101.

### **GAINFUL EMPLOYMENT INFORMATION**

See page 124 for details

# Computer Applications

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Computer Applications

Credits/Contacts Required: 32/32

Major code: 04/426

CIP Code: 520401

## Program Description

This program is designed for students interested in a career requiring entry-level knowledge of personal productivity software and computer operations. Students will be able to effectively use word processing, electronic spreadsheets, and database software. Students may further enhance their employability options by completing an Associate Degree or seeking professional certifications.

### General Education Requirements – None

#### Program Requirements – Min 32 credits \*

BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications	4
CIS-115	Using Microsoft Windows	3
CIS-123	Microsoft PowerPoint	1
CIS-125	Business Technology Tools	2
CIS-130	Spreadsheet Applications	3
CIS-140	Database Applications	3
OIS-150	Word Processing Applications	4
XXXX-xxx	Approved Electives **	9

#### **\*\* Approved Electives (Choose a min of 9 credits)**

ACCT-100	Practical Accounting -OR-	4
ACCT-101	Accounting Principles I	4
ACCT-105	Accounting with Computers	3
BUSN-160	Introduction to Business	3
BUSN-177	Mathematics of Business	3
BUSN-203	Management Information Systems	3
CIS-135	Introduction to Cybersecurity	2
CIS-200	Advanced Software Applications	2
CIS-103	Visual Basic	4
CIS-210	Web Page Design & Structure	3
CIS-215	Web Publishing	3
CIS-234	Desktop Publishing & Design	4
CIS-240	Advanced Database Applications	3
OIS-180	Input Technologies	2
OIS-250	Adv Word Processing Applications	3

### Suggested Sequences Per Semester

#### First Semester

BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
OIS-150	Word Processing Applications	4/4
		<b>15/15</b>

#### Second Semester

CIS-125	Business Technology Tools	2/2
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
XX-xxx	Approved Electives **	9/9
		<b>17/17</b>

\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

## GAINFUL EMPLOYMENT INFORMATION

See page 124 for details

# Correctional Officer

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Correctional Officer

Credits/Contacts Required: **34/34**

Major code: 04/430

CIP Code: 430102

## Program Description

The Correctional Officer Certificate Program prepares graduates for jobs in a prison system as a corrections officer. This one-year certificate of completion incorporates the 15 semester hours of corrections, criminal justice, sociology and human relations credits required by the Michigan Department of Corrections. Students have the opportunity to plan for transfer to a four-year college or university and credits may be used toward an Associate's degree.

### General Education Requirements – Min 15 credits

	<u>Cr</u>
CJUS-240 Approaches to Ethics in CJUS	4
COMM-103 Interpersonal Communication	3
ENGL-101 Rhetoric & Composition	4
POLI-111 American Government <b>-OR-</b>	4
POLI-262 State & Local Government	

### Program Requirements – Min 19 credits

	<u>Cr</u>
CJUS-110 Introduction to Corrections	4
CJUS-112 Introduction to Criminal Justice	4
CJUS-114 Criminal Justice Report Writing	2
CJUS-120 Legal Issues in Corrections	3
CJUS-230 Correctional Institutions/Facilities	3
SOCY-103 Cultural Diversity <b>-OR-</b>	
SOCY-151 Sociology	3-4

### Suggested Sequences Per Semester

#### **First Semester**

	<u>Cr / Ct</u>
CJUS-112 Introduction to Criminal Justice	4/4
CJUS-120 Legal Issues in Corrections	3/3
CJUS-240 Ethics in Criminal Justice	4/4
COMM-103 Interpersonal Communications	3/3
ENGL-101 Rhetoric & Composition	4/4

**18/18**

#### **Second Semester**

CJUS-110 Introduction to Corrections	4/4
CJUS-114 Criminal Justice Report Writing	2/2
CJUS-230 Correctional Institutions/Facilities	3/3
POLI-111 American Government <b>-OR-</b>	
POLI-262 State & Local Government	4/4
SOCY-103 Cultural Diversity <b>-OR-</b>	3-4/3-4
SOCY-151 Sociology	

**16-17/16-17**

## GAINFUL EMPLOYMENT INFORMATION

See page 125 for details

# Early Childhood Care & Education: Level I

Award Granted Upon Completion: Certificate in Early Childhood Care & Education: Level I

Credits/Contacts Required: 30/30

Major code: 04/435

CIP Code: 190709

## Program Description

## 2013-2014 Catalog

The Level I certificate program is designed to introduce students to the field of early childhood care and education including health, safety, and nutrition; child development and child guidance; and curriculum for infants, toddlers, and preschool children. One hundred hours of practicum experience are required. All credits earned in this certificate apply toward the Level II Certificate and the AAS in Early Childhood Care and Education degree.

### General Education Requirements – Min 8 credits

	<u>Cr</u>
ENGL-101 Rhetoric & Composition	4
SOCY-151 Sociology -OR- SOCY-208 Marriage & the Family	4

### Program Requirements – Min 22 credits \*

	<u>Cr</u>
CHLD-101 Introduction to Early Childhood Development #	3
CHLD-103 Child Development #	3
CHLD-110 Health, Safety, & Nutrition of the Young Child	3
CHLD-120 Child Guidance	3
CHLD-125 Programming for Infants & Toddlers	3
CHLD-130 Curriculum for Young Children I **	3
PHED-147 First Aid/BLS for Non-Healthcare Providers	1
XXXX-xxx Electives	3

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
CHLD-101	Intro to Early Childhood Dev	3/3
CHLD-103	Child Development	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
ENGL-101	Rhetoric & Composition	4/4
PHED-147	First Aid/BLS	1/1
		<b>14/14</b>
<b>Second Semester</b>		
CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infants & Toddlers	3/3
CHLD-130	Curr for Young Children I **	3/3
SOCY-151	Sociology -OR-	
SOCY-208	Marriage & the Family	4/4
XX-xxx	Electives	3/3
		<b>16/16</b>

\* Courses that require a practicum require a physical, TB test, and criminal history check prior to the first day of class. Forms are found on Bay's website, Early Childhood Care & Education link.

\*\* Includes an 90 hour practicum

**# CHLD-101 and CHLD-103 include a criminal background check. Students must pass in order to proceed in this program.**

### GAINFUL EMPLOYMENT INFORMATION

See page 125 for details

# Early Childhood Care & Education: Level II

Award Granted Upon Completion: Certificate in Early Childhood Care & Education: Level II

Credits/Contacts Required: 55/55

Major code: 04/436

CIP Code: 190709

## Program Description

The Level II certificate program is designed to prepare students to create and implement quality, age-appropriate learning activities for children from birth through age 8 in a variety of child care and educational settings. Advanced curriculum development, inclusion of children with special needs, and program administration are addressed. Three hundred hours of practicum experience are required. All credits earned in this certificate apply toward the AAS Degree in Early Childhood Care and Education.

## 2013-2014 Catalog

### General Education Requirements - Min 14 credits

	Cr
COMM-103 Interpersonal Communication	
COMM-104 -OR- Public Speaking	3-4
ENGL-101 Rhetoric & Composition	4
SOCY-151 Sociology -OR-	
SOCY-208 Marriage & the Family	4
XXXX-xxx Humanities Elective	3-4

### Program Requirements – Min 41 credits \*

	Cr
CHLD-101 Introduction to Early Childhood Development #	3
CHLD-103 Child Development #	3
CHLD-110 Health, Safety, & Nutrition of the Young Child	3
CHLD-120 Child Guidance	3
CHLD-125 Programming for Infants & Toddlers	3
CHLD-130 Curriculum for Young Children I **	3
CHLD-200 Inclusion in Early Childhood Programs	3
CHLD-230 Curriculum for Young Children II **	3
CHLD-240 Program Management in Child Care & Early Education	3
CHLD-272 Practicum in Early Childhood Development ***	3
PHED-147 First Aid/BLS for Non-Healthcare Providers	1
PSYC-201 Introduction to Psychology	4
XXXX-xxx Electives	6-8

### Suggested Sequences Per Semester

	Cr / Ct
<b>First Semester</b>	
CHLD-101 Intro to Early Childhood Development	3/3
CHLD-103 Child Development	3/3
CHLD-110 Health, Safety, & Nutrition	3/3
ENGL-101 Rhetoric & Composition	4/4
PHED-147 First Aid/BLS	1/1
	<b>14/14</b>
<b>Second Semester</b>	
CHLD-120 Child Guidance	3/3
CHLD-125 Programming for Infant & Toddlers	3/3
CHLD-130 Curriculum for Young Children I **	3/3
SOCY-151 Sociology -OR-	
SOCY-208 Marriage & the Family	4/4
XXXX-xxx Electives	3/3
	<b>16/16</b>
<b>Third Semester</b>	
CHLD-200 Inclusion in Early Childhood Programming	3/3
CHLD-230 Curriculum for Young Children II **	3/3
COMM-103 Interpersonal Communication -OR-	
COMM-104 Public Speaking	3-4/3-4
PSYC-201 Introduction to Psychology	4/4
	<b>13-14/13-14</b>
<b>Fourth Semester</b>	
CHLD-240 Program Mgmt in Child Care	3/3
CHLD-272 Practicum in Early Childhood Dev ***	3/3
XXXX-xxx Humanities Elective	3-4/3-4
XXXX-xxx Elective	5/5
	<b>14-15/14-15</b>

\* Courses that require a practicum require a physical, TB test, and criminal history check prior to the first day of class. Forms are found on Bay's website, Early Childhood Care & Education link.

\*\* Includes an 90 hour practicum

\*\*\* Includes a 120 hour practicum

**# CHLD-101 and CHLD-103 include a criminal background check. Students must pass in order to proceed in this program.**

### GAINFUL EMPLOYMENT INFORMATION

See page 125 for details

# Entrepreneurial Small Business

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Entrepreneurial Small Business

Credits/Contacts Required: 34/34

Major code: 04/410

CIP Code: 520799

## Program Description

The Entrepreneurial Small Business Certificate is designed to provide students with a practical approach to learning the basics of running a business. General business theory, business operations, and communicating effectively within a business environment will be the main focus. If you desire to be your own boss, have the aptitude of a risk taker, and consider yourself a creative person, this certificate is for you!

### General Education Requirements

None

### Program Requirements – Min 34 credits \*

		<u>Cr</u>
ACCT-100	Practical Accounting –OR-	
ACCT-101	Accounting Principles I	4
BUSN-160	Introduction to Business	3
BUSN-195	Business Communications	3
BUSN-242	Principles of Management	3
BUSN-250	Business Law I	3
BUSN-253	Marketing	3
BUSN-258	Small Business Management	3
BUSN-262	Principles of Selling	3
CIS-101	Computer Concepts & Applications	4
CIS-125	Business Technology Tools	2
ECON-120	Personal Finance –OR-	
ECON-131	Macroeconomics –OR-	
ECON-132	Microeconomics	3

### Suggested Sequences Per Semester

#### **First Semester**

ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
CIS-101	Computer Concepts & Applications	4/4
		<b>17/17</b>

#### **Second Semester**

BUSN-242	Principles of Management	3/3
BUSN-253	Marketing	3/3
BUSN-258	Small Business Management	3/3
BUSN-262	Principles of Selling	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance -OR-	
ECON-131	Macroeconomics -OR-	
ECON-132	Microeconomics	3/3
		<b>17/17</b>

\* Keyboarding skills are necessary for the successful completion of this certificate. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding. A keyboarding test may be taken in the Student Computer Center to fulfill prerequisites.

### **GAINFUL EMPLOYMENT INFORMATION**

See page 126 for details

# Health Careers

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Health Careers

Credits/Contacts Required: 25/27

Major code: 04/460

CIP Code: 510710

## Program Description

This certificate lays the foundation for students interested in careers in the health care field prior to being admitted into the Practical Nurse Certificate, the Associate in Applied Science in Nursing degree, or transfer programs for a variety of health-related fields. This certificate also provides an opportunity for students to complete a co-op experience or a Certified Nursing Assistant program. Students who select this certificate for Pre-Radiography, Pre-Dental Hygienist, Pre-Respiratory Care, or Pre-Diagnostic Sonography are highly encouraged to contact their transfer institution prior to beginning their first semester in order to receive specific information regarding entrance and admissions requirements.

Prior to the Co-op experience, the Department of Allied Health and Wellness requires students to successfully pass the following; LIVE Scan Fingerprint criminal background check, a 7 panel drug test, AHA CPR for the Healthcare Provider and the Certification of Physical Fitness Form completed by your Physician. Along with the Certification of Fitness students must also have proof they are immunized for specific contagious diseases. Facilities may have additional requirements which a student would also need to meet.

The Department of Allied Health and Wellness orders your background check, drug screening and immunization tracker through [www.certifiedprofile.com](http://www.certifiedprofile.com). This Certified Profile Package is billed in your first co-op semester.

### General Education Requirements - None

#### Program Requirements – Min 25 credits

BIOL-104	Human Biology	4
CHEM-107	Human Chemistry	4
CIS-101	Computer Concepts & Applications	4
ENGL-101	Rhetoric & Composition	4
HLTH-100	Careers in Health Care	1
HLTH-103	Safety in Health Occupations	1
HLTH-104	Clinical Skills for Health Providers	1
HLTH-110	Introduction to Medical Vocabulary	1
MATH-105	Intermediate Algebra	4
	Approved Electives *	1-4
		<u>25-28</u>

#### \* Approved Electives

COMM-103	Interpersonal Communications	3
FYE-101	College Success Strategies	3
HLTH-102	Orientation to Health Care	3
HLTH-118	Medical Terminology I	3
HLTH-119	Medical Terminology II	2
HLTH-120	Intro to Electronic Health Records	1
HLTH-135	Obtaining a Blood Specimen	1
HLTH-140	Dosage Calculation	2
HLTH-205	Nutrition	3

### Suggested Sequences Per Semester

#### First Semester

BIOL-104	Human Biology	4/5
ENGL-101	Rhetoric & Composition	4/4
HLTH-100	Careers in Health Care	1/1
MATH-105	Intermediate Algebra	4/4
		<u>13/14</u>

#### Second Semester

CHEM-107	Human Chemistry	4/5
CIS-101	Computer Concepts & Apps	4/4
HLTH-103	Safety in Health Occupations	1/1
HLTH-104	Clinical Skills for Health Providers	1/1
HLTH-110	Intro to Medical Vocabulary	1/1
XXXX-xxx	Approved Electives	1-4/1-4
		<u>12-15/13-16</u>

#### \* Approved Electives (cont)

HLTH-271	Health Care Co-op	1
HLTH-272	Health Care Co-op	2
HLTH-273	Health Care Co-op	3
HLTH-274	Health Care Co-op	4
NURS-115	Nursing Assistant	5
NURS-118	Nursing Informatics	2
PHED-146	First Aid/BLS	1
PHED-141	Phys'l Fitness: A Wellness Approach	2
PHED-144	Effective Stress Management	2

### GAINFUL EMPLOYMENT INFORMATION

See page 126 for details

# Office Assistant

2013-2014 Catalog

Award Granted Upon Completion:

Certificate in Office Assistant

Credits/Contacts Required: **32/33**

Major code: 04/480

CIP Code: 520401

## Program Description

This certificate will provide students with the basic technology and communications skills needed in entry-level office positions. All courses in this certificate may also be applied to the Office Systems/Administrative Assistant Associate degree.

### General Education Requirements

None

### Program Requirements – Min 32 credits \*

		<u>Cr</u>
BUSN-195	Business Communications	3
CIS-101	Computer Concepts & Applications •	4
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications	3
OIS-117	Records Management	2
OIS-150	Word Processing Applications •	4
OIS-180	Input Technologies	2
OIS-191	Business English & Proofreading	4
OIS-250	Adv Word Processing Applications •	3
XXXX-xxx	Approved Electives **	6

#### **\*\* Approved Electives (Choose min of 6 credits)**

CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
CIS-140	Database Applications •	3
OIS-108	Document Processing	2
OIS-218	Machine Transcription	2
OIS-234	Desktop Publishing & Design	4
OIS-260	Office Technology & Procedures	4

\* Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.

• These courses must be taken within five years of graduation to meet certificate requirements.

### Suggested Sequences Per Semester

#### **First Semester**

		<u>Cr / Ct</u>
CIS-101	Computer Concepts & Applications •	4/4
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications •	4/4
OIS-191	Business English & Proofreading	4/4
XXXX-xxx	Approved Electives **	2/2
		<b>16/16</b>

#### **Second Semester**

BUSN-195	Business Communications	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications	3/3
OIS-180	Input Technologies	2/3
OIS-250	Advanced Word Processing Applications •	3/3
XXXX-xxx	Approved Electives **	4/4
		<b>16/17</b>

### **GAINFUL EMPLOYMENT INFORMATION**

See page 126 for details

# Practical Nurse

Award Granted Upon Completion:  
Credits/Contacts Required: 43/65  
Major code: 04/470

Certificate in Practical Nurse (Part I of Generic  
Associate in Applied Science Degree in Nursing)  
CIP Code: 513901

2013-2014 Catalog

## General Education Requirements - Min 16 credits

		Cr
BIOL-213	Anatomy & Physiology I *	4
BIOL-214	Anatomy & Physiology II *	4
ENGL-101	Rhetoric & Composition *	4
PSYC-201	Introduction to Psychology *	4

## Program Requirements – Min 27 credits

HLTH-120	Intro to Electronic Health Records *	1
HLTH-140	Dosage Calculations **	2
NURS-101	Nursing Fundamentals	2
NURS-102	Nursing Fundamentals Lab	2
NURS-107	Nursing Fundamentals Clinic	2
NURS-116	Pharmacology I	1
NURS-117	Pharmacology II	2
NURS-120	Adult Health Nursing I	3
NURS-121	Adult Health Nursing I Clinic	2
NURS-122	Adult Health Nursing II	3
NURS-123	Adult Health Nursing II Clinic	2
NURS-140	Introduction to Family Nursing ***	5

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

\*\* MATH-101 may be used in place of HLTH-140 if completed within the last three years.

\*\*\* If any part of this course that is failed, it is necessary to retake and pay for the entire course.

## GAINFUL EMPLOYMENT INFORMATION

See page 127 for details

## Sequences Per Semester

### FULL TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba & Iron Mountain Campuses

#### First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
ENGL-101	Rhetoric & Composition *	4/4
HLTH-120	Intro to Electronic Health Records *	1/1
HLTH-140	Dosage Calculations **	2/2
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-116	Pharmacology I	1/1
		<b>16/21</b>

#### Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
PSYC-201	Introduction to Psychology *	4/4
		<b>17/26</b>

#### Third Semester (Spring & Summer)

NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
		<b>10/18</b>

### PART TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba Campus only

#### First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
HLTH-120	Intro to Electronic Health Records *	1/1
HLTH-140	Dosage Calculations **	2/2
NURS-116	Pharmacology I	1/1
PSYC-201	Introduction to Psychology *	4/4
		<b>12/13</b>

#### Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-117	Pharmacology II	2/2
		<b>10/15</b>

#### Third Semester (Spring & Summer)

ENGL-101	Rhetoric & Composition *	4/4
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-120	Adult Health Nursing I	3/3
		<b>9/13</b>

#### Fourth Semester (Fall)

NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
		<b>7/15</b>

#### Fifth Semester (Winter)

NURS-140	Intro to Family Nursing **	5/9
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# Sustainability

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Sustainability

Credits/Contacts Required: 33/33

Major code: 04/441

CIP Code: 030299

## Program Description

In this certificate program, students will explore the dynamic relationship between humans and their environment from cultural, economic, historical, literary, social, scientific, and technology perspectives, as well as acquire foundation skills in communications and mathematics. Courses in this certificate will explore the unifying theme of sustainability from a multidisciplinary perspective preparing students to face the challenges of global citizenship in the twenty-first century. Sustainability represents hope for the future as we face the challenge of "meeting the needs of the present without compromising the ability of future generations to meet their own needs" (as described in the American Association of Community Colleges' *Resolution in Support of Education for Sustainable Development*, November, 2007). The Sustainability Certificate is a valuable adjunct to any AA, AS, or AAS degree. It will assist students to stand out from their peers in the competitive employment market. This certificate is especially valuable for students majoring in business, technology, education, natural resources, or any field at the forefront of the sustainability revolution.

### General Education Requirements – Min 27 credits

		<u>Cr</u>
BIOL-107	Environmental Science	3
BIOL-108	Environmental Science Lab	1
ECON-132	Microeconomics *	3
ENGL-101	Rhetoric & Composition	4
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical Report Writing	2-3
MATH-210	Introduction to Statistics	4
POLI-262	State & Local Government *	4
XXXX-xxx	Humanities Electives **	6-8

Although no additional courses are required, most students benefit from taking FYE-101 and a communications course (COMM-103 or COMM-104) early in their degree program.

### Program Requirements

XXXX-xxx	Natural Science Elective	4-5
XXXX-xxx	Electives to meet 33 credit minimum for Certificate	0-2

### Suggested Sequences Per Semester

		<u>Cr / Ct</u>
<b>First Semester</b>		
BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
ENGL-101	Rhetoric & Composition	4/4
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Humanities Elective	4/4
		<b>16/17</b>
<b>Second Semester</b>		
ECON-131	Macroeconomics	3/3
ENGL-102	Research Writing <b>-OR-</b>	
ENGL-145	Technical Report Writing	2-3/2-3
POLI-262	State & Local Government	4/4
XXXX-xxx	Humanities Elective	4/4
XXXX-xxx	Natural Science Elective	4-5/4-7
		<b>17-19/17-21</b>

\* To meet MACRAO Social & Behavioral Sciences requirement, it is recommended students take either ECON-131 or HIST-212.

\*\* Choose two (2) Courses.

- To meet MACRAO, must be chosen from two different categories.

- ANTH-201 and HIST-101 or HIST-102 are recommended as Humanities courses, but students may select others as their interests vary.

### GAINFUL EMPLOYMENT INFORMATION

See page 127 for details

# Water Technology

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Water Technology

Credits/Contacts Required: 39/45

Major code: 04/440

CIP Code: 150506

## Program Description

This certificate program trains the entry-level maintenance operators and laboratory technicians for jobs with municipalities and industries involved with control and prevention of water pollution. The curriculum provides students with the basic knowledge and skills required to enter the water/wastewater field and other related areas of water resource protection and analysis.

### General Education Requirements

None

### Program Requirements – Min 37 credits \*

	<u>Cr</u>
WATR-110 Wastewater Operations & Management	4
WATR-120 Water Operations & Management	4
WATR-230 Aquatic Evaluations & Bacteriology	3
WATR-240 Environmental Analysis	5
WATR-250 Water Analysis & Techniques	5
WATR-255 Mechanics & Instrumentation	3
WATR-260 Current Issues for Managers	3
WATR-270 Water in Motion	4
WATR-272 Professional Field Experience (Water)	4
WATR-273 Professional Field Experience (Wastewater)	4

### Suggested Sequences Per Semester

#### **First Semester**

	<u>Cr / Ct</u>
WATR-110 Wastewater Operations & Management	4/4
WATR-240 Environmental Analysis	5/7
WATR-260 Current Issues for Managers	3/3
WATR-270 Water in Motion	4/4
	<b>16/18</b>

#### **Second Semester**

WATR-120 Water Operations & Management	4/4
WATR-230 Aquatic Evaluations & Bacteriology	3/4
WATR-250 Water Analysis & Techniques	5/7
WATR-255 Mechanics & Instrumentation	3/4
WATR-272 Prof'l Field Experience (Water)	4/4
WATR-273 Prof'l Field Experience (Wastewater)	4/4
	<b>23/27</b>

**Internships and Co-ops may require that the student pass a criminal background check.**

\* NOTES on Math and Chemistry:

- Students who have not had a chemistry course(s) are recommended to take CHEM-090.
- This certificate has a math level equal to MATH-105 Intermediate Algebra. Students are recommended to take MATH-105 or higher or have the appropriate math placement score.
- Students not meeting the recommended chemistry and math may need to take more time and more credits to complete this certificate.

### **GAINFUL EMPLOYMENT INFORMATION**

See page 127 for details

# Welding

2013-2014 Catalog

Award Granted Upon Completion: Certificate in Welding

Credits/Contacts Required: 33/45

Major code: 04/485

CIP Code: 480508

## Program Description

This program provides the student with specialized classroom and shop experiences concerned with all types of metal welding, brazing, and flame cutting. The Certificate Program provides individuals with a wide array of skills applicable to construction welding, ship building, fitting, and industrial and production welding.

**Equipment: Students are required to purchase safety glasses, gloves, cutting goggles, leather boots, helmet, striker, pliers, tip cleaners, and to wear overalls or denim type clothing.**

### General Education Requirements

None

### Program Requirements – Min 32 credits \*

	<u>Cr</u>
MATH-102 Introduction to Technical Math	4
TECH-100 Basic Machine Tool Operation	4
TECH-101 Blueprint Reading	2
TECH-105 Materials of Industry	4
WELD-110 Introduction to Oxygen – Fuel Welding & Cutting	3
WELD-120 Arc Welding	4
WELD-210 Advanced Arc Welding	4
WELD-220 Gas Metal Arc Welding (MIG)	4
WELD-260 Gas Tungsten Arc Welding (TIG)	4

### Suggested Sequences Per Semester

#### **First Semester**

	<u>Cr / Ct</u>
MATH-102 Introduction to Technical Math	4/4
TECH-101 Blueprint Reading	2/3
WELD-110 Introduction to Oxygen – Fuel Welding & Cutting	3/4
WELD-120 Arc Welding	4/6
WELD-220 Gas Metal Arc Welding (MIG)	4/6

#### **Second Semester**

TECH-100 Basic Machine Tool Operation	4/6
TECH-105 Materials of Industry	4/4
WELD-210 Advanced Arc Welding	4/6
WELD-260 Gas Tungsten Arc Welding (TIG)	4/6

**17/23**

**16/22**

NOTE: The following classes are not part of the certificate program, but are offered for those who are interested in pursuing a career in the pipe welding field.

WELD-240 Basic Pipe Welding	4/6
WELD-280 Advanced Pipe Welding	4/6

### **GAINFUL EMPLOYMENT INFORMATION**

See page 128 for details

# Timber Harvesting Equipment Operator

Award Granted Upon Completion:

Certificate of Achievement in Timber Harvesting

Credits/Contacts Required: **16/16**

Equipment Operator

Major code: 06/620

CIP Code: 030511

## Program Description

## 2013-2014 Catalog

The Timber Harvesting Equipment Operator program prepares students for employment opportunities with private firms and government agencies. This program focuses on forest management practices that include: harvesting techniques, forest product identification and navigating with maps, compass and global positioning systems (GPS). Students will experience timber harvesting utilizing state-of-the-art logging simulators and will also be introduced to the Michigan Occupational Safety and Health Administration's (MiOSHA) policies governing forestry and harvesting activities in Michigan. Embedded within the course work are Best Management Practices (BMP), Sustainable Forestry Initiatives (SFI), and Sustainable Forestry Education (SFE) modules. While course work will include the traditional classroom setting, much of the program will be spent at indoor and outdoor labs to which the student will be expected to provide transportation and drive time. Students will be expected to have appropriate clothing for all weathers, steel-toed boots, gloves, safety gloves and other safety equipment as needed.

This certificate requires students to be college ready based on ACT or Compass scores: E, M, R.

As a supplement to this certificate, students are encouraged to complete FRST-100 Woodland Rural Fire Control (USFS Red Card). Students who complete this course, along with satisfactory completion of the required physical fitness test (Pack Test) could earn their Red Card certification. Enrollment in PHED-110 Physical fitness & Jogging can help students prepare for the Pack Test. This will allow students to apply for seasonal firefighting jobs with all state and federal agencies. *FRST-100 includes National Wildfire Coordinating Group (NWCG) courses S-130 Firefighter Training, S-190 Introduction to Wildland Fire Behavior, I-100 Introduction to Incident Command System, & L-180 Human Factors in the Wildland Fire Service.*

### Program Requirements – Min 16 credits

		<b>Cr</b>
CIS-100	Introduction to Windows * #	1/1
FRST-101	Careers in Natural Resources *	1/1
FRST-105	Forest Product Industry Survey	3/3
FRST-110	Tree & Forest Product Identification	3/3
FRST-115	Timber Harvest Equipment, Use & Maintenance	3/3
FRST-116	Timber Harvest Equipment & Simulator Training	2/2
GEOG-150	Map, Compass & GPS *	2/2
PHED-147	First Aid/HNP *	1/1

### Suggested Sequences Per Semester

This program is intended to be taken in its entirety in one semester, provided the student meets the entrance requirements. However, students may take CIS-100, FRST-101, GEOG-150, and PHED-147 at any time.

\* Courses may be taken prior to entrance into the program.  
# CIS-115 can be used to satisfy this requirement.

## GAINFUL EMPLOYMENT INFORMATION

See page 128 for details

# Gainful Employment Information

## Accounting Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3696 <sup>1</sup> Additional Fees: 0 See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 5 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 67% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Computer Applications Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3696 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 1 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 100% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Correctional Officer Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3924 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 2 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 100% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Early Childhood Care & Education: Level I Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3468 <sup>1</sup> Additional Fees: \$32  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 8 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 100% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Early Childhood Care & Education: Level II Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3126 <sup>1</sup> Additional Fees: 32  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 4 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 100%  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Entrepreneurial Small Business Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3924 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 3 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is n/a <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Health Careers Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3126 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 2 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is n/a <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Office Assistant Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3810 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 2 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 100% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Practical Nurse Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 7496 <sup>1</sup> Additional Fees: \$1,024  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 12 months to complete.  64%* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, 42 * of 75 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ \$5,972 * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is 91% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Sustainability Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 3810 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 0 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is n/a <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Water Technology Certificate

C O S T	Q: How much will this program cost me?	S U C C E S S	Q: How long will it take me to complete this program?
	A: Tuition and Fees: \$ 5178 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A: The program is designed to take 9 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q: What are my options to pay for the program?	S U C C E S S	Q: What are the chances of getting a job when I graduate?
	A: In addition to any grant and scholarship aid for which they are eligible, n/a * of 1 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A: The job placement rate for students who complete the program is n/a <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
			Q: Will I be able to pay back my student loans?
			A: This data is provided by the Department of Education and is currently unavailable.

## Welding Certificate

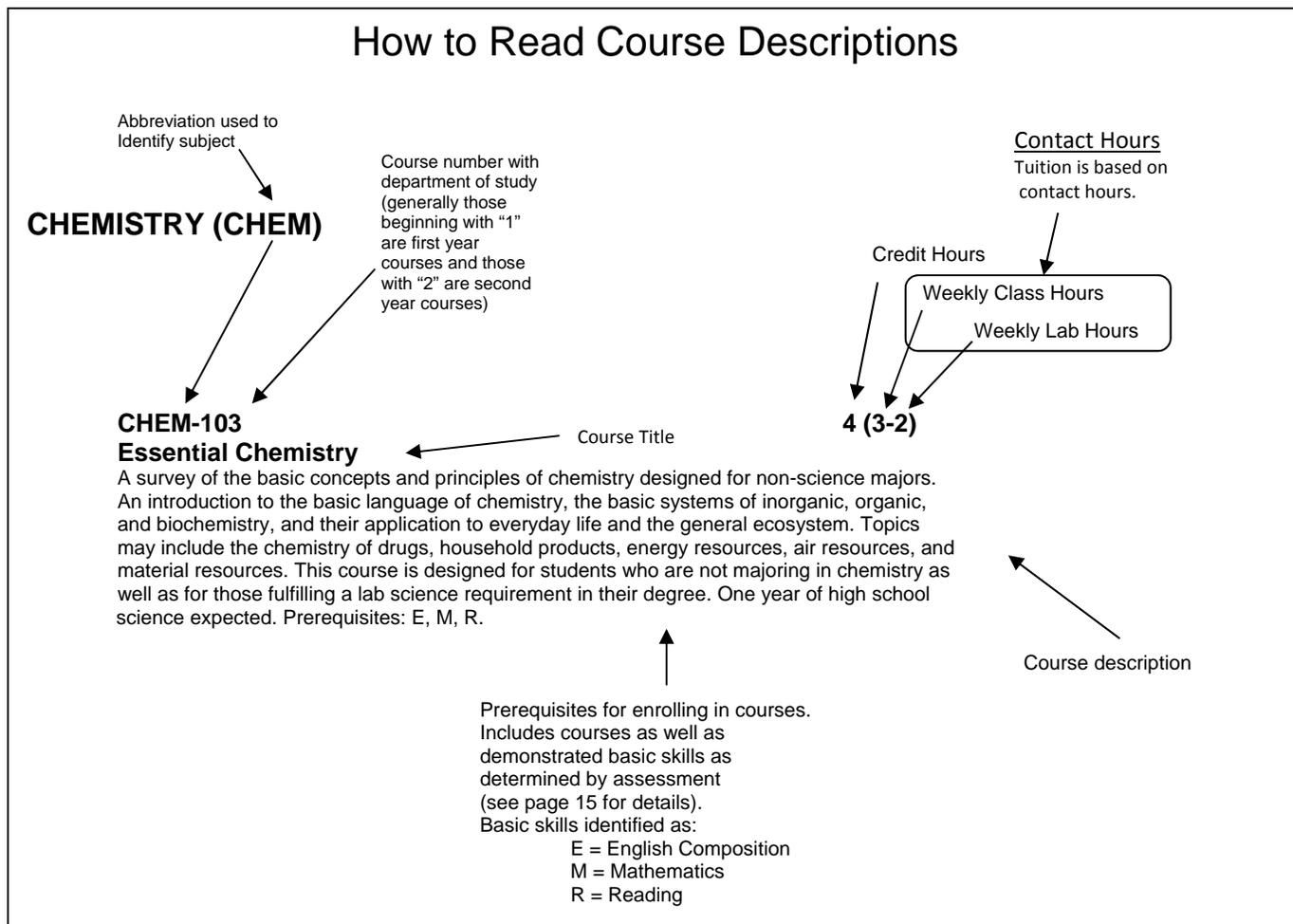
C O S T	Q:	How much will this program cost me?	S U C C E S S	Q:	How long will it take me to complete this program?
	A:	Tuition and Fees: \$ 5178 <sup>1</sup> Additional Fees: 725  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A:	The program is designed to take 9 months to complete.  62%* of the graduates from this program finished in this time.
F I N A N C I N G	Q:	What are my options to pay for the program?	S U C C E S S	Q:	What are the chances of getting a job when I graduate?
	A:	In addition to any grant and scholarship aid for which they are eligible, 6 * of 21 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ \$5,474 * Private educational loans: NONE Institution financing plan: NONE		A:	The job placement rate for students who complete the program is 100% <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
				Q:	Will I be able to pay back my student loans?
				A:	This data is provided by the Department of Education and is currently unavailable.

## Timber Harvesting Equipment Operator Certificate

C O S T	Q:	How much will this program cost me?	S U C C E S S	Q:	How long will it take me to complete this program?
	A:	Tuition and Fees: \$ 1848 <sup>1</sup> Additional Fees: 0  See the College website for Additional Program Costs <sup>1</sup> Tuition and Fees based on contact hours at the Delta County Rate.		A:	The program is designed to take 4 months to complete.  n/a* of the graduates from this program finished in this time.
F I N A N C I N G	Q:	What are my options to pay for the program?	S U C C E S S	Q:	What are the chances of getting a job when I graduate?
	A:	In addition to any grant and scholarship aid for which they are eligible, n/a * of 2 graduates used loans to finance their education. The median debt for program graduates:  Federal Loans: \$ n/a * Private educational loans: NONE Institution financing plan: NONE		A:	The job placement rate for students who complete the program is n/a <sup>2</sup> .  <sup>2</sup> The percentage of responders to the institutional Graduate Follow-up Survey working in their field of education of all responders. (Excludes those continuing their education.) The graduate Follow-up Survey is administered during the first six months after the students received their degree.
				Q:	Will I be able to pay back my student loans?
				A:	This data is provided by the Department of Education and is currently unavailable.

# Course Descriptions

This section contains a description of all course offerings. In using this course list, students should note the following:



## ACCT-ACCOUNTING

### ACCT-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 ACCT-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.

### ACCT-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. Topics include adjusting entries, closing entries, cash control, receivables, inventory, fixed assets and current liabilities. Prerequisite: R, M.

### ACCT-102 4 (4-0)

#### Accounting Principles II

This course covers accounting for corporations, investments and cash flows. In addition, the students are introduced to managerial accounting concepts. Topics include standard costs, job and process costing, budgeting and financial statement analysis. Prerequisite: "C" or better in ACCT-101.

### ACCT-105 3 (3-0)

#### Accounting with Computers

A course designed to teach students how to perform the accounting cycle with the primary use of QuickBooksPro and secondary use of Peachtree Accounting software. This course covers the complete accounting cycle and includes computerization of accounts receivable, accounts payable, and payroll. Prerequisite: ACCT-100 or ACCT-101.

### ACCT-110 3 (3-0)

#### Payroll Accounting

Payroll Accounting provides an in-depth study of payroll procedures. Included are a discussion of employees and independent contractors, how to calculate gross wages for hourly and salaried employees, mandatory and voluntary withholdings, employer taxes, record payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Completion of a payroll practice set is required. Prerequisite: ACCT-100 or ACCT-101.

### ACCT-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: ACCT-102 with a "C" or better. Offered in the Fall semester.

### ACCT-211 4 (4-0)

#### Intermediate Accounting II

This course covers the definition and measurement of liabilities and capital, financial statement analysis, treatment of accounting 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: ACCT-102 with a "C" or better. Offered in the Winter semester.

### ACCT-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: ACCT-102. Offered in the Fall semester.

### ACCT-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.

### ACCT-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.

### ACCT-272 3

### ACCT-273 3

### ACCT-274 3

### ACCT-275 3

#### 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: ACCT-210, 2.75 GPA in Accounting, and approval of division chairperson. **Co-ops may require that the student pass a criminal background check.**

## ANTH-ANTHROPOLOGY

### ANTH-201 4 (4-0)

#### Introduction to Cultural Anthropology

This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets Humanities and Social Science requirement. Prerequisite: R

### ANTH-201H 4 (4-0)

#### Introduction to Cultural Anthropology-Honors

This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets Humanities and Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program, R.

## ARTS-FINE ARTS

### ARTS-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.

### ARTS-101 4 (4-0)

#### Introduction to Art-Design II

A continuation of ARTS-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: ARTS-100.

### ARTS-112 3(1-2)

#### Moldmaking for Glass I

The course will examine and explore the open faced mold and Pate de Verre or lost wax casting methods using various plaster formulas and properties, glass chemistry, molding materials, and glass history. During the course, students will design and create their own glass pieces through these processes.

### ARTS-115 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.



**ARTS-117 4(2-2)****Digital Photography I**

The purpose of this course is to teach students to become good photographers, using the camera and editing tools to convey ideas and vision in artistic ways. Through a mixture of technical instruction, shooting, classroom critique and aesthetic principles, students will learn to communicate through the medium of photography.

**ARTS-118 4(4-0)****Introduction to Graphic Communication**

This is an introduction into graphic communication concepts. This course will focus on design and aesthetics as well as the productive and technological aspects of the industry.

**ARTS-120 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.

**ARTS-125 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: ARTS-101 or permission of instructor.

**ARTS-130 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.

**ARTS-134 4(2-2)****Introduction to Electronic Imaging**

Introduction to computer animation, electronic image production, and graphics. Students will learn hardware and software as well as aesthetic principles used in graphic design. Usually offered both Fall and Winter semesters. Students must also have a digital camera.

**ARTS-163 3 (3-0)****Theater Appreciation**

This course is designed to help students develop an awareness and appreciation of theater art and its place in human culture. It incorporates the study of theatrical styles, history, literature as well as live and recorded performances. Aspects of dramatic structure, acting, directing, theater design, and play production will be explored through reading, lecture, and activities. Visits by guest artists and participation in college productions will aid in understanding this creative process. Meets the Humanities requirement.

**ARTS-175 4 (2-2)****Introduction to Visual Structures**

The study of artistic terminology in relation to visual perception and communication. Study of artistic impression, color and patterns, and their use will be highlighted. Students will demonstrate these principles with the use of digital software and hardware. Usually offered both Fall and Winter semesters.

**ARTS-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.

**ARTS-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.

**ARTS-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. Prerequisite: R.

**ARTS-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. ARTS-204 is not required. Meets Humanities requirement. Prerequisite: R.

**ARTS-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: ARTS- 205 with "C" or better.

**ARTS-217 4(2-2)****Digital Photography II**

This course continues students' exploration into the artistic medium of photography. Students will continue to learn aesthetic principles about light, composition, and form, as well as deepen their knowledge of editing software. Prerequisite: ARTS-117 with a "C" or better or permission of the instructor.

**ARTS-218 4(4-0)****Graphic Communication II**

This course is a continuation of graphic communication concepts. It will focus on the principle of letterform and typography as a form of communication in graphic design. Students will blend self-created fonts, content specific material, and color theory to create communicative messages. Prerequisite: ARTS-118.

**ARTS-220 4 (4-0)****Painting II**

Painting II is designed to give continued experience to students who have demonstrated the 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.

**ARTS-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: ARTS-203.

**AUTO-AUTOMOTIVE TECHNOLOGY****AUTO-100 5 (3-5)****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.

**AUTO-110 5 (3-5)****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. Co-requisite: AUTO-120.

**AUTO-120 5 (4-4)****Automotive Electrical I**

This course is designed as an overview of automotive electrical/electronic systems. Instruction and lab activities will build from basic electrical principles through microprocessor controls. The use of a variety of electrical measurement, diagnostic equipment, and wiring diagrams are an essential part of this course.

**AUTO-130 4 (2-4)****Automotive Standard Transmissions & 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.

**AUTO-140 5 (3-5)****Automotive Engine Performance I**

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



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**AUTO-150** 5 (3-5)  
**Automotive Suspension & Steering**  
Using special tools and equipment, this course presents the basic theory of operation, servicing automotive suspension and steering, and four-wheel alignment.

**AUTO-200** 5 (3-5)  
**Automotive Engine Performance II**  
This course is a continuation of AUTO-140. It is an introduction to information and diagnosis of engine emissions and performance conditions related to basic 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: AUTO-120 & AUTO-140.

**AUTO-220** 5 (3-5)  
**Automotive Electrical II**  
An in-depth study of the operation, diagnosis, and repair of automotive body and chassis electrical/electronic systems. Includes the study of lighting, wiper-washer, power window/seat/door locks, instrumentation, inflatable restraints, cruise control, anti-theft, suspension/steering, and audio systems. Course content will also include a study of the operation, testing, diagnosis and service of automotive battery, charging, and cranking systems. Prerequisite: AUTO-120.

**AUTO-230** 5 (2-6)  
**Automatic Transmissions**  
This course is designed to present to the student the basic theory of operation of automatic transmissions. Through the use of training transmissions, the student will disassemble, inspect, measure, test, adjust, and reassemble these training transmissions according to the manufacturer specifications. Prerequisite: AUTO-130.

**AUTO-270** 3 (2-2)  
**Automotive HVAC Systems**  
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: AUTO-120.

**AUTO-272** 6 (0-6)  
**Automotive Service Co-op**  
This cooperative work experience is designed to provide the student with on-the-job training opportunities. Prerequisites: Completion of two semesters of the Automotive Technology Program and instructor recommendation.  
**Co-ops may require that the student pass a criminal background check.**

## BIOL-BIOLOGY

**BIOL-090** 3 (3-0)  
**Fundamentals of Biology**  
Developmental in nature, this course is designed to familiarize those students who 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 once a year.

**BIOL-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 you should take BIOL-110 and 112 instead of this course. (Note: There are no dissections in the lab). Prerequisite: E, M, R. Students will benefit from having had a least one year of natural science in high school or BIOL-090. Offered each semester.

**BIOL-104** 4 (3-2)  
**Human Biology**

This course emphasizes human structure and function at the chemical, cellular, tissue, organ, organ system, and organismal 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. Students will benefit from having had at least one year of natural science in high school or BIOL-090). Prerequisites: E, M, R.. Offered each semester.

**BIOL-107** 3 (3-0)  
**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 lab requirements for A.A. or A.S. degrees, and for many transfer programs, BIOL-107 should be taken concurrently with BIOL-108, Environmental Science Lab. Prerequisite: E, M, R. Students will benefit from having had at least one year of natural science in high school or BIOL-090. Offered each semester.

**BIOL-108** 1 (0-2)  
**Environmental Science Lab**

This course provides lab experiences associated with BIOL-107. BIOL-108 should be taken concurrently with BIOL-107.

**BIOL-110** 4 (3-3)  
**Evolution & Diversity**

This course surveys the diversity of life with an emphasis on evolutionary theory, ecology, patterns of inheritance, and population genetics. It is intended for all students with a strong interest in the life sciences. It is recommended 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. Prerequisite: E, M, R. Students will benefit from having had at least two years of natural science in high school (including biology and chemistry). This course and its companion, BIOL-112, can be taken in any order. It is recommended that students have a minimum ACT science score of 20. Offered Fall semester.

**BIOL-112** 4 (3-3)  
**Cells & Molecules**

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, respiration, photosynthesis, molecular genetics, and biotechnology. It is intended for all students with a strong interest in the life sciences. It is recommended 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. Prerequisite: E, R, CHEM-110. Students will benefit from having had at least two years of natural science in high school, including biology and chemistry. This course and its companion BIOL-110 can be taken in any order. It is recommended that students have a minimum ACT science score of 20. Offered Winter semester.

**BIOL-200** 4 (3-3)  
**Plant Biology**

In this course, students study the diversity, structure, function, and ecology of plants. Prerequisite: BIOL-103, or BIOL-110 and 112, or consent of the instructor. Offered on demand.

**BIOL-202** 4 (3-3)  
**Plants & Animals**

This course emphasizes a comparative study of plant and animal anatomy and physiology. Plant topics covered will include structure, growth, transport, nutrition, reproduction, and development. Animal topics covered will include behavior, anatomy, nutrition, circulation, defense, regulation, signaling, reproduction, development, nervous system, sensory and motor mechanisms. Prerequisites: BIOL-103 or BIOL-110 and BIOL-112 or consent of the instructor. Offered Fall semester.

**BIOL-213** 4 (3-2)  
**Anatomy & 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 and written laboratory reporting. Prerequisites: R; ACT Science score minimum of 20, but 24 is recommended, or the student must have passed with a "C" or better one year of high school biology or BIOL-104; and must have passed with a "C" or better one year of high school chemistry or CHEM-107.

**BIOL-214** 4 (3-2)  
**Anatomy & 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: BIOL-213 with a "C" or better.



**BIOL-220 4 (3-3)****Animal Biology**

In this course, students study the diversity, structure, function, and ecology of animals. Prerequisite: BIOL-103, or BIOL-110 & 112, or consent of the instructor. Offered on demand.

**BIOL-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: CHEM-107 or equivalent and at least one semester of college level Biology.

**BIOL-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 (2012, 2014.....)

**BIOL-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: One semester of chemistry and BIOL-231 and BIOL-232. Offered on demand.

**BIOL-231 3 (1-3)****Biotechnology Lab 1**

This course introduces the basics of Biotechnology with emphasis placed on laboratory experience. Topics include lab safety, developing and maintaining a scientific notebook, culturing microbes, basic lab skills, reagent preparation, DNA isolation and analysis, PCR reactions, protein isolation and analysis, enzyme function, agarose and PAGE gel electrophoresis. The students will be expected to adopt the strategies and methods used to develop experiments, analyze collected data, and apply the results. Throughout the course, emphasis will be placed on laboratory safety techniques. Prerequisites: ACT Science Score minimum of 20, but 24 is recommended. Co-requisites: CHEM-107 or permission of instructor.

**BIOL-232 3 (1-3)****Biotechnology Lab II**

This course is a continuation of BIOL-231. Topics to be covered will include carbohydrate isolation and analysis, Spectrophotometry, Chromatography, pH and buffers, recombinant DNA and transformation, and cell culturing. The students will be expected to adopt the strategies and methods used to develop experiments, analyze collected data, and apply the results. Throughout the course, emphasis will be placed on laboratory safety techniques. Prerequisites: Grade of "C" or better in BIOL-231.

**BIOL-255 3 (3-0)****Genetics**

This course emphasizes the development of analytical and problem solving skills in molecular, transmission, and population genetics. To meet natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BIOL-255 must be taken concurrently with BIOL-256, Genetics Lab. Prerequisite: BIOL-103, or BIOL-110 & 112, or consent of the instructor. Offered on demand.

**BIOL-256 1 (0-3)****Genetics Lab**

This course provides lab experiences associated with BIOL-255. BIOL-256 should be taken concurrently with BIOL-255.

**BIOL-270 3 (3-0)****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, BIOL-270 must be taken concurrently with BIOL-271, Ecology Lab. Prerequisite: BIOL-103, or BIOL-110 & 112, or consent of the instructor. Offered on demand.

**BIOL-271 1 (0-3)****Ecology Lab**

This course provides lab experiences associated with BIOL-270. BIOL-271 should be taken concurrently with BIOL-270.

**BIOL-272 1-4****BIOL-273 1-4****BIOL-274 1-4****BIOL-275 1-4****Life Sciences Internship**

This course provides an option for general biology, natural resources, health sciences, and biotechnology majors to obtain valuable worksite experience. Students who have achieved sophomore standing may be placed at a suitable work site and earn college credit for satisfactory work performance. Students may enroll for up to four credits of internship per internship site per semester. Potential sites include hospitals and clinics, labs, assisted living centers, USDA Forest Service, Michigan DNR, MSU Extension offices, MSU research facilities (UPTIC), and private industry sites in environmental engineering, environmental monitoring, resource management and forestry. Evaluation of student performance will be performed by the work site supervisor in conjunction with the student's faculty advisor. Prerequisites: Sophomore standing and consent of advisor. Placement is contingent on approval of site supervisor.

Students interested in an internship placement should read the Bay College Cooperative Education and Internship handbook (available on the Math Science Division web site), and contact their faculty advisor at least one semester prior to the desired placement date. Each internship credit requires 40 hours of work experience or about 3 hours per week during a regular 16 week semester.

**Internships may require that the student pass a criminal background check.**

**BIOL-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: BIOL-214.

**BIOL-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 pertinent to the topic being considered. Prerequisite: BIOL-110 with a "C" grade or better. Offered on demand.

**BUSN-BUSINESS****BUSN-160 3 (3-0)****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.

**BUSN-177 3 (3-0)****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 banking procedures, payroll, financial situations, time value of money, installment buying, cost of home ownership, stocks and bonds, business statistics, frequency distributions, and measures of dispersion. This course 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. Prerequisite: MATH-095 with a "C" or better or appropriate score on the mathematics placement test.

**BUSN-195 3 (3-0)****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: CIS-101 or permission of instructor. Keyboarding ability is recommended.

**BUSN-203 3 (3-0)****Management Information Systems**

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. Prerequisite: CIS-101 or instructor's permission. Normally offered in the Winter semester.

**BUSN-242 3 (3-0)****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. Prerequisite: BUSN-160.

**BUSN-250 3 (3-0)****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 rights included in the law.

**BUSN-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. Normally offered on campus in Fall semester and online in Winter semester.

**BUSN-253 3 (3-0)****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 are examined.

**BUSN-258 3 (3-0)****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. Normally offered in Winter semester. Prerequisite: BUSN-160.

**BUSN-260 3 (3-0)****International Business**

This course is intended to offer the student an overview and comparison of international business environments. It is designed to provide the student with the basic concepts and theories pertaining to global business. Course content includes, but is not limited to, the social, political, and economic environments of the multinational firm. Prerequisite: BUSN-160.

**BUSN-262 3 (3-0)****Principles of Selling**

This course covers developing sales techniques effective in various types of professional selling situations. Basic principles of selling are emphasized, and the students shall be able to relate these sales techniques to the individual's area of concentration. This course is offered generally in the classroom during the Winter semester and is offered online during the Fall semester.

**BUSN-272 1-4****Internship & Cooperative Education**

Students who have acquired the fundamental skill sets of their business education are given an opportunity to put their knowledge, skills, and abilities into practice through this Internship/Co-operative Education course. The student may earn business elective credit by working in a for-profit or non-profit setting. Internship means work for credit only, while co-operative education means work for pay under the guidelines of co-operative education at Bay College. Prerequisite: 24 semester hours of course work in related field, cumulative GPA of 2.0 or higher. Must meet with an advisor prior to registration.

**Internships & Co-ops may require that the student pass a criminal background check.**

**CADD-COMPUTER AIDED DESIGN****CADD-100 1 (2-0)****CAD Competency Definition**

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. Prerequisite: R and CADD Major. Offered in Fall only.

**CADD-112 3 (2-3)****CAD Computer Technology**

A study of computer technology and graphic methods as they apply 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: R. Offered in Fall only.

**CADD-115 3 (2-3)****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 CAD 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, software and hardware compatibility. Prerequisites: CAD Major,

engineering Major, or permission of instructor, R. Offered in Fall only.

**CADD-120 3 (2-3)**  
**AutoCAD**

An in-depth study of the AutoCAD software with emphasis on learning the application. Topics include: operating system fundamentals, user interface, object creation and modification, editing, layers, properties, paper space and model space concepts, dimensioning and dimensioning variables, blocks, attributes, three dimensional construction, solid modeling and scripts. Prerequisites: CAD Major, Engineering Major, or permission of instructor. Offered in Fall only.

**CADD-122 3 (2-3)****Dimensioning & 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. Prerequisites: CAD Major or permission of instructor, R. Offered in Fall only.

**CADD-125 3 (2-3)****Drafting/Modeling-Mechanical**

A study of the appropriate application of drafting/modeling conventions 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. Prerequisites: CADD-120 or permission of instructor. Offered in Winter only.

**CADD-135 3 (4-1)****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: CADD-115, CADD-120, or permission of instructor. Offered in Winter only.

**CADD-200 1 (2-0)****CAD Competency Assessment**

Assistance with completing the CAD Program competency requirements. The program requirements will be evaluated in detail using the standards identified in CADD-100, CAD Competency Definition. The five CAD program requirements are: 1) creating a professional resume and cover letter, 2) creating a professional portfolio, 3) passing a standardized certification test in AutoCAD, 4) passing a test in 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. Prerequisites: CADD-100 and CADD-257, or permission of instructor. Offered in Winter only.

**CADD-215 3 (2-3)****Feature Based Parametric Modeling**

An in-depth study of 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: CAD Major, Engineering Major or permission of instructor. Offered on demand only.



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**CADD-226 3 (2-3)****SolidWorks**

An in-depth study of the SolidWorks software with emphasis on learning the application. Topics include: Principles of Solid Modeling, parametric design, generation of bill of materials, creating symbols, assembly modeling, and automated associated drafting. Prerequisite: CAD Major, Engineering Major, or permission of instructor. Offered in Winter only.

**CADD-240 3 (2-3)****Drafting/Modeling-Architecture**

A concentrated study of traditional architectural design documentation practices. Emphasis is placed on correct graphical representation and understanding basic design constraints typically associated with conventional housing. Prerequisites: CADD-115 and CADD-120, or permission of instructor. Offered in Fall only.

**CADD-255 3 (2-3)****Team Problem Solving**

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: CADD-122, CADD-125 and CADD-135, or permission of instructor. Offered in Winter only.

**CADD-257 3 (2-3)****Rapid Prototyping**

An in-depth study of Rapid Prototyping and CNC techniques. Three-dimensional models of complex geometry will be created and exported for use in building physical models with a 3D Printer and a 3D Router. Prerequisites: CADD-125 or permission of instructor. Offered in Fall only.

**CADD-270 3 (2-3)****Assembly & Part Detailing**

An in depth study of advanced assembly and part detailing. Both AutoCAD and SolidWorks software will be utilized. Emphasis will be placed on standards and practices as defined by ANSI and ISO documents. Topics include: applied dimensioning and tolerancing, sectioning, auxiliary views, screw threads, fasteners, cams, gears, and manufacturing processes. Prerequisites: CADD-125.

**CADD-272 3 (0-3)****CAD Internship/Co-op**

This course provides an opportunity to receive credit for directly related CAD work experience. Development of employability, communication, and team building skills is an expected outcome. Students must document 120 working hours on the job. The co-op criteria and specific requirements are outlined in the Bay College Co-operative Education and Internship handbook. Contact the instructor for a copy of the handbook. Prerequisites: 6 credits completed in the major field of study, CADD-125, CADD-135, and permission of instructor.

**Internships & Co-ops may require that the student pass a criminal background check.**

**CHEM-CHEMISTRY****CHEM-090 4 (4-0)****Fundamentals of Chemistry**

Developmental in nature, this course is designed to familiarize those students who have a weak background in high school chemistry. This course does not fulfill requirements toward any degree. Prerequisite: MATH-095 or MATH-106 with a "C" grade or better, or an appropriate score on the mathematics placement exam. An appropriate science calculator is required. Normally offered Fall semester.

**CHEM-103 4 (3-2)****Essential Chemistry**

A survey of the basic concepts and principles of chemistry designed for non-science majors. An introduction to the basic language of chemistry, the basic systems of inorganic, organic, and biochemistry, and their application to everyday life and the general ecosystem. Topics may include the chemistry of drugs, household products, energy resources, air resources, and material resources. 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. One semester of high school science expected. Prerequisites: E, M, R. Normally offered each semester.

**CHEM-107 4 (4-2)****Human Chemistry**

An 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 situations will be made whenever possible. Prerequisites: M. Normally offered every term.

**CHEM-108 5 (4-3)****Technical Chemistry**

This course is a one-semester general chemistry course. This course emphasizes laboratory techniques and safety, units of measurement, atoms, elements, periodicity, stoichiometry, solutions, acid-base theory, gas laws, thermochemistry, and basic organic chemistry. Not intended for students requiring additional chemistry courses. Prerequisites: One year high school chemistry or CHEM-090 and MATH-105 or MATH-106 with a "C" grade or better or appropriate score on the mathematics placement exam. Permission of instructor required. Normally offered Winter semester.

**CHEM-110 5 (4-3)****General Chemistry I**

The first semester of a two semester general chemistry course designed to meet the needs of science students. The course covers units of measurement, the structure of atoms, nomenclature, stoichiometric relationships and calculations, bonding, and states of matter. Prerequisites: One year of high school chemistry or CHEM-090 with a "C" or better and MATH-105 with a "C" or better or appropriate score on the mathematics placement exam. Permission of instructor required. Normally offered in the Fall semester.

**CHEM-112 5 (4-3)****General Chemistry II**

The second semester of a two semester general chemistry course designed to meet the needs of science students. The course covers properties of solutions, chemical equilibria, basic kinetics and thermodynamics, acid/base theory, and nuclear chemistry. Prerequisite: CHEM-110 with a "C" or better. Normally offered in the Winter semester.

**CHEM-201 4 (3-3)****Organic Chemistry I**

The first semester of a two semester organic chemistry course designed to meet the needs of science students. The course covers a survey of various organic functional groups, stereochemistry, nomenclature and reactions of saturated and unsaturated hydrocarbons, alkyl halides, and aromaticity. Prerequisites: CHEM-112 with a "C" or better. Normally offered in the Fall semester.

**CHEM-202 4 (3-3)****Organic Chemistry II**

The second semester of a two semester organic chemistry course designed to meet the needs of science students. The course covers a survey of spectroscopic techniques, including Nuclear Magnetic Resonance spectroscopy, nomenclature and reactions of various organic functional groups, including alcohols, ethers, aldehydes, ketones, carboxylic acids and their derivatives. Prerequisite: CHEM-201 with a "C" or better. Normally offered in the Winter semester.

**CHLD-EARLY CHILDHOOD CARE & EDUCATION****CHLD-101 3 (3-0)****Introduction to Early Childhood Development**

An introductory course to the field of Early Childhood Development and Education. Course will focus on the development of a professional philosophy consistent with the standards of the National Association of Education with the Young Child (NAEYC) with an emphasis on working with families.

**This course includes a criminal background check. Students must pass in order to proceed in this program.**

**CHLD-103 3 (3-0)****Child Development**

This course will cover the principles of physical, cognitive, social, and emotional growth from prenatal development through age eight. Studies of theories and individual variations will be included with an emphasis on the application to early childhood care and learning programs. Course will emphasize multicultural research in development.

**This course includes a criminal background check. Students must pass in order to proceed in this program.**

**CHLD-110 3 (3-0)**  
**Health, Safety, & Nutrition of the Young Child**

This course focuses on creating and maintaining a safe and healthy environment for children ages birth through 8 years. Application of State Licensing Standards will be addressed. Health education with an emphasis on nutrition, physical activity, and dental hygiene will be included. Normally offered online.

**CHLD-120 3 (3-0)**  
**Child Guidance**

This course focuses on positive classroom management and child guidance strategies based on the interrelationship of developmental age/stages as well as the role of indirect and direct guidance. Understanding and managing anger/aggression will be included in support of the ultimate goal of child guidance, and the development of self-control.  
Prerequisites: CHLD-101 and CHLD-103.

**CHLD-125 3 (3-0)**  
**Programming for Infants & 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: CHLD-101 and CHLD-103, or permission of instructor.

**CHLD-130 3 (3-0)**  
**Curriculum for Young Children I**

This course provides an introduction to developing curriculum, developmentally appropriate practices, and the role of play in early learning for a variety of early childhood settings. Social studies, creative and sensory experiences, group time and transitions strategies will be included. The relationship of physical, social, and emotional environments for learning will be emphasized. This course includes a 90-hour practicum in an early childhood program. A physical, TB test, and criminal history check are required prior to first day of class. Prerequisites: CHLD-101 and CHLD-103.

**CHLD-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.

**CHLD-200 3 (3-0)**  
**Inclusion in Early Childhood Programs**

This course will include resources and models for early childhood special education in the child care community. Techniques and strategies for adapting material and environments in support of all children's development will be emphasized. Prerequisite: CHLD-103. Corequisite: PSYC-201.

**CHLD-230 3 (3-0)**  
**Curriculum for Young Children II**

This course offers an integrated approach to advanced curriculum development in the areas of language, literacy, math, and science. Developmentally Appropriate Practices and the importance of play in all learning experiences will be included. This course includes a 90-hour practicum in an early childhood program. A physical, TB test, and criminal history check are required prior to first day of class. Prerequisites: CHLD-130.

**CHLD-240 3 (3-0)**  
**Program Management in Child Care & Early Education**

This course provides theory and practice of administrative and managerial skills used in early childhood programs. Topics include planning, organizing, staffing, finances, communication with the public and parents, quality control, and corporate childcare. This course includes an 80 hour practicum in a childhood setting. A physical, TB test, and criminal history check are required prior to first day of class. Prerequisites: CHLD-101, CHLD-103, CHLD-110 and CHLD-130.

**CHLD-250 2 (2-0)**  
**Special Topics in Early Childhood Education**

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.

**CHLD-272 3 (0-3)**  
**CHLD-273 3 (0-3)**  
**CHLD-274 3 (0-3)**  
**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 an Early Childhood setting. A physical, TB test, and criminal history check are required prior to first day of class.

**CIS-COMPUTER INFORMATION SYSTEMS**

**CIS-100 1(1-0)**  
**Introduction to Windows**

Students will learn the essential skills required to use a computer with the Windows operating system. The student will learn to interact with the Windows desktop to access software and data. The course emphasizes the importance of file and folder maintenance. The course also includes an introduction to Windows utilities and customizing tools.

**CIS-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, and application software. There are some computer assignments which may require the student to use the computer lab.

**CIS-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: MATH-095 with a "C" or better or appropriate placement score or permission of instructor. Normally offered in the Fall semester.

**CIS-115 3 (3-0)**  
**Using Microsoft Windows**

This course allows the student to learn about and use Microsoft Windows, a popular operating system for PC's. The class will progress from the most basic Windows operations to some of the more complex uses of the program. Outside lab time may be necessary to complete computer assignments. Prerequisite: CIS-101 or permission of instructor.

**CIS-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. Keyboarding skill helpful.

**CIS-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. Keyboarding skill helpful.

**CIS-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. Keyboarding skill helpful.

**CIS-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. Keyboarding skill helpful.

**CIS-125 2 (2-0)****Business Technology Tools**

This course will introduce students to software tools used to collect and manage information in the business environment. Topics covered will include integrated information management programs such as Microsoft Outlook and note taking programs such as Microsoft OneNote. Other web-based applications will also be explored. Prerequisite: CIS-101 or permission of instructor.

**CIS-130 3 (3-0)****Spreadsheet Applications**

This course is designed to provide detailed, hands-on instruction in current spreadsheet software. Topics will include creating and formatting a workbook; working with formulas and functions; creating charts, tables, and PivotTables; managing multiple workbooks; and developing macros. Important spreadsheet concepts, including order of precedence in formulas, function syntax, absolute and relative cell references, what-if analysis, and data validation will be covered. Prerequisites: BUSN-177 (preferred) or M; and OIS-090 or ability to keyboard at a minimum of 25 wpm.

**CIS-135 2 (2-0)****Introduction To Cybersecurity**

This course will provide an introduction to the basic concepts of cybersecurity. Various cyber threats will be explained along with information on how to select, install, and configure security technologies to protect against these threats. Cybersecurity is a critical issue for anyone who uses the Internet. This course will provide computer users with the knowledge and skills necessary to be safe online.

**CIS-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: OIS-090, OIS-105, OIS-107, or OIS-108, or permission of instructor.

**CIS-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: CIS-103 or permission of instructor. Normally offered in the winter semester.

**CIS-210 3 (3-0)****Web Page Design & Structure**

This course will introduce students to web page design and structure using XHTML. 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, connection speed, or computing platform. Prerequisites: CIS-115 or CNSS-150 or permission of instructor.

**CIS-215 3 (3-0)****Web Publishing**

The purpose of this course is to provide a strong, fundamental understanding of Web publishing software. Web publishing software allows developers to design and develop Web sites that include multimedia elements. The course will not only emphasize skill building, but also on concepts that are important in Web site development in the real world: navigation issues, optimization of graphics, layout and design of the Web site, attentiveness to the intended audience, and consideration of the customer's requirements. The hands-on focus of this course allows students to become adept at building professional Web sites. Prerequisites: CIS-210 or permission of instructor. Normally offered in the Winter semester.

**CIS-234 4 (4-0)****Desktop Publishing & 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 camera 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. Prerequisite: CIS-101 and OIS-150. Same as OIS-234.

**CIS-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: CIS-140 or permission of instructor. Normally offered in the Winter semester.

**CJUS-CRIMINAL JUSTICE****CJUS-110 (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.

**CJUS-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 inter-component relations; the checks and balances within the system and political and societal influences upon the distribution of justice in America.

**CJUS-114 2 (2-0)****Criminal Justice Report Writing**

This course will present the general features of criminal justice report writing and develop those principles of clear writing, grammar, spelling, and punctuation. There will be a special emphasis on accuracy, completeness, clarity, conciseness, and objectivity. Students will learn the importance of good note taking and observation skills. This course will focus on reports for law enforcement, corrections, and court personnel.

**CJUS-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: CJUS-110.

**CJUS-210 4 (4-0)****Client Growth & 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: CJUS-110.

**CJUS-212 4 (4-0)****Introduction to Law Enforcement**

CJUS-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.

**CJUS-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 functions.

**CJUS-214** 4 (4-0)  
**Introduction to Criminal Investigation**  
This course is designed to teach the theory of investigation, collection and preservation of evidence, interviewing skills, deductive reasoning, and presentation of evidence to the judicial system. It will teach the skills and knowledge necessary to conduct thorough preliminary investigation of crimes. Techniques used to investigate common categories of crimes will be discussed. Emphasis in this course will be the preparation and execution of investigative plans as they relate to a team approach. Other skills will include interviewing, crime scene processing, and basic forensic examination of evidence. Prerequisite: CJUS-112.

**CJUS-215** 4 (4-0)  
**Crime Scene Investigation**  
This course is designed to teach the specifics of gathering, identifying, preserving and analyzing evidence. The course practices crime scene techniques in gathering evidence for specific offenses, including narcotics and dangerous drugs, criminal sexual conduct and other related topics. Prerequisite: CJUS-112.

**CJUS-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: CJUS-110.

**CJUS-222** 4 (4-0)  
**Highway Safety & Traffic Investigation**  
This course is designed to teach the student the necessary skills to conduct a thorough traffic crash investigation and properly document findings for courtroom presentation. Proper procedures for measuring, scale diagramming, and photographing will be reviewed in order to record physical evidence and essential facts available only at the crash scene. The fundamentals of mathematics, physics, and engineering as they pertain to crash investigations and the proper mathematical equations to apply to the type of crash being investigated will be incorporated. Students will learn to analyze the information to determine what happened before, during, and after the collision. Prerequisite: CJUS-112.

**CJUS-224** 4 (4-0)  
**Emergency Preparedness / Crisis Management**  
This course is intended to teach an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in an integration of resources and capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases, and all functions of emergency management. This is designed as an introductory course to the concepts and problems of crisis and emergency management. The course will differentiate between crises, emergencies and disasters. Students will participate in the development of crisis, contingency, and incident management plans. The National Response Plan, the National Incident Management System, organizing for response, managing the response organization, managing in a turbulent environment, crisis decision-making, and communication will be reviewed. Prerequisite: CJUS-112.

**CJUS-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: CJUS-110.

**CJUS-240** 4 (4-0)  
**Approaches to Ethics in Criminal Justice**  
During the first eight weeks, the student will be familiarized with the traditional perspectives of ethics which form the basis of our present legal and political system. In the second eight weeks, under the guidance of a second subject matter specialist, application of these ethical principles will be discussed as they relate to criminal justice. Students will be expected to develop and express their own position as well as critically evaluate opposing positions. Meets Humanities requirement. Prerequisite: CJUS-112.

**CJUS-272** 1-4 (40-160)  
**Criminal Justice Internship**  
Students who have completed CJUS-112 Introduction to Criminal Justice and one additional criminal justice course 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 within the student's discipline of interest. Placement of the student is contingent upon approval of the target agency, and the student's advisor. 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. Prerequisite: Student must be a sophomore in good standing with a GPA of 2.0 or greater. This course is offered every term.  
**Internships may require that the student pass a criminal background check.**

**CJUS-273** 1-4 (40-160)  
**Criminal Justice Internship**  
Students who have completed CJUS-272, Criminal Justice Internship, with at least a 2.3 grade point average (GPA) may apply to take an additional internship and earn credit hours by working in an approved agency different from the agency in CJUS-272, or in a different division of that agency. Placement of the student is contingent upon approval of the target agency, and the student's advisor. 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. Prerequisites: CJUS-272. This course is offered every term.  
**Internships may require that the student pass a criminal background check.**

## **CNSS – COMPUTER NETWORK SYSTEMS & SECURITY**

**CNSS-101** 3 (3-0)  
**Emerging Technologies**  
This course will introduce students to trends emerging that will impact the workforce in the next few years. Such trends include Web 2.0 and social networking, cloud computing (SaaS), wireless technologies, voice and video conferencing, and security trends. Students will research topics, submit written work, and will use these technologies in the class.

**CNSS-105** 4 (4-0)  
**Digital Logic Principles**  
This course covers the basic principles of electricity and digital electronics involved in the operation of computers and network systems. Topics include waveform generation and transmission, Boolean Arithmetic, and basic circuit operations. All topics are covered with respect to their effect on modern computer and network systems.

**CNSS-110** 3 (3-0)  
**Information Security Principles**  
This course provides the foundation for understanding how to protect computer systems, network systems, and information assets (information assurance). Students will be exposed to the latest methods, with a focus on personal information security protection. Understanding key elements like the "Human Firewall" are explored in depth.

**CNSS-115** 3 (3-0)  
**Cyber Ethics**  
This course will help students understand the legal, ethical, and societal implications of information technology. Topics will include file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and IT responsibility for data and user management. Ethical issues will be discussed entirely from an information technology perspective.

**CNSS-130 4 (4-0)****Introduction to Networks**

Employment in information technology, whether in a software or hardware field, requires in-depth knowledge of computers and networks and the vast amount of terminology relating to this area. This course is designed to prepare students very well for both employment and CompTIA network+ certification.

**CNSS-150 4 (3-3)****A plus Computer Maintenance**

This course is an introduction to Personal Computer hardware and software. Using a theoretical and hands-on approach, students will learn the skills needed to install, configure, and service hardware, operating systems, and applications. In addition, students will learn to configure stand alone or networked computers for reliability and security. This course maps to CompTIA A+ objectives.

**CNSS-220 4 (3-1)****Network Design**

This course provides hands-on understanding of how to design network topologies, and install and manage network devices (switch, router, AP) and identify network problems, and troubleshoot. Students will also learn Cisco Command Line interface and terminology. Prerequisite: CNSS-130.

**CNSS-225 4 (3-1)****Wireless Systems**

Wireless communications infrastructure and how these systems are applied in the workplace will be introduced. Access technologies, signaling, switching and routing techniques in modern wireless communications, transmitters and receivers, cellular wireless systems for mobile communications, cellular LANs for data communications, and satellite communications systems will also be studied. Prerequisites: CNSS-105 and CNSS-130.

**CNSS-230 4 (3-1)****Introduction to Unix Using Linux**

This course is intended to teach the fundamentals of the Unix operating system to students with little or no prior experience in Unix. It will cover open source topics and tools needed to work effectively in a Unix system environment. Familiarity with computers and with the Windows operating system is required to be successful. This course also covers open source software and Linux distributions. Prerequisites: CNSS-150.

**CNSS-231 4 (3-1)****Advanced Linux System Administration**

In depth look at Linux, focusing on proper installation, user administration, and system monitoring. This course will be presented (in seat or hybrid online) in a "hands-on approach." Students will either install Linux on their own or lab system or use VMWare operating system images to perform work. Labs include user/group management, logging, NFS, SAMBA, RAID, DHCP, IPTABLES, and implementing Security. Prerequisite: CNSS-230.

**CNSS-245 4 (3-1)****SQL Server**

Students will gain an appreciation for using and administering database servers. Students will load and configure a SQL server, populate it with data, execute T-SQL queries in order to understand

how we store, organize, and call data on a network. Particular attention is paid to securing both the DB, backup and fault tolerance, and maintaining a server. Prerequisite: CNSS-230.

**CNSS-250 4 (3-1)****Windows Networking I**

Course introduces students to Network Administration using the latest Microsoft Network Operating System. Students will load server, configure Active Directory, and use server to perform labs. Course maps directly to Microsoft Certified Technology Specialist (MCTS) and prepares the student for certification. Emphasis on administration of users, group policies, Active Directory design and concepts, and security concepts. Accepted by most universities as CSCI transfer. Prerequisites: CNSS-130 and CNSS-150.

**CNSS-251 4 (3-1)****Windows Networking II**

Course focuses on advanced Windows network administration. Course maps directly to Microsoft Certified Systems Administrator and Microsoft Certified Systems Engineer certifications. Emphasis on role of administration of network devices, fault tolerance, Active Directory and DNS troubleshooting, Group Policies, Web Servers, Virtual Private Networking, Interoperability with other NOS', and IP routed networking. Students load and administer Windows servers, workstations, hubs, routers, switches, UPS, and security software. Prerequisite: CNSS-250.

**CNSS-260 4 (3-1)****Network Security**

This course covers the skills needed to protect computer systems, network systems, and information assets (information assurance). Students will apply the latest methods, with a focus on information system security protection. Understanding key elements like the "Human Firewall" are explored in depth. Prerequisite: CNSS-220.

**CNSS-262 4 (3-1)****Web Server Administration**

This is an advanced course in Web Server Administration. Students will load, configure and secure Windows and Linux platforms and use Virtual Machines and applications extensively. Also, they will load, configure, secure and manage Apache and Windows Internet Information Server web servers. Students will also learn various coding and data integration techniques. Each student will have use of a server platform for the entire semester. Prerequisites: CNSS-230 or CNSS-250.

**CNSS-263 3 (3-0)****Cloud Computing**

This course introduces the multiple computing strategies that make up cloud computing, such as utility computing, software as a service, grid computing, etc. Students will learn what situations make sense for cloud computing and which do not. Prerequisite: CNSS-130.

**CNSS-265 4 (3-1)****Data Convergence Management**

This course will explain the fundamentals necessary to understand data convergence and VoIP, understand gateways and their capabilities, describe how phone calls are made over VoIP networks, and how VoIP is used in private networks, identify the protocols that support VoIP calls and how IP works with the Public Switched

Telephone Network (PSTN), and list the challenges VoIP faces in today's networks. The course includes concepts on phone signaling, traditional phone technologies, digital technologies, and using traditional data networks for phone calls. Prerequisite: CNSS-220.

**CNSS-272 3 (0-3)****CNSS-273 3 (0-3)****CNSS-274 3 (0-3)****CNSS Co-op Internship**

Directly related Information Technology work experience designed to provide students with "on the job" experience at business workplace. Outcomes of this experience will include employability skills, interpersonal communication skills, and information technology skills. Students should contact their faculty advisor at least one semester prior to the desired placement date. The advisor will assist in arranging placement in a pre-approved training worksite that is compatible with the student's career objectives, geographic preference, and qualifications. Prerequisites: Student has taken 24 credits in the CNSS program.

**Internships may require that the student pass a criminal background check.**

**CNSS-284 4 (3-1)****CNSS Special Topics**

Special topics in Computer Systems address subjects not typically addressed in depth in survey classes. These topics might include software as a service, computer forensics, information assurance, shell scripting, cloud based applications or operating systems, or specific digital communications or automated systems. CNSS-284 is offered as per need/interest and upon approval of a CNSS Department Instructor.

**COMM-COMMUNICATIONS****COMM-103 (CM-103) 3 (3-0)****Interpersonal Communications**

Principles and practices of effective communication through readings, lectures, discussions, and demonstrations. Special focus is 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.

**COMM-103H 3 (3-0)****Interpersonal Communications - Honors**

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. This is an honor's course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

**COMM-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.

**COMM-120 3(3-0)**  
**Small Group Process**

Participation, decision-making, and problem-solving in small groups. Students participate in groups and evaluate group functioning from the perspective of small group communication concepts through the study of theory, application, and practical experience. Prerequisites: E, R.

**COMM-201 4 (4-0)**  
**Mass Communication & 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. Prerequisites: E, R.

**COMM-225 4 (3-2)**  
**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. Meets the Humanities requirement. Prerequisites: E, R.

## **CSCI-COMPUTER SCIENCE**

**CSCI-121 3 (3-0)**  
**Introduction to Computer Science I**

This 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: MATH-110 with a grade of "C" or better or appropriate score on the mathematics placement exam. Normally offered in the Fall of odd numbered years.

**CSCI-122 4 (4-0)**  
**Introduction to Computer Science II**

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: CSCI-121 or CIS-103 with a grade of "C" or better or MATH-110 or higher, with a grade of "C" or better or appropriate score on the mathematics placement exam. Normally offered in the Winter semester.

## **ECON-ECONOMICS**

**ECON-120 3 (3-0)**  
**Personal Finance**

This course studies the application of economic concepts as they impact consumer decision-making and prudent economic management of the individual's finances. This course includes application and practical examples of choices regarding earning power, protection of income, spending patterns, consumer saving, investing, and budgeting. Also emphasized are the use of credit, insurance, housing options and expenses, career choice, retirement, and estate planning. Meets Social Science requirement. Prerequisite: R.

**ECON-131 3 (3-0)**  
**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. Meets Social Science requirement. Prerequisite: R.

**ECON-132 3 (3-0)**  
**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. Meets Social Science requirement. Prerequisite: R.

## **EDUC-EDUCATION**

**EDUC-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.

**EDUC-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.

**EDUC-202 4 (4-0)**

**Educational Psychology**

This course is an introduction to the application of psychological principles and research 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, diversity, learning, motivation, classroom 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: PSYC-201 or permission of instructor.

**EDUC-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. Prerequisite: EDUC-202 or permission of instructor.

## **ELEC-ELECTRONICS**

**ELEC-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.

**ELEC-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.

**ELEC-135 4 (3-3)****Circuit Fundamentals II**

This course is designed as a further investigation of electrical and electronic concepts. Course topics include: 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: ELEC-130.

**ELEC-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: ELEC-130 or ELEC-125.

**ELEC-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: ELEC-135.

**ELEC-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.

**ELEC-180 4 (3-3)****Electrical Mechanisms & 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: ELEC-135.

**ELEC-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: ELEC-160 or permission of instructor.

**ELEC-220 4 (3-3)****Digital II Circuits**

A continuation of ET-170. This course covers digital and integrated 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. Prerequisite: ELEC-170.

**ELEC-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: ELEC-180 and ELEC-220.

**ELEC-272 1-8****ELEC-273 1-8****ELEC-274 1-8****ELEC-276 1-8****ELEC-277 1-8****Electronics Technology Co-op****ELEC-285 4 (4-2)****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.

**ELEC-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.

**ELEC-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: ELEC-160, ELEC-285, and ELEC 290.

**ENGL-ENGLISH****ENGL-070 3 (3-0)****Basic Reading Skills**

Students will increase their vocabulary by learning new words and concentrating on context clues. This course also focuses on improving comprehension skills by identifying topics, main ideas, supporting details, and the patterns of organization often used by authors. Students also practice making inferences. Those who successfully complete this course will further develop their reading by enrolling in ENGL-075. This course does not fulfill degree requirements and does not transfer. A grade of C or better is required to successfully complete this course.

**ENGL-070W 2 (2-0)****Basic Reading Skills Workshop**

This workshop is designed to help students increase their vocabulary, comprehension, and inference making in order to succeed in ENGL-077 College Reading Skills. Students enrolled in the workshop will receive further application opportunities on concepts covered in ENGL-077 College Reading Skills. This course is not designed to count toward any degree and is not transferable. A grade of C or better is required to successfully complete this course. Prerequisite: COMPASS Reading score of 0-39. Co-requisite: Students enrolled in the workshop must be concurrently enrolled in a designated section of ENGL-077 College Reading Skills.

**ENGL-077 4 (4-0)****College Reading Skills**

In addition to improving word recognition, comprehension, and critical thinking skills, students will learn to use active reading strategies to develop as proficient and confident readers. Students are exposed to a variety of text, including novels. ENGL-077 prepares students for the reading required of them at the college level. This course is not designed to count toward any degree and is not transferable. A grade of "C" or better is required to successfully complete this course. Prerequisites: ENGL-070 with a "C" or better or COMPASS reading score of 40-77.

**ENGL-081 2 (2-0)****Modern English Grammar**

Modern English Grammar offers students an opportunity to refresh and upgrade their writing skills by studying the rudiments of syntax, usage, punctuation, and spelling. Recommended for returning students or anyone who would like to improve their knowledge and usage of "the rules." Can be taken concurrently with ENGL-101 if desired. This course does not fulfill degree requirements.

**ENGL-095 4 (4-0)****Basic Writing Skills**

This course is designed to help students develop the sentence and paragraph level skills necessary to succeed in ENGL-097 College Writing Skills. Students will work on sentence construction, punctuation, vocabulary, and other mechanics of writing. The course will focus on improving writing skills through practice in writing sentences, paragraphs, and short responses to assigned readings. The computing center will be utilized throughout the course. Students taking this course will be expected to continue developing their writing skills by enrolling in ENGL-097. This course does not fulfill degree requirements and does not transfer.

**ENGL-095W 2 (2-0)**

This workshop is designed to help students develop the sentence and paragraph level skills necessary to succeed in ENGL-097 College Writing Skills. Students will work on sentence, paragraph, and essay construction; punctuation; and other mechanics of writing. Students enrolled in the workshop will receive further application opportunities on concepts covered in ENGL-097. The computer lab will be utilized as part of the workshop. This course does not fulfill degree requirements and does not transfer. Prerequisite: COMPASS Writing score of 0-29. Co-requisite: Students enrolled in the workshop must be concurrently enrolled in a designated section of ENGL-097 College Writing Skills.

**ENGL-097 4 (4-0)****College Writing Skills**

This course is designed to help students develop the writing skills necessary to succeed in ENGL-101 Rhetoric and Composition. Students will learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. Students will read and respond to short essays. The computing center will be utilized throughout the course. Prerequisite: ENGL-095 with a "C" or better or appropriate score on ACT or Compass placement test. This course does not fulfill degree requirements and does not transfer.

**ENGL-098** 4 (4-0)  
**Integrated College Reading & Writing Skills**

This course is designed to help students develop the reading and writing skills necessary to succeed in ENGL-101 Rhetoric & Composition. Students will learn strategies to improve their reading comprehension, word recognition, critical thinking, and active reading skills to become more proficient readers. Students will also learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. The computer center will be utilized throughout the course. Prerequisites: COMPASS Writing score of 30-68 and COMPASS reading score of 40-77. This course does not fulfill degree requirements and does not transfer. Completion of this course satisfies E and R prerequisites.

**ENGL-101** 4 (4-0)  
**Rhetoric & 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. Prerequisite: E, R.

**ENGL-101H** 4(4-0)  
**Rhetoric & Composition – Honors**

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. This is an Honors course which requires additional work and academic rigor. The Honors section of ENGL-101 adds depth in reading, rhetorical analysis, and writing. Prerequisite: E, R, and acceptance into the Honors program.

**ENGL-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 upon the most recent edition of THE MLA HANDBOOK. Prerequisite: ENGL- 101 with a "C" or better.

**ENGL-105** 2 (2-0)  
**Strategic Reading & Critical Thinking**

In addition to strategic reading and critical thinking, this course teaches flexibility and fluency. Students demonstrate mastery of these concepts by applying them directly to their college textbooks, along with a wide variety of reading material. Students also learn to utilize the connection between reading and writing by completing a series of essays to demonstrate skills and concepts taught. Prerequisite: ENGL-075 with a "C" or better or R.

**ENGL-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. This course does not transfer as a foreign language.

**ENGL-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. This course does not transfer as a foreign language.

**ENGL-114** 4 (4-0)  
**Sign Language III**

This course further develops skills learned in Sign Language I and Sign Language II. This course does not transfer as a foreign language.

**ENGL-145** 3 (3-0)  
**Technical and Report Writing**

This course focuses on awareness of audience and language in the fields of technology, science and industry. This course concentrates on social and ethical responsibility while students create a variety of technical documents. In addition, students participate in activities requiring collaboration, critical thinking, and persuasion. Students will incorporate research using APA style of documentation. Prerequisite: ENGL-101 with a "C" or better.

**ENGL-150** 3 (3-0)  
**Introduction to Literature**

An introductory survey of literature for non-majors. Readings will cover short stories, poetry, drama, and the novel. Students will receive a greater enjoyment of literature by learning how to discover the deeper meaning of the text through critical reading and literary analysis. Meets the Humanities requirement. Prerequisites: E, R.

**ENGL-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. Meets the Humanities requirement. Prerequisite: E,R. Normally offered Fall and Winter semester.

**ENGL-200H** 4 (4-0)  
**American Literature-Honors**

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. This is an Honors course which requires additional work and academic rigor. Meets the Humanities requirement. Prerequisite: Acceptance into the Honors Program, E, R. Normally offered Fall and Winter semester.

**ENGL-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. Meets the Humanities requirement. Prerequisites: E,R. Offered on demand.

**ENGL-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. Meets the Humanities requirement. Prerequisites: E,R. Normally offered Fall and Winter semesters.

**ENGL-208** 4 (4-0)  
**Writing Poetry & 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. Classroom activities will include discussion of student work. Occasional conferences with the instructor are required. Meets the Humanities requirement. Prerequisite: ENGL- 101 with a "C" or better. Normally offered in the Winter semester.

**ENGL-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. Meets the Humanities requirement. Prerequisite: ENGL-101 with a "C" or better.

**ENGL-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. Meets the Humanities requirement. Prerequisite: E, R.

**ENGL-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 how the Women’s movement sought to discover those forces that affect both women’s lives and women’s literature. Also, we will look at how the change women perceive in their roles affect men and our society. Meets the Humanities requirement. Prerequisite: E, R.

**ENGL-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 new’s reception.

**ENGL-221 4 (4-0)**  
**Newswriting**

Training in current professional methods of news coverage, and 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 are examined.

**ENGL-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: ENGL-101 with a “C” or better or writing ability demonstrated by a sample of the student’s work. Offered on demand.

**ENGL-272 1 (40)**

**ENGL-273 2 (80)**

**ENGL-274 3 (120)**

**ENGL-275 4 (160)**

**Journalism (English) Internship & 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 GPA of at least 2.0 Completion of the following courses: ENGL-208, 220, 221. To be placed in the news media, students should take both ENGL-220 and 221. Also required: POLI-111 or 262. Recommended courses include any of the following: ENGL-220, ENGL- 210, HIST-101, 102, 211, and 212.

**ENGL-280 4 (4-0)**

**ENGL-281 4 (4-0)**

**ENGL-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. Prerequisite: E, R.

**FRST-FORESTRY**

**FRST-100 3(3-0)**

**Wildland & Rural Fire Control**

This course will acquaint the student with wildland & rural fire control problems and methods. Wildland fire behavior and basic firefighter training are covered. Students who successfully complete this course will meet the necessary criteria needed to qualify to suppress wildfires, WHILE UNDER CLOSE SUPERVISION, in the National Wildfire Coordination Group wildland firefighting system. The class includes a discussion of the basic factors affecting wildland fire behavior, wildland firefighting terminology, the Incident Command System, and how to safely and effectively suppress wildland fires. Students will be expected to participate in a one-day, hands-on outdoor field session as part of the course. Students who complete this course, along with satisfactory completion of the required physical fitness test (Pack Test) could earn their Red Card certification. This will allow students to apply for firefighting jobs with all state and federal agencies.

**FRST-101 1(1-0)**

**Careers in Natural Resources**

Natural resource careers have a variety of potential employers and work expectations. Disciplines include forestry, wildlife, water, recreation, and soils. This survey course is designed to help students better understand this variety and decide if natural resources is a field in which they would like to work. The course is open to any student and is required for the Timber Harvesting Equipment Operator Certificate. Work ethics such as punctuality, dependability, positive attitude, flexibility, etc., will be emphasized.

**FRST-105 3(3-0)**

**Forest Products Industry Survey**

This course surveys the forest product industry of the Lake State Region. Logging is a diverse and complex profession that requires a wide range of skills and abilities. This course focuses on the industry background knowledge essential for success as an equipment operator in the field. Field trips to harvest sites and area wood processing mills are an essential course component. Topics covered include job safety, supply chains, forest product markets, industry sector profiles, job markets, workman’s compensation, business practices, harvesting systems, best management practices, regulatory review, trade organizations, invasive species, and other topics. Course work includes industry certification modules in Best Management Practices (BMP), Sustainable Forestry Initiative (SFI), and Sustainable Forestry Education (SFE).

Students must provide their own transportation to field sites. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

**FRST-110 3 (3-0)**

**Tree & Forest Product Identification**

Learning to identify standing trees, in all seasons, is a critical skill in the logging profession, which is a key driver in the regional economy. Additionally, operators must recognize potential forest products in standing trees to maximize value in production. Much of this course will be spent in the field in various forest types learning to identify trees. Tree identification will begin with classroom presentation of Upper Peninsula trees and forest types, tree ID characteristics, use of dichotomous keys, and fundamental elements of tree volume measures. The concept of tree grading will be introduced. Students must be prepared for all weather conditions, have proper clothing, and be physically capable of walking over rough terrain for at least a mile. Field exercises will be designed to perform basic forest measurements, concentrating on correct tree identification. Students will navigate to field sites, utilize GPS, and perform or be exposed to other skills needed in logging sites. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program. Co-requisite: GEOG-150. Students must have their own transportation to field sites.

**FRST-115 3 (3-0)**

**Timber Harvesting Equipment – Use & Maintenance**

This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber harvesting industry including aspects of MIOSHA safety regulations. Chainsaw training is included. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program. Students must have their own transportation to field sites.

**FRST-116 2 (0-2)**

**Timber Harvesting Equipment & Simulator Training**

Central to this course is the use of a harvest or logging simulator. The simulator assists the students in developing the skills necessary for basic operation of a forwarder and harvester, how to approach standing trees, and assessing the proper cuts to make depending on the forest product desired. The course will also highlight a student’s eye/hand coordination and monitor the operation of complex logging machines. Students must provide their own transportation to field sites. Prerequisites: CIS-100, E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

**FRST-272 1 (0-3)**

**FRST-273 2 (0-6)**

**FRST-274 3 (0-9)**

**FRST-275 4 (0-12)**

**Timber Harvesting Internship**

This course provides an option for students who have completed the Timber Harvesting Certificate of Achievement to obtain valuable worksite experience with a timber harvesting operation. Student may be placed at a suitable work site and earn college credit for satisfactory work performance. Students may enroll for up to four credits of internship per internship site per semester. Evaluation of student performance will

be performed by the work site supervisor in conjunction with the student's faculty advisor. Prerequisites: Completion of Timber Harvesting Certificate and consent of advisor. Placement is contingent on approval of site supervisor.

Students are responsible for identifying an appropriate internship site. Students interested in an internship placement should read the Bay College Cooperative Education and Internship Handbook (available on the College web site), and contact their faculty advisor during the semester prior to the desired placement date. East internship credit requires 40 hours of work experience or about 3 hours per week during a regular 16 week semester. Scheduling of hours is flexible, and should conform to the interests of the internship site supervisor. Students are responsible for transportation to internship sites, and may be required to purchase additional equipment. Students enrolling for one credit should sign up for FRST-272, 2 credits FRST-273, 3 credits FRST-274, and 4 credits FRST-275. All courses are repeatable for additional credit.

**Internships may require that the student pass a criminal background check.**

## FREN-FRENCH

### FREN-111 4 (4-0) French I

This course is an introductory course that is based upon "The Natural Approach", developing comprehension skills, followed by expressive skills used to convey basic personal information (e.g., home, childhood, hobbies). Additionally, common topics of daily life, travel, cuisine, urban life, and technology are discussed. This course will allow students ample opportunities to improve their French proficiency through conversation, reading, writing, and studies of Francophone cultures. Meets the Humanities requirement.

### FREN-112 4 (4-0) French II

This course is a continuation of FREN-111 and will entail providing a solid foundation of French fluency. This second half of first year French will involve more in depth study of education, travel, and technology, as well as exploration of popular culture (including cinema), environmental issues, business, and health. Meets the Humanities requirement. Prerequisite: FREN-111 or permission of instructor.

## FYE-FIRST YEAR EXPERIENCE

### FYE-101 3 (3-0) College Success Strategies

This course is designed to help students with their transition to college. Students will learn skills and strategies necessary for success in college but also in the workplace and life. Emphasis is placed on learning goal-setting, self-motivation, time management, emotional intelligence, self-awareness, collaboration, and personal responsibility. In addition, students will learn basic study skills and test taking skills. Students will also learn about the resources available to them at Bay College to support their success.

## GEOG-GEOGRAPHY

### GEOG-102 3 (3-0) Introduction to Geography

This course will introduce students to the various methods and disciplines which make up the diverse field of Geography. Topics covered include an introduction to core geographic concepts and maps, physical geography including landforms, weather, climate and natural resources, population geography, economic geography, urban geography, and the human impacts on the environment and the regional concept. Meets the Social Science requirement.

### GEOG-110 4 (4-2) Physical Geography

An overview of the physical environment of planet Earth with emphasis on the atmosphere, hydrosphere, and lithosphere. It begins with Earth's place in the Universe, and continues with characteristics of past and current atmosphere, weather, water resources, climates and climatic changes, plate tectonics, minerals, rock types, wind processes, soils, rivers and river related landforms, glaciers and glacial landscapes, ocean and coastal processes, and erosion and weathering processes. Students will develop an understanding of Earth's vast systems and an appreciation of the relationship between human activities and environmental processes. The course includes an online lab. Meets the MACRAO Natural Science with lab requirement.

### GEOG-125 3 (3-0) World Regional Geography – Developed World

Introduces students to the world's developed geographic regions as well as useful geographic concepts and tools. Each region will be discussed in terms of its history, culture, demographics, economies, natural resources, religions, climates, environmental issues, governments, plus challenges and prospects for the future. The regions covered include: North America, Europe, Russia and the Newly Independent States, Oceania, and East Asia. Meets the Social Science requirement.

### GEOG-126 3 (3-0) World Regional Geography – Developing World

Introduces students to the world's developing geographic regions as well as useful geographic concepts and tools. Each region will be discussed in terms of its history, culture, demographics, economies, natural resources, religions, climates, environmental issues, governments, plus challenges and prospects for the future. The regions covered include: Latin America, North Africa and Southwest Asia, Sub-Saharan Africa, South Asia, and Southeast Asia. Meets the Social Science requirement.

### GEOG-150 2 (1 -1) Map, Compass, & GPS

This course provides a basic working knowledge in five topics: 1)Public Land Survey System divisions of townships and sections; 2) Interpreting a variety of maps, including types of maps, scales, symbology, legends, and mapping unique to timber harvesting; 3) the Global Positioning System (GPS), including the applications for land divisions and forestry with an emphasis on units mounted in the equipment; 4) Using a magnetic compass to traverse and orient a map, including the relationship of a compass to

land divisions and GPS; and 5) Emergency electronic communications, including how to communicate emergency messages and requests for aid from the woodland environment. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

## GIS-GEOGRAPHICAL INFORMATION SYSTEMS

### GIS-201 3 (3-0) Introduction to Geographical Information Systems

This course provides a foundation in geographic information systems (GIS) such as data types, cartography, queries, classification, basic editing, basic raster analysis, uses of GPS devices and related data map overlay techniques. The theory and operation of GPS receivers and data integration with GIS is covered in multi-week student initiated projects. This course requires advanced computer skills (knowledge of hardware/software, file transfer, import/export of various data types, Boolean internet search techniques, etc.). Students will gain a clear understanding of the issues surrounding GIS, and how to conduct and present GIS research, and how GIS interacts with a wide variety of academic fields and scientific research. Prerequisites: MATH-105 or higher, ENGL-101, and advanced computer skills; or permission of the instructor.

## GRMN-GERMAN

### GRMN-101 4 (4-0) German Language & 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. Meets the Humanities requirement. Offered on demand.

### GRMN-102 4 (4-0) German Language & Culture II

This course is a continuation of GRMN-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, homes, 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 Germanys, Berlin, and Unified Germany (its problems and politics). Multi-media will be used in this class. Meets the Humanities requirement. Prerequisite: GRMN-101 or permission of instructor.

## HIST-HISTORY

### HIST-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. Meets the Humanities and Social Science requirements. Prerequisite: R. Normally offered in fall semester.

### HIST-101H 4(4-0)

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. Meets the Humanities and Social Science requirements. This is an Honors course which requires additional work and academic rigor. Prerequisite: R and acceptance into the Honors Program.

### HIST-102 4 (4-0)

#### Western Civilization 1600 to Present

A continuation of HIST-101 emphasizing political, economic, and cultural changes of the 18<sup>th</sup> 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. HIST-101 is not required. Meets the Humanities and Social Science requirements. Prerequisite: R.

### HIST-102H 4 (4-0)

#### Western Civilization 1600 to Present-Honors

A continuation of HIST-101 emphasizing political, economic, and cultural changes of the 18<sup>th</sup> 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. HIST-101 is not required. Meets the Humanities and Social Science requirements. This is an Honors course which requires additional work and academic rigor. Prerequisites: R and acceptance into the Honors Program..

### HIST-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. Meets the Social Science requirement.

### HIST-211H 4 (4-0)

#### United States History to 1865-Honors

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. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

### HIST-212 4 (4-0)

#### United States History 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. Meets the Social Science requirement.

### HIST-212H 4 (4-0)

#### United States History 1865 – Present - Honors

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. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

### HIST-220 4 (4-0)

#### Michigan History

This course provides students with the opportunity to study, in a chronological and seminar-like approach, the progression of the collective choices of generations of individual Americans in Michigan from the Colonial Era to the late 20th century Michigan economy. The organization of this course will include social, economic and political issues. Meets the Social Science requirement. Prerequisites: None; however, ENGL-101 and ENGL-102 are recommended.

### HIST-224 3 (3-0)

#### Native American History

This course provides students with the opportunity to learn about Native American history from the pre-contact period to the modern era. A variety of Native American cultures will be studied in various historical contexts, along with the cultural, economic, and political interrelationships of First Peoples with other cultural groups. Meets the Social Science requirement.

### HIST-250 4 (4-0)

#### Special Topics in History

Special Topics in History addresses subjects not typically addressed in depth in survey classes such as women's history, minority history, Islamic civilization, and specific event or period studies. This course is offered as per need/interests arise. Check with the instructor or department for specific topics.

### HIST-251 4 (4-0)

#### Special Topics in History

Special Topics in History addresses subjects not typically addressed in depth in survey classes such as women's history, minority history, Islamic civilization, and specific event or period studies. This course is offered as per need/interests arise. Check with the instructor or department for specific topics.

### HIST-272 4 (160)

#### 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.

**All internships require that the student pass a criminal background check.**

### HIST-290 4 (4-0)

#### Contemporary European Culture

A travel course to Europe to study its 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 requirement. Offered on demand.

## HLTH-HEALTH

### HLTH-100 1 (1-0)

#### Careers in Health Care

This course will examine career opportunities available in the health professions. Students will be able to explore areas of interest and trends in health care careers, while selecting an academic path that will lead the student to a health profession program of study.

### HLTH-102 3 (3-0)

#### Orientation to Health Care

This course will discuss segments of the health care industry, describing the historical background, functions, interrelationships, and the future role of each as presented.

### HLTH-103 1 (1-0)

#### Safety in Health Occupations

This course provides an introduction to workplace health and safety including potential chemical and physical hazards, OSHA standards for employees and employers, Joint Commission safety and environmental standards, emergency preparedness, and hazard communication plans.

### HLTH-104 1 (0-1)

#### Clinical Skills for Health Providers

This course provides an introduction to basic skills that entry level health care providers should possess, such as proficiency in infection control, Universal Precautions, safety precautions, vital signs, and communications with clients and professionals in health care.

**HLTH-110** 1 (1-0)  
**Introduction to Medical Vocabulary**  
 This course provides an introduction to terminology related to areas of medical sciences, health care services, and paramedical studies.

**HLTH-118** 3 (3-0)  
**Medical Terminology I**  
 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.

**HLTH-119** 2 (2-0)  
**Medical Terminology II**  
 Medical Terminology II is designed to continue the expansion of the knowledge gained in Medical Terminology I. 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. Prerequisite: HLTH-118.

**HLTH-120** 1 (1-0)  
**Introduction to Electronic Health Records**  
 This course focuses on introducing basic concepts of understanding electronic health record systems, associated terminology, and application of the practical use of such systems in a variety of simulated health settings.

**HLTH-135** 1 (0-1)  
**Obtaining a Blood Specimen**  
 This course provides the student with an introduction to the knowledge and behaviors required to collect, process, and transport specimens for laboratory analysis. Co-requisite: HLTH-103 and HLTH-104.

**HLTH-140** 2(2-0)  
**Dosage Calculation**  
 This course is intended to teach the mathematical skills and principles that are required to ensure the safe administration of medications in today's health care settings. Topics will include: fractions, decimals, percentages, ratios, dimensional analysis, measurement of oral and parenteral drugs, calculations of pediatric dosages, preparation of solutions, household and metric systems of measurement and conversion between the two systems. Emphasis will be on developing good problem solving skills and the application of those skills to the safe administration of medications in the health care setting. Prerequisites: MATH-085 with "C" grade or better, or an appropriate score on the mathematics placement test; declared major of Health Careers or Practical Nursing.

**HLTH-205** 3 (3-0)  
**Nutrition**  
 This course incorporates nutritional principles which are critical to the human life cycle. Scientific information is introduced to enable student understanding of nutritional issues associated with the promotion and maintenance of optimal

health and the nutritional management of various disease states.

**HLTH-271** 1 (1-0)  
**HLTH-272** 2 (2-0)  
**HLTH-273** 3 (3-0)  
**HLTH-274** 4 (4-0)

**Health Care Co-op**

This co-operative work experience will provide students with an opportunity to receive credit for directly related health care experiences in the specialty field of choice. The student experience outcomes include observation and hands-on practice in addition to the development of employability, communication, and team-building skills. Students must complete 40 hours per credit on the job. The Co-op criteria and specific requirements are outlined in the Bay College Co-operative Education and Internship Handbook. Prerequisites: HLTH-100, HLTH-103, HLTH-104, HLTH-110; 25 credits completed in Health Careers Certificate Program; a grade point average of 2.0 or higher; proof of being certified from the American Heart Association CPR for Healthcare Provider Course; completion of health physical and immunizations; successfully passed a Live Scan fingerprint criminal background check and 7 panel drug screen; and permission of advisor.



Success... the Bay Way!

**ENGL-101H** 4 (4-0)  
**Rhetoric & Composition – Honors**

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. This is an Honors course which requires additional work and academic rigor. The Honors section of ENGL-101 adds depth in reading, rhetorical analysis, and writing. Prerequisite: E, R, and acceptance into the Honors program.

**ENGL-200H** 4 (4-0)  
**American Literature-Honors**

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. This is an Honors course which requires additional work and academic rigor. Meets the Humanities requirement. Prerequisite: Acceptance into the Honors Program, E, R. Normally offered Fall and Winter semester.

**HIST-101H** 4 (4-0)  
**Western Civilization to 1600-Honors**

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. Meets the Humanities and Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: R and acceptance into the Honors Program.

**HIST-102H** 4 (4-0)  
**Western Civilization 1600 to Present-Honors**

A continuation of HIST-101 emphasizing political, economic, and cultural changes of the 18<sup>th</sup> century, and the various forms of nationalism, international socialism, and their influences on the 19<sup>th</sup> and 20<sup>th</sup> 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. HIST-101 is not required. Meets the Humanities and Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisites: R and acceptance into the Honors Program..

**HONORS PROGRAM COURSES**

**ANTH-201H (AN-201H)** 4 (4-0)  
**Introduction to Cultural Anthropology - Honors**

This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets the Humanities and Social Behavioral Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program, R.

**COMM-103H (CM-103H)** 3 (3-0)  
**Interpersonal Communications - Honors**

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. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

## HONORS PROGRAM COURSES

### Continued

#### **HIST-211H 4 (4-0)** **United States History to 1865- Honors**

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. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

#### **HIST-212H 4 (4-0)** **United States History 1865-Present -- Honors**

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. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

#### **LEAD-200H 3 (3-0)** **Introduction to Leadership – Honors**

This course introduces students to the historical and theoretical foundations of effective leadership, and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisites: Acceptance into the Honors Program, E, R.

#### **MUSC-153H 4 (4-0)** **Music Appreciation – Honors**

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 multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets Humanities requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

#### **NURS-250H 8 (4-12)** **Nursing Knowledge: Synthesis to Adult Populations – Honors**

The focus of this theory and clinical course will be the utilization of the nursing process in the care of adult clients in the acute care environments presenting with chronic, complex, or multi-system conditions. The theory aspect of this course will assist the student in synthesizing nursing knowledge to the physiological and pharmacological concepts relevant to common disease processes. The clinical aspect of this 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. This is an Honors course which requires additional work and academic rigor. Prerequisites: Admission to Part II of the ADN program; BIOL-225, BIOL-276, NURS-230, NURS-231, NURS-232, and NURS-233; and acceptance into the Honors Program.

#### **PHIL-230H 3 (3-0)** **Introduction to World Religions – Honors**

This course examines the major religious traditions of the world and the variety of cultural forms that influence the expression of those historic faith-based experiences. Each religious tradition is studied and analyzed historically, thematically, and structurally for comparison as well as contrast. Selected areas of inquiry will include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism, and various other religious movements. Meets Social Science and Humanities requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: E and R, and acceptance into the Honors Program.

#### **POLI-111H 4 (4-0)** **American Government-Honors**

A study of the basic structure and processes of American national government. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester.

#### **POLI-201H 4 (4-0)** **International Relations-Honors**

A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered in Winter semester.

#### **POLI-262H 4 (4-0)** **State & Local Government-Honors**

A study of the politics and administration of American subnational governments. Special attention will be given to the State of Michigan and Delta County. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester.

#### **WGST-200H 3 (3-0)** **Introduction to Women's and Gender Studies-Honors**

This class introduces students to the interdisciplinary study of women's issues and gender identity in the human experience. Utilizing feminist theoretical analysis, the course will provide a general survey of the role and treatment of women in several interrelated disciplines such as psychology, sociology, history, political science, economics, and literature. The course will include discussion of women's issues dealing with the social construction of gender and the intersections of gender with race, ethnicity, and class. The course enables students to critically examine their own social experiences and identify the power relationships and gender roles that shape the lives of women and men. This is an Honors course which requires additional work and academic rigor. Meets Humanities and Social Science requirement. Prerequisites: E and R, and acceptance into the Honors Program.

## **HMGT-HOSPITALITY MANAGEMENT**

#### **HMGT-101 3 (3-0)** **Introduction to the Hospitality Industry**

This course will take a management perspective in introducing students to the organization and structure of hotels, restaurants, clubs, cruise ships, and casino hotels.

#### **HMGT-102 2 (2-0)** **Food Safety: ServeSafe**

This course is designed to introduce students to the importance of food safety throughout the restaurant and foodservice industry. This course will cover information on providing safe foods, contamination, and food allergies, the flow of food through the food operations system, sanitary facilities, and pest management regulations and training.

#### **HMGT-103 3 (3-0)** **Supervision in the Hospitality Industry**

This course will provide students with the principles of supervision as they apply to the hospitality industry. Students will be prepared to meet the expectations of managers, guests, employees, and governmental agencies.

#### **HMGT-201 3 (3-0)** **Planning and Control for Food & Beverage Operations**

This course will provide students with the knowledge and skills necessary for the control processes used to reduce costs in food and beverage operations worldwide, knowledge on multi-unit management, and an increase focus on technological applications.

**HMGT-202 3 (3-0)**  
**Front Desk Operations Management**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to checkout and account settlement. Students will demonstrate their knowledge and skill levels in the delivery of high quality customer service, front desk profitability, and impact of e-commerce and the Internet on the front desk.

**HMGT-203 3 (3-0)**  
**Managing Housekeeping Operations**

In this course, students will be presented with a systematic approach to the day-to-day operations of the housekeeping department from management issues to technical details for cleaning each area.

**HMGT-204 3 (3-0)**  
**Managing Human Resources in the Hospitality Industry**

In this course students will demonstrate their knowledge and skill level in the management of human resources within a hospitality operation; including, trends and approaches to performance appraisals, orientation programs, maintaining employee demographics, and managing union and labor relation contracts.

**HMGT-205 3 (3-0)**  
**Hospitality Purchasing Management**

In this course, students will understand and demonstrate their knowledge in the principles and practices of purchasing; including negotiation, data management, distribution, price forecasting and market analysis. The students will develop critical thinking and problem solving skills, develop math and accounting skills, and data management as they apply to purchasing management.

**HMGT-206 3 (3-0)**  
**Food & Beverage Operations Management**

This course is designed to provide students with a basic understanding of the management processes in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety and finances.

**HMGT-272 3 (0-3)**  
**Hospitality Management Co-op**

This cooperative work experience will provide students with a hands on approach to the day-to-day operations and management issues facing the hospitality industry today, and will provide an opportunity to put their knowledge gained from coursework to actual work.



## **HSER-HUMAN SERVICES**

**HSER-100 3 (3-0)**  
**Introduction to Human Services**

This course introduces the student to the basic conceptual knowledge of social service agencies and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional human service careers. Students will gain first-hand knowledge of working with various human service populations by volunteering with local agencies and tying course material to their experience. Various groups and populations that are served by human service workers are also covered.

**HSER-150 3 (3-0)**  
**Ethics in Human Services**

Ethical principles and practices of human service workers are examined and practiced to prepare students for work in human services agencies. The roles, functions, and legal and ethical responsibilities of the human service worker are investigated and discussed throughout. Students will learn the importance of using ethics to evaluate situations with clients and coworkers in human services.

**HSER-160 3 (3-0)**  
**Interviewing Strategies & Techniques**

An introduction to the components of interviewing and counseling within human services. The characteristics and roles of interviewer and counselor will be explored and practiced by the student. This class involves role play, video analysis, and audio and video taping of student interviews. Prerequisites: HSER-100, COMM-103.

**HSER-272 3 (3-0)**  
**HSER-273 3 (3-0)**

**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: HSER-100, HSER-150, HSER-160, and approval of the human service coordinator and agency supervisor. Forty contact hours are required for every hour of credit earned for a total of 120 hours. Students must take HSER-272 and may elect to take HSER-273; however, each course must be with a different agency. Student must be a sophomore and in good standing with a GPA of 2.0 or greater. A background check is required for internship placement.

**Internships may require that the student pass a criminal background check.**

## **LEAD-LEADERSHIP**

**LEAD-200 3(3-0)**  
**Introduction to Leadership**

This course introduces students to the historical and theoretical foundations of effective leadership and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. Meets the Social Science requirement. Prerequisites: E, R.

**LEAD-200H 3(3-0)**  
**Introduction to Leadership – Honors**

This course introduces students to the historical and theoretical foundations of effective leadership, and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisites: Acceptance into the Honors Program, E, R.

## **MATH-MATHEMATICS**

**MATH-085 4(4-0)**  
**Pre-Algebra**

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, operations with signed numbers, an introduction to geometry, and an introduction to algebra. Information on math test taking strategies and study skills will be presented and practiced along with the principles of On Course. This course is developmental in nature and cannot be used toward any associate degree. No calculators are permitted. Normally offered each semester.

**MATH-095 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, and simple quadratic equations. This course is developmental in nature and cannot be

used toward any associate degree. Prerequisite: MATH-085 with a "C" grade or better or an appropriate score on the mathematics placement test. No calculators are permitted. Normally offered each semester.

### **MATH-102 4 (4-0)** **Introduction to Technical Math**

Topics include basic algebra formula usage, signed numbers, practical measurements, metrics and conversions, relative error, basic geometry, and right triangle trigonometry. This course is designed to meet occupational program requirements or as a preparation for MATH-106 for those needing more advanced mathematics. Scientific/graphing calculator required. Prerequisite: MATH-085 with a "C" or better or appropriate score on the mathematics placement test. Normally offered each semester.

### **MATH-105 4 (4-0)** **Intermediate Algebra**

A study of real numbers, algebraic expressions, exponents, complex numbers, solution of linear inequalities, quadratic equations and absolute value equations, equations of lines, conic sections, functions, exponential functions, logarithmic functions, exponential and logarithmic equations, and systems of equations. This course is designed to prepare students for MATH-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 Science degree or the MACRAO agreement. A scientific calculator is required. Prerequisite: MATH-095 with a "C" grade or better or appropriate score on the mathematics placement test. Normally offered each semester.

### **MATH-106 4 (4-0)** **Technical Algebra & Trigonometry I**

Topics include: A review of geometry, linear and quadratic equations, determinants, systems of equations, exponents, radicals, scientific notation, functions and graphs, trigonometry, vectors, radians measure, and technical formulas. This course is intended as a capstone course for technical students. Not intended for students requiring additional math courses. Prerequisite: MATH-102 or MATH-095 with a "C" or better or appropriate score on the mathematics placement test. Graphing calculator is required. Normally offered each semester.

### **MATH-107 4 (4-0)** **Liberal Arts Mathematics**

Upon successful completion of this course, the student will understand and be able to use mathematics in a variety of practical applications, including topics in graph theory, probability, statistics, theory of numbers, coding theory, symmetry, and financial math. These topics will be presented along with real world applications such as street networks, planning and scheduling, and voting schemes, with an emphasis on problem solving. This course is designed for transfer students in the Associate of Arts program who do not need College Algebra at their transfer institution. A calculator is required. Prerequisite: MATH-095 with a "C" or better or appropriate placement score. Normally offered each semester.

### **MATH-110 4 (4-0)** **College Algebra**

A study of equations, systems of equations, inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, complex numbers, and theory of equations. Prerequisite: MATH-105 with a grade of "C" or better or an appropriate score on the mathematics placement test. Graphing calculator is required. Normally offered each semester.

### **MATH-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, with optional topics of vectors in the plane, complex numbers, and polar coordinates. A graphing calculator is required. Prerequisite: MATH-110 with a "C" or better or appropriate score on the mathematics placement test. Qualified students may enroll in MATH-111 and MATH-141 during the same semester. Normally offered each semester.

### **MATH-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: MATH-106 with a "C" or better or appropriate score on the mathematics placement test. Offered on demand.

### **MATH-130 4 (4-0)** **Mathematics for Elementary Teachers I**

Introduction to logic and problem solving, set theory, numeration systems, fundamental concepts and structures of numbers and mathematics. Course is designed for elementary education students. Prerequisites: MATH-105 with a "C" or better or appropriate score on mathematics placement test. Satisfies MACRAO requirement for natural science. Normally offered in the Winter semester.

### **MATH-141 5 (5-0)** **Analytical Geometry & Calculus I**

Functions and graphs, limits, differentiation of algebraic and trigonometric functions, exponential, and logarithmic functions, applications, the Mean Value theorem, definite and indefinite integrals, and the Fundamental Theorem of integral calculus. Prerequisites: MATH-110 and MATH-111 (or high school trigonometry) with a "C" or better or appropriate score on mathematics placement test. Qualified students may enroll in MATH-111 and MATH-141 during the same semester. Graphing calculator required. Normally offered each semester.

### **MATH-142 5 (5-0)** **Analytical Geometry & Calculus II**

Continuation of MATH-141 with techniques of integration; exponential, logarithmic, inverse trigonometric and hyperbolic functions, vectors; L'Hospital's Rule; improper integrals, sequences and series. Prerequisite: MATH-141 with a "C" or better average. Graphing calculator required. Normally offered in the Winter semester.

### **MATH-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: MATH-105 or MATH-107 with a "C" or better or appropriate score on the mathematics placement test. Scientific/ graphing calculator required. Satisfies MACRAO requirement for natural science. Normally offered each semester.

### **MATH-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: MATH-125 or permission of instructor. Normally offered on demand.

### **MATH-243 5 (5-0)** **Analytical Geometry & Calculus III**

Continuation of MATH-142 with topics including analytical geometry and three dimensional space, conics, spherical, polar, cylindrical coordinates, partial derivatives, multiple integration, and line integrals. Prerequisite: MATH-142 with a "C" or better. Graphing calculator required. Normally offered in Fall.

### **MATH-244 3 (3-0)** **Differential Equations**

Topics will include first order equations, linear and nonlinear equations, separation of variables, integration factors, exact equations, Bernoulli equations, variation of parameters, reduction of order, differential operators, Laplace transforms, applications, and solving systems of differential equations. Graphing calculator required. Prerequisite: MATH-243 with a "C" or better. Normally offered in the Winter semester.

### **MATH-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: MATH-141 with a "C" or better. Normally offered in the Winter.

## **MUSC-MUSIC**

### **MUSC-109, 110, 111, 112 1(1-0)** **Applied Music**

This course offers 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., and preparation and performance of standard compositions at appropriate level for the student.

### **MUSC-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.

**MUSC-151 2 (2-0)****Elements of Music**

This course introduces the fundamentals of music to non-music majors and music majors who have not yet had music theory. Pitch, rhythm, melody, harmony, and notation will be explored. Lectures will include numerous musical examples to illustrate musical concepts and structures. Ear training will be an important and regular activity for this course.

**MUSC-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 multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets Humanities requirement.

**MUSC-153H 4(4-0)****Music Appreciation – Honors**

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 multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets Humanities requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

**MUSC-154 3 (3-0)****Popular Music Styles**

A survey of popular music styles from 1900 to present day. Students will recognize various styles which will include ragtime, pop, swing, big band, jazz, blues, country, rock, and hip hop in relation to historical, political, and technical influences.

**MUSC-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: MUSC-151 or permission of instructor.

**NURS-NURSING****NURS-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: NURS-102.

**NURS-102 2 (0-6)****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: NURS-101.

**NURS-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: BIOL-213, HLTH-120, NURS-101, NURS-102, NURS-116.

**NURS-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.

**NURS-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, legal aspects, National Patient Safety Goals (client rights to safety in medication administration), nutrition as it relates to pharmacology, and identifying pattern manifestations of children, pregnant women, and adults. Other content areas include the introduction of the therapeutic effects of pain medications, and anti-diabetic medications: pharmacological effects on body tissues, human responses to drug therapy, and the application of assessment and evaluation in relation to prescribed drug therapy in the long-term care setting. Prerequisites: Admission to Part I of A.D.N. program.

**NURS-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: NURS-116.

**NURS-118 2 (2-0)****Nursing Informatics**

The purpose of this course is to gain a basic understanding of nursing informatics and its application to education, research and practice in nursing and health occupation professions. Topics will include computer and informatics literacy, informatics competencies, application of informatics to healthcare trends. Competencies taught will meet the American Nurses Association Scope and Standards of Nursing Informatics Practice (ANA, 2010) for beginning nurses. Prerequisites: Pre-nursing Major, Nursing Major or Health Occupations Major and basic computer and office software skills.

**NURS-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: BIOL- 213, NURS-101, NURS-102, NURS-116.

**NURS-121 2 (0-6)****Adult Health Clinic 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 care plan that provides holistic care for adults experiencing common health care problems in both acute care and outpatient environments. Prerequisites: BIOL-213, NURS-107.

**NURS-122 3 (3-0)****Adult Health Nursing II**

This theoretical course continues to build upon content from NURS-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: BIOL-214, NURS-107, NURS-117, NURS-120. Co-requisite: NURS-123.

**NURS-123 2 (0-6)**  
**Adult Health Clinic Nursing II**

This clinical nursing course builds upon the concepts introduced in NURS-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: BIOL-214, NURS-117, NURS-120, NURS-121. Co-requisite: NURS-122.

**NURS-140 5 (3-6)**  
**Introduction to Family Nursing**

The focus of this theory and clinical course will be the utilization of the nursing process in the care of the family throughout the childbearing years, newborn period, and during childhood. The theoretical aspect of the course introduces basic nursing care of the family unit, including: human reproduction; pregnancy; antepartum, intrapartum, and postpartum care; newborn care; growth and development; and care of the child with common diseases and illnesses. Assessment of the various life styles, cultures and concepts of the family, family roles, and interdependent relationships as they relate to the childbearing years will be incorporated. The clinical aspect of this course involves direct individual nursing care of the obstetric, neonatal, and pediatric clients (gynecologic clients in certain facilities). Assessment of the client and family needs will be done utilizing Roger's Science of Unitary Human Beings, Maslow's Hierarchy of Needs, Erikson's Eight Stages of Development, and Gordon's Functional Health Patterns. Co-requisites: NURS-122, NURS-123.

**NURS-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 indicates need. Resources available in the community will be identified. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NURS-231.

**NURS-231 2 (0-6)**  
**Advanced Family Nursing 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: NURS-230.

**NURS-232 3 (3-0)**  
**Mental Health Nursing**

This theoretical course emphasizes concepts and analytical applications of Martha Rogers' Science of Unitary Human Beings, in mental health nursing. Students will be able to identify the Health Patterning Practice Method of the nursing process and mental health theory applicable to a variety of mental health settings. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: BIOL-225, 276, NURS-233.

**NURS-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. Co-requisite: BIOL-225, BIOL-276, NURS-232.

**NURS-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 and NURS-232.

**NURS-250 8 (4-12)**  
**Nursing Knowledge: Synthesis to Adult Populations**

The focus of this theory and clinical course will be the utilization of the nursing process in the care of adult clients in the acute care environments presenting with chronic, complex, or multi-system conditions. The theory aspect of this course will assist the student in synthesizing nursing knowledge to the physiological and pharmacological concepts relevant to common disease processes. The clinical aspect of this 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: Admission into the ADN program; and BIOL-225, BIOL-276, NURS-232, NURS-233.

**NURS-250H 8 (4-12)**  
**Nursing Knowledge: Synthesis to Adult Populations – Honors**

The focus of this theory and clinical course will be the utilization of the nursing process in the care of adult clients in the acute care environments presenting with chronic, complex, or multi-system conditions. The theory aspect of this course will assist the student in synthesizing nursing knowledge to the physiological and pharmacological concepts relevant to common disease

processes. The clinical aspect of this 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. This is an Honors course which requires additional work and academic rigor. Prerequisites: Admission to Part II of the ADN program; BIOL-225, BIOL-276, NURS-230, NURS-231, NURS-232, and NURS-233; and acceptance into the Honors Program.

**NURS-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 care plan that reflects holistic care of adult clients in a variety of settings. Prerequisites: LPN Licensure; Nursing Dept permission.

## OIS-OFFICE INFORMATION SYSTEMS

**OIS-090 2 (0-2)**  
**Beginning Keyboarding**

This course is designed to help students who have had no previous keyboarding training to develop proficiency in the use of the computer keyboard. Emphasis will be on the proper touch operation of the keyboard using appropriate technique. Students will progress at their own pace to reach a minimum keyboarding speed of 25 wpm. Grading will be on a Pass/No Pass/Fail (P/NP/F) basis. This course does not fulfill degree requirements.

**OIS-106 1 (0-2)**  
**Keyboarding Skill Development**

This course is designed to help the student who has already learned to keyboard using proper technique but who needs to work on development of speed and/or accuracy. Students will work at their own pace in an open lab environment. Prerequisite: OIS-090 or ability to keyboard at a minimum of 25 wpm.

**OIS-107 2 (1-1)**  
**Keyboarding II-Formatting**

This 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. Prerequisite: OIS-090 or ability to keyboard at a minimum of 25 wpm.

**OIS-108 2 (2-1)****Document Processing**

This course includes the study of business letters, complex reports, tabulations, and business forms. Emphasis will be on proper business formatting and mailability of finished documents. Prerequisite: Proven keyboarding speed of at least 35 wpm or permission of instructor.

**OIS-117 2 (2-0)****Records Management**

This course covers the principles and practices of effective records management, retention, and disposal. Study will include alphabetic, numeric, and subject filing methods. An introduction to basic database concepts as needed for understanding automated records storage and retrieval methods will be included.

**OIS-150 4 (2-2)****Word Processing Applications**

This course will cover both the beginning and the intermediate features of using Microsoft Word for document processing. Students will go beyond basic editing and formatting to cover such applications as mail merge, tables, styles, outlines, and more. Completion of assignments will require additional lab time. Prerequisites: OIS-090, OIS-106, OIS-107, or OIS-108; or proven keyboarding competency.

**OIS-180 2 (1-2)****Input Technologies**

This course will introduce students to the evolution of the NUI (natural user interface) environment for data input which is currently changing and expanding how digital devices are used. Students will be exposed to several emerging input mediums for the office environment including speech recognition on both desktop and mobile devices as well as handwriting input using a variety of hardware and software applications. Prerequisites: Basic computer literacy; familiarity with Microsoft Word; OIS-150 and/or CIS-101 recommended.

**OIS-191 4 (4-0)****Business English & 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.

**OIS-218 2 (1-2)****Machine Transcription**

This course develops language competencies and formatting knowledge required to produce mailable business documents from machine dictation. Prerequisites: A minimum keyboarding speed of at least 40 wpm, as well as OIS-191 and either OIS-108 or OIS-150.

**OIS-219 3 (1-2)****Medical Transcription**

This 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: OIS-218, HLTH-118. Offered only once each academic year.

**OIS-220 3 (3-0)****Medical Insurance Billing**

Medical Insurance Billing is a foundations course designed to introduce students to concepts and procedures in the medical insurance billing process. The course develops medical office skills in processing governmental and commercial insurance claim forms. Student develop a basic foundation in diagnostic and procedural coding, as well as learning about legal and regulatory issues. Prerequisites: HLTH-118; and OIS-108 or OIS-150. Co-requisite: HLTH-119. This class offered once each academic year.

**OIS-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 once each academic year. Prerequisite: HLTH-118.

**OIS-234 4 (2-2)****Desktop Publishing & 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: CIS-101 and OIS-150 or permission of instructor. **Same as CIS-234**

**OIS-240 3 (1-2)****Legal Transcription**

This course develops language competencies and formatting knowledge required to produce mailable legal documents from machine dictation. Prerequisite: OIS-218 Machine Transcription. This class offered only once each academic year.

**OIS-250 3 (2-1)****Advanced Word Processing Applications**

This course will expand upon the basic skills covered in the beginning course and will include the more powerful features of the word processing software. Topics to be covered may include graphics, tables, styles, templates, macros, forms, master documents, collaboration tools, and introductory desktop publishing. Prerequisite: OIS-150.

**OIS-260 4 (2-2)****Office Technology & 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: OIS-150, OIS-191, and CIS-101.

**PHED-PHYSICAL EDUCATION****PHED-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.

**PHED-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.

**PHED-116 1 (0-1.5)****Hiking**

The importance of walking, hiking, and jogging is stressed. Actual participation in hiking trips. Students plan several hikes during the semester. Normally offered in the Fall and Summer semesters.

**PHED-118 1 (0-2)****Beginning Golf**

A course for the beginning golfer that emphasizes 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.

**PHED-119 1 (1-1)****Tennis**

A course for the beginning student who desires to learn the history, rules, basic skills, and etiquette of tennis designed for future recreational value.

**PHED-124 1 (1-1)****Archery**

A class for the student of all abilities, beginner through advanced, to develop basic and advanced skills in using and buying archery equipment. The history, rules, and etiquette will also be covered.

**PHED-140 2 (2-0)****Physical Fitness: Appraisal & Development**

Students will make tests and appraisals of body composition and relate it to their own lifestyle. Students will develop their personalized fitness plan.

**PHED-141 2 (2-0)****Physical Fitness: A Wellness Approach**

This course provides a practical approach toward better health, wellness, and an improved quality of life. Students will perform a wellness self-assessment, develop a personal wellness plan, and work on wellness activities outside of class. Class discussions and lecture will focus on life style changes. Some class time will be devoted to individualized wellness activity plans.

**PHED-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.

**PHED-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.

**PHED-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.

**PHED-218 1 (0-2)****Intermediate Golf**

A course for the intermediate golfer that focuses 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 costs for the course.

**PHIL-PHILOSOPHY****PHIL-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 Greek to modern existentialist and including logic with readings from the philosopher's works. Meets Humanities requirement.

**PHIL-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, samkhy-yoga, Buddhism, and Vedanta in the Hindu systems, **b)** Confucianism, Taoism, and C'han Buddhism in the Chinese schools; and **c)** Zen Buddhism in Japanese philosophy. Meets Humanities requirement.

**PHIL-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. Meets Humanities requirement.

**PHIL-204 4 (4-0)****Approaches to Ethics**

During the first eight weeks the student will be familiarized with the traditional perspectives of ethics which form the basis of our present legal and political system. In the second eight weeks, usually under the guidance of a second subject matter specialist, application of these ethical principles will be discussed as they relate to specific professions, such as criminal justice, health programs, business, political science, or the teaching profession. Students will be expected to develop and express their own position as well as critically evaluate opposing positions. Meets Humanities requirement.

**PHIL-230 3 (3-0)****Introduction to World Religions**

This course examines the major religious traditions of the world and the variety of cultural forms that influence the expression of those historic faith-based experiences. Each religious tradition is studied and analyzed historically, thematically, and structurally for comparison as well as contrast. Selected areas of inquiry will include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism, and various other religious movements. Meets Social Science and Humanities requirement. Prerequisite: E and R.

**PHIL-230H 3(3-0)****Introduction to World Religions – Honors**

This course examines the major religious traditions of the world and the variety of cultural forms that influence the expression of those historic faith-based experiences. Each religious tradition is studied and analyzed historically, thematically, and structurally for comparison as well as contrast. Selected areas of inquiry will include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism, and various other religious movements. Meets Social Science and Humanities requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: E and R, and acceptance into the Honors Program

**PHYS-PHYSICS****PHYS-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: M.

**PHYS-104 4 (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, rather than the mathematical side. The course is intended for various backgrounds, however, a basic understanding of algebra is required.

**PHYS-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: MATH-111 with a "C" or better, or MATH-106 with a "C" or better. Normally offered in Fall semester. A calculator is required.

**PHYS-202 4 (3-2)****Elements of Physics II**

A continuation of PHYS-201 including principles of electricity, magnetism, and light. Prerequisite: PHYS-201 with a "C" or better average. Normally offered in Winter semester. A calculator is required.

**PHYS-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: MATH-141 with "C" or better average. Normally offered in Winter semester.

**PHYS-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: PHYS-205 with a "C" or better average. Normally offered in Fall semester.

**PHYS-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: MATH-106 with a "C" or better. Normally offered on demand.

**PHYS-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: MATH- 141 with a "C" or better; and PHYS-205 with a "C" or better. Calculator is required. Normally offered in Fall semester.

**PHYS-261** 3 (3-0)  
**Dynamics**

A study of motion, including energy, impulse, momentum, and work. Prerequisites: PHYS-205 with a "C" or better grade. Normally offered in Winter.

## **POLI-POLITICAL SCIENCE**

**POLI-110** 4 (4-0)  
**Comparative Government & 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. Meets the Social Science requirement. Offered in the Fall semester.

**POLI-111** 4 (4-0)  
**American Government**

A study of the basic structure and processes of American national government. Meets the Social Science requirement. Offered every semester.

**POLI-111H** 4 (4-0)  
**American Government-Honors**

A study of the basic structure and processes of American national government. This is an Honors course which requires additional work and academic rigor. Meets the Social Science requirement. Prerequisite: Acceptance into the Honors Program. Offered every semester.

**POLI-201** 4 (4-0)  
**International Relations**

A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. Meets the Social Science requirement. Offered in Winter semester.

**POLI-201H** 4 (4-0)  
**International Relations-Honors**

A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered in Winter semester.

**POLI-262** 4 (4-0)  
**State & Local Government**

A study of the politics and administration of American sub-national governments. Special attention will be given to the State of Michigan and Delta County. Meets the Social Science requirement. Offered every semester.

**POLI-262H** 4 (4-0)  
**State & Local Government-Honors**

A study of the politics and administration of American sub-national governments. Special attention will be given to the State of Michigan and Delta County. Meets the Social Science requirement. This is an Honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester.

**POLI-272** 1-4 (40-160)  
**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. **All internships require that the student pass a criminal background check.**

## **PSYC-PSYCHOLOGY**

**PSYC-201** 4 (4-0)  
**Introduction to Psychology**

This course introduces the student to the major ideas, concepts, methods, and principles in contemporary psychology with a special focus on psychology as a science. As a science that examines behavior and mental processes, psychology includes topics such as research methods, neurological bases of behavior, sensing and perceiving the physical world, states of consciousness, learning, emotion and its display, relationships between stress and health, higher cognitive processes such as memory and motivation, development, differing views of personality and its assessment, abnormal behavior and its treatment, social thinking, social influence, and social relations. Meets the Social Science requirement. Prerequisite: R.

**PSYC-206** 4 (4-0)  
**Social Psychology**

This course is an introduction to the theory and research of how individuals think about, influence, and relate to one another. The major themes and topics include social thinking (e.g., self, attribution, belief, attitude, intuition) social influence (e.g., obedience, persuasion, propaganda, conformity, group effects) and social relations (e.g., prejudice, aggression, violence, attraction, altruism, media influence). In addition, these concepts are applied to areas such as health care, law, work, education, politics, and pop culture. Meets the Social Science requirement. Prerequisite: PSYC-201 or permission of instructor. Offered in winter semester.

**PSYC-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. Meets the Social Science requirement. Prerequisite: PSYC-201. Offered in the Fall only.

**PSYC-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. Meets the Social Science requirement. Prerequisite: PSYC-201 Introduction to Psychology or permission of instructor. Offered in the Fall semester.

**PSYC-272** 4-8 (160-320)  
**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 PSYC-201 and PSYC-206 required and electives from PSYC-220, or PSYC-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.

**Internships may require that the student pass a criminal background check.**

**PSYC-280** 4 (4-0)  
**Abnormal Psychology**

This course is designed to acquaint the student with the changing concepts of maladaptive behavior. Included are possible etiologies, classifications, descriptions, and the various therapeutic modalities available. This course is a supportive course designed to meet occupational program requirements. Meets the Social Science requirement. Prerequisite: PSYC-201 or permission of instructor. Offered in Fall semester only.

## **SOCY-SOCIOLOGY**

**SOCY-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. Meets the Social Science requirement.

**SOCY-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. Meets the Social Science requirement.

**SOCY-205 3 (3-0)****Juvenile Delinquency and Justice**

This course uses a sociological perspective to explain the causes and correlations of juvenile delinquency and crime. A history of the juvenile justice system and its current function will also be addressed. Students will explore the various theories, demographics, programs, and agencies that work with juvenile offenders. The effects of juvenile delinquency on the individual, the family, community, and society will also be explored. Meets the Social Science requirement. Prerequisites: R and SOCY-151; or Instructor Permission.

**SOCY-206 3 (3-0)****Sociology of Death and Dying**

This course uses the sociological perspective to explore the group and individual response to death, dying, and bereavement within society. Students will examine the consequences and effects of death at the cultural, religious, family, and community levels and will learn the social process experienced during the dying process. Topics will include: America's Death System, War and Terrorism, Suicide, Euthanasia, Aging and the Elderly, Sociology of the (Dying) Body, Economics of Death, and the process of Bereavement and Grief. Meets the Social Science requirement. Prerequisites: R and SOCY-151; or Instructor Permission.

**SOCY-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. Meets the Social Science requirement.

**SOCY-208 4 (4-0)****Marriage & the Family**

A sociological analysis of marriage and family behavior as they exist in 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. Meets the Social Science requirement.

**SPAN-SPANISH****SPAN-101 4 (4-0)****Spanish I**

The students will learn to hear, speak, read and write basic Spanish and acquire 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. Meets the Humanities requirement.

**SPAN-102 4 (4-0)****Spanish II**

Further study in the Spanish language with increased emphasis on conversation and comprehension. Meets the Humanities requirement. Prerequisite: SPAN-101 or permission of instructor.

**SPAN-112 4 (4-0)****Spanish for Criminal Justice****Majors I**

This course introduces students to Spanish language words, phrases, expressions, jargon, and cultural issues that are important for law enforcement and corrections personnel to know and understand. The students will gain insights into relationships between Spanish speaking countries and the United States which will enhance the student's appreciation of the global community and his/her role in it as a criminal justice professional. The course emphasizes the practical application of the Spanish language in the day-to-day operations of law enforcement and corrections, with specific emphasis on traffic, investigation, arrest, tactical operations, booking procedures, correctional policies and commands and telecommunications. Prerequisite: CJUS-112.

**SPAN-114 4 (4-0)****Spanish for Criminal Justice****Majors II**

Further study in the Spanish language directed at Criminal Justice majors, with increased emphasis on conversation and comprehension in both law enforcement and corrections. Prerequisite: SPAN-112.

**SPAN-220 4 (4-0)****Spanish III**

Spanish 220 furthers the development of spoken and written expression with emphasis on grammatical correctness. Conversations and compositions are based on situations and appropriate topics of general interest and reading Spanish texts. This course includes aspects of geography, history, and cultures in Spanish and English. Meets the Humanities requirement. Prerequisite: SPAN-102 or permission of instructor.

**TECH-TECHNOLOGY****TECH-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.

**TECH-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.

**TECH-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. This course is a supportive course designed to meet occupational program requirements. Scientific calculator is required

**TS-TRANSITIONAL STUDIES**

**These courses cannot be used to fulfill requirements for Certificates or Degrees.**

**BIOL-090 3 (3-0)****Fundamentals of Biology**

Developmental in nature, this course is designed to familiarize those students who 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 once a year.

**CHEM-090 4 (4-0)****Fundamentals of Chemistry**

Developmental in nature, this course is designed to familiarize those students who have a weak background in high school chemistry. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree. Prerequisite: MATH-090 or MATH-115 with a "C" grade or better, or an appropriate score on the mathematics placement exam. An appropriate science calculator is required. Normally offered Fall semester

**ENGL-070 3 (3-0)****Basic Reading Skills**

Students will increase their vocabulary by learning new words and concentrating on context clues. This course also focuses on improving comprehension skills by identifying topics, main ideas, supporting details, and the patterns of organization often used by authors. Students also practice making inferences. Those who successfully complete this course will further develop their reading by enrolling in ENGL-075. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree. A grade of "C" or better is required to successfully complete this course.

**ENGL-070W 2 (2-0)****Basic Reading Skills Workshop**

This workshop is designed to help students increase their vocabulary, comprehension, and inference making in order to succeed in ENGL-077 College Reading Skills. Students enrolled in the workshop will receive further application opportunities on concepts covered in ENGL-077 College Reading Skills. This course is not designed to count toward any degree and is not transferable. A grade of C or better is required to successfully complete this course. Prerequisite:

## TRANSITIONAL STUDIES COURSES

### Continued

COMPASS Reading score of 0-39. Co-requisite: Students enrolled in the workshop must be concurrently enrolled in a designated section of ENGL-077 College Reading Skills.

### ENGL-077 4 (4-0) College Reading Skills

In addition to improving word recognition, comprehension, and critical thinking skills, students will learn to use active reading strategies to develop as proficient and confident readers. Students are exposed to a variety of text, including novels. ENGL-077 prepares students for the reading required of them at the college level. This course is not designed to count toward any degree and is not transferable. A grade of "C" or better is required to successfully complete this course. Prerequisites: ENGL-070 with a "C" or better or COMPASS reading score of 40-77.

### ENGL-095 4 (4-0) Basic Writing Skills

This course is designed to help students develop the sentence-and paragraph-level skills necessary to succeed in ENGL-097 College Writing Skills. Students will work on sentence construction, punctuation, vocabulary, and other mechanics of writing. The course will focus on improving writing skills through practice in writing sentences, paragraphs, and short responses to assigned readings. The computing center will be utilized throughout the course. Students taking this course will be expected to continue developing their writing skills by enrolling in ENGL-097. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree.

### ENGL-095W 2 (2-0)

This workshop is designed to help students develop the sentence and paragraph level skills necessary to succeed in ENGL-097 College Writing Skills. Students will work on sentence, paragraph, and essay construction; punctuation; and other mechanics of writing. Students enrolled in the workshop will receive further application opportunities on concepts covered in ENGL-097. The computer lab will be utilized as part of the workshop. This course does not fulfill degree requirements and does not transfer. Prerequisite: COMPASS Writing score of 0-29. Co-requisite: Students enrolled in the workshop must be concurrently enrolled in a designated section of ENGL-097 College Writing Skills.

### ENGL-097 4 (4-0) College Writing Skills

This course is designed to help students develop the writing skills necessary to succeed in ENGL-101 Rhetoric and Composition. Students will learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. Students will read and respond to short essays. The computing center will be utilized throughout the course. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree. Prerequisite: ENGL-095 with a "C" or better or appropriate score on ACT or Compass placement test College Writing.

### ENGL-098 4 (4-0) Integrated College Reading & Writing Skills

This course is designed to help students develop the reading and writing skills necessary to succeed in ENGL-101 Rhetoric & Composition. Students will learn strategies to improve their reading comprehension, word recognition, critical thinking, and active reading skills to become more proficient readers. Students will also learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. The computer center will be utilized throughout the course. Prerequisites: COMPASS Writing score of 30-68 and COMPASS Reading score of 40-77. This course does not fulfill degree requirements and does not transfer. Completion of this course satisfies E and R prerequisites.

### MATH-085 4 (4-0) 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, operations with signed numbers, an introduction to geometry, and an introduction to algebra. Information on math test taking strategies and study skills will be presented and practiced along with the principles of On Course. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree. No calculators are permitted. Normally offered each semester.

### MATH-095 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 simple quadratic equations. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree. Prerequisite: MATH-085 with "C" grade or better or an appropriate score on the mathematics placement test. No calculators are permitted. Normally offered each semester.

### OIS-090 2 (0-2) Beginning Keyboarding

This course is designed to help students who have had no previous keyboarding training to develop proficiency in the use of the computer keyboard. Emphasis will be on the proper touch operation of the keyboard using appropriate technique. Students will progress at their own pace to reach a minimum keyboarding speed of 25 wpm. Grading will be on a Pass/Fail (P/F) basis. This course is developmental in nature and cannot be used to fulfill requirements for any certificate or degree.

## WATR-WATER RESOURCE MANAGEMENT

### WATR-110 4 (4-0) Wastewater Operations & Management

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. Recommended: MATH-095 or higher. Normally offered in Fall and Winter semesters.

### WATR-120 4 (4-0) Water Operations & Management

A continuation of WATR-110, the theory and applications of potable water treatment processing are stressed. Recommended: WATR-110. Offered in Winter semester.

### WATR-150 2 (2-1) Team Project Course

With increasing emphasis on personnel initiative in the workplace, it is essential that one knows how to recognize, define, and analyze problems and develop workable solutions to correct them. This course provides those skills. At the beginning of the semester, the entire team will decide on the type of water or wastewater project. The students will be responsible for the development of a budget, public relations, project plans and time schedules, drawings, calculations, and presentations, and physically work together to "build" the project.

### WATR-151 2 (1-2) Team Project Course II

The Team Project Course II will be a continuation of Team Project Course I. This course will focus on bringing to completion the project that was thoroughly planned out in the first section. As with the Team Project I course, students will be responsible for the operation of a budget, public relations, time schedules, plans, presentations, and finalization of the project. The student teams will be required to finish the project and present the project to the Water Advisory Board before grades are submitted. This course will also incorporate State exam and co-op preparation. Prerequisite: WATR-150.

### WATR-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.

**WATR-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. Recommended: CHEM-090 or higher. Offered in Winter semester.

**WATR-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: CHEM- 110 & 112, MATH-106 or equivalent. Normally offered in Fall semester.

**WATR-250 5 (2-5)****Water Analysis & Techniques**

A continuation of WATR-240, stressing analysis for potable water treatment. Recommended: CHEM-110, CHEM-112 or CHEM-108, MATH-106 and WATR-240. Offered in Winter semester.

**WATR-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. Offered in Winter semester.

**WATR-260 3 (3-0)****Current Issues for Managers**

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.

**WATR-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. Recommended: MATH-106 or higher. Normally offered in Fall semester.

**WATR-272 4 (0-4)****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. Prerequisites: WATR-120, WATR-230, WATR-250, WATR-255, and Permission of Instructor. Internships and Co-ops may require that the student pass a criminal background check.

**WATR-273 4 (0-4)****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. Prerequisites: WATR-110, WATR-230, WATR-240, WATR-255, and Permission of Instructor.

Internships and Co-ops may require that the student pass a criminal background check.

**WATR-274 3 (0-3)****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.

Internships and Co-ops may require that the student pass a criminal background check.

**WELD-WELDING****WELD-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.

**WELD-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.

**WELD-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 D1.1 Structural Steel Welding code. Prerequisite: WELD-120.

**WELD-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.

**WELD-240 4 (2-4)****Basic 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: WELD-210 or permission of instructor.

**WELD-260 4 (3-3)****Gas Tungsten Arc Welding (TIG)**

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.

**WELD-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: WELD-240 or equivalent.

**WGST-WOMEN'S AND GENDER STUDIES****WGST-200 3(3-0)****Introduction to Women's and Gender Studies**

This class introduces students to the interdisciplinary study of women's issues and gender identity in the human experience. Utilizing feminist theoretical analysis, the course will provide a general survey of the role and treatment of women in several interrelated disciplines such as psychology, sociology, history, political science, economics, and literature. The course will include discussion of women's issues dealing with the social construction of gender and the intersections of gender with race, ethnicity, and class. The course enables students to critically examine their own social experiences and identify the power relationships and gender roles that shape the lives of women and men. Meets the Humanities and Social Science requirements. Prerequisites: E and R.

**WGST-200H 3(3-0)****Introduction to Women's and Gender Studies-Honors**

This class introduces students to the interdisciplinary study of women's issues and gender identity in the human experience. Utilizing feminist theoretical analysis, the course will provide a general survey of the role and treatment of women in several interrelated disciplines such as psychology, sociology, history, political science, economics, and literature. The course will include discussion of women's issues dealing with the social construction of gender and the intersections of gender with race, ethnicity, and class. The course enables students to critically examine their own social experiences and identify the power relationships and gender roles that shape the lives of women and men. This is an Honors course which requires additional work and academic rigor. Meets the Humanities and Social Science requirements. Prerequisites: E and R, and acceptance into the Honors Program.

# College Personnel

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## ADMINISTRATION, FACULTY AND STAFF

- Allard, Jennifer** ..... Follett Express Bookstore Manager  
AAS, Bay de Noc Community College
- Allen, Randall** ..... Perkins Tech Prep Coordinator  
AA, San Bernardino Valley College; BA, University of California, Riverside; JD, Western State University, San Diego
- Anderson, Deborah** ..... Dean of Arts and Sciences  
BA, Lawrence University; MA, PhD, Marquette University
- Anderson, John** ..... Audio-Visual Technician/Maintenance  
AAS, Bay de Noc Community College
- Barker, Janice** ..... Office Information Systems Instructor  
AA, Bay de Noc Community College; BS, Northern Michigan University; MS, Ferris State University
- Barron, Matthew** ..... Research Data Analyst  
BS, PhD, Michigan Technological University
- Bazan, Patrick** ..... West Campus Building Maintenance Manager
- Beaudoin, David** ..... Shipping/Receiving Operations Clerk  
AA, AAS, Bay de Noc Community College
- Bennett, Daniel** ..... Custodian/Maintenance Fill-In  
AAS, Bay de Noc Community College
- Berube, Beth** ..... Human Resources Specialist  
AAS, Bay de Noc Community College; BS, Central Michigan University
- Bissell, Ann** ..... Assistant Librarian  
BA, College of St. Catherine
- Black, Brian** ..... Biology Instructor  
Vocational Diploma, Fox Valley Technical College; BS, University of Wisconsin; BS, University of Maine;  
PhD, Michigan State University
- Blumensaadt, Josh** ..... Coordinator of Campus User Technology  
AA, Bay de Noc Community College
- Boddy, Rene** ..... Purchasing Coordinator/Receptionist
- Bray, Nicole** ..... Enrollment Facilitator Bay College West  
AAS, Bay de Noc Community College
- Brown, Theresa** ..... TRiO Administrative Assistant  
AA, Bay de Noc Community College; BS, Lake Superior State University
- Brule, Joyel** ..... Nursing Instructor  
RN, Bay de Noc Community College; MSN, Northern Michigan University; PhD, Walden University
- Campbell, Molly** ..... Political Science Instructor  
BA, Campbell University; Graduate Certificate, Western Kentucky University; MA, Colorado State University
- Capodilupo, Caitlin** ..... Nursing/PE Instructor  
BSN, Mercy College of Detroit; MSN, Northern Michigan University

**Carne, Kim**..... Executive Director of Institutional Advancement  
BS, Western Michigan University; MBA, University of Dayton

**Carter, Cynthia**..... Director of Admissions  
AA, Bay de Noc Community College; BS, Western Michigan University; MA, University of Phoenix

**Charlebois, Melissa** .....Administrative Assistant for the M-TEC  
AAS, Bay de Noc Community College; BS, Lake Superior State University

**Ciminskie, Jim**.....Economics/Management Instructor  
AA, Grand Rapids Community College; BS Grand Valley State University; MM, Aquinas College

**Cole, Pam** ..... Pam's Palette – Manager

**Coleman, Laura**..... President  
BS, University of Illinois; MBA, Lake Forest GSM; PhD, University of Missouri

**Collegnon, Jane**..... Administrative Assistant to the Dean of Allied Health and Wellness  
AAS, Bay de Noc Community College

**Coons, Jonathan**.....Online Learning Information Technologist  
BS, MS, Western Illinois University

**Croasdell, Sandra** .....Nursing Instructor  
BA, Cleary University; BSN, Wayne State University; MSN, Post Master Certificate, Doctor of Nursing Practice, Oakland University

**Curry, Ralph**..... Director of Buildings and Grounds  
Electronics Certificate, Bay de Noc Community College; Automotive Certificate, Northern Michigan University

**Cutler, Greg**..... Psychology/Education Instructor  
BA, MA, University of Northern Iowa; EdSp, Northern Michigan University

**Dalgord, Chelsea** .....Library Technician  
AA, Bay de Noc Community College; BS, University of Maine at Augusta; MLIS, Wayne State University

**DeGrand, Vicki** ..... Advancement Specialist  
AA, Bay de Noc Community College; BS, Lake Superior State University

**DeRocher, Robert** .....Custodian  
AA, Bay de Noc Community College

**Dittrich, Mary** ..... Administrative Assistant to the Dean of Business, Technology and Workforce Development  
AAS, Bay de Noc Community College

**Divine, Kari**..... Director of Academic Support Services and Title III Activity, Bay College West  
BS, Northern Michigan University; MS, Michigan State University

**Dollhopf, Julie**..... Student Services Enrollment Facilitator  
AAS, Wisconsin Indianhead Technical College

**Dubord, Todd** ..... Maintenance Technician

**Dufek, Denise**..... Social & Behavioral Sciences Instructor/First Year Experience Coordinator  
AA, Henry Ford Community College; BS, Eastern Michigan University; MA, Sienna Heights College

**Dwyer, Crystal**.....Speech/Theater Instructor  
BS, University of Wisconsin-Stevens Point; MA, Northern Michigan University

**Dwyer, Ed** .....Technical Director Besse Center  
BS, University of LaCrosse

**Erickson, Jason** ..... Network Server/System Administrator  
AS, Bay de Noc Community College; BS, Michigan Technological University

**Farnsworth, Jennifer** .....Nursing Instructor  
AA, Bay de Noc Community College; BS, Northern Michigan University; MSN(NNP), Wayne State University

**Fries, Christopher** ..... Special Populations Manager  
BS, MS, Northern Michigan University

**Fuse, Mark**..... Technology Manager, Bay College West  
BS, Northern Michigan University

**Gatewood, Catherine**..... Vice President of Academic Affairs  
AA, Delta College; BA, Saginaw Valley State University; MA, Central Michigan University; EdD, Nova Southeastern University

**Germain, Ruth**.....Assistant Director of Financial Aid  
AA, AAS, Bay de Noc Community College; BS, Lake Superior State University

**Gibbs, Amy** .....Degree Completion Specialist  
BS, MS, Northern Michigan University

**Griggs, Thomas** ..... Director of Human Resources  
BS, University of Wisconsin Green Bay

**Gustafson, Jennifer** ..... Chemistry Instructor  
BS, MS, Northern Michigan University

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AAS, Gogebic Community College

**Hansen, Stella** ..... Social and Behavioral Sciences Instructor-Bay College West  
BS, MA, PhD, Michigan State University

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**Henning, Patricia** ..... Dean of Allied Health and Wellness  
BSN, MSN, Northern Michigan University

**Highum, Mark**.....Computer Systems Instructor  
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Certificate, Bay de Noc Community College

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**Kendrick, Douglas** ..... Director of Student Life  
BAA, MA, Central Michigan University

**Kennedy, Patrick**..... Vice President, Bay College West Campus  
BS, MA, Bowling Green State University; MA, PhD, University of Illinois

**King, Joyce** ..... Computer Applications Instructor  
BS, Northern Michigan University; MS, Ferris State University

**Kinonen, Amber** ..... Reading Instructor  
BS, MS, Northern Michigan University

**Kinney, Mark** ..... Dean of Business, Technology and Workforce Development  
BS, MBA, Baker College

**Klees, June**..... History Instructor  
BS, MA, East Stroudsburg University; PhD, Kent State University; PDC, University of Wisconsin

**Kleikamp, Bonnie**..... Payroll Coordinator  
AA, Bay de Noc Community College; BA, Lake Superior State University

**Krynicky, Matthew** ..... Physics Instructor  
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**Kulack, Mike** ..... Custodian/Maintenance Fill-in

**LaBeau, Marc** ..... Life Sciences Instructor  
BS, MS, Northern Michigan University

**Larson, Cory** ..... Water Technology Instructor  
AAS, Bay de Noc Community College; BS, Lake Superior State University

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ADN, Delta College; BSN, MSN, Northern Michigan University

**Leffel, Larry** .....Arts Coordinator/Professor Emeritus  
BBA, University of Oklahoma; MA, Central Michigan University

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BA, Lake Superior State University; Teaching Certificate, NMU; MS, Ferris State University

**Loman, Mark** ..... Automotive Instructor  
BS, MA, Northern Michigan University

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AA, Bay de Noc Community College; BS, Northern Michigan University; MS, Central Michigan University

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B.ED, University of Hawaii; M.ED, University of Idaho

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AAS, Bay de Noc Community College; BS, Lake Superior State University

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BA, Milligan College; MA, Southern Illinois University; ABD, University of Chicago

**Mayville, Julianne** ..... Enterprise Resource Planning Maintenance & Support

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BA, University of Minnesota; MA, St. Cloud State University

**McCann, Todd** ..... English Instructor  
BA, MA, St. Cloud University

**McNeil, Jim** ..... Emergency Management Coordinator  
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BA, Michigan State University; MA, Northern Michigan University

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AS, Northwest State Community College; BS, Defiance College; MS, Ferris State University

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AA, Northwestern Michigan College; BS, Oakland University; MA, Central Michigan University

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BFA, ME, The University of Toledo

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BS, University of Wisconsin-Green Bay

**Morency, Marc** ..... Life Science Instructor, Bay College West  
BS, Grand Valley State University; MS, Central Michigan University

**Morrison, Tony** ..... Bay Area Campus Ministry Director

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Certificate, IBEW Apprenticeship; Michigan Journeyman Electrical License

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AAS, Bay de Noc Community College; BS, Lake Superior State University

**Noblet, Peter** ..... Welding Instructor  
AAS, BS, Ferris State University

**Noblet, Rebecca** ..... Records/Registration Assistant  
AAS, Southwest Wisconsin Technical College

**Noreus, Beth** ..... Transfer Student Coordinator/Advisor  
AAS, AA, Bay de Noc Community College; BS, MBA, Lake Superior State University

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AAS, Northeast Wisconsin Technical College

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BS, MA, Northern Michigan University

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BS, Illinois State University; MSE, Bob Jones University

**Sexton, Dale** .....Custodian

**Shaw, Joseph**..... Mathematics Instructor - Math CAVE Coordinator  
BS, Adrian College; MA, Western Michigan University

**Shea, Lori** ..... Continuing Education and Professional Development Manager  
CWB&I Certificate; AAS, Bay de Noc Community College; BS, Lake Superior State University

**Simonds, Gail**.....Math-Science Center Coordinator  
BS, MS, Michigan Technological University; MD, Methodist Theological School of Ohio; Ph.D., South Dakota State University

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BS, MS, Michigan Technological University

**Slade, Spencer** .....Mathematics Instructor  
BS, MS, Michigan Technological University

**Sleik, Deborah**..... Nursing Faculty  
BSN, MSN, Northern Michigan University

**Smith, Craig** ..... Maintenance Technician

**Spangenberg, Laurie** ..... Director of Financial Aid  
AA, Moraine Park Technical College; BA, Silver Lake College; MA, City University of Seattle

**Soucy, Matthew**..... Vice President of Student Services  
BS, University of Notre Dame; MS, Capella University

**Stebelton, Jeannette**.....Nursing Instructor  
BSN, Lake Superior State University; MSN, Walden University

**Stiglitz, Debbie** ..... Conference & Media Coordinator  
AAS, Bay de Noc Community College

**Sundstrom-Young, Susan**.....Criminal Justice Instructor  
BS, MA, Northern Michigan University

**Tabat, Jeffrey** ..... Custodian/Maintenance Bay College West

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AA, Bay de Noc Community College; BA, Lake Superior State University

**Varda, Linda** ..... Student Services Facilitator Bay College West  
AAS, BS, Northern Michigan University

**Viau, Sherri** ..... Administrative Assistant to the Vice President for Instruction & Student Learning  
AA, Bay de Noc Community College; BS, Lake Superior State University

**Wall, Daniel** ..... Custodian

**Warstler, Thomas** ..... Geography Instructor  
BS, Aquinas College; MA, Northern Michigan University

**Weber, Debbie** ..... Accounting Clerk  
AAS, Bay de Noc Community College

**Wiese-Martin, Jill** ..... Director of TRiO  
BS, Eastern Michigan University; MS, University of Michigan

**Williams, Christine** ..... Chief Information Officer and Sustainability Coordinator  
AS, Clark Community College; BS, University of Washington; MS, Michigan Technological University

**Williams, Dan** ..... Graphic Designer  
Bay de Noc Community College; BS, Lake Superior State University

**Wolak, Kathleen** ..... Switchboard Operator/Receptionist  
AAS, Bay de Noc Community College

**Young, Michael** ..... Sociology Instructor  
AAS, Southeast Community College; BS, Southern Utah University; MA, Minnesota State University

**Young, Susan** ..... Part-Time Shipping & Receiving Clerk  
AAS, AA, Bay de Noc Community College; BS, Lake Superior State University

## ADJUNCT FACULTY

**Adam, Michael** ..... Mathematics Instructor  
BS, Northern Michigan University

**Aguirre-Romero, Maria** ..... Spanish Instructor  
BS, MS, Universidad Complutense de Madrid

**Allen, Randall** ..... Business Instructor, Bay College West  
AA, San Bernardino Valley College; BA, University of California, Riverside; JD, Western State University, San Diego

**Anderson, Lily** ..... Early Childhood Development  
BA, MA, Northern Michigan University

**Anderson, Shawna** ..... Instructor  
BA, MA, Northern Michigan University

**Ayotte, Kevin** ..... Criminal Justice Instructor  
BS, Northern Michigan University

**Baciak, Albert** ..... Mathematics Instructor  
BS, MA, Northern Michigan University

**Beckon, Susan** ..... Accounting Instructor  
BA, MBA, Michigan State University

**Benoit, MaryBeth** ..... Sign Language Instructor

**Betzinger, Bonnie** ..... Arts & Letters Instructor  
BS, MA, Northern Michigan University

**Bishop, Jolaine** ..... Nursing Instructor  
AS, Bay de Noc Community College; BS, University of Southern Indiana

**Blixt, Megan** ..... Instructor  
Associate Degree Nursing, Bay de Noc Community College, BSN, Northern Michigan University

**Block, Guy** ..... Arts & Letters Instructor  
BA, MA, Northern Michigan University

**Block-Sexton, W. Leah** ..... English and Early Childhood Development  
BA, MA, Western Michigan University

**Boden, Christian “Beau”** ..... Instructor  
BS, Western Governors University

**Boomer, Maurice** ..... Technology Instructor  
AS, Bay de Noc Community College; BS, Northern Michigan University

**Bough, Patricia** ..... Instructor  
BSN, Northern Michigan University; MSN, Walden University

**Brewer-Berres, Katie** ..... Office Systems Instructor  
ABED, University of Michigan; MS, University of Wisconsin

**Brock, Todd** ..... Criminal Justice Instructor  
BS, Northern Michigan University

**Broughton, Joan** ..... Nursing Instructor  
LPN, Mid Michigan Community College; ADN, Lansing Community College; BSN, Mercy College of Detroit

**Bryant, Peggy** ..... Medical Coding Instructor  
Certificate, Northeast Wisconsin Technical College

**Bugay, Joseph** ..... Timber Harvesting Instructor  
AS, AAS Bay de Noc Community College; BS, Michigan State University

**Cloutier, Sharon** ..... Sign Language Instructor  
AA, Bay de Noc Community College; BS, Northern Michigan University

**Cobb, William** ..... Criminal Justice Instructor  
AAS, Lansing Community College; BS, Columbia Southern University

**Cooper, Susan** ..... Instructor  
BS, University San Diego California; MED, National University

**Cook, William** ..... Timber Harvesting Instructor  
BS, University of Wisconsin; MS, State College of New York

**Couvillion, Brandon** ..... Instructor  
AAS, Bay de Noc Community College, BS, Lake Superior State University

**Cox, Elizabeth** ..... Art Instructor

**Craig, Lisa** ..... Instructor  
BSN, Ohio University; MSN, Wright State University

**Cree, Linda** ..... Anthropology Instructor  
BA, University of Minnesota

**Cresap-Blomquist, Candace** ..... Psychology Instructor  
BS, St. Cloud State University; MS, Capella University

**Courchaine, Sherie** ..... M-TEC CNA Instructor  
BSN, Chamberlain College of Nursing

**Curran, Deborah** ..... Business Law/Political Science Instructor  
AAS, Bay de Noc Community College; BS, Northern Michigan University; JD, Cooley Law School

**Cutler, Denise** ..... Mathematics Instructor  
BA, University of Northern Iowa

**D'Alberto, Carol** ..... Sign Language Instructor  
BS, Eastern Michigan University; BS, Indiana University

**DallaValle, Susan** ..... Office Systems Instructor, West Campus  
BS, Northern Michigan University; MBA, University of North Carolina Greensboro

**Danielson, Michele** ..... Graphic Arts Instructor  
BA, Central Michigan University; MS, Ferris State University

**Darling, Connie** ..... Instructor  
BSN, Northern Michigan University

**Dawson, Arica** ..... English Instructor  
BA, Michigan State University

**Doepker, Robert** ..... Biology Instructor

**Doepker, Terri** ..... Sociology Instructor  
BS, Northern Michigan University; LBSW

**Dorman, Nicole** ..... Instructor  
BS, Michigan Technological University

**Dougovito, James** ..... Timber Harvesting Instructor  
AAS, Michigan Technological University

**Doyle, Daniel** ..... Psychology Instructor  
BA, Lake Superior State University; MEd, Boston University

**Drum, Jessy** ..... Nursing Instructor  
BS, Bellin College of Nursing; MS, Walden University

**Dupont, Michael** ..... Career Development Instructor  
BS, MA, Northern Michigan University

**Fleury, Jessie** ..... Instructor  
BA, Kendall College of Art and Design of Ferris State University

**Flood, Tina** ..... Nursing Instructor  
ADN, Lake Superior State University; BSN, Northern Michigan University

**French, Donald** ..... Water Technology Instructor  
AAS, Bay de Noc Community College

**Gagliano, Amelia** ..... Instructor  
BS, MA, Northern Michigan University

**Gardner, Jennifer** ..... Instructor  
AAS, Bay de Noc Community College; BS, Lake Superior State University

**Gardner, Michael** ..... Welding Instructor  
AA, Bay de Noc Community College; BS, Ferris State University

**Gayan, Angela** ..... Instructor  
BS, University of Wisconsin – Green Bay

**Gollach, Shirley** ..... Instructor  
AA, Bay de Noc Community College; BS, Central Michigan University; MS, Michigan State University; CPS/CAP

**Gregg, Jonathan** ..... Instructor  
BS, University of Wisconsin

**Hansen, Allen** ..... Ceramics Instructor  
AA, Bay de Noc Community College; BS, Wayne State University

**Hansen, David** ..... Communications Instructor  
BS, MA, Northern Michigan University

**Helmer, James** ..... Instructor  
AAS, Bay de Noc Community College; BS, Michigan Technological University

**Hilling, Debra** ..... Nursing Instructor  
AAS, Bay de Noc Community College; BSN, Northern Michigan University

**Hoehn, Heather** ..... Mathematics Instructor  
BS, Central Michigan University

**Howlett, Donald** ..... Timber Harvesting Instructor  
BS, Ohio State University; MS, Iowa State University

**Jamison, Jillian** ..... English Instructor  
AA, Bay de Noc Community College; BS, MA, Northern Michigan University

**Janeshek, Bonnie** ..... Instructor  
BA, MA, Northern Michigan University

**Jezylo, Jay** ..... Welding Instructor, West Campus  
AA, Bay de Noc Community College; AAS, Wayne Community College; BS, Eastern Michigan University

**Johnson, Laurie** ..... Biology-Human/Fundamentals Instructor  
BS, MS, Northern Michigan University

**Juchemich, Jane** ..... Communications Instructor  
BS, MA, Northern Michigan University

**Kennedy, Kathleen** ..... Instructor  
BA, Indiana University; MA, University of Illinois

**Kidder, Jane** ..... English/Psychology Instructor  
BS, Eastern Michigan University; MA, Sienna Heights University

**Kirby, Allison** ..... Instructor  
BA, Michigan State University

**Kuehl, Steven** ..... Mathematics Instructor  
BA, Michigan Technological University

**LaCosse, Beth** ..... Instructor  
JD, Thomas M. Cooley Law School

**Larsen, Margaret (Mollie)** ..... Office Systems Instructor  
BA, University of Wisconsin-Green Bay

**LaValley, Kristen** ..... Computer Applications Instructor  
AAS, Northeast Wisconsin Technical College; BS, Ferris State University

**LeClaire, Gary** ..... Criminal Justice Instructor  
AA, Bay de Noc Community College; BS, Northern Michigan University

**Leffel, Joann** ..... Art History/Painting Instructor  
BA, MA, Central Michigan University

**Leffel, Lawrence**..... Coordinator of Art Gallery

**LeMire, Courtney** ..... Instructor  
BA, Northern Michigan University

**Lesica-Gardner, Katharine**..... Business Math/Principles of Selling Instructor  
BS, Northern Michigan University

**List, Amanda**.....Criminal Justice Instructor  
BS, Northern Michigan University

**Lueneberg, Kenneth**.....Bowling Instructor

**Markell, Ann** ..... English Instructor  
BA, Northern Michigan University

**Martineau, Tim** .....Water Tech Instructor  
AAS, Bay de Noc Community College; BS, Ferris State University

**Masnjak, Paul**..... Instructor  
BA, Alma College; MBA, Thunderbird School of Global Management; Graduate Certificate of Accounting, Keller Graduate School of Management

**McManus, Mary**.....Nursing Instructor  
BS, Northern Michigan University

**Meyer, Carla** .....Digital Photography Instructor  
AAS, Bay de Noc Community College; BS, Northern Michigan University

**Miller, Daniel** ..... Computer Applications/Accounting Instructor  
BS, MEd, Wayne State University

**Milligan, Bonnie**.....Psychology Instructor  
BA, University of Wisconsin

**Miron, Sarah**.....Nursing Instructor  
BSN, Lake Superior State University

**Mitchell, Darby** ..... English Instructor  
BA, MA, Wayne State University

**Nelson, Gerald** .....Chemistry/Mathematics Instructor  
BA, BS, Mankato State College; MS, Northern Michigan University

**Netchey, Helen (Peg)**..... French Instructor  
BA, Northern Michigan University

**Nickerson, Sueann** ..... English Instructor  
BS, MA, Northern Michigan University

**Norkoli, Evelyn**.....Nursing Instructor  
LPN, ADN, Bay de Noc Community College; BSN, Lake Superior State University; MSN, University of Phoenix

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**Van Gasse, Janice** ..... Instructor  
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BS, MA, Northern Michigan University

**Zablocki, Tim** ..... Instructor  
BS, Central Michigan University

**Zavala-Perretto, Monica** ..... Instructor  
MA, BS, Northern Michigan University

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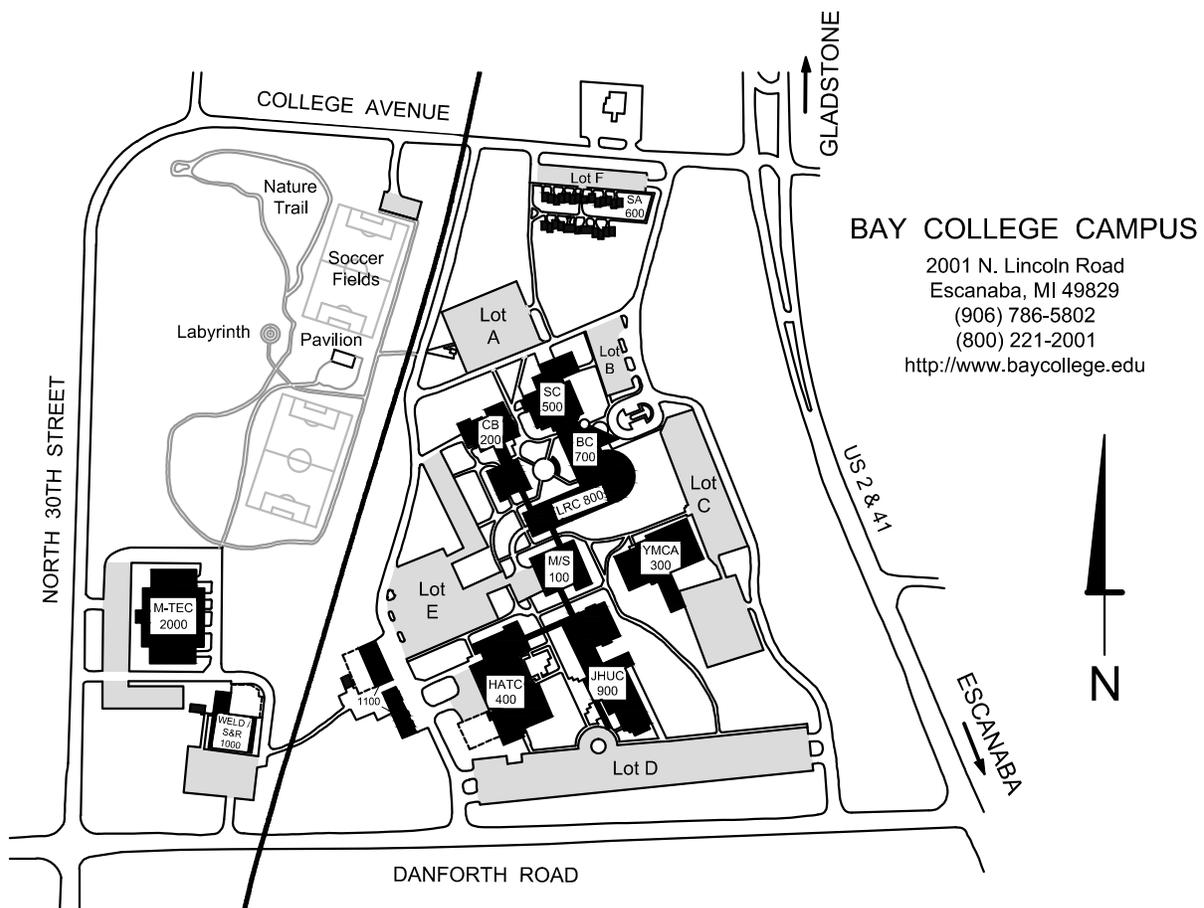
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**BAY COLLEGE CAMPUS**

2001 N. Lincoln Road  
 Escanaba, MI 49829  
 (906) 786-5802  
 (800) 221-2001  
<http://www.baycollege.edu>



**LEGEND**

- 100 Math / Science Building (M/S)
- 200 Catherine Bonifas / Administrative Services (CB)
- 300 YMCA / Gymnasium / Child Care (YMCA)
- 400 Health and Applied Technology (HATC)
- 500 Student Center (SC)
- 600 Student Apartments (SA)
- 700 Besse Center (BC)
- 800 Learning Resources Center (LRC)
- 900 Joseph Heirman University Center (JHUC)
- 1000 Welding / Shipping and Receiving (WELD/S&R)
- 1100 Maintenance Buildings (MAINT)
- 2000 Michigan Technical Education Center (M-TEC)

Parking Lots - A, B, C, D, E

Academic Computing Services .....	900
Academic Advisors/Counselor .....	500
Admissions .....	500
Art Galleries .....	200, 700, 800
Arts and Letters Division .....	200
Besse Theatre/Gallery .....	700
Bookstore.....	500
Business Division .....	900
Business Office .....	500
Cafeteria .....	500
Career Services .....	500
Cashier .....	500
Conference Coordinator .....	900
Conference Rooms .....	500, 900
Continuing Education/Lifelong Learning .....	2000
Financial Aid .....	500
Information Technology Services .....	900
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Instruction and Student Learning Office .....	200
Library .....	800
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Math/Science Learning Center .....	100
Nursing/Allied Health and Wellness Division .....	400
President's Office .....	200
Registrar/Student Records.....	500
Shipping and Receiving .....	1000
Social and Behavioral Science Division .....	200
Student Services .....	500
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Technology Division .....	400
University Office.....	900
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