

# Bay de Noc Community College

2007-2008

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2001 N. Lincoln Road  
Escanaba, MI 49829

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2801 North US-2  
Iron Mountain, MI 49801

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

Approved by the

State Department of Education  
State of Michigan

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



# Bay de Noc Community College

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

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



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# General Information

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

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

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

or

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

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

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

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

# Message from the President

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Greetings:

Bay College is your community college. The experienced faculty, staff and administration at Bay College are all committed to your success. We are excited that you are considering or better yet, already attending Bay College. We look forward to providing an environment that helps you build a firm foundation that fulfills your current educational goals. Knowing we have made a difference in a student's life is our greatest reward.

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 serves students with:

- an active Student Life program,
- a student-centered Student Services department,
- low tuition
- easy access with campuses in Escanaba and Iron Mountain,
- innovative educational programs

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

Sincerely,

A handwritten signature in cursive script that reads "Laura L. Coleman". The signature is written in dark ink on a light-colored background.

Laura L. Coleman, Ph.D.  
President

# Board Members and President

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ROBERT W. BARRON, native of Gladstone, was appointed to the Board in 1978 and consecutively re-elected. He is a graduate of Bay de Noc Community College earning an Associate of Science degree in Water Technology and a Bachelor of Science degree in Dairy Science from Michigan State University. Bob is a member of the Michigan Milk Producers Association (currently on the statewide advisory board), Group VIII Michigan Agricultural/Leadership program, and the Michigan Cranberry Council. Bob is a past Bay Board chair, former director/current member of Greenstone Farm Credit Services, former chair of the Delta County Chamber of Commerce Agriculture Committee, and served on the advisory board of the County Extension Department. He is also a past member of the New Horizon Club, past vice-president of the Equity U.P. Livestock Marketing Association, former member of the Delta County FmHA Board, and former member of the Growing "UP" Agricultural Association. Mr. Barron is a dairy operator in a family business with his brother. Bob and his wife, Barbara, have three children, two adopted from Guatemala. Bob and his family worship at the independent, fundamental King James Bible believing Northwoods Baptist Church of Gladstone.

THOMAS L. BUTCH has been a member of the Bay de Noc Community College 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 a member of the Panel of Arbitrators of the American Arbitration Association; City Attorney for the City of Gladstone; a member of the Pi Sigma Alpha Honorary Fraternity; and an honorary member of Phi Theta Kappa. Mr. Butch is also a member of the Delta County Economic Alliance Board of Directors, a Director of the Upper Peninsula Labor-Management Council, and a Director of the Delta County Medical Access Coalition.



JAMES L. HERMANS, a native of Escanaba, was elected to the Board of Trustees in 2006. 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 Delta County Schools. Mr. Hermans is a member of the Escanaba School Board (2000-2008); St. Anne's Church, Escanaba; Noon Kiwanis (20 years), past president (2 terms) and on the Michigan Works! Job Force Board (2004-2007).

ERIC L. LUNDIN was appointed to the Board of Trustees in 2003. Mr. Lundin successfully ran for re-election in 2004. He attended Bay de Noc Community College from 1998 - 2000. In 2002, he graduated Summa cum Laude from Northern Michigan University with a Bachelor of Science degree in Business and Computer Information Systems. Additionally, he graduated from the inaugural class of the Delta Force Leadership Academy. Eric is currently a Vice President at Upper Peninsula State Bank. He lives in Rapid River with his wife Paula and their daughter Megan.





HAROLD J. MARTIN was elected to the Board of Trustees in 2004. Mr. Martin is an Assistant Attorney General for the State of Michigan, with his office located in the State Office Building in Escanaba. He graduated from Michigan State University, and received his Juris Doctor degree from the Washington College of Law, American University, in Washington, D.C. in 1986. Since locating to Escanaba in 1991, he has been active in numerous community endeavors, including Bay de Noc Habitat for Humanity, the William Bonifas Fine Arts Center, and Escanaba First Presbyterian Church, where he is an Elder and directs the Christian Education program. He resides in Ford River Township with his wife, Jill, and their two sons.

JAMES R. MOBERG was appointed to the Board in 2003 to fill the unexpired term of Joseph L. Heirman. Mr. Moberg is a graduate of Indiana University with an M.B.A.; Western Michigan University with a B.B.A.; and Bay de Noc Community College. He is active on the United Way Board, OSF Hospital Advisory Board, Gladstone EDC, Bethany Lutheran Church Finance Committee and past President of the Escanaba Quarterback Club Board.



MARGARET H. NOREUS was appointed to the Board in 2001 and successfully ran for re-election in 2002. 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. She also serves on the board of the Bay Area Economics Club.

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, was the Director of Jefferson City Campus, co-owner of American Canadian Sales, Vernon Hills, Ill. Dr. Coleman received her Ph.D. from the University of Missouri-Columbia, her M.B.A. from Lake Forest Graduate School of Management, Lake Forest, Ill, and her B.S. from the University of Illinois.



# Mission, Vision, and Guiding Principles

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## MISSION STATEMENT

Mission: Bay de Noc Community College is an institution of higher learning whose mission is to ensure student success by providing accessible, high-quality, and relevant learning opportunities; strengthen workforce development; and foster community collaboration and the development of community partnerships.

## VISION

Vision: Bay College - the best choice for empowering students, building communities, and changing lives.

## GUIDING PRINCIPLES

Guiding Principles: At Bay College, students are the first priority; and we value all those who serve them. To these ends, we are committed to the principles of:

- Accessibility
  - Affordable educational opportunities
  - Flexible delivery systems
  - Equitable access to opportunities
- Accountability
  - Best practices
  - Measurable outcomes
  - Benchmarking
  - High expectations
  - Stewardship
  - Responsibility
- Collaboration
  - Team building
  - Communication
  - Meaningful participation
  - Partnerships
  - Trust
  - Consensus building
  - Community involvement
- Compassion
  - Respect for individuals
  - Student and community advocacy
  - Mutual care and concern
  - Empathy
  - Sensitivity
- Diversity
  - Respect for varied perspectives
  - Embracing different cultures
  - Expanded opportunities
  - Appreciation of and respect for differing ideas
- Excellence
  - Continuous improvement
  - Measuring effectiveness
  - Broad-based participation
  - Data-driven decision making
  - High standards and expectations
  - Commitment
- Integrity
  - Open and honest communication
  - Taking responsibility for individual actions
  - Leading by example
  - Doing the right things and doing things right



## STUDENT ASSESSMENT

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

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

## ASSURANCE OF QUALITY STATEMENT

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

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

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

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

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

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

Board adopted: July 11, 1990

# Admissions

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## STUDENT CHECKLIST

### Find out about Bay de Noc Community College

Explore the opportunities for study at Bay de Noc Community College-review college catalog or log onto [www.baycollege.edu](http://www.baycollege.edu), or call the Admissions Office at (906) 789-6900. Contact the Admissions Office to schedule a tour.

### Complete the Application for Admission

Students can apply on-line at [www.baycollege.edu](http://www.baycollege.edu). Students can also obtain a paper application from the Student Center at the Escanaba campus or the West Campus in Iron Mountain. All applications must include \$25 application fee. Make check/money order payable to Bay de Noc Community College. Do not send cash. Application fee is non-refundable. Request your high school transcript or GED scores, ACT or COMPASS scores, AP scores and college transcripts, if applicable, be sent to the Admissions Office. Provide proof of residency to the Admissions Office. If you are interested in residing on campus, request a campus housing application.

### Apply for the financial assistance you need

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

### Complete placement testing and attend orientation

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

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

### Register and pay for classes

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

Register and pay at orientation and registration.

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

Students will be notified when they can purchase their books.

### Reach for success

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

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

Visit with your academic advisor often throughout the semester.

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

### Engage in campus life

Take up the challenge to make the most of your Bay de Noc Community College experience. To find out more about campus activities, organizations, and programs, call (906) 786-5802, ext. 1140.

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

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

## ADMISSION REQUIREMENTS

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

### All applications should be mailed to:

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

## APPLICATION PROCEDURES FOR NEW STUDENTS

1. Complete the college application form.
2. All applications must include a \$25 application fee. Make check/money order payable to Bay de Noc Community College. Do not send cash. Application fee is non-refundable
3. Send a high school transcript to Bay College 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. All students are required to provide proof of basic skill proficiencies. Acceptable ways of demonstrating basic skill proficiencies would include:
  - A.C.T. test results.
  - Transfer credit in English and mathematics ("C" grade or better) from another college or university for credit evaluation. Official transcripts must be sent to the Admissions Office. An application must be on file for a credit evaluation to be completed.
  - Schedule an appointment to take the COMPASS Placement Test. Contact the Admissions Office for COMPASS testing information.
6. Applicants to the practical or associate degree nursing program must complete additional forms and meet specific additional entrance requirements. Application packets may be obtained from the Admissions Office, the Nursing Office, or the West Campus.

## ASSESSMENT TESTING POLICY

Assessment scores must be submitted prior to enrolling in specific courses. Bay de Noc Community College uses the assessment process to measure your skill level in reading, writing, and mathematics. It has no effect on your admission to the College. Assessment scores assist advisors in determining appropriate course placement to maximize student success in college-level courses.

## EXEMPTIONS TO ASSESSMENT TESTING

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

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

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

<b>ACT SCORES</b>		
<b>ENGLISH</b>		
Score 18 and Above	EN 101	Rhetoric & Composition
Below 18	EN 100	College Writing Skills
<b>READING</b>		
Below 21	EN 109	Read for Speed/Comprehension
<b>MATH</b>		
0-16	MA 090	Pre-Algebra
17-19	MA 100 MA 102	Basic Algebra or Intro to Technical Math
20-22	MA 105 MA 107 MA 115	Intermediate Algebra or Liberal Arts Math or Technical Algebra & Trig I
23-25	MA 110 MA 125 MA 130 MA 210	College Algebra or Technical Algebra & Trigonometry II (Interested students are eligible for Math for Elementary Teachers or Intro to Statistics)
26-36	MA 111 MA 141 MA 225	Trigonometry or Analytical Geometry & Calculus I (if high school trig completed) or Technical Calculus (if occupational or technical program requires)
<b>COMPASS SCORES</b>		
<b>ENGLISH</b>		
Score 69 and Above	EN 101	Rhetoric & Composition
68 or Less	EN 100	College Writing Skills
<b>READING</b>		
Below 88	EN 109	Read for Speed/Comprehension
<b>MATH</b>		
<b>Pre-Algebra Test</b>		
0-40	MA 090	Pre-Algebra
41-100	MA 100 MA 101 MA 102	Basic Algebra if part of program or Nursing Math if nursing student or Intro to Technical Math if occupational program requires
<b>Algebra Test</b>		
0-40	MA 100 MA 101 MA 102	Basic Algebra if part of program or Nursing Math if nursing student or Intro to Technical Math if occupational program requires
41-65	MA 105 MA 107 MA 115	Intermediate Algebra if part of program or Liberal Arts Math if part of program or Technical Algebra & Trig I if occupational or tech program requires
66-100	MA 110 MA 125 MA 130 MA 210	College Algebra if part of program or Technical Algebra & Trigonometry II if occupational or tech program requires & high school trig completed (Interested students are eligible for Math for Elementary Teachers or Intro to Statistics)
<b>College Algebra Test</b>		
0-45	MA 110 MA 125 MA 130 MA 210	College Algebra if part of program or Technical Algebra & Trigonometry II if occupational or tech program requires & high school trig completed (Interested students are eligible for Math for Elementary Teachers or Intro to Statistics)
46-100	MA 111	Trigonometry
<b>Trigonometry Test</b>		
0-45	MA 111	Trigonometry
46-100	MA 141 MA 225	Analytical Geometry and Calculus I if part of program & high school trig completed or Technical Calculus if occupational or tech program requires

The Placement Tables indicate which English and Math course students will be required to take based on their achieved scores.

A student who receives 2 scores placing them in remedial courses (example: College Writing Skills, Reading for Speed/Comprehension, or Pre-Algebra) will be placed in the P.A.S.S. program and limited to 12 credit hours.

Additional information regarding the P.A.S.S. program can be found in the college catalog.

### COMPASS Math Indicators

Students taking the COMPASS math test may see an "initial Domain" score and a "Placement Domain" score on their results. The "Placement Domain" score will be used for placement into the correct math course.

## APPLICATION PROCEDURES FOR FORMER STUDENTS

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

## APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

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

## ADMISSION PROCEDURES FOR TRANSFER STUDENTS

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

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

## APPLICATION PROCEDURES FOR MICHIGAN GUEST STUDENTS

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

## APPLICATION PROCEDURES FOR HIGH SCHOOL STUDENTS-DUAL ENROLLMENT

Bay de Noc Community College provides an opportunity for eligible high school juniors and seniors 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 Dual Enrollment Application for Admission.\*
3. Complete the Dual Enrollment Registration and Billing Form.\*
4. Provide official high school transcript.
5. Provide proof of basic skill proficiencies through A.C.T. scores or COMPASS placement test. (Contact the Admissions Office for COMPASS testing information)
6. Provide proof of residency (copy of driver's license or state ID card).

\* 2 and 3 above require high school principal/counselor signature and parent/guardian signature.

## APPLICATION PROCEDURES FOR HOME SCHOOL STUDENTS-DUAL ENROLLMENT

Bay de Noc Community College provides an opportunity for eligible juniors and seniors 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 Dual Enrollment Application for Admission.\*
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. scores or COMPASS placement test.  
(Contact the Admissions Office for COMPASS testing information)
6. Provide proof of residency (copy of driver's license or state ID card).

\* 2 and 3 above require high school principal/counselor signature and parent/guardian signature.

## APPLICATION PROCEDURES FOR NON-PUBLIC HOME SCHOOL GRADUATES

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

## NEW STUDENT ORIENTATION/REGISTRATION

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

## RESIDENCY POLICY AND GUIDELINES

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

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

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

\* A legal resident is one whose permanent, primary residence is where he or she intends to return whenever absent from college. A student who moves to Delta County, but whose parents live outside of Delta County and claim the student as a dependent according to IRS standards, cannot become a resident for tuition purposes. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.
2. In-District Criteria: For tuition purposes, an in-district student is an American citizen or permanent resident who can provide legal proof of residence within Delta County for at least six consecutive months immediately preceding the first day of the semester in which the person plans to enroll.



3. Proof of In-District Residence: All students are subject to a check of their residency status at the time of admission and registration. Students furnishing false information will be subject to disciplinary action. The following are types of documents which are considered in determining proof of in-district legal residency:
  - a. A current/valid Michigan driver's license, Michigan Secretary of State I.D. card, or valid Michigan motor vehicle registration in the student's name indicating a permanent address within Delta County.
  - b. A property tax receipt from Delta County.
  - c. A current dated voter registration card indicating an in-district address.
  - d. Notarized rent receipts. If rent receipts are not available, a notarized letter from the landlord will be accepted.  
Notarized rent receipts must contain all of the following information:
    - i. The address of the property being rented.
    - ii. The dates of each payment.
    - iii. Signature, address, and phone number of the landlord.
  - e. Other legal documents such as court-issued guardianship papers.
  - f. Verifiable Utility receipts dated six months previous.
  - g. Verification of marriage to a Delta County Resident (only if you are applying for Delta County residency).
  - h. Verification of military status.
  
4. Change of Residence Status: Changes in residency status can only be made by completing a Change of Status form and providing supporting documentation. Change of Status forms can be obtained from the Student Services Office on campus or the receptionist at the Bay College West Campus. Any adjustments made in tuition due to a change in residency status shall not be retroactive nor changed within a semester. Please refer to the Residency Definitions and Policies when requesting a residency change.

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

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

If you have questions regarding residency, please contact the Admissions Office at (906) 786-5802, ext. 1276.

## RESIDENCY DEFINITIONS AND POLICIES

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

# Financial Aid and Scholarships

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## FINANCIAL AID OFFICE

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

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

## ELIGIBILITY

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

1. Be a U.S. citizen or eligible non-citizen with a valid social security number.
2. Have a high school diploma or GED certificate, or have completed home schooling.
3. Not be in default on a federal student loan or owe a refund on a federal student grant.
4. 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 obtain financial aid you must:

1. Be accepted for admission to Bay de Noc Community College. To receive priority for scholarship consideration you must complete the admission process by February 15. The next priority date is April 1.
2. Complete the Free Application for Federal Student Aid (FAFSA). You are encouraged to apply by March 1 of the award year to receive full consideration for all types of aid.
3. List Bay de Noc Community College as a college eligible to receive your FAFSA information.
4. Respond promptly to any requests from the Financial Aid Office for additional information.
5. 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.
6. Reapply for financial aid every year.

## ENROLLMENT STATUS

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

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

If you enroll for less than full time, you may see a reduction to your award(s). You must enroll for at least six credits to receive either work-study or a student loan. You must be enrolled for a minimum of eight credit hours to receive scholarship funds. (See "Institutional Scholarships" for information in regard to continuing and returning student eligibility).



## 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 Bay is \$100 per semester. To apply, you must complete a Free Application for Federal Student Aid (FAFSA).

### Federal Academic Competitiveness Grant (ACG):

This federal program provides grant assistance to Pell eligible students who can demonstrate that they have completed a rigorous high school curriculum. To apply, you must complete a Free Application for Federal Student Aid (FAFSA) and have a final high school transcript sent to Bay de Noc Community College.

### Michigan Educational Opportunity Grant (MEOG):

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

### Michigan Adult Part-Time Grant (MAPTG):

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

### Michigan Competitive Scholarship:

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

### MI Promise Scholarship:

Beginning with the high school graduating class of 2007, students who receive qualifying scores on the Michigan Merit Exam (MME) will receive funds from this program for their first two years of college enrollment. An additional sum will be awarded after the completion of two years of post-secondary education with a 2.5 CGPA or better, for enrollment at a four year college or university.

## Michigan Merit Award:

Funds from this program are awarded to Michigan students, prior to the class of 2007, who successfully completed the Michigan Educational Assessment Program (MEAP) prior to high school graduation. If you were eligible, you received notification from the State during or after your senior year of high school. You will need to complete and return the Michigan Merit Award Certification Form by the date indicated. You may submit the form to the State by mail, fax or Internet ([www.Michigan.gov/meritaward](http://www.Michigan.gov/meritaward)). You will need to use your Personal Identification Number (PIN) shown at the bottom of your notification letter to submit the information electronically.

## Michigan Nursing Scholarship:

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

## Michigan Indian Tuition Waiver:

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

## Michigan Tuition Incentive Program (TIP):

The Tuition Incentive Program was established as a high school completion program for students who graduate from high school or complete their GED, and are identified as Medicaid eligible by the Department of Human Services. TIP will pay up to 24 credit hours per academic year for tuition and mandatory fees for an associate degree or certificate courses. A total of 80 credit hours can be used under TIP in pursuit of a degree.

If it is determined that you are eligible for this program, you will receive a certification form from the State of Michigan. You must complete the certification form and return it to the State before graduating from high school or completing a GED.

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

## INSTITUTIONAL SCHOLARSHIPS

The scholarship program at Bay de Noc Community College is supported by contributions from organizations and individuals in the community. 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. February 15 is the first priority deadline for award consideration. The next priority date is April 1. Periodic awards are made after those dates. Most incoming freshmen with a grade point average (GPA) of 3.0 or above receive 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 in the Financial Aid Office, Institutional Advancement Office, West Campus or online at <http://www.baycollege.edu/> using the Student Central link to 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 mindful 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.

## LOANS

A Federal Stafford loan allows you to borrow a low interest loan for educational expenses from a lending institution. Loan applications are available in the Financial Aid Office. You may be charged an origination fee by the lender/servicer of your loan. A subsidized loan is awarded on the basis of financial need and the interest is paid by the federal government during the period you are enrolled in school for at least half time enrollment. An unsubsidized loan can be used to replace all or part of the family's contribution; however, the student is responsible for paying the interest that accrues. You must be enrolled in at least six semester credits and must complete the Free Application for Federal Student Aid (FAFSA) to be considered for a student loan.

If you are a first-time student, Bay de Noc Community College discourages you from applying for a loan until after the completion of 12 credit hours. If you are in the General Applied Science/Pre-Nursing and ADN-Interest programs, you should be accepted into the Nursing program before you apply for a loan, however, exceptions may be made on a case-by-case basis.

Taking out a loan is a serious commitment. As such, the Financial Aid Office does not automatically package loans as part of the student's award letter. Students interested in borrowing should contact the Financial Aid Office at 800-221-2001, ext. 1141 to check on loan eligibility.

## WORK-STUDY EMPLOYMENT

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

## DISBURSEMENT OF FINANCIAL AID

1. If you are eligible for some type of financial aid other than loans, the Financial Aid Office will mail you an award letter stating your financial aid package for the academic year.
2. If you have financial aid, you will see an "Estimated Financial Aid" amount on your statement after you register for classes. The estimated amount is based on full time enrollment. If you register for less than 12 credits, you must see the Financial Aid Office to have your financial aid adjusted on your statement.

3. Your statement will show your total cost of tuition and fees minus the amount of financial aid available. If you have expenses that are greater than the aid you received, you will have an amount due at the bottom of your statement. You will have to pay the amount due, in addition to expenses such as books, supplies and/or housing. The statement indicates the date that the amount you owe is due.
4. If your financial aid exceeds your total expenses, you will see "CR" after the total due figure. This means that you have a credit balance and can charge your books, supplies, and/or housing expenses up to the credit amount.
5. If you have financial aid left after you charge tuition, fees, books, supplies, and/or housing, you will receive an overage check through the mail. Checks are available approximately four to five weeks after the semester begins.
6. Financial aid is awarded for the Fall and Winter semesters. If you plan to attend during the Summer session, you should contact the Financial Aid Office to discuss your eligibility for aid.

## WITHDRAWALS

If you withdraw from school during the semester, the law requires us to determine the amount of the federal financial aid (grants or loans) that you have earned. If you received more aid than you earned, the excess funds must be returned. The amount of aid that you have earned is based on the amount of time that you spent in academic attendance; it has no relationship to the institutional charges that you may have incurred. For example, if you completed 30 percent of the semester, you earned 30 percent of the aid you were offered. Once you have completed 60 percent of the semester, or approximately 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 have 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. We will tell you what arrangements you must make to repay any funds that you are no longer eligible to receive. If you withdraw from classes after you are mailed an excess cash check, you may need to return some of those funds.

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

## REPEATED COURSEWORK

You may not receive Federal student aid (FSA) funds for retaking coursework unless you will receive credit for the repeated course. Generally, only courses you failed the first time, withdrew from, or received an incomplete grade (I), are eligible for credit when you retake the course. Please contact the Financial Aid Office to determine how repeating a course might affect your aid.

## SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

## Maximum Timeframe Requirement

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

## Failure to Meet Satisfactory Academic Progress Standards

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

## Removal from Financial Aid Probation or Suspension

If you wish to be removed from Financial Aid Probation or Suspension, you must complete, at your own expense, at least eight credit hours of course work with a semester grade point average of at least 2.0. Once you have accomplished this, you will again be eligible to receive financial aid benefits.

## Right to Appeal

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

# Student Records and Registration

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## CALENDAR

Bay de Noc Community College operates a semester calendar. There are two 16-week semesters, starting in late August and mid-January. Additionally, there are classes offered during the spring and summer, which begin and end throughout May and August.

### 2007-2008 College Calendar

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

#### Fall 2007 Semester

On-Campus Late Registration	August 17
West Campus Late Registration	August 20
Classes Begin	August 27
Last Day to Add Classes	August 31
Final Day for a Refund	September 7
Labor Day Recess-No Classes	September 3-4
Final Day for Automatic "W"	September 21
Thanksgiving Recess	November 21-25
Final Day to Withdraw	December 7
Final Exams	December 10-15

#### Winter 2008 Semester

On-Campus Late Registration	January 7
West Campus Late Registration	January 8
Classes Begin	January 14
Last Day to Add Classes	January 18
Final Day for a Refund	January 25
Final Day for Automatic "W"	February 8
Spring Break	March 3-7
Good Friday/Easter	March 21-23
Final Day to Withdraw	April 25
Final Exams	April 28-May 2
Graduation	May 3

## GRADUATION REQUIREMENTS

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

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

## APPLYING FOR GRADUATION

One semester before you anticipate completing the requirements for your degree or certificate program, fill out an Application for Graduation. A formal audit of the student's transcript will be performed by the Vice President for Student Services. Students will be informed in writing if all requirements have been met for graduation or if there are additional courses that must be completed. This form is available in the Records Office and at the receptionist's desk in the Student Center on the Escanaba campus and at the West Campus in Iron Mountain. Form is available on website at [www.baycollege.edu](http://www.baycollege.edu). Click on Student Central, click on Application for Graduation under Information Request.

## REVERSE TRANSFER CREDIT

Students leaving Bay de Noc Community College prior to earning an associate degree or certificate may transfer credit back to Bay de Noc Community College from another college/university within one year of leaving the college to fulfill the program requirements. Courses/credits which will apply for reverse transfer credit must be determined by the Vice President for Student Services prior to a student leaving Bay de Noc Community College.

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

- Before leaving Bay de Noc Community College complete an Application for Graduation Form. Submit the form to Student Services 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 or she must meet to earn his or her associate degree or certificate from Bay de Noc Community College.
- It is required that students take the equivalent college courses at their transfer institution within one year of leaving the college. Students should contact the Vice President for Student Services 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.
- 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 de Noc Community College.

It is the responsibility of the student to inform the Vice President for Student Services at Bay de Noc Community College in writing that a transcript has been sent for the purpose of fulfilling his or her program requirements.

- Bay de Noc Community College will notify the student that he/she has completed their associate degree or if there are any requirements that remain unfulfilled.

## CATALOG OF RECORD

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

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

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

## HONORS

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

## GRADING POLICIES AND PROCEDURES

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

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

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

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

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



## STUDENT ACADEMIC APPEALS PROCEDURES

1. A student who believes he/she received an inappropriate grade in a course should:
  - A. Contact the instructor and discuss the problem.
  - B. If student and instructor cannot resolve the problem, the student should contact the Instructional Dean who supervises the instructor. This should be done within one month but no later than three months after the student was notified of the grade.
  - C. The Dean will have a meeting with the student and confer with the instructor. Within two weeks of this meeting, the Dean will make a decision and inform the student and faculty member in writing. If the student or faculty member disagrees with this decision, an appeal can be made before the Academic Appeals Committee.
2. To appeal, the student or faculty member should put the complaint in writing and deliver it to the Vice President for Instruction within ten (10) days after receiving the decision from the Instructional Dean.
3. The Vice President for Instruction shall call a hearing to be held before the Academic Appeals Committee within twenty-one (21) days of receipt of the complaint. The committee shall be made up of two student members appointed by the president of the Student Government and two faculty members appointed by the Faculty Association president. (If the student members are not appointed within ten (10) days by the president of Student Government, the Vice President for Student Services shall appoint the student members. If an appointment made either by the president of Student Government, the Faculty Association president, or the Vice President for Student Services presents a possible conflict of interest, the Vice President for Instruction may request an alternate be appointed.) The Vice President for Instruction will chair the committee and vote in the case of a tie.
4. The hearing shall be governed by the following rules of procedure:
  - A. Both parties shall have the right to have her/his defense conducted by an advisor of her/his choice, the right to hear and examine adverse witnesses, and the right to testify and present evidence and witnesses in her/his own behalf.
  - B. Both parties at this point shall be given an opportunity of settlement before the committee deliberates and renders a decision.
  - C. The committee will then deliberate and make a decision.
5. Within ten (10) days of the conclusion of the hearing, the Vice President for Instruction shall implement the recommendations of the Academic Appeals Committee and inform both parties in writing. The decision will be final.

## ATTENDANCE

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

## CLASSIFICATION

Students who have completed less than 24 hours of credit are classified as freshman. Student with 24 or more completed hours of credit are classified as softmores.

## COURSE LOAD

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

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

## 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 spring or summer sessions, must receive permission from the Vice President for Student Services.

## AUDITING A CLASS

A student may sign up to audit a course at the time of registration. A student who wishes to change a course from a credit to an audit may do so during the first four (4) weeks of a 16-week course; the first two (2) weeks of an 8-week course; and the first week of a 4-week course. The appropriate form may be obtained at the Student Records Office located in the Student Center. Students will be charged full tuition for an audited class. Students receiving financial aid are not eligible to audit a class.

## PASS GRADE

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

## REPEATING A CLASS

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

## RECORD SUSPENSION (HOLD)

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

### Financial

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

### Library Resources

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

### Academic

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

### Pass

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

## ACADEMIC FORGIVENESS POLICY

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

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

## ADVANCED PLACEMENT PROGRAM

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

AP Test Name	Required Score	Credit Awarded	Course Equivalent
Biology	3	4	BI 104 Human Biology
Calculus AB	4	5	MA 141 Analytical Geometry & Calculus I
Calculus BC	4	5	MA 142 Analytical Geometry & Calculus II
Chemistry	3	10	CH 105 General Chemistry I and CH 106 General Chemistry II
Economics - Macro	3	4	EC 113 Macroeconomics
Economics - Micro	3	4	EC 114 Microeconomics
English Language & Composition	3	4	EN 101 Rhetoric & Composition
English Literature & Composition	3	4	EN 101 Rhetoric & Composition
U.S. History	3	4	HS 211 U.S. History to 1865
Psychology	4	4	PY 201 Intro to Psychology
Statistics	3	4	MA 210 Introduction to Statistics

## CREDIT BY EXAMINATION

Credit by departmental examination is available for 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 seeking credit by examination should consult with the appropriate faculty. See Student Services for information on fees and registration forms.

## 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 in non-traditional ways to assess the level of their academic achievement and to use the test results for college credit. Bay College will accept CLEP credit when the official test results are received directly from the College Board.

Students may not earn credit for CLEP subject examinations if the student has credit in the course, was previously or currently enrolled in the course, or has credit in a higher level course. 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 grade point average.

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

Bay College will accept CLEP credits with a score of 50 or higher for the following subject tests:

TEST	BAY COURSES	CREDITS
Accounting Principles	AC 101 & AC 102	8
American Government	PS 111	4
American Literature (with essay)	EN 200	4
General Biology	BI 110 & BI 112	8
Calculus with Elem. Functions	MA 141	5
General Chemistry	CH 105 & CH 106	8
College Algebra	MA 110	4
Computer Applications	CA 101	4
College French I & II	FR 111 & FR 112	8
College German I & II	GR 101 & GR 102	8
College Spanish I & II	SP 101 & SP 102	8
Freshman College Composition	EN 101	4
History of U.S. I	HS 211	4
History of U.S. II	HS 212	4
Introductory Psychology	PY 201	4
Introductory Sociology	SO 151	4
Macroeconomics	EC 113	4
Microeconomics	EC 114	4
Marketing	BU 255	4
Management	BU 205	4
Trigonometry	MA 111	3
Western Civilization I	HS 101	4
Western Civilization II	HS 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 Vice President for Student Services based on the American Council on Education credit recommendations. Veterans planning to transfer from Bay College to another institution should be aware that the institution will not necessarily accept the credit for military training given by the College, but will usually wish to re-evaluate the training documentation.

## COOPERATIVE EDUCATION/ INTERNSHIP

Bay College recognizes that there are important aspects of business and industry that cannot be replicated in a lab or classroom environment. Therefore, to augment the learning experiences of classroom instruction, Bay College (in 1968) established a Cooperative Education (Co-op) and Internship program. Cooperative Education and internships are an excellent way for students to gain "real life" experience in an actual business or industrial work setting.

By participating in a co-op/internship, the student will learn the importance of communication, develop skills in working effectively in teams, understand organizational structures, and gain practical work experience to facilitate their transition from college to the business world. For purposes of addressing co-op education and internships, the main difference between the two is that co-op experiences are usually paid positions. The procedures and forms for internships will be similar to those established for co-ops.

Student Qualification Criteria: Students applying for co-op/internship positions must adhere to the following criteria:

The student must be registered within the first two weeks of the semester.

The student must be enrolled as a student at Bay College and remain enrolled during all periods of the co-op/internship work experience.

The student must successfully complete two semesters (24 credit hours) of course work in the field related to their co-op work experience prior to the co-op/internship.

The student must successfully complete a minimum of six (6) credits in the major field of study prior to the co-op.

The student must maintain at least a 2.0 cumulative grade point average (GPA) overall and must maintain at least a 2.0 GPA within their field of study. Failure to maintain the minimum GPA will result in removal from the co-op/internship placement. In addition, sponsoring businesses or specific program areas may establish academic standards that have higher grade point average requirements.

The student must submit all required paperwork and obtain all approvals prior to the start of the co-op/internship. The respective department faculty contact and the academic dean must approve all co-op/internship placements.

The student must complete all co-op requirements prior to their graduation from Bay College.

All co-op/intern students must work a minimum of 40 clock hours for every one contact hour of co-op/internship work experience. The amount of credit that may be approved for co-op/internship work experience shall not exceed eight (8) credit hours and the student must be continuously enrolled at Bay College for the duration.

(Note: Cooperative Education or internship credit will not be given retroactively. In other words, work experience that a student performs prior to the start of the semester in which the co-op/internship was approved will not be considered for college credit.)

Degree Requirements: Students must adhere to all degree requirements outlined in the Bay College catalog for their program of study. Some programs may offer co-op education or internships as an elective within a program of study. However, in some programs a co-op work experience or internship may be a requirement for graduation. Students are advised to review the specific degree requirements closely and meet with an academic advisor if they have questions. Further information regarding procedures, forms, and responsibilities can be found in the Bay College Coop/Internship Handbook.

## SCHEDULE CHANGES: (Fall/Winter Semesters)

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

## GRADE OF INCOMPLETE

A student may request an "I" (Incomplete) from an instructor. The "I" will be assigned only when the student: (a) 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 extraordinarily unusual or unforeseen circumstances or other compelling reasons; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment, can complete the required work without repeating the course.

1. If these conditions are met, the instructor electing to give an "I" will complete an Incomplete Grade Form at the time course grades are due. This form will indicate actions the student will undertake to finish the course, when those actions will take place, and the completion deadline. Both the student and the instructor will sign the form. The student will receive a copy of the form from the instructor and the instructor will send a copy of the form to the Records Office. Students do not re-enroll in the class to make up the incomplete grade.
2. A grade of "I" that has not been converted to a letter grade of A-F by the dates listed below automatically becomes an "F." For "Incomplete" grades issued in the fall semester, the student must complete the course work by May 1 or the grade becomes an "F." For "Incomplete" grades issued in the winter semester, the student must complete the course work by September 1 or the grade becomes an "F." For "Incomplete" grades issued in the spring or summer session, the student must complete the course work by December 1, or the grade becomes an "F."

If a faculty member finds it necessary to adjust the time lines listed above, the faculty member must request this adjustment through the Vice President for Student Services.

## WITHDRAWALS

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

## TRANSFER OF CREDIT TO OTHER INSTITUTIONS

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

## ENROLLMENT VERIFICATIONS

Students who must obtain enrollment verification for insurance purposes, housing, student discounts, etc., may do so via the Bay College Campus Web. Log onto [www.baycollege.edu](http://www.baycollege.edu), click on "Campus Web." Click on "Guest," "General," and the "Clearinghouse Student Self-Service Site." There, you can print an enrollment certification which can be sent to any third party that needs it. This service is available 24 hours a day, 7 days a week. There is no cost to students or their parents for this service.

## DEGREE VERIFICATIONS

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

## WAIVER/SUBSTITUTION POLICY

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

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

## REGISTRATION

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

## TUITION AND FEE INFORMATION

### 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. Students are responsible for payment of tuition and fees by the applicable due dates. Payment may be made at any time prior to the due dates; however, the final balance must be paid or you must be enrolled in the FACTS payment plan by the due date or your registration may 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.

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 click Student Central, then Tuition & Fees to determine the cost of tuition per semester contact hour.

## FEES

### •Assessment Fee

Students are charged an assessment fee of \$1.00 per contact hour each semester to cover the cost of assessment activities.

### •Student Development Fee

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

### •Registration Fee

This \$25.00 per semester fee covers the cost of student registration services.

### •Technology Fee

Students are charged a \$2.50 per contact hour technology fee for technology services including use of the Student Computing Center.

### •On-line Course Fee

All on-line credit courses are subject to a \$7.50 per contact hour fee, which supports the cost of delivering on-line education.

### •Facilities Fee

A \$2.50 per contact hour facility fee is charged for instruction delivered outside Delta County, with the exception of clinics & co-ops. Students are charged this fee to cover the rental expenses incurred for these courses delivered off-campus.

### •Laboratory Fees

Lab fees may apply for some courses. Students will be responsible for providing safety glasses, gloves, shoes, individual tools, etc., when enrolling in classes that require such items.

## PAYMENT

Register early to get the best schedule. Tuition can be paid

1. On-line by visiting our web-site at [www.baycollege.edu](http://www.baycollege.edu) and clicking e-CASHIER,
2. U.S. Postal Service to Bay College Attn:Cashier, 2001 No. Lincoln Road, Escanaba, MI 49829, or
3. In person, Monday-Friday 8:00am – 4:30 pm EST, at the Cashier's Office located in the Student Center.

## Payment Plan

Monthly payment plans are available through FACTS Tuition Management. Students may register by visiting the college's web-site at [www.baycollege.edu](http://www.baycollege.edu) and clicking e-cashier. The payment plan may be adjusted for a change in services and/or the fees (course add or drop) or as a result of financial aid or any other similar cause. The student will receive notice of any change in the preauthorized payment amount at least 10 days in advance of the next scheduled payment.

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

## Important Notice

Bay de Noc Community College will impose a \$25 service fee (per item) on NSF returned check regardless of the amount of the check, or the reason it was returned.

## STUDENT ENROLLMENT STATUS

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



## REFUND POLICY

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

16 week courses=12 calendar days

8 week courses=6 calendar days

4 week courses=3 calendar days

All other courses, 100% prior to the start of course.

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

## COURSE CANCELLATION

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

## TRANSCRIPTS

A student who wishes a transcript of her/his grades forwarded to another institution must make a written request or complete a transcript request form, which is available at the Reception desk in Student Services, the West Campus, or on the website at [www.bay-college.edu](http://www.bay-college.edu). (Click on Student Central, click on Transcript under Information Request.) Written transcript requests can be mailed or faxed @ 906-789-6953. Transcripts will not be mailed or given to students or a third party for any student who has not met all financial obligations to Bay de Noc Community College.

## WEATHER/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 judgement, extreme conditions affect the majority of currently enrolled students, local radio stations will be notified whether classes have been postponed or cancelled. Weather-related information is also available on the college's phone system. After the "Hello & Welcome to Bay College" greeting, press 7 for information on possible class cancellations, delays, or college closings due to weather or other emergency situations.

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

# Services for Students

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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.

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

## STUDENT SUCCESS OFFICE (EXT. 1128)

The Student Success office is located in the Learning Resource Center, room 819. The tutoring lab is directly across from the office. Student Success provides occupational students with a variety of services/accommodations to assist in their academic success. These are as follows:

**TUTORING:** Students can request a tutor for supplemental learning assistance. This service is free. Tutors are Bay College students who are recommended by an instructor. A convenient day and time is arranged to meet the needs of both student and tutor.

**SERVICES FOR PERSONS WITH DISABILITIES:** A Variety of services are offered depending on the need. In addition to tutoring the following assistance is available: access to a motorized cart for those with a physical disability, use of a tape player and texts on tape for those with a learning disability, and other assistance as appropriate to the disability.

## ACADEMIC ADVISING AND CAREER PLANNING SERVICES (EXT. 1259)

The following comprehensive services are provided:

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

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

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

## BOOKSTORE (EXT. 1179)

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 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 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 the college bookstore. Pick-up service is offered at the West Campus for a limited time just prior to the first day of classes. For more information, visit the college's website at [www.baycollege.edu](http://www.baycollege.edu), click bookstore and see "Reserve your books on-line" for additional information on this service.

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

The campus bookstore is located in the Student Center. Bookstore hours are Monday - Friday 8:00 am - 4:30 pm EST.

Store hours are extended during the book rush period (week before classes and first week of classes). Hours during this time are Monday - Friday from 7:30 am to 6:00 pm EST and Saturday from 8:00 am to 12:00 noon EST.

Contact the bookstore by:

Telephone: 906-786-5802, ext. 1179  
Fax: 906-786-6555  
Email: [bcbkstr@baycollege.edu](mailto:bcbkstr@baycollege.edu)

## CASHIER'S OFFICE (EXT. 1173)

The Cashier's Office is located in Room 509 of the Student Center. The cashier accepts payment for tuition, housing and other service fees. Students may send payments via U.S. mail to Bay College, ATTN: Cashier, 2001 No. Lincoln Road, Escanaba, MI 49829. Tuition payments can also be made on-line by visiting the college's web-site at [www.baycollege.edu](http://www.baycollege.edu) and clicking the e-CASHIER icon.

As a service to students, an ATM machine is located in the Student Center. Also, the Cashier's Office will cash a student's personal check up to \$15 (no two-party checks).

## FOOD SERVICE (EXT. 1126)

Students, faculty and staff may purchase healthy meals and snacks at Cafe' Bay located in the Student Service building. 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 web-site.

## FORWARDING MESSAGES TO STUDENTS

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

## HOUSING (EXT. 1140)

Bay de Noc Community College has apartment facilities for 100 students. The college apartments are located on the north end of the campus near the U.S. 2 and 41 entrance.

There are 21 four-person apartments and 8 two-person apartments. The four-person apartments are townhouses with two bedrooms and a bath upstairs, and kitchenette and living/dining area on the first floor. These apartments have a total of 814 square feet of living space. The two-person apartments have one bedroom, a bath, and a kitchenette/dining area. These apartments have 436 square feet of living space. 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 the Student Center.

## P.A.S.S. (PROGRAMMING AIMED AT STUDENT SUCCESS)

Students whose high school or college records indicate that they could benefit from additional services are admitted to Bay College in the P.A.S.S. program. We believe that the P.A.S.S. program will provide the necessary services, attention, and assistance to help students reach their goals.

The P.A.S.S. program at Bay College provides some opportunities and requirements for students during their first year in college.

The features of the program include the following:

- I. A careful evaluation of the student grades, test scores, and program of study by a college advisor. The advisor will then select the number and types of courses for the student to take during the fall and winter semesters at Bay College. (Twelve credit hours or less is usually recommended.)
- II. At the New Student Orientation and Registration program, the student will learn about services available to assist students at Bay College. These services include tutoring assistance, computer assisted instruction, and career selection.
- III. Upon entering Bay College, the student will be assigned an advisor (counselor or faculty member) to assist and help with course selection.
- IV. Upon completing the required regular and/or developmental courses and obtaining an overall "C" average, the student will no longer be enrolled under the P.A.S.S. program. However, he/she can still use the services emphasized in the P.A.S.S. program.

## STUDENT COMPUTING SERVICES

The Student Computing Center, located in the Joseph Heirman University Center, provides students and faculty access to an eight-room, centralized environment which houses 180 computer work stations. Over 45 computers are available on a drop-in basis for student use during the 50+ hours per week in which the Center operates. All computers are linked via a network with a gateway into the Internet provider. E-mail accounts are available to all registered students for use on campus. The Center also provides a testing center for some on-campus courses, its web courses and for those courses offered through the Michigan Community College Virtual Learning Collaborative. The complex supports computer-based tutorials on a limited basis, and scanning.

## STUDENT HEALTH AND ACCIDENT INSURANCE

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

## STUDENT HANDBOOK

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

### TRIO PROGRAM

The TRiO program provides the following services on the Escanaba campus: 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. TRiO also offers services on the West Campus. To participate in TRiO and determine eligibility, students must fill out an application and meet with staff. Most services are available to all students; however, 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. The TRiO office is located in the Learning Resources Center, Rm 817.

### LEARNING RESOURCES CENTER

The Learning Resources Center provides services that are designed to meet the classroom-related and general information needs of students, faculty, administration, staff, and the community at large. Of primary importance is the Learning Resources Center's goal of providing resources that will augment and expand the students' classroom experiences. Materials in the LRC include 40,000 books, 250 periodical subscriptions, 3,000 audio-visual programs, 2,000 micro-forms, periodical indexes, microfilm/fiche reader/printer, a photocopy machine, laser printers, fax, and audio-visual equipment. Computer workstations provide access to the online catalog which is Internet accessible. In addition, access is provided to online periodical and electronic databases (including 30,000 electronic books). The LRC staff provides assistance and guidance in using the LRC's varied materials/resources and audio-visual equipment. Reference, inter-library loan, and library instructional services are available on request. The LRC also includes the Student Success Office, TRiO student services, and Tutoring Labs for each. Special collections include Michigan documents and an oral history of Delta County. All currently registered students (includes online and West Campus) may receive materials/services via phone, e-mail, or delivery.

### CAREER SERVICES

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

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

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

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

### BAY COLLEGE WEST CAMPUS

Career Certificate	Tuesdays by appointment
Student Services	Wednesdays by appointment (Fall 2007)
Computer Lab	Hours vary by semester
Bookstore Services	1-800-221-2001, ext. 1179

College admissions applications, financial aid forms, class schedules, and a variety of other college materials are available at the Bay College West Campus. For more information, contact Laura Moloney, Student Services Coordinator 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 \$1.25 per contact hour (up to 12 contact hours) student development fee per semester. These monies are used to support the Student Activities program. Students who pay the student development fee are given a price break on many student activities' sponsored programs.

## STUDENT GOVERNMENT/ACTIVITIES BOARD

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

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

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

Monday-Friday: 5:30 AM-10:00 PM  
Saturday: 7:00 AM-10:00 PM  
Sunday: 12:00 Noon-7:00 PM

Summer Hours: Monday-Friday: 5:30 AM-10:00 PM  
Saturday: 7:00 AM-5:00 PM  
Sunday: Closed

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

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

## STUDENT PUBLICATIONS

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

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

## STUDENT CLUBS AND ORGANIZATIONS

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

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

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

COMPUTER CLUB (BC<sup>3</sup>) - This club allows students to celebrate and investigate how computers are a part of everyday life. Activities are student selected and could include: LAN gaming, skills contests, digital media projects, and volunteer service projects.

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

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

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

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

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 sponsors day, weekend, and longer travel trips to places such as Chicago, Toronto, Europe, etc.

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

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

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



# The Arts at Bay College

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Many opportunities are provided for students to participate in fine arts at the college.

## Drama/Theatre

Students involved with the theatre classes and the Drama Club have many opportunities on campus. They can participate in field trips to see various plays. In addition, they can help with one of the campus productions. Students are welcome to get involved onstage or offstage with the college plays. For more information, contact instructor Crystal Dwyer.

The Drama department also sponsors guest speakers during the year. Recently, a playwright as well as a professional actor visited the classes. Current planning and construction for the new Besse Center is underway.

## Music

In addition to classes in music appreciation and music theory, other specialized opportunities are available. Individual music instruction is available for credit through area music instructors. Recent classes have included piano, voice, guitar and violin. Students can also earn credit for group performance activities which include participation with the Bay Jazz Band and Bay de Noc Choral Society. The Choral Society, a community chorus for men and women who like to sing, rehearses Tuesday evenings for a Christmas and spring concert. During the summer, a series of concerts, "Strings on the Bay", is sponsored by the college, with performances by professional, amateur and student musicians.

## Art Gallery

The Bay College Art Gallery brings a new exhibit of art to the college nearly every month. At the close of each semester, the Art Students Show features paintings, drawings, pottery, and sculptures from the semester's art students. Each show is judged by an arts professional, and each show features four purchase prizes which then become part of the college's permanent collection.

Past and present Bay College art faculty show their work in the spring. The college's Global Awareness Committee sponsors an exhibit of art from whichever portion of the world they're focusing on for the year. Phi Theta Kappa holds an annual show for their honors study topic, and several regional professionals complete the schedule. Several one-person shows feature guest lectures and workshops by the visiting artists; they often share their techniques and aesthetics for our art students.

Gallery II in the LRC entryway shows recent purchases, independent study students' final art projects, works by guest artists, and collections of esoterica from college employees. All of the gallery showings are aided by the Lawrence Hartwig Endowment and the Bay de Noc Community College Foundation.

## Art Club

The Art Club sponsors trips each semester to provide exposure to art and architecture which not only enhance academic art courses but allow students to get acquainted and have fun together. Trips include day trips for studio tours, hands-on workshops with professional artists, and weekend trips to museums and famous architecture in Chicago, Milwaukee and other cities.

## Creative Writing

The college literary magazine, Serendipity, contains a collection of student and staff writing and art from Bay de Noc Community College. Much of the content for this student magazine is generated through writing classes of poetry and fiction as well as creative non-fiction. An annual "Celebration of the Arts" is held in the spring with student and staff presentations of original writing, art, and music.

LAND Contest: The Liberal Arts Network for Development (LAND) sponsors a community college writing contest (poetry, fiction, essays) open to all students in Michigan's 28 community colleges. First and second place finalists in the categories of Fiction, Essay, and Poetry receive monetary awards and publication. Honorable mention pieces are published. There is not designated content theme.

Two classes, Writing Poetry/Short Fiction (EN 208) and Creative Non-Fiction (EN 209) provide opportunities for students to create their own work while acquainting themselves with other writers in the genres of fiction, poetry and non-fiction.



# Lifelong Learning and Workforce Development

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## LIFELONG LEARNING

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

## CONTINUING EDUCATION

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

CE programs include but are not limited to:

1. Personal enrichment courses in art, computers, investing, law, medical, photography, and recreational.
2. Course offerings for professional development in computer software applications, business management, secretarial and banking.
3. Instructor Facilitated Online Courses

-At Bay de Noc Community College we recognize the need for extended educational services for non-traditional students as one of the purposes of a community college. Bay de Noc Community College is committed to providing educational opportunities beyond the traditional classroom setting through its Lifelong Learning programs, workshops, and services that focus upon personal enrichment and professional development. Programs include: Accounting, Art, History, Psychology, Literature, Basic Computer Literacy, Business Administration & Management, Business Planning & Entrepreneurial Courses, Certification Prep, Child Care & Parenting, Computer Applications, Computer Programming & Database, Computer Troubleshooting & Networking, Continuing Education For Health Care Professionals, Courses for Teaching Professionals, Desktop Publishing & Imaging, Digital Photography and Digital Video, Entertainment Industry Careers, Family & Personal Enrichment, Grant Writing & Nonprofit Management, Health Care, Nutrition, & Fitness, Languages, Law & Legal Careers, Math, Philosophy & Science, Palm Pilot & Pocket PC, Personal & Career Development, Personal Finance & Wealth Building, Sales & Marketing, Test Prep, The Internet, Web Graphics & Multimedia, Web Page Design, Web Programming, Writing & Publishing.

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

## CONTINUING EDUCATION UNITS

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

## COMMUNITY SERVICES

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

## CUSTOMIZED TRAINING AND THE MICHIGAN TECHNICAL EDUCATION CENTER (M-TEC<sup>SM</sup>)

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

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



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

# Policies

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## ACADEMIC INTEGRITY

### Policy

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

### Procedures

#### I. Forms of Academic Dishonesty:

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

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

## II. General Guidelines:

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

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

## III. Responsibilities and Rights of Students:

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

## IV. Responsibilities and Rights of Instructors:

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

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

## V. Appeal Process:

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

## CAMPUS SECURITY AND CRIME REPORT

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

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

## COLLEGE ELECTRONIC COMMUNICATIONS POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to recognize the college's e-mail system to be a formal medium for communicating official college business, including account updates, academic news, policy notifications and legally mandated communications.

Every enrolled student, staff and faculty (user) automatically receives a college computer account which provides access to instructional files and software, e-mail, and other resources. College employees and students are required to maintain this account which may be used by the college to send time-critical information. The college will use the Bay de Noc Community College e-mail system as a primary means of communicating official college business, including legally required information. This is the only e-mail address to which the college will send official correspondence. E-mail correspondence sent by staff and faculty as part of their regular job duties shall always be sent via the official college e-mail system.

Users of the Bay de Noc Community College e-mail system may utilize the mail-forwarding feature provided to them as long as the receiving e-mail address is valid and operational. It is entirely the responsibility of the user to ensure that official college communications are being properly and expeditiously forwarded to a valid address. Use of the mail-forwarding feature is at the risk of the user; e-mail messages returned as undeliverable are not the responsibility of the college. Bay de Noc Community College's responsibility to ensure a reasonable attempt to deliver communications does not extend beyond its systems.

## NOTIFICATION TO STUDENTS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review educational records (within 45 days of the day the College receives a request for access), the right to seek to amend those records and to limit disclosure of information from the records, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Bay de Noc Community College to comply with the requirements of FERPA. Students have the right to:

Petition to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. A student must file a petition with the Registrar of Bay de Noc Community College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believe it is inaccurate, misleading or in violation of his or her privacy or other rights. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. Bay de Noc Community College may comply with the request or it may decide not to comply. If it decides not to comply, Bay de Noc Community College will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

Consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are defined as: persons employed by the College in an administrative, supervisory, academic or research, or support staff position, a person or company with whom the College has contracted (attorney, auditor, or collection agent), a person serving on the Board of Trustees or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

File a complaint with the U.S. Department of Education concerning alleged failures by Bay de Noc Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, enrollment status (full-time, three-quarter time or part-time, freshman, sophomore), dates of attendance and graduation, degrees, honors (including Dean's List) and awards received, and the most recent educational agency or institution attended. Directory information does not include student identification numbers, social security numbers or other personally identifiable information.

Students have the right to refuse to permit the inclusion as directory information of any or all of the directory information enumerated above. Questions concerning general disclosure should be addressed to the Vice President for Student Services.



## REPORTING REQUIREMENTS

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

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

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

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

## STANDARDS OF ACADEMIC PROGRESS:

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

The standards of academic progress for BdNCC students are:

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

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

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

## Standards of Academic Progress Procedures

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

### I. ACADEMIC PROBATION

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

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

## II. ACADEMIC DISMISSAL

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

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

## STUDENT CONDUCT AND DISCIPLINE

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

When students are admitted to Bay de Noc Community College, they accept the rights and responsibilities of membership in the college's academic and social community. Honesty is expected of each student. 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 de Noc Community 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 de Noc Community 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 de Noc Community 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, knives, brass knuckles, licensed weapons or objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
14. Willful disobedience of college officials or designated agents acting in the performance of their duties.
15. Willful violation of college, rules, regulations, procedures and policies as promulgated in college policy statements.
16. Violation of state or federal law.
17. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of any college premises.
18. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.
19. Theft or other abuse of technology resources, including but not limited to: (See the Acceptable Technology Use Policy for specifics.)
  - A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - B. Unauthorized transfer of file.
  - C. Unauthorized use of another individual's identification and password.
  - D. Use of technology resources to interfere with the work of another student, faculty member or college official.
  - E. Use of technology resources to send or publish threatening, obscene or abusive messages.
  - F. The use of technology resources to view obscene or offensive images, or those prohibited by law.
- G. Use of technology resources to interfere with the normal college operations.

## DISRUPTIVE STUDENTS

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

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

1. The faculty or staff member will verbally warn the student when the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.
2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.
3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency that will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to effect an arrest.
4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. The faculty/staff member handles temporary suspension informally.



5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class\* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.
6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.
7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

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

## STUDENT COMPLAINT AND HEARING PROCESS

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

### A. Complaint

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

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

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

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

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

The student may do either of the following:

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

## STUDENT DISCIPLINARY FORMAL HEARING PROCEDURES

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

## TECHNOLOGY USAGE POLICY

It is a goal of the Bay de Noc Community College Board of Trustees to foster an environment where the free exchange of ideas is encouraged and protected. Bay de Noc Community College makes computing and network resources available for use by its students, faculty and staff. These resources are provided for academic purposes and to carry out the legitimate business of the College. Bay de Noc Community College also supports the learning and research needs of its community and makes computer and internet access available to public patrons and guests of the College in designated areas.

Bay de Noc Community College retains absolute ownership rights of its technology resources. Such resources are not owned by a department or by any individual. Technology resources leased, licensed, or purchased under contracts or grants, are administered under the terms of this policy for as long as they remain within the lawful possession or control of the College. Technology resources provided to on-campus residences are also owned by the College.

It shall be the policy of the Bay de Noc Community College Board of Trustees that members of the college community must observe federal, state and local laws that govern computer and telecommunications use, as well as the College's policies and procedures. Staff, student and public users must understand and comply with this policy and the College's standards of conduct. Individuals with expert knowledge of information systems, who make extensive use of these resources, or with a position of trust regarding these facilities, will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the College extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These technology resources include but are not limited to:

Computers and associated peripheral devices;

Campus video cable;

Classroom presentation systems;

Voice messaging equipment;

Data networking equipment systems, including remote and wireless access;

Computer software;

Electronically stored institutional data and messages;

All other similar resources owned, controlled, and/or operated by the College; and

Services to maintain these resources.

## Access to Resources

Access to Bay College's technology resources is a privilege and is only granted to authorized staff, students and public users. All users must understand and abide by the responsibilities that come with this privilege. Such responsibilities include, but are not limited to, the following:

You must understand and comply with all applicable federal, state, and local laws.

You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at Bay College or elsewhere.

You are authorized to use only those computer resources and information to which you have legitimately been granted access. You are responsible for protecting your password. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report it to a member of the College's Information & Technology Services Office (ITS) or any other college official. The College's policies on harassment apply as equally to electronic displays and communications as to more traditional (e.g., oral and written) means of display and communication. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical documents would on college property.

Spoofing, or attempts to falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

Unsolicited mailings and unauthorized mass mailings from college networks or computing resources (i.e., "spam") are prohibited. There may be specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact ITS staff for details regarding these policies.

You must not degrade computing or network performance in any way that could prevent others from meeting their educational or college business goals. Examples of such behavior include leeching of network resources to unauthorized destinations, installing unauthorized software or network access points, and downloading or streaming large audio or video files. Faculty or staff requiring the installation of specialized software or hardware should contact ITS before doing so.

You must conform to laws and college policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of college technology resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

You must not use college technology or personal computing resources accessed through college network facilities to collect, store or distribute information or materials in violation of other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging Bay's technology resources. The College will provide you with anti-virus software if you do not already own such software; contact an ITS staff member for more information.

Use of college resources for advertising, selling, and soliciting is prohibited without the prior written consent of the Vice President for Administrative Services/Controller, and use of college resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with a member of the ITS staff.

The disclosure of individually identifiable non-directory information to non-college personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the College without permission or to unauthorized persons is not permitted and may be prosecuted under federal and state laws.

## Passwords/Security Codes

Individuals entrusted with, or who inadvertently discover, logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door keys, passes and codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator for those codes/passwords.

## File Confidentiality

Your documents, files and e-mail stored on college-owned equipment are normally accessible only by you. However, any file or document placed on a college-owned computer or network is subject to access pursuant to this policy, and thus, should not be regarded as private or confidential. The system administrators at Bay College have the ability to monitor traffic and directly view any file as it moves across the network, and must occasionally do so to manage network resources. Files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in ITS have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized college personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should be advised that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by the College's Data Integrity Plan. Backups are preserved for lengths of time also determined by the Data Integrity Plan. These archives can be used to restore files that you have deleted accidentally and are available to system administrators with reason and authority to restore them as necessary.

## Network Monitoring

Troubleshooting on the campus network, as well as planning for growth, requires the collection of detailed data on network traffic. The College utilizes systems that measure and report on the data traffic transported across the campus networks. The reports include the origin, destination, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by system administrators responsible for network performance, operations and planning. You should also be aware that many web servers on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address. Users are encouraged to view and understand the privacy statements of the websites they are visiting.

Many educational and business activities at the College require network access to resources on the Internet. To ensure adequate bandwidth for the College's primary educational and business purposes, ITS staff may need to monitor specific types of traffic. At times these network monitoring activities may allow system administrators to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a college staff member may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate college authorities may be notified and, in some cases, network privileges may be revoked on an interim basis pending resolution of the issue.

## Remedial Action

Individuals in violation of this policy will be subject to the appropriate policies regarding conduct, appeals, and disciplinary action. It is also expected that users will report suspected abuses of Bay's technology resources. Failure to do so may subject the individual to loss of technology access and/or the disciplinary action referred to above. Public and guest users found to be in violation of this policy may have their access to Bay College resources suspended or have their activities reported to external authorities when appropriate.

ITS staff, acting under the authorization of the Vice President for Information Technology, may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate authority to take action, which may result in dismissal from school and/or termination of employment. All questions or reports of violation may be referred to the Vice President for Information Technology.

# 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 Requirements

By graduation, all associate degree students will meet the following four General Education Outcomes through independent courses in each outcome or through options listed.

SPECIFIC OUTCOMES	Transfer Students		Occupational Students
	Associate in Arts (AA)	Associate in Science (AS)	Associate in Applied Science (AAS)
	<p>NOTE: All students seeking the Associate in Arts degree or the Associate in Science degree, in addition to attaining Bay College's GE outcomes, must meet the requirements of the MACRAO Transfer Agreement. The requirements of this agreement include a Natural Science. See the Bay College Catalog for MACRAO Transfer Agreement requirements.</p>		<p>NOTE: All students seeking the Associate in Applied Science degree must attain Bay College's GE outcomes. AAS students are not required to meet the MACRAO requirements. If an AAS student transfers to a baccalaureate program, our articulation agreements will ensure that these students do meet the MACRAO Transfer Agreement requirements prior to or at transfer.</p>
<p><b>1. Communication:</b> Demonstrate proficiency in communicating effectively through writing essays, reading, listening, and speaking in standard English.</p>	<p>EN 101 (writing) and CM 103 or CM 104 (Speaking). The reading and listening components are threaded throughout all courses and programs.</p> <p><b>NOTE:</b> Although the above two courses meet the GE outcome, Bay College's AA degree also requires that students take EN 102 Research Writing.</p>	<p>EN 101 (writing) and CM 103 or CM 104 (Speaking). The reading and listening components are threaded throughout all courses and programs.</p> <p><b>NOTE:</b> Although the above two courses meet the GE outcome, Bay College's AS degree also requires that students take EN 102 Research Writing.</p>	<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>EN 101 (writing) and CM 103 or CM 104 (speaking). The reading and listening components are threaded throughout all courses and programs.</li> <li>Courses approved by the Gen Ed Team.</li> <li>An AAS program may embed one or more of the components of this outcome within a program-specific course or over several courses with the approval of the Gen Ed Team.</li> </ol>
<p><b>2. Social and Behavioral Sciences:</b> Develop social awareness and responsibility through understanding national and global issues.</p>	<p>Choose one course from the Social and Behavioral Science courses (MACRAO listing in the catalog) to meet this outcome.</p> <p>Courses that meet the GE outcomes: AN201, EC110, EC113, EC114, ED202, GE121, HS101, HS102, HS211, HS212, PS110, PS111, PS201, PS262, PY201, PY206, PY210, PY220, PY280, SO103, SO151, SO207, SO208</p> <p><b>NOTE:</b> Although one course is required to meet this GE outcome, transfer students are required by the MACRAO Transfer Agreement to take two courses in two subject areas from this list. In addition, Bay College's AA degree requires that one of the choices be from the areas of political science or US History: PS110 or PS111 or PS 201 or PS262 or HS211 or HS212.</p>	<p>Choose one course from the Social and Behavioral Science courses (MACRAO listing in the catalog) to meet this outcome.</p> <p>Courses that meet the GE outcomes: AN201, EC110, EC113, EC114, ED202, GE121, HS101, HS102, HS211, HS212, PS110, PS111, PS201, PS262, PY201, PY206, PY210, PY220, PY280, SO103, SO151, SO207, SO208</p> <p><b>NOTE:</b> Although one course is required to meet this GE outcome, transfer students are required by the MACRAO Transfer Agreement to take two courses in two subject areas from this list. In addition, Bay College's AS degree requires that one of the choices be from the areas of political science or US History: PS110 or PS111 or PS 201 or PS 262 or HS211 or HS212.</p>	<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>Choose one course from the Social and Behavior Science courses listed in the catalog. (Specific programs may require one or more social science courses.</li> <li>Courses approved by the Gen Ed Team</li> <li>An AAS program may embed a GE outcome within a program-specific course or over several courses with approval of the Gen Ed Team.</li> </ol>

SPECIFIC OUTCOMES	Transfer Students		Occupational Students
	Associate in Arts (AA)	Associate in Science (AS)	Associate in Applied Science (AAS)
<p><b>3. Humanities:</b> Develop social awareness of how society and culture interplay in artistic expression and enrichment.</p>	<p>Choose one course* from the following Humanities courses (MACRAO listed in the catalog):</p> <p>AN 201 FA 207  CM 201 FA 210  CM 225 FR 111  EN 200 FR 112  EN 203 GR 101  EN 205 GR 102  EN 206 HS 101  EN 208 HS 102  EN 209 HU 260  EN 210 MU 153  EN 211 PI 201  EN 280 PI 202  EN 290 SP 101  FA 204 SP 102</p> <p>* Although one course is required to meet this GE outcome, transfer students are required by the MACRAO Transfer Agreement to take two courses in two subject areas from this list.</p>	<p>Choose one course* from the following Humanities courses (MACRAO listed in the catalog):</p> <p>AN 201 FA 207  CM 201 FA 210  CM 225 FR 111  EN 200 FR 112  EN 203 GR 101  EN 205 GR 102  EN 206 HS 101  EN 208 HS 102  EN 209 HU 260  EN 210 MU 153  EN 211 PI 201  EN 280 PI 202  EN 290 SP 101  FA 204 SP 102</p> <p>* Although one course is required to meet this GE outcome, transfer students are required by the MACRAO Transfer Agreement to take two courses in two subject areas from this list.</p>	<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Choose one course from the Humanities courses listed in the catalog. (Specific programs may require one or more humanities courses.)</li> <li>2. Courses approved by the Gen Ed Team.</li> <li>3. An AAS program may embed a GE outcome within a program-specific course or over several courses with the approval of the Gen Ed Team.</li> </ol>
<p><b>4. Mathematical Problem Solving and Critical Thinking:</b> Develop problem-solving techniques by using mathematical formulas and critical thinking skills.</p>	<p>Choose at least 3-4 credits of math at the level of Basic Algebra or higher.</p>	<p>Choose at least 5-8 credits of math at the level of College Algebra or higher.</p>	<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Successful completion of any math course (except MA 090).</li> <li>2. Course approved by the Gen Ed Team.</li> <li>3. An AAS program may embed a GE outcome within a program-specific course or over several courses with approval of the Gen Ed Team.</li> </ol>

# 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 de Noc Community College students successfully transfer to universities all across the country. To assist students in selecting appropriate classes, transfer guides and course equivalency 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 Coordinator of Student Life for assistance in interpreting these instruments. The Career Resources Room has college catalogs, videos and computers for student use. Many resources are available on-line. Faculty advisors are another resource; they have expertise in their individual fields.

### Where?

Choosing a college or university depends on many factors: location, size, cost, reputation, and degree offerings are a few. Does the school offer the program suitable for your chosen career? Does it offer scholarships and other financial aid for transfer students? Are there quotas, waiting lists or other limitations for admission to your selected program? Is housing available on or off campus? You may not be able to find an institution that has everything you desire, so prioritize your needs. What is most important? 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 de Noc Community College has no equivalent, so it may be to your advantage to transfer early. Other universities encourage or require both a Bay de Noc Community 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, or your faculty advisor.

### How?

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



## BE PREPARED TO TRANSFER

1. Meet with the Bay de Noc Community College Transfer Coordinator, or a faculty advisor. Discuss your transfer plan, associate degree requirements, general education, the MACRAO Transfer Agreement, and transferability of courses. Plan early to be sure you take BAY courses that will transfer.
2. Evaluate colleges and decide early. Investigate entrance and degree requirements for baccalaureate colleges and universities. Consider location, cost, size, culture and program options. Meet with representatives of various institutions when they visit Bay College. 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 de Noc Community College and any other colleges you may have attended, ACT scores, and high school transcript as required.
5. Visit the college or university. Meet with an admissions counselor and/or advisor in your major area. Take a campus tour with a student ambassador.

## UNIVERSITY PROGRAMS AT BAY 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  
Heirman University Center (Office 924)  
(906)786-5802, Ext. 1261

### BACHELOR DEGREES

Bachelor of Science in Accounting  
Bachelor of Science in Business Administration-Generalist  
Bachelor of Science in Administration-Management Specialty  
Bachelor of Science in Administration-Marketing Minor  
Bachelor of Science in Criminal Justice-Corrections  
Bachelor of Science in Criminal Justice-Generalist  
Bachelor of Science in Criminal Justice-Law Enforcement  
Bachelor of Science in Early Childhood Education  
Bachelor of Science in Engineering Management  
Bachelor of Science/Bachelor of Arts-Individualized Studies  
Bachelor of Science in Nursing

### FERRIS STATE UNIVERSITY

Nancy Redding  
866-857-1954

### ASSOCIATE DEGREE

Respiratory Care Therapy

As this catalog went to print, there are additional programs under development through Ferris State University; information about these programs will be forthcoming.

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

## ON-LINE BACHELOR DEGREE PROGRAMS AVAILABLE THROUGH BAY COLLEGE

### FRANKLIN UNIVERSITY-COLUMBUS, OHIO

Accounting	Business Administration
Business Forensics	Computer Science
Financial Management	Health Care Management
Human Resource Management	Information Technology
Marketing	Public Safety Management

# MACRAO TRANSFER AGREEMENT

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

## Courswork

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

6 semester hours in English Composition

8 semester hours in Science and/or Math

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

8 semester hours in Social Science

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

8 semester hours in Humanities

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

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

## Provisions, Limitations and Exceptions

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

## HUMANITIES COURSES

AN 201	Introduction to Cultural Anthropology
CM 201	Mass Communication and Popular Culture
CM 225	Introduction to Film: History and Interpretation
EN 200	American Literature
EN 203	Shakespeare
EN 205	World Literature
EN 206	Special Topics in the Humanities
EN 208	Writing Poetry and Short Fiction
EN 209	Writing Creative Non-Fiction
EN 210	British Literature
EN 211	Womens' Literature
EN 280	Special Topics in Literature
EN 290	Contemporary European Culture
FA 204	Art History I
FA 207	Art History II
FA 210	Intro to Theater and Staging
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to Present
HU 260	Phi Theta Kappa Leadership Development Studies
MU 153	Music Appreciation
PI 201	Introduction to Western Philosophy
PI 202	Introduction to Asian Philosophy
FR 111	French I
FR 112	French II
SP 102	Spanish I
SP 102	Spanish II
GR 101	German Language and Culture I
GR 102	German Language and Culture II

In order to receive the MACRAO stamp on their transcript, students must take one course from two different areas. Example: One Literature class and one Western Civilization class.

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

## NATURAL SCIENCE COURSES ACCEPTABLE TOWARD AN ASSOCIATE DEGREE

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

In order to receive the MACRAO stamp on their transcript, students must take one course from two different areas. Example: One Biology course and one Chemistry course. The MACRAO agreement also states that one Mathematics course may be used to meet one of the Natural Science requirements. For Bay College students, MA 107, MA 110, MA 125, or higher (not MA 115) meets this option. One Natural Science course must be a lab course.

## SOCIAL/BEHAVIORAL SCIENCE COURSES ACCEPTABLE TOWARD AN ASSOCIATE DEGREE

AN 201	Cultural Anthropology
EC 110	Consumer Economics
EC 113	Macroeconomics
EC 114	Microeconomics
GE 121	World Regional Geography
HS 101	Western Civilization to 1600
HS 102	Western Civilization 1600 to Present
HS 211	U.S. History to 1865
HS 212	U.S. History 1865 to Present
PS 110	Comparative Government and Politics
PS 111	American Government
PS 201	International Relations
PS 262	State and Local Government
PY 201	Introduction to Psychology
PY 206	Social Psychology
PY 210	Psychology of Learning
PY 220	Developmental Psychology
PY 280	Abnormal Psychology
SO 103	Cultural Diversity
SO 151	Sociology
SO 207	Social Problems
SO 208	Marriage and the Family

Students must take one course from two different areas in order to receive the MACRAO stamp on their transcript. Example: One Political Science class and one Economics class.

# Transfer Programs

## 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 a strong general education. Students should work closely with an academic advisor to select courses needed for their intended major at the four-year university they plan to attend.

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

## 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 programs not listed below can be individually developed with our transfer advisor.

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

# Associate in Arts Program

Award Granted Upon Completion: Associate in Arts Degree

Credits Required: 62

Contacts Required: 62

## 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. Students who receive an Associate of Arts degree will also satisfy the MACRAO agreement listed in the catalog.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:\*

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:\*

Choose two of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Choose one course at the level of basic algebra or above.\*\* 3-4/3-4

\* Students must choose courses in Humanities and Social and Behavioral Sciences form two different subject areas to meet MACRAO; see advisor if there are questions.

\*\* Students not meeting the pre-requisite for MA 110 College Algebra will need to take pre-requisite course(s).

## Additional Program Requirements

EN	102	Research Writing	2/2
XX	xxx	Political Science or United States History ***	4/4
XX	xxx	Natural Science ****	4-5/4-5
General Electives (to be determined by the transfer guide)			26-28/26-28

\*\*\* Choose 4 credits from the following:

PS	110	Comparative Government and Politics OR
PS	111	American Government OR
PS	201	International Relations OR
PS	262	State and Local Government OR
HS	211	US History to 1865 OR
HS	212	US History from 1865

\*\*\*\* Choose natural science course from the following list:

Any biology (BI) course excluding BI 100 Fundamentals of Biology, BI 225 Medical Micro Biology, and BI 276 Pathophysiology.  
Any chemistry course (CH) excluding CH 100 Fundamentals of Chemistry.  
GE 103 Physical Geography  
Any physics (PH) course

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric and Composition	4/4
XX	xxx	Political Science or US History	4/4
XX	xxx	Natural Science**	4-5/4-5
MA	100	Basic Algebra**	4/4
Total			16-17/16-17

### Second Semester

EN	102	Research Writing	2/2
CM	103	Interpersonal Communications OR	
CM	104	Public Speaking	3-4/3-4
XX	xxx	Natural Science/Lab	4-5/4-5
XX	xxx	Humanities Elective	4/4
Total			13-14/13-14

### Third Semester

XX	xxx	Social Science Elective	4/4
XX	xxx	Humanities Elective	4/4
XX	xxx	General Approved Elective	9/9
Total			17/17

### Fourth Semester

XX	xxx	General Approved Elective	4/4
XX	xxx	General Approved Elective	4/4
XX	xxx	General Approved Elective	4/4
XX	xxx	General Approved Elective	4/4
Total			16/16

Actual elective courses will vary with area of specialization.

When choosing electives, students are advised to follow transfer guide for the particular program and institution and to consult with their advisor.

\*\*MA100 Basic Algebra satisfies Bay's general education requirements, but does NOT meet MACRAO's natural science requirements. Students who select MA100 will need to complete a 4 credit natural science course (MA107, MA110, MA125 or higher, excluding MA115, can be selected to meet both general education and MACRAO requirements).

Transfer students are advised to contact their transfer institution to determine the appropriate math requirements for the program of study.



# Associate in Science

Award Granted Upon Completion: Associate in Science Degree

Credits Required: 62

Contact Required: 71

## 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 of Science Degree will meet the MACRAO requirements listed in the catalog.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communication OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose two of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.\*

### Mathematical Problem Solving and Critical Thinking:

Any mathematics course approved for program.\*\* 3-4/3-4

## Additional Program Requirements

EN	102	Research Writing	2/2
One of the following:			4/4
PS	110	Comparative Government and Politics OR	
PS	111	American Government OR	
PS	201	International Relations OR	
PS	262	State and Local Government OR	
HS	211	US History to 1865 OR	
HS	212	US History From 1865	

Humanities *	4/4
Mathematics**	5-8/5-8
Natural Science***	16/16-24
Approved Electives	16-21/16-21

\* Choose from the approved Humanities list and approved Social Science list in addition to the PS and HS courses listed above. Students must choose courses from two different disciplines to meet MACRAO requirements. See advisor for details.

\*\* Choose from Mathematics courses at or above the level of College Algebra, MA 110. This includes all courses with a higher number excluding MA 115.

\*\*\* Choose 16 credits from the following. 8 hours must be sequential. Any Biology, (BI), course excluding BI 100 Fundamentals of Biology, BI 225 Medical Micro Biology, and BI 276 Pathophysiology. Any Chemistry, (CH), course excluding CH 100 Fundamentals of Chemistry. GE 103 Physical Geography. Any Physics, (PH), course.

\*\*\*\* See advisor or transfer guide

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric and Composition	4/4
MA	xxx	Mathematics**	4-5/4-5
XX	xxx	Natural Science***	4-5/4-6
XX	xxx	Humanities Elective*	4/4
Total			16-18/16-19

### Second Semester

EN	102	Research Writing	2/2
MA	xxx	Mathematics**	4-5/4-5
XX	xxx	Natural Science***	4-5/4-6
XX	xxx	Social and Behavioral Science	4/4
Total			14-16/14/17

### Third Semester

PS	xxx	Political Science OR	4/4
HS	xxx	U.S. History	
XX	xxx	Natural Science***	4-5/4-6
CM	103	Interpersonal Communications OR	3-3
CM	104	Public Speaking	4-4
XX	xxx	Approved Elective	4-5/4-6
Total			16-18/16-19

### Fourth Semester

XX	xxx	Humanities Elective*	4/4
XX	xxx	Natural Science***	4-5/4-6
XX	xxx	Approved Elective	4-5/4-6
XX	xxx	Approved Elective	4-5/4-6
Total			16-19/19-22

Actual courses and sequence vary with specialization. Many courses, particularly math, have prerequisites that must be met before they can be taken. Students not meeting the prerequisites for their required courses may need to take more time and more credits. Please refer to your catalog or transfer guide and see your advisor.

Electives need to be selected in accordance with a student's major area of study under the guidance of an advisor.

# Business Administration

Award Granted Upon Completion: Associate in Arts Degree

Credits Required: 62

Contacts Required: 63-67

## Program Description

This Business Administration - Associate in Arts 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

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communications	3/3
			OR	
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:

4 credits of Political Science or U.S. History

### Humanities:

Choose two of the courses listed page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	110	College Algebra****	4/4
	- MA	210	Introduction to Statistics	4/4

## Additional Program Requirements

EC 113, CA 101, EN 102, EC 114, AC 101, AC 102, 4 credits of Natural Science with lab, 9-12 credits of electives and MA 210.

## Suggested Sequence Per Semester

### First Semester

MA	110	College Algebra	4/4	
EC	113	Macroeconomics	4/4	
CA	101	Comp. Concepts & Apps.	4/4	
EN	101	Rhetoric & Composition	4/4	
			Total	16/16

### Second Semester

EN	102	Research Writing	2/2	
EC	114	Microeconomics	4/4	
MA	210	Introduction to Statistics	4/4	
CM	103	Interpersonal Comm.	3/3	
		OR		
CM	104	Public Speaking	4/4	
XX	xxx	Elective***	3/3 or 4/4	
			Total	16/16 - 18/18

### Third Semester

AC	101	Accounting Principles I	4/4	
XX	xxx	Humanities Elective*	4/4	
XX	xxx	Natural Science Elective**	4/5	
XX	xxx	Elective***	3/3 or 4/4	
			Total	15/16 - 16/17

### Fourth Semester

AC	102	Accounting Principles II	4/4	
XX	xxx	Humanities Elective*	4/4	
XX	xxx	Political Science or U.S. History	4/4	
XX	xxx	Elective ***	3/3 or 4/4	
			Total	15/15 or 16/16

\* Choose two courses in two different areas from the Humanities list in the catalog.

\*\* Choose any lab science.

\*\*\* See your advisor for courses recommended by your transfer institution.

\*\*\*\* Choose from mathematics courses at or above the level of College Algebra, MA 110. This includes all courses with a higher number excluding MA 115.



# Criminal Justice

Award Granted Upon Completion: Associate in Arts Degree

Credits Required: 67

Contacts Required: 68

## 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.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Communication OR	3/3
	- CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:

SO 151	Sociology	4/4
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### Humanities:

HS 101	Western Civilization to 1600 OR		
HS 102	Western Civilization from 1600	4/4	
XX xxx	Humanity Elective from a discipline other than history	4/4	

### Mathematical Problem Solving and Critical Thinking:

Math	- MA 107	Liberal Arts Math OR	4/4*
	- MA 110	College Algebra (or higher)	4/4*

### Natural Science Elective

Choose one of the courses (excluding GE 103 and PH 104) listed on page 60 in the catalog under Natural Science Courses Acceptable Toward An Associate Degree.

## Program Requirements

CJ 110	Introduction to Corrections	4/4
CJ 112	Introduction to Criminal Justice	4/4
CJ 212	Introduction to Law Enforcement	4/4
CJ 213	The Criminal Court System	4/4
CA 101	Computer Concepts & Applications	4/4
PY 201	Introduction to Psychology	4/4
SO 103	Cultural Diversity	3/3
PS 111	American Government	4/4
EN 102	Research Writing	2/2

## Criminal Justice Electives

(Choose 6 credits)

CJ 114	Criminal Justice Report Writing	2/2
CJ 120	Legal Issues in Corrections	3/3
CJ 210	Client Growth and Development	4/4
CJ 220	Client Relations in Corrections	3/3
CJ 230	Corrections Institutions/Facilities	3/3

## Suggested Sequence Per Semester

### First Semester

CJ 112	Introduction to Criminal Justice	4/4
EN 101	Rhetoric and Composition	4/4
CA 101	Computer Concepts	4/4
SO 151	Sociology	4/4
	<b>Total</b>	<b>16/16</b>

### Second Semester

CJ 212	Introduction to Law Enforcement	4/4
EN 102	Research Writing	2/2
CM 103	Interpersonal Communications OR	
CM 104	Public Speaking	3/3 or 4/4
MA xxx	Math Elective*	4/4
PY 201	Introduction to Psychology	4/4
	<b>Total</b>	<b>17/17 or 18/18</b>

### Third Semester

CJ 110	Introduction to Corrections	4/4
PS 111	American Government	4/4
SO 103	Cultural Diversity	3/3
CJ xxx	CJ Approved Electives	6/6
	<b>Total</b>	<b>17/17</b>

### Fourth Semester

CJ 213	The Criminal Court System	4/4
XX xxx	Natural Science Elective	4/5
XX xxx	Humanities Elective	4/4
HS 101	Western Civilization to 1600 OR	
HS 102	Western Civilization 1600 to present	4/4
	<b>Total</b>	<b>16/17</b>

\*Or any higher level math excluding MA 115.

# Occupational and Technology Programs

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

## Accounting

Award Granted Upon Completion: Certificate

Credits Required: 32

Contacts Required: 32

### 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 Associates Degree in Accounting/Computer Specialist.

### General Education Requirements

None

### Program Requirements

AC 101, BU 151, CA 101, AC 102, AC 103, OS 150,  
8 credits of approved electives.

\*Electives should be chosen from the following prefix areas:  
AC, BU, CA, OS.

AC 100, Practical Accounting will be accepted as an elective only if taken prior to successful completion of AC 101, Principles of Accounting I.

All students not familiar with the computer keyboard should take OS 105, Computer Keyboarding, during their first semester.

### Suggested Sequence Per Semester

#### First Semester

AC 101	Accounting Principles I	4/4
BU 151	Introduction to Business	4/4
CA 101	Computer Concepts & Appl.	4/4
XX xxx	Electives*	4/4
	Total	16/16

#### Second Semester

AC 102	Accounting Principles II	4/4
AC 103	Account. with Microcomputers	2/2
OS 150	Word Processing Applications	4/4
XX xxx	Electives*	6/6
	Total	16/16

# Accounting/Computer Specialist

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 62

Contacts Required: 62

## Program Description

This two year program leads to an Associate Degree in Applied Science with a specialty in accounting and computer applications. This program provides the knowledge and skills necessary for entry level jobs in accounting and computer applications.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Communications	3/3
		OR	
	CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:\*\*\*\*

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:\*\*\*

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU 156	Mathematics of Business	4/4
		(or other advisor approved mathematics course)	

## Program Requirements

AC 101, CA 101, AC 102, CA 130, CA 115, OS 150, AC 215, AC 103, BU 192, CA 140, BU 203, 4-5 credits of approved electives.

## Suggested Sequence Per Semester

### First Semester

AC 101	Accounting Principles I	4/4
BU 156	Mathematics of Business*	4/4
CA 101	Comp. Concepts & Apps.	4/4
EN 101	Rhetoric and Composition	4/4
		Total 16/16

### Second Semester

AC 102	Accounting Principles II	4/4
CA 130	Spreadsheet Applications	3/3
CA 115	Using Microsoft Windows	3/3
CM 103	Interpersonal Comm.	3/3
	OR	
CM 104	Public Speaking	4/4
OS 150	Word Processing Apps.	4/4
		Total 17/17 - 18/18

### Third Semester

AC 215	Cost Accounting	4/4
AC 103	Accounting with Micros.	2/2
BU 192	Business Communications	4/4
CA 140	Database Applications	3/3
XX xxx	Program Electives**	2/2
		Total 15/15

### Fourth Semester

BU 203	Info. Systems Development	3/3
XX xxx	Humanities Elective***	4/4
XX xxx	Social Science Elective****	4/4
XX xxx	Program Electives**	2-3/2-3
		Total 13-14/13-14

## Electives (choose a minimum of 4-5 credits from the following)

AC 100	Practical Accounting (only if taken prior to successful completion of AC 101)	CA 210	Web Page Design & Structure
AC 210	Intermediate Accounting I	OS 105	Computer Keyboarding
AC 211	Intermediate Accounting II	OS 119	Electronic Ten-Key Operation
AC 216	Taxation I	OS 234	Desktop Publishing & Design
BU 151	Introduction to Business	PE xxx	Physical Ed. (maximum 2 credits)
BU 200	Business Law I		
CA 103	Visual Basic	*	Other mathematics courses accepted with advisor approval.
CA 116	Windows Command Line	**	Choose from list above.
CA 120	Microsoft Word		
CA 121	Microsoft Excel		
CA 122	Microsoft Access		
CA 123	Microsoft PowerPoint		
CA 125	Business Technology Tools		
CA 200	Exploring PC Software		

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

# Automotive Technology

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 71-72

Contacts Required: 93-106

## 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 diagnose malfunctions in automotive systems. The program emphasizes the development of skills in service, repair 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 the co-op program and future employability. Types of Jobs: Dealership service technicians, assistant or parts department manager, skilled jobs in automotive manufacturing, service equipment representative, rebuilding shop assembler, repair shop operator.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communications	3/3
			OR	
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	102	Shop Math	4/4
			OR	
	- MA	115	Tech. Algebra & Trigonometry I	4/4
			OR	
	- BU	156	Mathematics of Business	4/4

\*Note: Transfer students should choose MA 110 or a higher level math in order to receive transfer credit for math.

## Program Requirements

AU 110, AU 120, AU 140, AU 150, AU 200, AU 220, AU 272, 15-16 credits of electives.

## Electives

AU 100	Auto Engine Repair (Fall)	5/8
AU 130	Auto Manual Drive Train & Axles (Fall)	4/6
AU 230	Automatic Transmissions (Winter)	5/8
AU 270	Auto HVAC Systems (Winter)	3/4

## Suggested Sequence Per Semester

### First Semester

AU 110	Auto Brakes	5/8
AU 120	Auto Electrical I	5/8
AU 140	Auto Eng. Perf. I	5/8
AU xxx	AU 100 or AU 130 or AU 230 or AU 270	3-5/4-8
	Total	18-20/28-32

### Second Semester

AU 150	Auto Susp. & Steering	5/8
AU 200	Auto Eng. Perf. II	5/8
AU 220	Auto Electrical II	5/8
AU xxx	AU 100 or AU 130 or AU 230 or AU 270	3-5/4-8
	Total	18-20/28-32

### Spring/Summer

AU 272	Automotive Co-op	6/6
	Total	6/6

### Third Semester

EN 101	Rhetoric and Comp.	4/4
MA xxx	Math Elective	4/4
CM 103	Interpersonal Communications	3/3
	OR	
CM 104	Public Speaking	4/4
AU xxx	AU 100 or AU 130 or AU 230 or AU 270	3-5/4-8
	Total	14-17/15-20

### Fourth Semester

XX xxx	Humanities Elective	4/4
XX xxx	Social Science Elective	4/4
AU xxx	AU 100 or AU 130 or AU 230 or AU 270	3-5/4-8
	Total	11-13/12-16

# Automotive Technology

Award Granted Upon Completion: Certificate

Credits Required: 36

Contacts Required: 54

## Program Description

This certificate program prepares the successful graduate for a number of entry level employment positions in the automotive service field, including: - Brake Specialist - Engine Performance Specialist - Electrical Specialist - Suspension, Steering & Alignment Specialist. By working with an academic advisor, a successful certificate graduate can study additional time to prepare for technician Master Certification a, and/or earn an associate's degree.

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 the co-op program and future employability.

## General Education Requirements

None

## Program Requirements

AU 110, AU 120, AU 140, AU 150, AU 200, AU 220, AU 272

Notes: Although certificate programs are not designed for transfer, courses may transfer to a variety of colleges and universities. Equipment requirements are the same for this program as they are for the AAS Degree in Automotive Technology.

Plan A: Those students preparing for technician Master Certification should complete the above program requirements and add the following Automotive elective courses, which are offered on a rotating basis every other year.

AU 100	Auto Engine Repair (Fall)	5/8
AU 130	Auto Manual Drive Train & Axles (Fall)	4/6
AU 230	Automatic Transmissions (Winter)	5/8
AU 270	Auto HVAC Systems (Winter)	3/4

Plan B: Associate in Applied Science Degree (AAS) can be earned by completing the above Certificate program, Automotive electives, and adding the following general education courses:

EN 101	Rhetoric & Composition	4/4
CM 103	Interpersonal Communications	3/3
	OR	
CM 104	Public Speaking	4/4
XX xxx	Social & Behavioral Science Elective	4/4
XX xxx	Humanities Elective	4/4
MA 102	Shop Math	4/4
	OR	
MA 115	Technical Algebra & Trigonometry I	4/4
	OR	
BU 156	Mathmatics of Business	4/4

## Suggested Sequence Per Semester

### First Semester

AU 110	Auto Brakes	5/8
AU 120	Auto Electrical I	5/8
AU 140	Auto Eng. Perf. I	5/8
	Total	15/24

### Second Semester

AU 150	Auto Susp. & Steering	5/8
AU 200	Auto Eng. Perf. II	5/8
AU 220	Auto Electrical II	5/8
	Total	15/24

### Third Semester

AU 272	Automotive Co-op	6/6
	Total	6/6

# Business

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 64

Contacts Required: 64-65

## 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.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

EC	113	Macroeconomics	4/4
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### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU	156	Mathematics of Business	4/4
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## Program Requirements

AC	100	Practical Accounting	
		OR	
AC	101	Accounting Principles I	4/4
BU	151	Introduction to Business	4/4
BU	156	Mathematics of Business	4/4
BU	192	Business Communications	4/4
BU	200	Business Law I	4/4
BU	205	Principles of Management	4/4
BU	255	Marketing	4/4
BU	275	International Business	4/4
CA	101	Computer Concepts and Applications	4/4
CA	125	Business Technology Tools	2/2
CM	103	Interpersonal Comm.	3/3
EC	113	Macroeconomics	4/4
EN	101	Rhetoric & Composition	4/4
XX	xxx	Humanities Elective	4/4
XX	xxx	Business Elective or Co-op	11/11

## Electives

Choose 11 credits from any AC, BU, CA, EC, or OS courses. Co-op credits (maximum of 4) may be used as elective credits. All Co-op credits must be approved by an advisor.

## Suggested Sequence Per Semester

### First Semester

BU	151	Introduction to Business	4/4
BU	156	Mathematics of Business*	4/4
CA	101	Computer Concepts and Applications	4/4
EN	101	Rhetoric & Composition	4/4
		Total	16/16

### Second Semester

CA	125	Business Technology Tools	2/2
AC	100	Practical Accounting	
		OR	
AC	101	Accounting Principles I	4/4
BU	192	Business Communications	4/4
CM	103	Interpersonal Comm. OR	3/3
CM	104	Public Speaking	4/4
XX	xxx	Business Electives or Co-op	3/3
		Total	16-17/16-17

### Third Semester

EC	113	Macroeconomics	4/4
BU	200	Business Law I	4/4
BU	255	Marketing	4/4
XX	xxx	Business Elective or Co-op	4/4
		Total	16/16

### Fourth Semester

XX	xxx	Humanities Elective	4/4
BU	205	Principles of Management	4/4
BU	275	International Business**	4/4
XX	xxx	Business Elective or Co-op	4/4
		Total	16/16

Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OS 105 Computer Keyboarding.

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

\*\*It is highly recommended that students complete this class during their 4th /last semester of their program.



# Computer Aided Design

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 67-68

Contacts Required: 93-94

## Program Description

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

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	125	Tech. Algebra and Trig.	4/4
			OR	
	MA	111	Trigonometry	3/3

## Program Requirements

CG 100, CG 112, CG 115, CG 120, CG 122, CG 125, CG 135, CG 250, EN 102, CG 226, CG 240, CG 257, PH 201, CG 200, CG 227 or CG 215, CG 245 or CG 255, TE 105.

## Electives

None

## Suggested Sequence Per Semester

### First Semester

CG	100	CAD Competency Definition	1/2
CG	112	CAD Computer Technology	3/5
CG	115	CAD Foundations	3/5
CG	120	AutoCAD	3/5
CG	122	Dimensioning and Tolerancing	3/5
EN	101	Rhetoric and Composition	4/4
			Total 17/25

### Second Semester

CG	125	Drafting/Modeling – Mechanical	3/5
CG	135	Descriptive Geometry	4/6
CG	250	Drafting/Modeling – Electrical	2/3
CM	104	Public Speaking	4/4
EN	102	Research Writing	2/2
MA	125	Tech. Algebra and Trigonometry	4/4
		OR	
MA	111	Trigonometry	3/3
			Total 18/23 – 19/24

### Third Semester

CG	226	SolidWorks	3/5
CG	240	Drafting/Modeling – Architecture	3/5
CG	257	Rapid Prototyping	3/5
XX	xxx	Social Science Choice	4/4
PH	201	Elements of Physics	4/5
			Total 17/24

### Fourth Semester

CG	200	CAD Competency Assessment	1/2
CG	227	CATIA	3/5
		OR	
CG	215	Feature Based Parametric Modeling	3/5
CG	245	Architectural Design and Const.	3/5
		OR	
CG	255	Ind. Design and Manufacturing	3/5
TE	105	Materials of Industry	4/4
XX	xxx	Humanities Choice	4/4
			Total 15/20



# Computer Aided Design

Award Granted Upon Completion: Certificate

Credits Required: 32

Contacts Required: 53

## Program Description

The Computer Aided Design Certificate is a course of study designed to develop knowledge and skills required for entry level employment. The program is suited for those students who have earned degrees in other fields and wish to devote a limited timeframe to complete required coursework prior to employment, or beginning students who wish to limit their occupational preparation to technical graphics coursework. Although not required for graduation, it is possible to meet certification requirements in both AutoCAD and Design Drafting within the program timeframe. Upon completion, students seek employment in computer graphics, CAD, and related occupations or continue their education by completing the requirements of the Associate Degree in General Studies or Computer Aided Design. Students should consult their advisor prior to registration.

## General Education Requirements

None

## Program Requirements

CA 115, CG 112, CG 115, CG 120, CG 122, CG 226, CG 125, CG 135, CG 250, CG 200, CG 235

## Recommended Electives

must be selected from the following courses:

CG 240	Drafting/Modeling Architecture
CG 245	Architectural Design and Construction
CG 255	Industrial Design and Manufacturing
CG 257	Rapid Prototyping

## Suggested Sequence Per Semester

### First Semester

CG 100	Competency Definition	1/2
CG 112	CAD Computer Technology	3/5
CG 115	CAD Foundations	3/5
CG 120	AutoCAD	3/5
CG 122	Dimensioning and Tolerancing	3/5
CG 226	SolidWorks	3/5

Total 16/27

### Second Semester

CG 125	Drafting/Modeling – Mechanical	3/5
CG 135	Descriptive Geometry	4/6
CG 250	Drafting/Modeling – Electrical	2/3
CG 200	CAD Competency Assessment	1/2
CG 215	Feature Based Parametric Modeling	3/5
	OR	
CG 227	CATIA	3/5
CG xxx	Recommended Elective	3/5

Total 16/26

# Computer Applications

Award Granted Upon Completion: Certificate

Credits Required: 32

Contacts Required: 32

## 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

CA 101, CA 115, CA 123, BU 192, OS 150, CA 130, CA 140, CA 125, 8 credits of electives.

Recommended Electives must be selected from the following courses:

AC 100	Practical Accounting
AC 101	Accounting Principles I
AC 103	Accounting w/Microcomputers
BU 151	Introduction to Business
BU 156	Mathematics of Business
BU 203	Information Systems Development
CA 116	Windows Command Line
CA 121	Microsoft Excel (if taken prior to Ca 130 Spreadsheet Applications)
CA 122	Microsoft Access (if taken prior to Ca 140 Database Applications)
CA 200	Exploring PC Software
CA 210	Web Page Design & Structure
CA 215	Web Publisher
CA 234	Desktop Publishing & Design
CT 120	PC Operating Systems

## Suggested Sequence Per Semester

### First Semester

CA 101	Computer Concepts & Applications	4/4
CA 115	Using Microsoft Windows	3/3
CA 123	Microsoft PowerPoint	1/1
BU 192	Business Communications	4/4
OS 150	Word Processing Applications	4/4
Total		16/16

### Second Semester

CA 130	Spreadsheet Applications	3/3
CA 140	Database Applications	3/3
CA 125	Business Technology Tools	2/2
XX xxx	Recommended Electives	8/8
Total		16/16

# Computer Systems Technology

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 67-71 (depending on electives)

Contacts Required: 82-85

## Program Description

The Computer System Technology program is designed to prepare students to become computer bench and network technicians by learning both the physical construct and theoretical design of computer systems and networks. This program contains significant preparation in PC repair and maintenance and network design/installation and network administration. A wide variety of electives allow students to individually select their specialty ranging from application software to network management to computer security/forensics. 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, web server/database administrator or management information specialist or information technology administrator positions.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Communications	3/3
		OR	
	CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA 115	Tech. Algebra and Trig. I	4/4
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## Program Requirements

-CT 120, CT 130, CT 131, CT 201, CT 210, CT 230, CT 250, CT 251, CT 255, CT 272, CT 275, CT 231

-CT Electives (6-7 credits)

-ET 125

### Electives (choose at least 6-7 credits from the following)

CA 101	COMPUTER CONCEPTS
CA 120/1/2/3	MS OFFICE
CA 103	VISUAL BASIC
CA 210	WEB PAGE DESIGN
CA 215	WEB PUBLISHING
CT 245	SEQUEL SERVER
CT 232	LINUX SHELL SCRIPTING
CT 225	INTRO TO OBJECT ORIENTED TO PROGRAMMING
CT 272/273	CT COOP / INTERNSHIP
CT 282/3/4	SPECIAL TOPICS
ET 130	CIRCUIT FUNDAMENTAL
ET 170	DIGITAL FUNDAMENTALS
ET XXX	DIGITAL COMMUNICATIONS

## Suggested Sequence Per Semester

### First Semester

CT 120	PC OPERATING SYSTEMS	3/4
CT 130	INTRO TO LOCAL AREA NETWORKS	3/4
CT 255	PC HARDWARE TROUBLESHOOTING	4/6
EN 101	RHET. & COMP.	4/4
ET 125	ELECTRICITY & ELECTRONICS	4/4
	TOTAL	18/22

### Second Semester

XXX	HUMANITIES ELECTIVE	4/4
CT 131	ADVANCED NETWORKS	3/4
CT 201	SYSTEM ANALYSIS AND DESIGN	3/4
CM 103	INTERPERSONAL COMM.	3/3
	OR	
CM 104	PUBLIC SPEAKING	4/4
MA 115	TECH ALG I	4/4
	TOTAL	17-18/19-20

### Third Semester

CT 230	INTRO TO UNIX AND LINUX	3/4
CT 250	WINDOWS NETWORKS I	3/4
CS/CT	PROGRAM ELECTIVE	3-4/4-4
XXX	SOCIAL SCIENCE ELECTIVE	4/4
CT 272	COOP / INTERNSHIP	3/3
	TOTAL	16-17/19

### Fourth Semester

CT 210	NETWORK SECURITY	3/4
CT 251	WINDOWS NETWORKS II	3/4
CT 231	ADVANCED LINUX	3/4
CT/CA/ET	PROGRAM ELECTIVE	4-6/6-8
CT 275	WEB SERVERS	3/4
	TOTAL	16-18/22-24

# Career Certificate

Award Granted Upon Completion: Certificate

Credits Required: 32

Contacts Required: 40

## Program Description

Bay College's Career Program introduces students to hands-on occupational experience combined with relevant academic instruction. Students earn college credit while gaining a serious introduction to the business community.

## General Education Requirements

None

## Program Requirements

ED 103 Professional Career Development, 384 hours on internship training and approved course work.

All approved Career Program credits will apply toward the AAS-General Studies Degree.

## Suggested Sequence Per Semester

### First Semester

CB xxx	Career Program	8/12
ED 103	Professional Career Development	2/2
XX xxx	Related Instruction	6/6
	Total	16/20

### Second Semester

CB xxx	Career Program	8/12
XX xxx	Related Instruction	8/8
	Total	16/20

Training is not limited to specific areas listed and not all programs are available throughout the Upper Peninsula. Programs may be developed to fit specific occupational goals. Program information may be obtained by contacting the Office of Career Preparation.

## Program Areas

Admitting Clerk	Plumbing & Heating
Auto Body	Purchasing
Baking	Radio Announcing
Banking	Radio Sales Clerk
Building & Grounds Maintenance	Real Estate Office
Carpentry	Retail Management
Computers	Small Engine Repair
Customer Service	Special Education Aide
Dispatch Assistant	Teacher's Aide
Floral Design	Travel Agent
Food Service	Veterinary Assistant
Hotel/Motel Management	
Insurance Office/Sales	
Legal Office	
Manufacturing Machine Repair	
Meat Processing	
Medical Billing	
Medical Lab/Phlebotomist	
Medical Office	
Medical Records	
Optometric Assisting	
Pharmacy Tech	

# Correctional Officer

Award Granted Upon Completion: Certificate

Credits Required: 34-35      Contacts Required: 34-35

## 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

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communication	3/3

### Social and Behavioral Sciences:

SO	151	Sociology	4/4
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### Humanities:

PI	204	Approaches to Ethics	4/4
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## Program Requirements

CJ	110	Introduction to Corrections	4/4
CJ	112	Introduction to Criminal Justice	4/4
CJ	114	Criminal Justice Report Writing	2/2
CJ	120	Legal Issues in Corrections	3/3
CJ	230	Correctional Institutions/Facilities	3/3
SO	103	Cultural Diversity	3/3
PS	262	State & Local Government	4/4

## Suggested Sequence Per Semester

### First Semester

CJ	112	Introduction to Criminal Justice	4/4
PI	204	Approaches to Ethics	4/4
CJ	120	Legal Issues in Corrections	3/3
EN	101	Rhetoric & Composition	4/4
CM	103	Interpersonal Communications	3/3

Total 18/18

### Second Semester

CJ	114	Criminal Justice Report Writing	2/2
CJ	230	Correctional Institutions/Facilities	3/3
CJ	110	Introduction to Corrections	4/4
PS	262	State & Local Government	4/4
SO	151	Sociology OR	4/4
SO	103	Cultural Diversity	(3/3)

Total 16-17

# Corrections

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 65-66

Contacts Required: 65-66

## Program Description

The Associate of 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.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

SO	151	Sociology	4/4
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### Humanities:

PI	204	Approaches to Ethics	4/4
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### Mathematical Problem Solving and Critical Thinking:

Math	- BU	156	Mathematics of Business (or higher)	4/4*
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## Program Requirements

CJ	110	Introduction to Corrections	4/4
CJ	112	Introduction to Criminal Justice	4/4
CJ	114	Criminal Justice Report Writing	2/2
CJ	120	Legal Issues in Corrections	3/3
CJ	210	Client Growth and Development	4/4
CJ	212	Introduction to Law Enforcement	4/4
CJ	213	The Criminal Court System	4/4
CJ	220	Client Relations in Corrections	3/3
CJ	230	Corrections Institutions/Facilities	3/3
PY	201	Introduction to Psychology	4/4
SO	103	Cultural Diversity	3/3
PS	111	American Government	4/4

### Approved Electives (one of the following): 4/4

PY	280	Abnormal Psychology
SO	207	Social Problems
SO	208	Marriage and the Family
SP	101	Spanish I
CM	201	Mass Communications and Popular Culture
CJ	272	Internship in Criminal Justice

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric and Composition	4/4
CJ	112	Introduction to Criminal Justice	4/4
CJ	110	Introduction to Corrections	4/4
SO	151	Sociology	4/4
			Total 16/16

### Second Semester

CJ	120	Legal Issues in Corrections	3/3
CJ	212	Introduction to Law Enforcement	4/4
PI	204	Approaches to Ethics	4/4
PS	111	American Government	4/4
			Total 15/15

### Third Semester

PY	201	Introduction to Psychology	4/4
CM	103	Interpersonal Communications OR	3/3
CM	104	Public Speaking	4/4
SO	103	Cultural Diversity	3/3
CJ	220	Client Relations in Corrections	3/3
XX	xxx	Approved Elective	4/4
			Total 17-18/17-18

### Fourth Semester

BU	156	Mathematics of Business*	4/4
CJ	114	Criminal Justice Report Writing	2/2
CJ	213	The Criminal Court System	4/4
CJ	210	Client Growth & Development	4/4
CJ	230	Corrections Institutions/Facilities	3/3
			Total 17/17

\*Or any math higher than BU156 Mathematics of Business



# Early Childhood Development

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 65

Contacts Required: 65-67

## Program Description

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

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communications OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

SO	151	Sociology OR	4/4
SO	208	Marriage and the Family	4/4

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU	156	Mathematics of Business OR	4/4
	- MA	107	Liberal Arts Math OR	
	- MA	110	College Algebra****	4/4

## Program Requirements

CD	101	Intro to Early Childhood *	3/3
CD	103	Child Development **	4/4
CD	110	Health Safety & Nutrition **	4/4
CD	120	Guidance for Preschoolers **	4/4
CD	125	Programming for Infants & Toddlers *	3/3
CD	130	Early Childhood Curriculum **	4/4
CD	140	Administration of Early Childhood Programs **	4/4
CD	272	Early Childhood Practicum ***	3/3
PY	201	Intro to Psychology	4/4
XX	xxx	Government or U.S. History	4/4

\* includes a 30 hour practicum  
 \*\* includes a 40 hour practicum  
 \*\*\* includes a 120 hour practicum

BI	103	Essential Biology OR	4/5
BI	104	Human Biology OR	4/5
BI	107	Environmental Science AND	3/3
BI	108	Environmental Science Lab	1/2
CA	101	Computer Concepts & Applications	4/4
PE	147	First Aid/BLS for Non Healthcare	1/1

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric & Composition	4/4
PY	201	Intro to Psychology	4/4
CD	101	Intro to Early Childhood Development *	3/3
CD	110	Health, Safety, Nutrition of Young Child **	4/4
PE	147	First Aid/BLS for Non-Healthcare Providers	1/1
			Total 16/16

### Second Semester

CD	120	Guidance for Preschoolers **	4/4
CD	103	Child Development	4/4
SO	151	Sociology OR	
SO	208	Marriage and the Family	4/4
XX	xxx	Humanities	4/4
			Total 16/16

### Third Semester

CD	130	Early Childhood Curriculum **	4/4
CD	125	Programming for Infants & Toddlers *	3/3
BU	156	Mathematics of Business OR	
MA	107	Liberal Arts Math OR	
MA	110	College Algebra ****	4/4
XX	xxx	Electives	4/4
			Total 15/15

### Fourth Semester

CD	140	Admin. Of Early Childhood Programs **	4/4
CM	103	Interpersonal Communications OR	3/3
CM	104	Public Speaking	4/4
CD	272	Early Childhood Dev. Practicum ***	3/3
BI	103	Essential Biology OR	
BI	104	Human Biology OR	4/5
BI	107	Environmental Science AND	
BI	108	Environmental Science Lab	
XX	xxx	Government or History	4/4
			Total 18-18/20-20

\* includes a 30 hour practicum  
 \*\* includes a 40 hour practicum  
 \*\*\* includes a 120 hour practicum

\*\*\*\* Students planning to transfer to a four-year institution should enroll in MA 110.

Students wishing to pursue a four year Bachelors Degree in Early Childhood Education should see their faculty advisor for additional program requirements.

# Entrepreneurial Small Business

Award Granted Upon Completion: Certificate

Credits Required: 34

Contacts Required: 34

## 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

AC 100 or AC 101, BU 151, CA 101, BU 192, BU 206, BU 205, BU 255, BU 266, CA 125.

Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OS 105 Computer Keyboarding.

## Suggested Sequence Per Semester

### First Semester

AC 100	Practical Accounting	
	OR	
AC 101	Accounting Principles I	4/4
BU 151	Introduction to Business	4/4
CA 101	Computer Concepts and Applications	4/4
BU 192	Business Communications	4/4
	Total	16/16

### Second Semester

BU 206	Sm. Bus. Management	4/4
BU 205	Principles of Management	4/4
BU 255	Marketing	4/4
BU 266	Principles of Selling	4/4
CA 125	Business Tech. Tools	2/2
	Total	18/18

# Environmental Management

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 69

Contacts Required: 74-76

## 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 world.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

PS 262	State and Local Government	4/4
	OR	
PS 111	American Government	4/4

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	110	College Algebra	4/4
			OR	
	- MA	115	Technical Algebra & Trig I	4/4
			OR	
	- MA	125	Technical Algebra & Trig II	4/4

## Program Requirements

CH 108, WT 110, WT 260, BI 107/108, WT 120, AC 101, WT 270, EC 113, WT 240, WT 220, BU 205, WT 230, WT 274.

\* If a student plans to transfer to a four-year institution, the student must take CH 105 and CH 106 instead of CH 108.

## Suggested Sequence Per Semester

### First Semester

CH 108	Technical Chemistry*	5/7
MA 110	College Algebra OR	4/4
MA 115	Technical Algebra and Trig. I OR	4/4
MA 125	Technical Algebra & Trig II	4/4
WT 110	Wastewater Ops & Mgnt.	4/4
WT 260	Current Issues for Managers	3/3

Total 16/18

### Second Semester

BI 107/108	Environmental Science	4/5
EN 101	Rhetoric & Composition	4/4
WT 120	Water Ops and Mgnt.	4/4
PS 262	State and Local Government OR	4/4
PS 111	American Government	4/4

Total 16/17

### Third Semester

AC 101	Accounting Principles I	4/4
WT 270	Water in Motion	4/4
CM 103	Interpersonal Communications OR	3/3
CM 104	Public Speaking	4/4
EC 113	Economic Principles I	4/4
WT 240	Environmental Analysis	5/7

Total 20-21/21-23

### Fourth Semester

XX xxx	Humanities Elective	4/4
WT 220	Industrial Solutions	3/3
BU 205	Principles of Management	4/4
WT 230	Aquatic Evaluations & Bacteriology	3/4
WT 274	Environmental Internship	3/3

Total 17/18

# General Studies

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 62

Contacts Required: Varies

## Program Description

The Associate of Applied Science Degree in General Studies is an interdisciplinary course of study composed of between 18 to 20 credit hours of required General Education depending on course selection and 44 credit hours of program electives.

The 44 credit hours of program electives come from additional General Education and various occupational program areas. The courses are selected in consultation with an academic advisor. The selection of courses is based on integration and relatedness as opposed to a random collection of unrelated courses without thought given in their selection.

## General Education Requirements

### Communication:

Communication:

Writing	- EN	101	Rhetoric and Composition	4
Speaking	- CM	104	Public Speaking	4
			OR	
	- CM	103	Interpersonal Communications	3
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

All math courses except MA 090 and MA 102 or Mathematics of Business (BU 156) meet this requirement.

## Program Requirements

Program electives are selected based on their relatedness to an occupation or an occupational cluster. Course selection may be made from General Education or occupational areas. The required number of occupational courses is directly related to the occupation being pursued. Occupational areas are designated by the following prefixes:

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

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric and Composition	4/4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
			Total	16

### Second Semester

CM	103	Interpersonal Communications	3/3	
		OR		
CM	104	Public Speaking	4/4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
			Total	15-16

### Third Semester

MA	xxx	Math Choice	3 or 4	
XX	xxx	Social Science Choice	4/4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
			Total	15-16

### Fourth Semester

XX	xxx	Humanities Choice	4/4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
XX	xxx	Program Elective	4	
			Total	16

# Human Services

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 65

Contacts Required: 65

## Program Description

The Associate in Applied Sciences Degree is primarily designed for students who do not wish to transfer to a four-year college or university. This degree is an occupational degree offering entry level human services focus. The course may be tailored to meet specific occupational needs or opportunities. Students should work closely with an academic advisor to select courses needed for their intended major.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communication OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:\*\*\*

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

BU 156 Mathematics of Business	4/4
(or other approved math course)	

## Program Requirements

PY 201, SO 151, CA 101, PE 141 or PE 144, or two activity courses, EN 102, 22 credits of approved electives.

One of the following: 4/4

PS 110	Comparative Government and Politics OR	
PS 111	American Government OR	
PS 201	International Relations OR	
PS 262	State and Local Government OR	
HS 211	US History to 1865 OR	
HS 212	US History From 1865	
BI 104	Human Biology	4/4

Social and Behavioral Science Elec 4/4

Approved Electives\*\*\*\* 18

So 272 Human Services Internship 2 or 4

Internship may be waived in some circumstances

\*\*\*\*Approved electives are selected from the list of Social and Behavioral Sciences on page 59. Students are encouraged to consult their faculty advisor prior to selecting elective courses.

## Suggested Sequence Per Semester

This is a model and may vary with the transfer institution so be sure to check with your advisor and transfer school.

### First Semester

EN 101	Rhetoric and Composition	4/4
PY 201	Intro to Psychology	4/4
SO 151	Sociology	4/4
BU 156	Mathematics of Business, or higher	4/4
	<b>Total</b>	<b>16/16</b>

### Second Semester

PS xxx	Political Science OR	
HS xxx	U.S. History	4/4
CM 103	Interpersonal Comm. OR	3/3
CM 104	Public Speaking	4/4
XX xxx	Social and Behavioral Science Elec***	4/4
BI 104	Human Biology	4/4
PE xxx	Physical Education	1/1
	<b>Total</b>	<b>16/16</b>

### Third Semester

XX xxx	Humanities Elective	4/4
XX xxx	Approved Elective****	8/8
CA 101	Computer Concepts	4/4
PE xxx	Physical Education	1/1
	<b>Total</b>	<b>17/17</b>

### Fourth Semester

XX xxx	Approved Elective****	10/10
XX xxx	Internship or elective	4/4
EN 102	Research Writing	2/2
	<b>Total</b>	<b>16/16</b>

Actual courses and sequence vary with specialization. Many courses, particularly math, have prerequisites that must be met before they can be taken. Students not meeting the prerequisites for their required courses may need to take more time and more credits. Please refer to your catalogue or transfer guide and see your advisor.

Students wishing to pursue a four year Bachelors Degree in Social Work or Human Services should see their faculty advisor for program requirements.

# Law Enforcement

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 64

Contacts Required: 64

## Program Description

The Associate of 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.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Communication	3/3

### Social and Behavioral Sciences:

SO 103	Cultural Diversity	3/3
SO 151	Sociology	4/4
PS 111	American Government	4/4

### Humanities:

PI 204	Approaches to Ethics	4/4
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### Mathematical Problem Solving and Critical Thinking:

BU 156	Mathematics of Business (or higher)	4/4*
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## Program Requirements

CJ 110	Introduction to Corrections	4/4
CJ 112	Introduction to Criminal Justice	4/4
CJ 114	Criminal Justice Report Writing	2/2
CJ 212	Introduction to Law Enforcement	4/4
CJ 213	The Criminal Court System	4/4
CJ 214	Introduction to Criminal Investigation	4/4
CJ 215	Crime Scene Investigation	4/4
CJ 222	Highway Safety & Traffic Investigation	4/4
CJ 224	Emergency Preparedness/Crisis Management	4/4

### Approved Electives (one of the following)

PY 280	Abnormal Psychology
SO 207	Social Problems
SO 208	Marriage and the Family
SP 101	Spanish I
CJ 120	Legal Issues in Corrections
CJ 210	Client Growth and Development
CJ 220	Client Relations in Corrections
CJ 272	Internship in Law Enforcement

## Suggested Sequence Per Semester

### First Semester

EN 101	Rhetoric and Composition	4/4
CJ 112	Introduction to Criminal Justice	4/4
CJ 110	Introduction to Corrections	4/4
SO 151	Sociology	4/4
		Total 16/16

### Second Semester

CJ 213	The Criminal Court System	4/4
CJ 212	Introduction to Law Enforcement	4/4
XX xxx	Approved Elective	4/4
PS 111	American Government	4/4
		Total 16/16

### Third Semester

PI 204	Approaches to Ethics	4/4
CM 103	Interpersonal Communications	3/3
SO 103	Cultural Diversity	3/3
CJ 114	Criminal Justice Report Writing	2/2
CJ 214	Introduction to Criminal Investigation	4/4
		Total 16/16

### Fourth Semester

BU 156	Mathematics of Business*	4/4
CJ 215	Crime Scene Investigation	4/4
CJ 222	Highway Safety & Traffic Investigation	4/4
CJ 224	Emergency Preparedness/Crisis Mgt.	4/4
		Total 16/16

\* Or any math higher than BU 156 Mathematics of Business



# Marketing/Small Business

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 66-67

Contacts Required: 66-67

## 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.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Comm. OR	3/3
	- CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

EC 113 Macroeconomics or EC 114 Microeconomics	4/4
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### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math - BU 156 Mathematics of Business	4/4
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## Program Requirements

AC 100	Practical Accounting OR	
AC 101	Accounting Principles I	4/4
BU 151	Introduction to Business	4/4
BU 156	Mathematics of Business	4/4
BU 192	Business Communications	4/4
BU 200	Business Law I	4/4
BU 205	Principles of Management	4/4
BU 206	Small Business Management	4/4
BU 255	Marketing	4/4
BU 266	Principles of Selling	4/4
CA 101	Computer Concepts and Applications	4/4
CA 121	Microsoft Excel	1/1
CA 123	Microsoft PowerPoint	1/1
CA 125	Business Technology Tools	2/2
CA 140	Database Applications	3/3
XX xxx	Business Elective or Co-op	4/4

## Electives

Choose 4 credits from any AC, BU, CA, EC, or OS courses. Co-op credits (maximum of 4) may be used as elective credits. All Co-op credits must be approved by an advisor.

## Suggested Sequence Per Semester

### First Semester

BU 151	Introduction to Business	4/4
BU 156	Mathematics of Business*	4/4
CA 101	Computer Concepts and Applications	4/4
EN 101	Rhetoric & Composition	4/4
	<b>Total</b>	<b>16/16</b>

### Second Semester

CA 125	Business Technology Tools	2/2
AC 100	Practical Accounting OR	
AC 101	Accounting Principles I	4/4
CM 103	Interpersonal Comm. OR	3/3
CM 104	Public Speaking	4/4
BU 266	Principles of Selling	4/4
BU 192	Business Communications	4/4
	<b>Total</b>	<b>17-18/17-18</b>

### Third Semester

BU 200	Business Law I	4/4
EC 113	Macroeconomics OR	
EC 114	Microeconomics	4/4
BU 255	Marketing	4/4
CA 140	Database Applications	3/3
CA 121	Microsoft Excel	1/1
CA 123	Microsoft PowerPoint	1/1
	<b>Total</b>	<b>17/17</b>

### Fourth Semester

BU 205	Principles of Management	4/4
XX xxx	Business Elective or Co-op	4/4
XX xxx	Humanities Elective	4/4
BU 206	Small Business Management**	4/4
	<b>Total</b>	<b>16/16</b>

Keyboarding skills are necessary for the successful completion of this degree. Students without prior keyboarding experience should enroll in OS 105 Computer Keyboarding.

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

\*\*It is highly recommended to complete this class during your 4th /last semester of your program.

# Nursing

**Associate of Applied Science Degree-Nursing (Ladder Program-2 degrees granted)**

**Practical Nursing Certificate (Part I of the Generic Associate of Applied Science Degree Nursing Program)**

**Credits Required: 43**

**Associate of Applied Science Degree - 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: 29\***

**\*Total Credit Required: 72 (Part I and Part II of program together)**

## Program Description

\*Associate of 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 of 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 61 Broadway, 33rd Floor New York, NY 10006, 1-800-669-1656.

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

1. Generic A.D.N. program: For generic students, 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 3.0 GPA may be able to proceed directly to Part II (29 credits) on a space available basis. All others may be required to obtain licensure as a Practical Nurse and apply to the A.D.N. completion program.)

After successful completion of Part I, the student has the option to take the NCLEX for Practical Nursing. 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 \$36,920 for Licensed Practical Nurses, and \$55,380 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 Health Care Programs

All students accepted into nursing programs are required to purchase uniforms and liability insurance. Arrangements for liability insurance are made by the college. Prior to participation in clinical activities, students are required to pass a physical exam and be immunized for contagious diseases, at their own expense. Students are encouraged to maintain a personal health insurance policy whenever possible. Prior to accepting a seat in the nursing program, students must be certified in Cardio Pulmonary Resuscitation through the American Heart Association Basic Life Support, or Red Cross Professional Provider. In addition, students must successfully pass a criminal background check and possibly drug screening.

**NURSING PROGRAM**  
**ENTRANCE REQUIREMENTS**  
 BAY DE NOC COMMUNITY COLLEGE  
 (EFFECTIVE APRIL 1, 2007)

	<b>Part I - Practical Nurse Portion of the Generic Associate Degree Nursing Program</b>	<b>Part II - Registered Nurse Portion of the Generic Associate Degree Program &amp; A.D.N. Completion</b>
<b>Application Deadline</b>	<b>April 1</b> for Fall admission. Students are admitted only once a year. The Personal Information Form must be completed/postmarked by application deadline. Applicants must reapply with a new Personal Information Form <b>annually</b> if not accepted. <b>There is no waiting list.</b>	
<b>Minimum grade point average (GPA)</b>	2.5--applicants with GPA's less than 2.5 overall on the most recent transcript, with at least 12 credits, need to see a nursing advisor for ways to improve GPA. This GPA requirement must be met by the end of the winter semester for year applying. <b>Note:</b> 2.5 GPA does not guarantee placement in the nursing program; it only ensures the ability to be ranked with other applicants (see <i>Ranking of Applicants</i> .)	
<b>Conditional Acceptance</b>	Granted to High School seniors upon completion of all prerequisites. High School transcript must be forwarded immediately- no later than two weeks of graduation. Winter transcripts will be accepted until May 15.	There is no conditional acceptance except Generic A.D.N. students. All prerequisites must be met by application deadline. Winter transcripts will be accepted until May 15.
<b>Transcript used for ranking</b>	Only official transcripts will be used to evaluate prerequisite courses. Prerequisite courses include: <b>Algebra, Biology, Chemistry and English</b> , as defined below. Transcripts must be post-marked by application deadline.	(1) Prerequisite classes and those taken in applicant's PN program <b>and</b> (2) Bay or transfer classes for PN or A.D.N. program. Official transcripts must be post-marked by application deadline.
<b>Developmental courses</b>	Developmental or non-graded courses may be recommended prior to prerequisite courses but will not be used in ranking (i.e.: Nursing Assistant Program, EN109 College Reading for Speed & Comprehension, EN111 College Success Seminar, MA090 Fundamentals of Math.	
<b>Math requirement</b>	Two years of High School Math, including one year of Algebra with a C <b>OR</b> better each semester, <b>OR</b> a College Level Algebra class minimally equivalent to MA100 Basic Algebra, or MA101 Nurs Math with a C or better. *	Not applicable
<b>Biology requirement</b>	One year of High School Biology with a C or better each semester, <b>OR</b> a College Level Laboratory Biology class with a C or better*: Minimally equivalent to BI 103 Essential Biology.	BI213 A&P I and BI214 A&P II ( <b>If transferring credit, both courses must be taken at the same institution</b> )
<b>Chemistry requirement</b>	One year of High School Chemistry with a C or better each semester, <b>OR</b> a College Level Laboratory Chemistry course with a C or better, preferably CH107 Human Chemistry.	
<b>English requirement</b>	Two years of High School English with a C or better each semester, <b>OR</b> a College Level English minimally equivalent to EN100 College Writing Skills with a C or better.* (Note: EN101 is a program requirement)	Completion of a college composition course comparable to EN101 Rhetoric and Composition with a C or better.
<b>Other prerequisite courses</b>	Not Applicable	PY201 Intro to Psychology or SO151 Sociology, and NE273 Physical Assessment. (NE273 may be completed as a non-credit CEU course with similar approved content and hours.)

\*Pre-requisite courses believed to have been met prior to the 8 year timeline may be validated via Credit By Examination and/or pass equivalency scores for Math and English on the COMPASS exam.



	<b>Part I of the Generic Associate Degree Nursing Program (Practical Nurse Portion)</b>	<b>Part II of the Generic Associate Degree Program (Registered Nurse Portion) &amp; A.D.N. Completion</b>
Licensure	Not Applicable	Non-generic students and LPN's applying for the completion program must hold a current unrestricted PN license in the State of Michigan.
COMPASS	<p>The COMPASS test is required for all applicants. This test may be taken in Bay's computer lab at no charge. <b>Test results must be submitted by April 1.</b> If after 2 unsuccessful attempts, you must meet with an advisor to determine developmental classes needed. (Testing methods subject to change. If so, applicant will be notified.)</p> <p><b>Minimum Score: Algebra Level 2 &gt;45; English &gt;69 (Writing)</b>  <b>COMPASS Diagnostic 60 Level I and 45 Level II</b></p>	Not applicable
GAS Pre-Nursing Students	<p>Applicants not meeting the entrance requirements may enroll in the General Applied Science (GAS) Pre-Nursing major and work to meet the entrance requirements. They will be assigned an advisor to assist them in choosing appropriate classes. GAS Pre-Nursing students will <u>not</u> be guaranteed admission or priority placement into Part I or II of the A.D.N. program.</p>	Not applicable
Ranking of applicants	<p>80% = GPA (based on the 4 prerequisite courses)  10% = Residency  10% = Bay College attendance/number of credits taken  5% = Possess a current Health Occupation Certificate (ie: CNA, PTA, etc.)</p> <p>All pre-requisites must be met to qualify for ranking</p>	<p>80% = GPA (based on prerequisite, PN &amp; A.D.N. courses completed)  10% = Residency  10% = Bay College attendance/# of credits taken  (1-11 credits = 5 pts; 12+credits = 10 pts)</p>
Acceptance & placement in Full- or Part-time Program	<p><b>Acceptance in the program is based solely on above ranking criteria.</b>  Placement in Full or Part-time is determined, but not guaranteed, by the number of completed non-nursing classes for Part I of the A.D.N. Program: BI213, BI214, EN101, PY201 or SO151, PE141 or PE144, &amp; PE146 on (space available basis.)</p>	<p><b>Acceptance in program is based solely on above ranking criteria.</b> Placement in Full or Part-time is determined, but not guaranteed, by the number of completed non-nursing classes for Part II of A.D.N Program-BI225, BI276, AN201 (space available basis.)</p>
Clinical Facility Requirement	<p>All students must successfully pass a criminal background check in their state of residence prior to accepting a seat in the program.  Failure to pass the check according to affiliating agency standards will negate the student's ability to be accepted in the program.  <b>FBI fingerprinting and drug screening may be required at the student's expense.</b> (Note: Clinical facility policies and state law governs who is permitted in each facility and the type of screening required)</p>	<p>Accepted applicants must attend a <b>mandatory</b> orientation prior to the start of the program, or admission may be negated/forfeited.</p>
Program Orientation	<p>Students graduating from Part I (PN portion) of Bay's A.D.N. program with a program and pre-requisite 3.0 GPA and going directly into Part II of the ADN program are considered generic A.D.N. students and are not required to pass the NCLEX-PN before starting clinic courses. Generic students with a program and pre-requisite 3.0 GPA are guaranteed a full or part-time seat in Part II of the program on a space available basis only.</p>	<p>Students graduating from Part I of Bay's Summer A.D.N. program with less than a 3.0 GPA going directly into Part II of the A.D.N program are considered non-generic students and can <b>only</b> be considered for the part-time A.D.N. program because sufficient time must be allowed for passing the NCLEX-PN before starting clinics. Non-generic students are not guaranteed a seat in Part II of the program and must rank with others. Students graduating from Bay before Fall 1997 or other State approved PN programs must have successfully completed, in addition to the nursing component, core courses listed in <i>Other Prerequisite Courses</i>.</p>
Progression from Part I to Part II Generic Students Progression from Part I to Part II Non-Generic and Re-entry Students	<p>Students graduating from Part I of Bay's Summer A.D.N. program with less than a 3.0 GPA going directly into Part II of the A.D.N program are considered non-generic students and can <b>only</b> be considered for the part-time A.D.N. program because sufficient time must be allowed for passing the NCLEX-PN before starting clinics. Non-generic students are not guaranteed a seat in Part II of the program and must rank with others. Students graduating from Bay before Fall 1997 or other State approved PN programs must have successfully completed, in addition to the nursing component, core courses listed in <i>Other Prerequisite Courses</i>.</p>	

# Nursing

**Award Granted Upon Completion: Practical Nurse Certificate (part I of generic Associate in Applied Science Degree in Nursing)**

**Credits Required: 43**

**Contacts Required: 65**

## General Education Requirements

### Communication:

Writing - EN 101 Rhetoric and Composition 4/4  
Speaking, Listening, Reading-Concepts threaded throughout the program.

### Social and Behavioral Sciences:

PY 201 Introduction to Psychology or SO 151 Sociology

### Humanities:

AN 201 Cultural Anthropology

### Mathematical Problem Solving and Critical Thinking:

Embedded

## Program Requirements

BI 213, NE 116, PE 141 or PE 144, PE 146, BI 214, NE 101, NE 102, NE 117, NE 107, NE 120, NE 121, NE 122, NE 123, NE 140

## Suggested Sequence Per Semester

Practical Nurse Certificate (Full Time) -Offered at Main and West Campuses.

Part I of the A.D.N. Program

### First Semester (Fall)

BI 213	Anatomy and Physiology I*	4/5
EN 101	Rhetoric and Composition*	4/4
NE 101	Nursing Fundamentals	2/2
NE 102	Nursing Fundamentals Lab	2/6
NE 116	Pharmacology I	1/1
PE 141	Physical Fitness: A Wellness Approach* OR	
PE 144	Effective Stress Management*	2/2
PE 146	First Aid/Basic Life Support*	1/1
<b>Total</b>		<b>16/21</b>

### Second Semester (Winter)

BI 214	Anatomy and Physiology II*	4/5
NE 107	Nursing Fundamentals Clinic	2/6
NE 117	Pharmacology II	2/2
NE 120	Adult Health Nursing I	3/3
NE 121	Adult Health Nursing I Clinic	2/6
PY 201	Introduction to Psychology* OR	
SO 151	Sociology*	4/4
<b>Total</b>		<b>17/26</b>

### Third Semester (Summer)

NE 122	Adult Health Nursing II	3/3
NE 123	Adult Health Nursing II Clinic	2/6
NE 140	Introduction to Family Nursing	5/9
<b>Total</b>		<b>10/18</b>

## Suggested Sequence Per Semester

Practical Nurse Certificate (Part Time) -Offered on Main Campus Only. Part I of the A.D.N. Program

### First Semester (Fall)

BI 213	Anatomy and Physiology I*	4/5
NE 116	Pharmacology I	1/1
PE 141	Physical Fitness: A Wellness Approach* OR	
PE 144	Effective Stress Management*	2/2
PE 146	First Aid/Basic Life Support*	1/1
PY 201	Introduction to Psychology* OR	
SO 151	Sociology*	4/4
<b>Total</b>		<b>12/13</b>

### Second Semester (Winter)

BI 214	Anatomy and Physiology II*	4/5
NE 101	Nursing Fundamentals	2/2
NE 102	Nursing Fundamentals Lab	2/6
NE 117	Pharmacology II	2/2
<b>Total</b>		<b>10/15</b>

### Third Semester (Summer)

NE 107	Nursing Fundamentals Clinic	2/6
EN 101	Rhetoric and Composition*	4/4
NE 120	Adult Health Nursing I	3/3
<b>Total</b>		<b>9/13</b>

### Fourth Semester (Fall)

NE 121	Adult Health I Clinic	2/6
NE 122	Adult Health Nursing II	3/3
NE 123	Adult Health Nursing II Clinic	2/6
<b>Total</b>		<b>7/15</b>

### Fifth Semester (Winter)

NE 140	Introduction to Family Nursing	5/9
<b>Total</b>		<b>5/9</b>

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

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

# Nursing

**Award Granted Upon Completion: Associate in Applied Science Degree in Nursing (Part I and Part II of the Generic Associate in Applied Science in Nursing; and Part II of the non-generic LPN to ADN completion program-29 credits)**

**Credits Required: 72**

**Contacts Required: 110**

## General Education Requirements

### Communication:

Writing - EN 101 Rhetoric and Composition 4/4  
Speaking, Listening, Reading-Concepts threaded throughout the program.

### Social and Behavioral Sciences:

PY 201 Introduction to Psychology or SO 151 Sociology

### Humanities:

AN 201 Cultural Anthropology

### Mathematical Problem Solving and Critical Thinking:

Embedded

## Program Requirements

All coursed in the Practical Nurse Certificate and BI 225, BI 276, NE 230, NE 231, NE 232, NE 233, NE 241, NE 250

## Suggested Sequence Per Semester

Associate in Applied Science in Nursing (Full Time) - Offered on Main Campus. Part II of the A.D.N. Program

### First Semester (Fall)

BI 225	Medical Microbiology*	2/2
BI 276	Pathophysiology*	3/3
NE 230	Advanced Family Nursing	3/3
NE 231	Advanced Family Nursing Clinic	2/6
NE 232	Mental Health Nursing	3/3
NE 233	Mental Health Nursing Clinic	2/6

Total 15/23

### Second Semester (Winter)

NE 241	Management and Issues	2/2
NE 250	Nursing Knowledge: Synthesis to Adult Populations	8/16
AN 201	Cultural Anthropology*	4/4

Total 14/22

## Suggested Sequence Per Semester

Associate of Applied Science Degree Nursing (Part Time) - Part II of the A.D.N. Program

### First Semester (Fall)

BI 225	Medical Microbiology*	2/2
BI 276	Pathophysiology*	3/3
NE 232	Mental Health Nursing	3/3

Total 8/8

### Second Semester (Winter)

NE 233	Mental Health Nursing Clinic	2/6
NE 241	Management and Issues	2/2
AN 201	Cultural Anthropology*	4/4

Total 8/12

### Third Semester (Fall)

NE 230	Advanced Family Nursing	3/3
NE 231	Advanced Family Nursing Clinic	2/6

Total 5/9

### Fourth Semester (Winter)

NE 250	Nursing Knowledge: Synthesis to Adult Populations	8/16
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Total 8/16

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

Note: The combined credits from Part I (43 credits) and Part II (29 credits) of the program constitute the Generic Associate of Applied Science Nursing Degree Program (72 credits).



# Office Systems/Administrative Assistant

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 67-68

Contacts Required: 67-68

## Program Description

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

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Comm. OR	3/3
	- CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU 156	Mathematics of Business	4/4
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## Program Requirements

OS 108, OS 117, OS 119, CA 101, AC 100 or 101, OS 150, OS 191, CA 115, BU 192, OS 250, OS 218, CA 130, OS 120, CA 123, CA 140.

Bay West Course Sequences varies as follows:

### First Semester

OS 108  
BU 156  
CA 101  
OS 191

### Second Semester

AC 100 or AC 101  
OS 150  
CA 115  
CM 103  
OS 117

### Third Semester

BU 192  
OS 250  
OS 218  
CA 130  
OS 260

### Fourth Semester

OS 119  
EN 101  
CA 123  
CA 140  
XX xxx Humanities  
XX xxx Social Science

## Suggested Sequence Per Semester

### First Semester

OS 108	Adv. Keyboarding Skills	4/4
OS 117	Records Management	3/3
OS 119	Elect. Ten-Key Operations	2/2
BU 156	Mathematics of Business*	4/4
CA 101	Computer Concepts & Appl.	4/4

Total 17/17

### Second Semester

AC 100	Practical Accounting	
	OR	
AC 101	Accounting Principles I	4/4
OS 150	Word Processing Appls.	4/4
OS 191	Bus. Engl. & Proofreading	4/4
CA 115	Using Microsoft Windows	3/3
CM 103	Interpersonal Comm. OR	3/3
CM 104	Public Speaking	4/4

Total 17-18/17-18

### Third Semester

BU 192	Business Communications	4/4
OS 250	Adv. Word Proc. Appls.	3/3
OS 218	Machine Transcription	3/3
CA 130	Spreadsheet Applications	3/3
XX xxx	Soc./Behav. Sci. Elective	4/4

Total 17/17

### Fourth Semester

OS 260	Office Technology & Procedures	4/4
EN 101	Rhetoric & Composition	4/4
CA 123	Microsoft PowerPoint	1/1
CA 140	Database Applications	3/3
XX xxx	Humanities Elective	4/4

Total 16/16

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

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may enroll in and successfully complete OS 090 or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

Note: Many of the courses in this degree program are prerequisites to others or are offered only once a year. Failure to follow the prescribed sequence or to seek advising assistance may delay program completion.

# Office Systems/Secretarial: Legal

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 68-69

Contacts Required: 68-69

## Program Description

This program provides the necessary skills for an administrative assistant plus additional training necessary for the legal office. Training will be offered in office skills in addition to law and legal transcription.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Comm. OR	3/3
	- CM 104	Public Speaking	4/4
Listening and Reading		Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU 156	Mathematics of Business	4/4
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## Program Requirements

OS 108, OS 117, CA 101, BU 200, OS 191, OS 150, AC 100 or 101, BU 192, OS 250, OS 218, OS 120, OS 240, CA 115, CA 121, CA 122.

Bay West Course Sequences varies as follows:

### First Semester

OS 108  
OS 117  
CA 101  
OS 191

### Second Semester

BU 200  
OS 150  
CA 115  
OS 218  
CA 121  
CA 122

### Third Semester

AC 100 or AC 101  
BU 192  
OS 250  
OS 240  
BU 156  
OS 260

### Fourth Semester

BU 192  
EN 101  
CM 103  
XX xxx Humanities  
XX xxx Social Science

## Suggested Sequence Per Semester

### First Semester

OS 108	Adv. Keyboarding Skills	4/4
OS 117	Records Management	3/3
CA 101	Computer Concepts & Appl.	4/4
BU 156	Mathematics of Business*	4/4
		Total 15/15

### Second Semester

BU 200	Business Law I	4/4
OS 191	Bus. Engl. & Proofreading	4/4
OS 150	Word Processing Appls.	4/4
EN 101	Rhetoric & Composition	4/4
		Total 16/16

### Third Semester

AC 100	Practical Accounting	
	OR	
AC 101	Accounting Principles I	4/4
BU 192	Business Communications	4/4
OS 250	Adv. Word Proc. Appls.	3/3
OS 218	Machine Transcription	3/3
XX xxx	Soc./Behav. Sci. Elective	4/4
		Total 18/18

### Fourth Semester

OS 260	Office Technology & Procedures	4/4
OS 240	Legal Transcription	3/3
CA 115	Using Microsoft Windows	3/3
CA 121	Microsoft Excel	1/1
CA 122	Microsoft Access	1/1
CM 103	Interpersonal Comm. OR	3/3
CM 104	Public Speaking	4/4
XX xxx	Humanities Elective	4/4
		Total 19-20/19-20

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

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may enroll in and successfully complete OS 090 or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

Note: Many of the courses in this degree program are prerequisites to others or are offered only once a year. Failure to follow the prescribed sequence or to seek advising assistance may delay program completion.

# Office Systems/Medical Office Specialist

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 69-70

Contacts Required: 69-70

## Program Description

This program provides the necessary skills for an administrative assistant plus the specialization necessary for a position in a variety of medical offices. Training will be offered in office skills plus specialized medical courses in terminology, transcription, insurance, billing and coding.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	- CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- BU	156	Mathematics of Business	4/4
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## Program Requirements

OS 108, OS 117, CA 101, OS 150, OS 191, AC 100 or 101, NE 100, NE 119, OS 220, OS 218, BU 192, OS 230, OS 219, OS 120.

Bay West Course Sequences varies as follows:

<b>First Semester</b>	<b>Second Semester</b>
OS 108	OS 150
CA 101	OS 218
OS 191	NE 119
NE 100	BU 156
<b>Third Semester</b>	<b>Fourth Semester</b>
OS 219	OS 220
OS 230	EN 101
OS 260	CM 103
OS 117	XX xxx Humanities
AC 100 or AC 101	XX xxx Social Science

## Suggested Sequence Per Semester

### First Semester

OS 108	Adv. Keyboarding Skills	4/4
OS 117	Records Management	3/3
BU 156	Mathematics of Business*	4/4
CA 101	Computer Concepts & Appl.	4/4
		<b>Total 15/15</b>

### Second Semester

OS 150	Word Processing Appls.	4/4
OS 191	Bus. Engl. & Proofreading	4/4
AC 100	Practical Accounting	
	OR	
AC 101	Accounting Principles I	4/4
NE 100	Medical Terminology I	3/3
CM 103	Interpersonal Comm. OR	3/3
CM 104	Public Speaking	4/4
		<b>Total 18-19/18-19</b>

### Third Semester

NE 119	Medical Terminology II	2/2
OS 220	Med. Billing & Office Proc.	4/4
OS 218	Machine Transcription	3/3
BU 192	Business Communications	4/4
XX xxx	Soc./Behav. Sci. Elective	4/4
		<b>Total 17/17</b>

### Fourth Semester

OS 230	Medical Coding	4/4
OS 219	Medical Transcription	3/3
OS 260	Office Technology & Procedures	4/4
EN 101	Rhetoric & Composition	4/4
XX xxx	Humanities Elective	4/4
		<b>Total 19/19</b>

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

Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may enroll in and successfully complete OS 090 or successfully pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

Note: Many of the courses in this degree program are prerequisites to others or are offered only once a year. Failure to follow the prescribed sequence or to seek advising assistance may delay program completion.

# Office Systems/Secretarial

Award Granted Upon Completion: Certificate

Credits Required: 35

Contacts Required: 35

## Program Description

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

## General Education Requirements

None

## Program Requirements

OS 108, OS 117, OS 191, CA 101, CA 115, OS 150, OS 218, BU 192, CA 121, CA 122, CA 123, 3 credits of recommended electives.

## Suggested Sequence Per Semester

### First Semester

OS 108	Adv. Keyboarding Skills*	4/4
OS 117	Records Management	3/3
OS 191	Bus. English and Proofreading	4/4
CA 101	Computer Concepts & App.	4/4
CA 115	Using Microsoft Windows	3/3
	Total	18/18

### Second Semester

OS 150	Word Processing Applications	4/4
OS 218	Machine Transcription	3/3
BU 192	Business Communications	4/4
CA 121	Microsoft Excel	1/1
CA 122	Microsoft Access	1/1
CA 123	Microsoft PowerPoint	1/1
XX xxx	Recommended Electives**	3/3
	Total	17/17

Keyboarding skill is a required component of this certificate and is a prerequisite to many computer courses. Students who enroll in and successfully complete OS 090 pass the keyboarding test to fulfill this requirement. The keyboarding test may be taken during open hours in the Student Computing Center and is free of charge.

\*\*Electives should be chosen from the following prefix areas: AC, BU, CA, OS

Note: Many of the courses in this degree program are prerequisites to others or are offered only once a year. Failure to follow the prescribed sequence or to seek advising assistance may delay program completion.

# PC Software Support Specialist-Advanced Applications

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 65

Contacts Required: 67-68

## Program Description

This program is designed to prepare students to seek employment as PC Software Support Specialists. It combines training in the most common software applications to prepare graduates for employment in such fields as helpdesk support, software training, software troubleshooting, applications development, and network support.

## General Education Requirements

### Communication:

Writing	- EN 101	Rhetoric and Composition	4/4
Speaking	- CM 103	Interpersonal Communications	3/3
Listening and Reading		Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA 110	College Algebra	4/4
		OR	
	MA 115	Tech Algebra & Trig I	4/4

## Program Requirements

CA 101	Computer Concepts & Apps	4/4
CA 103	Visual Basic	4/4
CA 115	Using Microsoft Windows	3/3
CA 116	Windows Command Line	3/3
	OR	
CT 120	PC Operating Systems	3/4
CA 123	Microsoft PowerPoint	1/1
CA 125	Business Technology Tools	2/2
CA 130	Spreadsheet Applications	3/3
CA 140	Database Applications	3/3
CA 200	Exploring PC Software	2/2
CA 203	Visual Basic for Applications	3/3
CA 210	Web Page Design & Structure	3/3
CA 215	Web Publishing	3/3
CA 240	Advanced Database Applications	3/3
CT 130	Intro to LANs	3/4
OS 150	Word Processing Applications	4/4
OS 250	Advanced Word Processing Apps	3/3

## Suggested Sequence Per Semester

### First Semester

CA 101	Computer Concepts & Apps	4/4
CA 115	Using Microsoft Windows	3/3
CA 123	Microsoft PowerPoint	1/1
OS 150	Word Processing Applications	4/4
MA 110	College Algebra	4/4
	OR	
MA 115	Tech Algebra & Trig I	4/4
	<b>Total</b>	<b>16/16</b>

### Second Semester

CA 116	Windows Command Line	3/3
	OR	
CT 120	PC Operating Systems	3/4
CA 130	Spreadsheet Applications	3/3
OS 250	Advanced Word Processing Apps	3/3
EN 101	Rhetoric & Composition	4/4
CT 130	Intro to LANs	3/4
	<b>Total</b>	<b>15/17-18</b>

### Third Semester

CA 103	Visual Basic	4/4
CA 140	Database Applications	3/3
CA 210	Web Page Design & Structure	3/3
XX xxx	Social Science Elective	4/4
CM 103	Interpersonal Communications	3/3
	<b>Total</b>	<b>17/17</b>

### Fourth Semester

CA 125	Business Technology Tools	2/2
CA 200	Exploring PC Software	2/2
CA 203	Visual Basic for Applications	3/3
CA 215	Web Publishing	3/3
CA 240	Advanced Database Applications	3/3
XX xxx	Humanities Elective	4/4
	<b>Total</b>	<b>17/17</b>

# PC Software Support Specialist-Networking

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 67

Contacts Required: 74-75

## Program Description

This program is designed to prepare students to seek employment as PC Software Support Specialists. It combines training in the most common software applications to prepare graduates for employment in such fields as helpdesk support, software training, software troubleshooting, applications development, and network support.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Communications	3/3
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

Choose one of the courses listed on page 60 in the catalog under Social Science Courses Acceptable Toward an Associate Degree.

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	110	College Algebra	4/4
			OR	
	MA	115	Tech Algebra & Trig I	4/4

## Program Requirements

CA	101	Computer Concepts & Apps	4/4
CA	115	Using Microsoft Windows	3/3
CA	116	Windows Command Line	3/3
		OR	
CT	120	PC Operating Systems	3/4
CA	123	Microsoft PowerPoint	1/1
CA	130	Spreadsheet Applications	3/3
CA	140	Database Applications	3/3
CA	200	Exploring PC Software	2/2
CA	210	Web Page Design & Structure	3/3
CA	215	Web Publishing	3/3
CT	130	Intro to LANs	3/4
CT	131	Advanced Networks	3/4
CT	230	Intro to Unix/Linux	3/4
CT	250	Windows Networking I	3/4
CT	251	Windows Networking II	3/4
CT	255	PC Troubleshooting & Repair	4/6
OS	150	Word Processing Applications	4/4

## Suggested Sequence Per Semester

### First Semester

CA	101	Computer Concepts & Apps	4/4
CA	115	Using Microsoft Windows	3/3
CA	123	Microsoft PowerPoint	1/1
EN	101	Rhetoric & Composition	4/4
MA	110	College Algebra	4/4
		OR	
MA	115	Tech Algebra & Trig I	4/4
		Total	16/16

### Second Semester

CA	116	Windows Command Line	3/3
		OR	
CT	120	PC Operating Systems	3/4
CA	130	Spreadsheet Applications	3/3
OS	150	Word Processing Applications	4/4
CT	255	PC Troubleshooting & Repair	4/6
CM	103	Interpersonal Communications	3/3
		Total	17/19-20

### Third Semester

CA	210	Web Page Design & Structure	3/3
CT	130	Intro to LANs	3/4
CT	230	Intro to Unix/Linux	3/4
CT	250	Windows Networking I	3/4
XX	xxx	Social Science Elective	4/4
		Total	16/19

### Fourth Semester

CA	140	Database Applications	3/3
CA	200	Exploring PC Software	2/2
CA	215	Web Publishing	3/3
CT	131	Advanced Networks	3/4
CT	251	Windows Networking II	3/4
XX	xxx	Humanities Elective	4/4
		Total	18/20



# Water Resource Management

Award Granted Upon Completion: Associate in Applied Science Degree

Credits Required: 68-69

Contacts Required: 78-79

## Program Description

The Water Technology 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.

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm. OR	3/3
	CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

PS 262	State and Local Government	4/4
	OR	
PS 111	American Government	4/4

### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	110	College Algebra OR	4/4
	- MA	115	Technical Algebra & Trig I OR	4/4
	- MA	125	Technical Algebra & Trig II	4/4

## Program Requirements

WT 110, WT 260, CH 108, WT 150, WT 120, WT 230, WT 240, WT 270, WT 151, WT 250, WT 220, WT 255, WT 272, WT 273.

\*MA 125, CH 105 and CH 106 are recommended for the first and second semesters for students transferring into a baccalaureate degree. Students should check with the transfer institution.

## Suggested Sequence Per Semester

### First Semester

EN	101	Rhetoric and Composition	4/4
MA	110	College Algebra OR	4/4
MA	115	Technical Algebra and Trig. I OR	4/4
MA	125	Technical Algebra and Trig. II	4/4
WT	110	Wastewater Ops & Mgmt	4/4
WT	260	Current Issues for Managers	3/3

Total 15/15

### Second Semester

CH	108	Technical Chemistry I	5/7
WT	150	Team Project Course I	2/3
WT	120	Water Ops & Mgmt	4/4
PS	262	State and Local Government OR	4/4
PS	111	American Government	4/4
WT	230	Aquatic Evaluations & Bacteriology	3/4

Total 18/22

### Third Semester

WT	240	Environmental Analysis	5/7
WT	270	Water in Motion	4/4
CM	103	Interpersonal Communications OR	3/3
CM	104	Public Speaking	4/4
XX	xxx	Humanities Elective	4/4
WT	151	Team Project Course II	2/3

Total 18-19/21-22

### Fourth Semester

WT	250	Water Analysis & Techniques	5/7
WT	220	Industrial Solutions	3/3
WT	255	Mechanical & Instrumentation	3/4
WT	272	Professional Field Experience	3/4
WT	273	Professional Field Experience	3/4

Total 17/20

# Water Technology Certificate

Award Granted Upon Completion: Certificate

Credits Required: 37

Contacts Required: 43

## Program Description

The 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

WT 110, WT 240, WT 260, WT 270, WT 120, WT 230,  
WT 250, WT 255, WT 272, WT 273.

## Suggested Sequence Per Semester

### First Semester

WT 110	Wastewater Operations & Mgmt.	4/4
WT 240	Environmental Analysis	5/7
WT 260	Current Issues for Managers	3/3
WT 270	Water in Motion	4/4
		Total 16/18

### Second Semester

WT 120	Water Operations and Mgmt.	4/4
WT 230	Aquatic Evaluations and Bacteriology	3/4
WT 250	Water Analysis & Techniques	5/7
WT 255	Mechanics and Instrumentation	3/4
WT 272	Professional Field Experience Water	3/4
WT 273	Professional Field Experience Wastewater	3/4
		Total 21/25

# Transfer from other colleges to Bay de Noc Community College 1+1 Program in Water Resource Management

**Award Granted Upon Completion: Associate in Applied Science in Water Resource Management**

**Credits Required: 68-69**

**Contacts Required: 78-79**

## 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 de Noc Community College for specialized courses in Water Technology. Upon graduation, students are awarded an Associate in Applied Science Degree and are immediately eligible for certification and entrance into the water/wastewater treatment industry.

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

## General Education Requirements

### Communication:

Writing	- EN	101	Rhetoric and Composition	4/4
Speaking	- CM	103	Interpersonal Comm.	3/3

OR

	CM	104	Public Speaking	4/4
Listening and Reading			Concepts threaded throughout the program via all courses.	

### Social and Behavioral Sciences:

PS 262	State and Local Government	4/4
	OR	

PS 111	American Government	4/4
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### Humanities:

Choose one of the courses listed on page 59 in the catalog under Humanities Courses Acceptable Toward an Associate Degree.

### Mathematical Problem Solving and Critical Thinking:

Math	- MA	110	College Algebra OR	4/4
	- MA	115	Technical Algebra & Trig I OR	4/4
	- MA	125	Technical Algebra & Trig II	4/4

### Natural Science

- CH	105	General Chemistry I	5/7
- CH	106	General Chemistry II	5/7

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

## Program Requirements

CH 105, CH 106, WT 110, WT 260, WT 240, WT 270, WT 120, WT 250, WT 230, WT 255, WT 272, WT 273, WT 220.

## Suggested Sequence Per Semester

### Sophomore Year Courses at Bay de Noc Community College

#### Fall Semester

WT 110	Wastewater Ops. & Mgmt.	4/4
WT 260	Current Issues for Managers	3/3
WT 240	Environmental Analysis	5/7
WT 270	Water in Motion	4/4
	<b>Total</b>	<b>16/18</b>

#### Winter Semester

WT 120	Water Ops. & Mgmt.	4/4
WT 250	Water Analysis and Techniques	5/7
WT 230	Aquatic Eval. & Bacteriology	3/4
WT 255	Mechanical and Instrumentation	3/4
WT 220	Industrial Solutions	3/3
WT 272	Professional Field Experience	3/4
WT 273	Professional Field Experience	3/4
	<b>Total</b>	<b>24/28</b>

Fourth semester academic courses will be completed during the first half of the semester. Second half of the semester will be full-time cooperative work experience.

# Welding

Award Granted Upon Completion: Certificate

Credits Required: 33

Contacts Required: 45

## Program Description

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

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

## General Education Requirements

None

## Program Requirements

WE 110, WE 120, WE 220, MT 101, MA 102, WE 210, WE 260, TE 105, MT 100.

## Suggested Sequence Per Semester

### First Semester

WE 110	Intro. to Oxygen-Acetylene Welding	3/4
WE 120	Basic Arc Welding	4/6
WE 220	Gas Metal Arc Welding (MIG)	4/6
MT 101	Blueprint Reading	2/3
MA 102	Introduction to Tech Math	4/4
	Total	17/23

### Second Semester

WE 210	Advanced Arc Welding	4/6
WE 260	Gas Tungsten Arc Welding	4/6
TE 105	Materials of Industry	4/4
MT 100	Basic Machine Tool Operation	4/6
	Total	16/22

Note: The following classes are not part of the certificate degree but are offered for those who are interested in pursuing a career in the pipe welding field.

WE 240 Basic Pipe Welding 4 (2-4)  
WE 280 Advanced Pipe Welding 4 (2-4)

# Course Descriptions

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## GUIDE TO COURSE DESCRIPTIONS

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

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



## AC-ACCOUNTING

AC 100 4 (4-0)

### Practical Accounting

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

AC 101 4 (4-0)

### Accounting Principles I

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

AC 102 4 (4-0)

### Accounting Principles II

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

AC 103 2 (2-0)

### Accounting with Microcomputers

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

AC 210 4 (4-0)

### Intermediate Accounting I

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

AC 211 4 (4-0)

### Intermediate Accounting II

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

AC 215 4(4-0)

### Cost Accounting I

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

AC 216 4(4-0)

### Taxation I

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

AC 225 4 (4-0)

### Cost Accounting II

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

AC 272 1-4

### Accounting Co-op

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

## AN-ANTHROPOLOGY

AN 201 4 (4-0)

### Introduction to Cultural Anthropology

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

## AU- AUTOMOTIVE TECHNOLOGY

AU 100 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.

AU 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. Corequisite: AU 120

AU 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.

AU 130 4 (2-4)

### Automotive Standard Transmissions and Power Trains

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

AU 140 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. Corequisite: AU 120

AU 150 5 (3-5)

### Automotive Suspension and Steering

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

AU 200 5 (3-5)

### Automotive Engine Performance II

This course is a continuation of AU140. It is an introduction to information and diagnosis of engine emissions and performance conditions related to 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: AU 120 & AU 140.



**AU 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: AU 120 Automotive Electrical I.

**AU 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: AU 130.

**AU 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: AU 120.

**AU 272** 6 (0-6)  
**Automotive Service Co-op**  
This cooperative work experience is designed to provide the student with on-the-job training opportunities. It is a capstone course for the certificate program or assists the transition from the freshman to sophomore year of the associate degree program. Prerequisites: Completion of two semesters of the Automotive Technology Program and instructor recommendation.

## BI-BIOLOGY

**BI 100** 4 (4-0)  
**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.

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

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

**BI 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, BI 107 should be taken concurrently with BI 108, Environmental Science Lab. Prerequisites: None, although students will benefit from having had at least 1 year of natural science in high school or BI 100. Normally to be offered each semester.

**BI 108** 1 (0-2)  
**Environmental Science Lab**  
This course provides lab experiences associated with BI 107. BI 108 should be taken concurrently with BI 107.

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

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

**BI 200** 4 (3-3)  
**Plant Biology**  
In this course, students study the diversity, structure, function, and ecology of plants. Prerequisite: BI 103, or BI 110 and 112, or consent of the instructor. Offered on demand.

**BI 202** 4 (3-3)  
**General Biology III: Plant and Animal Form and Function**  
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: BI 110 and BI 112 or BI 103. Offered in the fall semester.

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

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

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

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

**BI 226** 4 (3-3)  
**Microbiology**  
An introductory course designed to give the student an understanding of the means by which microorganisms' growth can be controlled and regulated, their symbiotic relationships, and host responses to their presence. Prerequisite: Eight credits of Biology or permission of the instructor. Exposure to biochemical principles is recommended. Normally offered winter semester of even numbered years. (2008, 2010,.....)

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

**BI 255** 3 (3-0)  
**Genetics**  
This course emphasizes the development of analytical and problem solving skills in molecular, Mendelian, and population genetics. To meet natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BI 255 must be taken concurrently with BI 256, Genetics Lab. Prerequisite: BI 103, or BI 110 & 112, or consent of the instructor. Offered on demand.

**BI 256** 1 (0-3)  
**Genetics Lab**  
This course provides lab experiences associated with BI 255. BI 256 should be taken concurrently with BI 255.

**BI 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, BI 270 must be taken concurrently with BI 271, Ecology Lab. Prerequisite: BI 103, or BI 110 & 112, or consent of the instructor. Offered on demand.

**BI 271** 1 (0-3)  
**Ecology Lab**  
This course provides lab experiences associated with BI 270. BI 271 should be taken concurrently with BI 270.

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

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

## BU-BUSINESS

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

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

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

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

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

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

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

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

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

**BU 256** 4 (4-0)  
**Elements of Retailing**  
A study of the opportunities in retailing establishments. Such subjects as store locations, arrangement in relation to sales, volume and profit, variations and fluctuations, and their effect on buying and selling will be reviewed. Normally offered in winter semester. Offered only Fall '05, then course will be discontinued.

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

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

**BU 275** 4 (4-0)  
**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: BU 151.

## CA- COMPUTER APPLICATIONS

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

**CA 103** 4 (4-0)  
**Visual Basic**  
This course will introduce the student to computer programming. It will focus upon the necessary logic structures required for structured programming. In addition, it will provide the students with an opportunity to apply the logic structures using Visual Basic, a versatile and powerful Windows-based programming language. Students will complete a series of programming assignments in the course. No prior experience with programming is required. Prerequisite: MA 100 or appropriate placement score or permission of instructor or. Normally offered in the fall semester.

**CA 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 the more complex uses of the program. Outside lab time may be necessary to complete computer assignments. Prerequisite: CA 101 or permission of instructor.

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

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

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

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

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

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

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

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

**CA 200** 2 (2-0)  
**Exploring PC Software**  
This course will allow a student to enhance their skills in the software arena. The student will explore various software packages by completing simulated projects. It is designed for students who have experience using application software and are interested in exploring new software features and applications. Some assignments may require outside computer lab time. Prerequisites: Previous experience using application software. Normally offered in winter semester.

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

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



**CA 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: CA 210 or permission of instructor. Normally offered in the winter semester.

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

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

## CD- EARLY CHILDHOOD DEVELOPMENT

**CD 101** 3 (3-0)  
**Introduction to  
Early Childhood Development**  
An introductory course to the field of Early Childhood Development and Education. 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. Students will also do a 30 hour practicum of community service in a setting involving working with children and their families.

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

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

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

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

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

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

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

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

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

## CG- COMPUTER AIDED DESIGN

**CG 100** 1 (2-0)  
**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: CAD Major.

**CG 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: CAD Major.

**CG 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, and software and hardware compatibility. Prerequisites: CAD Major or permission of instructor.

**CG 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. Prerequisite: CAD Major or permission of instructor.

**CG 122** 3 (2-3)  
**Dimensioning and Tolerancing**  
A study of dimensioning and tolerancing as applied to mechanical and architectural documentation. Topics include: dimensioning, detail dimensioning, dimensioning techniques, tolerancing, GDT symbology, datums, and tolerance calculations. Prerequisite: CAD Major.

**CG 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: CG 115, CG 120, or permission of instructor.

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

**CG 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 CG 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: CG 100, CG 125, and CG 135.

**CG 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: CG 115, CG 120, or permission of instructor.

**CG 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: CG 115, CG 120 or permission of instructor.

**CG 227** 3 (2-3)  
**CATIA**  
An in-depth study of the CATIA 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: CG 115, CG 120 or permission of instructor.

**CG 235** 3 (2-3)  
**ProEngineer**  
An in-depth study of ProEngineer with emphasis on learning the software. Topics include: Principles of Solid Modeling, parametric design, generation of bill of materials, creating symbols, assembly modeling, and automated associated drafting. Prerequisite: CG 115, CG 120 or permission of instructor.

**CG 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: CG 115, CG 120 or permission of instructor.

**CG 245** 3 (2-3)  
**Architectural Design and Construction**  
As study of architectural design and construction methods. Topics include mechanical systems, concrete, steel, and electrical systems, as well as human factors and cost analysis. Prerequisites: CG 240 or permission of instructor.

**CG 250** 2 (1-2)  
**Drafting/Modeling-Electrical**  
An introduction to standard electronic symbology and diagrammatic representation. Drafting topics include standard documentation practices for block diagrams, wiring diagrams, circuit schematics, control circuits, standard PCC layouts, printing wiring assemblies, and art masters. Computer topics include library construction, database manipulation, data extraction, and circuit simulation. Prerequisites: CG 120 or permission of instructor.

**CG 255** 3 (2-3)  
**Industrial Design and Manufacturing**  
A study of the systematic processes controlling and guiding product design development, and construction/manufacture. Topics include aesthetics, design principles, and design processes. Emphasis is placed on planning, analysis, evaluation and critical thinking. Prerequisites: CG 125, CG 135, or permission of instructor.

**CG 257** 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: CG 115, CG 120 or permission of instructor.

## CH-CHEMISTRY

**CH 100** 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: One year of H.S. algebra, or MA 100/MA115 with a "C" grade or better, or permission of instructor. An appropriate science calculator is required. Normally offered fall semester

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

**CH 105** 5 (4-3)  
**General Chemistry I**  
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: CH 100 with a "C" or better or one year of high school chemistry and MA 105 with a "C" or better or a year of high school algebra or appropriate score on the math placement exam. Normally offered in the fall semester.

**CH 106** 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: CH 105. Normally offered in the winter semester.

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

**CH 108** 5 (4-3)  
**Technical Chemistry**  
This course is a one-semester chemistry course designed primarily to meet the needs of Water Resource Management students. 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. Prerequisites: One year high school chemistry or CH 100 and one year high school algebra or MA 105. Normally offered winter semester.

**CH 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: CH 105 and CH 106. Normally offered in the fall semester.

**CH 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: CH 201. Normally offered in the winter semester.

## **CJ-CRIMINAL JUSTICE**

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

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

**CJ 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 and 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.

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

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

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

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

**CJ 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: CJ 212.

**CJ 215** 4 (4-0)  
**Crime Scene Investigation**  
This course is designed to teach the specifics of gathering, identifying, preserving and analysing 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. This course builds on CJ 214. Prerequisite: CJ 214.

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

**CJ 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 diagraming 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 for 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: CJ 212.



**CJ 224** 4 (4-0)  
**Public 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: CJ 212.

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

**CJ 272** 4 (1-4)  
**Criminal Justice Internship**  
Students who have completed CJ112 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. This course is offered during any semester and during the spring and summer. Prerequisite: Student must be a sophomore in good standing with a GPA of 2.0 or greater.

**CJ 273** 4 (1-4)  
**Criminal Justice Internship**  
Students who have completed CJ272, 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 CJ272, 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. This course is offered during any semester and during the spring and summer. Prerequisites: CJ272 Criminal Justice Internship; and student must be a sophomore in good standing with a GPA of 2.0 or greater.

## CM-COMMUNICATIONS

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

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

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

**CM 201** 4 (4-0)  
**Mass Communication and Popular Culture**  
This course examines the impact of mediated communication on our culture. Emphasis will be placed on description, analysis, interpretation, and evaluation of mass media forms and their integration in modern society. Meets humanities requirement.

**CM 225** 4 (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. Prerequisite: EN 101 or permission of instructor. Meets the Humanities requirement.

## CS-COMPUTER SCIENCE

**CS 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: MA 110 with a grade of "C" or better or four years of high school college prep mathematics with a "C" or better grade average. Normally offered in the fall semester.

**CS 122** 4 (4-0)  
**Introduction to Computer Science II**  
A continuation of CS 121. The course focuses on advanced programming techniques that are used to solve large problems. Topics include programming style, specifications, object-oriented design and program validation. Additional topics in C++ are covered. Each student, in addition to regular programming assignments, will be required to complete a programming project. Prerequisite: CS 121 and MA141, both with a grade of C or better. Normally offered in the winter semester.

## CT-COMPUTER SYSTEMS TECHNOLOGY

**CT 120** 3 (2-2)  
**PC Operating Systems**  
Students will learn the fundamentals of micro-computer operating systems. Emphasis on Windows XP, Linux Fedora and Mac OS. Focus on structure of operating system, including kernel and shell. Labs include how to install and configure each operating system (minimum of 4 during course) as well as installing applications, installing and configuring firewalls and spyware, maintenance and multimedia features (burning, digital editing, communications) each operating system includes. Course maps directly to Comptia A+ certification when taken with CT 255 and is accepted by most universities as CS transfer course.

**CT 130** 3 (2-2)  
**Intro to LANS**  
Will introduce students to connectivity concepts with emphasis on the hardware and software components necessary to implement a local area network. Students will design and implement file-server based and peer-to-peer local area networks with hardware applications to include cabling of local network.

**CT 131** 3 (2-2)  
**Advanced Networks**  
Course exposes students to technologies and techniques in Advanced Networks, focusing on the IP routed network. Included is an in depth look at IP packet structure, routing, and an overview of Wifi (Wireless Computing). This course requires extensive hands on labs including the installation of small networks using hubs and switches, remote networks using routers, and firewall and security management. Other topics include Wireless Networking, Voice Over IP, and managing and analyzing wireless networks using advanced management software and site survey tools. Prerequisites: CT 130 Local Area Networks and ET 125 Electricity and Electronics.

**CT 140** 4 (4-0)  
**Digital Communications**  
This course is an introduction to telecommunications technologies, including their application and implications for business. This course will also include a study of the basic electronics concepts that apply to communications. These include signal modulation (AM, FM, PM), signal transmission, and multiplexing

**CT 155** 3 (2-2)  
**PC Hardware Concepts**  
(This course is no longer required. Students pursuing the CT degree should enter directly into CT 255) In-troduction to PC hardware and is perfect for students without a technical background who are interested in learning more about computer systems. Students explore the subsystems that make up a computer, including how to "build your own", upgrade, and optimize. Also, students learn how to solve typical hardware and software problems.

**CT 201** 3 (3-1)  
**Systems Analysis and Design**  
This course presents the information systems development situation and environment. The student will be introduced to the roles of the systems analyst and systems development team, information systems building blocks, and a contemporary systems development methodology. We will also cover the Systems Design and Construction Methods; the middle life cycle activities, tools, and techniques and how they apply to networks, systems and information systems. Finally, students will take part in teams to take on the challenge of identifying systems and problems relating to the systems, proposing theories, and developing solutions for the problems.

**CT 210** 3 (2-2)  
**Network Security**  
A study of security requirements and how to design secure enterprise network infrastructure. Topics include analyzing technical requirements; analyzing and "hardening" Windows, Novell, linux and Mac network infrastructures, Internet connectivity solutions (email/html), wide area network infrastructures, hacks and attacks, security incident reporting and computer forensics. Students interested in being Network Administrators or technicians, Systems Analysts, or Network Security technicians or anyone pursuing the Security+ certification should take this course. Prerequisites: CT 131.

**CT 230** 3 (2-2)  
**Introduction to Unix/Linux**  
This course is intended to teach fundamentals of the Unix operating system to students with little or no prior experience in Unix. It will cover the concepts and tools needed to work effectively in a Unix system environment. Familiarity with computers and with the Windows operating system is assumed. This course will also teach several Linux interfaces. Prerequisites: CT 120 PC Operating Systems or CA 116 DOS for Windows Users.

**CT 231** 3 (2-2)  
**Linux Installation and Administration**  
In depth look Linux, focusing on proper installation and administration of the operating system using Fedora Linux. Also, students will examine the theoretical concepts common to the Linux system that have increased in popularity. This course will be presented in a "hands-on approach" and labs will cover NFS, SAMBA, RAID, DHCP, and IPTABLES. Prerequisite: CT 131.

**CT 245** 4 (2-2)  
**SQL Database Administration**  
This course provides students with the background to design, implement, and use database management systems in managing the data needs of an organization. It introduces, in a comparative framework, the structure, requirements, functions, and evolution of database management systems. After covering conceptual data modeling and entity relationship data model, the course focuses on relational data modeling. Students learn relational algebra in application to Structured Query Language (SQL) objects, SQL transaction query language, which they will apply to both Sequel and MySQL databases. Students will load and configure Microsoft Sequel 2005 Server and Linux Server using MySQL. Database design is introduced and discussed in detail. Concepts of data integrity, security, privacy, and concurrence control are introduced. Ethical issues in the maintenance and use of a database and globalization of information technology are also discussed. Prerequisites: CT 201 and CT 250.

**CT 250** 3 (2-2)  
**Windows Networking I**  
Course introduces students to latest Windows Network Operating System from a network planning, design and management perspective. Course maps directly to Microsoft Certified Systems Administrator certification. Emphasis on role of administration of users, Active Directory concepts and design, Group Policies for easier network administration, enforcement of corporate policies, and se-curity. Students load, configure, and administer Windows server and workstations. Accepted by most universities as CS transfer. Prerequisite: CA 115 or CT 120

**CT 251** 3 (2-2)  
**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 trouble-shooting, 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: CT 250

**CT 255** 4 (3-3)  
**PC Troubleshooting & Repair**  
Course introduces students to components and software related to PC's and peripheral devices. Heavy emphasis on scientific method in relation to troubleshooting hardware and software issues. Students study and perform significant time in labs on motherboards, bus architecture, hard drives, memory, methods of interfacing, input and output devices. Through hands on experience students learn to resolve conflicts, protect systems using firewall/anti-spyware, printers, and electrical components. Course maps directly to Comptia A+ certification when taken at same time as CT 120. Prerequisites: None

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

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

CT 280 3 (2-2)

### Novell Networks I

This course is an introduction to Novell NetWare and to local area network technology. Connectivity concepts with emphasis on hardware and software components will be emphasized.

CT 281 3 (1-3)

### Novell Networks II

This course focuses on optimizing and troubleshooting the Novell network environment. Topics include system support, optimization and security. Students will demonstrate the ability to troubleshoot network problems. Prerequisite: CT 280.

CT 282/283/284 4 (4-0)

### Computer Systems Technology Special Topics

Special topics in Computer Systems addresses subjects not typically addressed in-depth in survey classes, such as advanced operating systems and network operating systems, shell scripting, specific programming languages, and digital communications. CT 282 is offered as per need/interest upon approval of CT Department Instructor.

## EC-ECONOMICS

EC 110 4 (4-0)

### Consumer Economics

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

EC 113 4 (4-0)

### Macroeconomics

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

EC 114 4 (4-0)

### Microeconomics

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

## ED-EDUCATION

ED 103 2 (2-0)

### Professional Career Development

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

ED 201 4 (4-0)

### Health Education

Designed to acquaint the student with health problems of the individual, school, community, and nation. The class also stresses procedures in seeking solutions to those problems. Normally offered in both semesters.

ED 202 4 (4-0)

### Educational Psychology

This course is an introduction to the 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: PY 201 or permission of instructor.

ED 210 2 (2-0)

### Exploring Teaching

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

## EN-ENGLISH

EN 071 1 (1-0)

### Vocabulary Builder

This course offers students improvement in their vocabularies by studying the Greek and Latin roots of the English language. By learning prefixes, suffixes, and other "word builders," students will improve their knowledge of our language which in turn will improve their reading. Vocabulary Builder I does not fulfill degree requirements but is highly recommended for any student whose ACT or COMPASS scores indicate a need for reading augmentation.

EN 081 2 (2-0)

### Modern English Grammar

We all want to write right. We all want write, right? 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 EN 101 if desired. This course does not fulfill degree requirements.

EN 090 1 (1-0)

### Dyslexia Reading Remediation

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

EN 092 2 (2-0)

### Working With Dyslexics

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

EN 099 4 (4-0)

### Remedial Reading

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

EN 100 4 (4-0)

### College Writing Skills

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



**EN 101** 4 (4-0)  
**Rhetoric and Composition**  
This course is designed to help students develop their writing, reading, and thinking skills. Major emphasis is on writing and the writing process. Students will be assigned a variety of both formal and informal writings in expository, narrative, and persuasive modes. In addition, students will be expected to respond in writing to a variety of readings. Although instruction in grammar and mechanics is provided, students are expected to enter the course with a firm foundation in basic writing skills. Student papers will often be used to illustrate writing techniques. The writing lab will provide students with experience in using computers as a writing tool. Prerequisite: EN 100 or COMPASS score of 69 or higher in English or ACT score of 18 or higher in English.

**EN 102** 2 (2-0)  
**Research Writing**  
Research Writing provides instruction and practice in writing interesting, informative, and evaluative college research papers. Students will conduct library research, acquaint themselves thoroughly with a narrow topic of their choice, devise appropriate thesis statements, and develop their papers with material from a variety of authoritative sources. Documentation will be based upon the most recent edition of THE MLA HANDBOOK. Prerequisites: EN 101.

**EN 109** 3 (3-0)  
**Reading for Speed and Comprehension**  
This course offers the student an opportunity to improve vocabulary, comprehension, and speech flexibility within a classroom and laboratory setting using materials appropriate for the student's current level of reading. The student's grade levels will be tested upon entrance and exit. Reading for Speed and Comprehension does not fulfill degree requirements but is highly recommended for students whose ACT or COMPASS test scores indicate a need.

**EN 111** 2 (2-0)  
**College Success Seminar**  
The purpose of this course is to prepare students for a successful college experience. Research shows that students who have set career goals, possess basic academic skills, and have a sense of belongingness to the college community are most likely to succeed in college. The course seeks to assist students in exploring and developing their career path. Students will also learn how to locate and use important college resources and build community with fellow students, faculty, and staff. In addition, students will further develop academic and personal skills such as time management, study skills, test-taking skills, strategic learning skills, critical thinking skills, and goal-setting.

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

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

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

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

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

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

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

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

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

**EN 209** 4 (4-0)  
**Writing Creative Nonfiction**  
This course provides an introduction and immersion into the writing genre of creative nonfiction. Students will construct a writing portfolio of short works in creative nonfiction. Classroom activities will include active discussion of the various models and approaches used in creative nonfiction, analysis of the major writers in creative nonfiction, and the revision of student nonfiction writing. Prerequisite: EN 101. Meets the humanities requirement.

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

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

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

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

**EN 260** 1-4 (1-4-0)  
**Writers Workshop**  
This course is designed for students who wish to carry out specific writing projects in any of several kinds including poetry, fiction, expository writing, journalism, and other written communications. Project might include ambitious tasks such as working on a novel or preparing a manuscript of poetry, or less complex ones such as writing a magazine article or preparing an informational brochure. In an independent study format, students will contract with the instructor for one to four credit hours, depending on the scope, length, and difficulty of the project. Those enrolled will meet once a week for group critiques. Prerequisite: EN 101, or writing ability demonstrated by sample of students work. Offered on demand.

**EN 272** 1-4 (1-4-0)  
**Journalism (English) Internship and Co-operative Education**  
Students who have acquired the fundamentals of English compositions and journalism are given an opportunity to put their knowledge and skills into practice through this Intern/Co-operative Education course. They may earn elective credit by working in news media, public or employee relations, public information, or in-house publications. Internship means work for credit only, while co-operative education means work for pay under the guidelines of co-operative education at Bay. Prerequisite: 24 semester hours or more completed with a G.P.A. of at least 2.0 Completion of the following courses: EN 208, 220, 221. To be placed in the news media, students should take both EN 220 and 221. Also required: PS 111, or 262. Recommended courses include any of the following: EN 220, EN 210, HS 101, 102, 211, and 212.

**EN 280 (281, 282)** 4 (4-0)  
**Special Topics in Literature**  
This topics course will cover a range of gender, genre, or period studies through fiction, poetry, drama, film, and occasional nonfiction. Such topics might include Women's Literature, Poetry, Literature & Film of World War II, etc. See registration schedule for specific offerings. Students may also petition Division for specific topics. Meets the Humanities requirement.

**ET-ELECTRONICS**  
**ET 125** 4 (4-0)  
**Electricity & Basic Electronics**  
This course is designed as an overview of electricity and electronic theory. Course content includes sources and uses of electricity, basic electrical components, Ohm's Law, introduction to Kirchoff's voltage and current laws, series, parallel, and combination circuits, DC and AC concepts, AC and DC motor and generator operation, reactance and impedance, electromagnetic induction and transformers, semiconductor devices, integrated circuits, introduction to computers, fiber optic theory, and career opportunities in electricity and electronics. Also included in the course is the operation and use of basic test equipment, comparison between physical and schematic representation, and electrical safety precautions.

**FA-FINE ARTS**  
**FA 100** 4 (4-0)  
**Introduction to Art-Design I**  
An introductory course in the principles of visual organization in relation to the two-dimensional surface. The student works with black and white and color problems while exploring the use of various media used in art. Normally offered fall and winter semesters.

**FA 101** 4 (4-0)  
**Introduction to Art-Design II**  
A continuation of FA 100 with emphasis on the three-dimensional aspects of art. Experimentation with varied media directed towards expressive ends in the third dimension or sculptured form. Normally offered in fall and winter semesters. Prerequisite: FA 100.

**FA 198** 1 (0-20)  
**Theater Practicum I**  
Practical work in dramatics by special arrangement with the instructor, in the following areas: Acting, directing, scene construction/painting, running crew, lights, sound, costumes, make-up, stage management, props, publicity, house management, technical design, or individual activities as directed by the instructor. May be repeated for a maximum of two credits.

**FA 199** 1 (0-20)  
**Theater Practicum II**  
Practical work in dramatics by special arrangement with the instructor, in the following areas: Acting, directing, scene construction/painting, running crew, lights, sound, costumes, make-up, stage management, props, publicity, house management, technical design, or individual activities as directed by the instructor.

**FA 200** 4 (4-0)  
**Painting I**  
This studio class gives the student a working knowledge of the materials and processes involved in painting. It also develops ways of thinking about painting as self-expression. The student may choose to work in more than one medium.

**FA 201** 4 (4-0)  
**Sculpture**  
This class provides an opportunity for the student to do original work in modeling or carving using wood, clay, stone, or other three dimensional materials. Prerequisite: FA 101 or permission of instructor.

**FA 202** 4 (4-0)  
**Printmaking**  
A studio class which will give the student an opportunity to apply artistic principals in original work in block printing, silk-screen printing, and etching. Prerequisite: FA 100 or FA 205 or permission of instructor.

**FA 203** 4 (4-0)  
**Ceramics I**  
A studio class in which the student will work in both hand-building and wheel methods of forming clay. Various methods of decorating, glazing, and firing pots and sculptures will be included.

**FA 204** 4 (4-0)  
**Art History to 1300**  
A chronological study of painting, sculpture, and architecture from the prehistoric times through the Gothic period. Emphasis is on the style, iconography, and historical context of works. Students will develop an understanding and appreciation of both the art and the society which produced it. Meets Humanities requirement.

**FA 205** 4 (4-0)  
**Drawing I**  
A two-dimensional course for the student interested in drawing. The course will develop in the student the fundamental techniques of drawing. The student will work with various materials and subjects. Emphasis will be placed on developing a process of drawing which the student can use later by herself/himself. Normally offered in fall semester.

**FA 206** 4 (4-0)  
**Stained Glass**  
An introductory course in the art of stained glass. Designed for those who wish to learn how to design and execute stained glass objects. The course will provide the basic knowledge of how to design windows, panels, and three-dimensional objects in glass. Offered on demand.

**FA 207** 4 (4-0)  
**Art History 1300 to Present**  
A chronological study of painting, sculpture, and architecture from the Renaissance to contemporary times. Emphasis is on the style, iconography, and historical/social context of works. Students will develop an understanding and appreciation of both the art and the times which produced it. FA 204 is not a prerequisite for FA 207. Meets Humanities requirement.

**FA 210** 4 (4-0)  
**Theatre Appreciation**  
This course is designed to help students develop an awareness and appreciation of theatre 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 or local productions will aid in understanding this creative process. Meets the humanities requirement.

**FA 215** 4 (4-0)  
**Drawing II**  
This course offers the student an opportunity to build upon the drawing skills begun in Drawing I in a studio environment. Students will be encouraged to choose individual projects in pursuit of personal artistic goals, as well as exploring new materials and techniques. Prerequisite: FA 205 with "C" or better.

**FA 220** 4 (4-0)  
**Painting II**  
Painting II is designed to give continued experience to students who have demonstrated 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.

**FA 230** 4 (4-0)  
**Ceramics II**  
A studio class building on the basic techniques learned in Ceramics I. Developing more advanced techniques in sculpture, potter's wheel, kiln construction, and glaze calculation will be the focus of Ceramics II. Prerequisite: FA 203

## GE-GEOGRAPHY

**GE 103** 4 (4-0)  
**Physical Geography**  
Course provides an overview of the physical environment of planet Earth. Beginning with Earth's place in the solar system, and continuing with characteristics of current and past atmospheres, weather (including tornadoes and hurricanes), water resources, climates and climatic changes, plate tectonics, earthquakes and volcanoes, wind processes, erosion and weathering processes, river systems and river related landforms, glaciers and glacial landscapes, oceans and coastal processes students will develop an understanding of Earth's vast systems and an appreciation of the relationship between human activities and environmental processes. Course will also introduce students to the use of a compass, telescope, maps and other geographic tools and techniques.

**GE 107** 2 (2-0)  
**Global Health Awareness**  
This course focuses on the study of three important factors related to the understanding of international health problems in developing and developed countries: physical resource base, human resource base, and cultural differences and values. Also offered as NE 110.

**GE 121** 4 (4-0)  
**World Regional Geography**  
Course will introduce students to the world's major geographic regions as well as useful geographic concepts and tools. Each region will be discussed in terms of its history, culture, demographics, economy, natural resources, religions, climates, environmental issues, governments plus challenges and prospects for the future. Typically seven or eight regions are covered. Meets social science requirement.

## HS-HISTORY

**HS 101** 4 (4-0)  
**Western Civilization to 1600**  
A survey of the history of Western Civilization from its prehistoric roots through the Reformation Era. This study will investigate the origin and development of cultural trends from the civilizations of the Mediterranean through the era of European Feudalism, culminating in the emergence of Modern Europe. This course will include a study of political history, philosophy, literature, architecture, and religion. Normally offered in fall semester.

**HS 102** 4 (4-0)  
**Western Civilization 1600 to Present**  
A continuation of HS 101 emphasizing political, economic, and cultural changes of the 18th century; and the various forms of nationalism, international socialism, and their influences on the 19th and 20th century and the search for international peace, with the increasing complexity of the emerging nations of the Third World. This course will include a study of political history, philosophy, and literature. HS 101 is not required.

**HS 211** 4 (4-0)  
**United States History to 1865**  
This course provides students with an opportunity to learn the history of the United States from its colonial origins to the Civil War, with an emphasis on the dynamics of sectionalism that led to the War Between the States. Political, economic, and social topics are studied in relationship to the course theme.

**HS 212** 4 (4-0)  
**United States History from 1865**  
This course provides students with an opportunity to learn the history of the United States from the post-Civil War era into the modern context, with an emphasis on the emergence of the United States as a progressive world power. Political, economic, and social topics are studied in relationship to the course theme.

**HS 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, Michigan history, and specific event or period studies. This course is offered as per need/interests. Check with the instructor or department for specific topics.

**HS 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, Michigan history, and specific event or period studies. This course is offered as per need/interests. Check with the instructor or department for specific topics.

**HS 272** 4 (1-4)  
**History Internship**  
Students who have completed two history courses with at least a 2.3 grade point average (GPA) may apply to take the internship and earn credit hours by working in an approved agency. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. This course is offered during any semester and during the summer. Prerequisite: Student must have compiled 24 semester hours or more with a GPA of 2.0.

**HS 290** 4 (4-0)  
**Contemporary European Culture**  
A travel course to Europe to study the historical, social, literary, and/or artistic backgrounds. The specific cities and countries vary from year to year. Research prior to the trip and papers following are required. Meets humanities and social science requirement. Offered on demand.

## HU-HUMANITIES

**HU 260** 4 (4-0)  
**Leadership Development Studies**  
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Normally offered Winter semester. Meets Humanities requirement.

## LANGUAGES

**FR 111** 4 (4-0)  
**French I**  
This course is an introductory level 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.

**FR 112** 4 (4-0)  
**French II**  
This course is a continuation of FR 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. Prerequisite: FR 111 or permission of instructor. Meets the humanities requirement.



**GR 101** 4 (4-0)  
**German Language and Culture I**  
This course will provide the students with a sound basis for learning spoken and written German. Every effort will be made to present students with interesting opportunities for self-expression. Just as important as skills acquisition will be an exposure to contemporary life and culture in Germany, Switzerland, and Austria, centering around themes such as university life, shopping, geography, the German attitude toward privacy, theater, labor unions, the social position of women, and German folk music. Offered on demand. Meets the humanities requirement.

**GR 102** 4 (4-0)  
**German Language and Culture II**  
This course is a continuation of GR 101. Both spoken and written German will be emphasized. Upon completion of this class, one will have a comprehensive knowledge of the language. German culture stressed in this class will include TV in Germany; Christmas customs; physical layout of cities, home, and apartments in German speaking countries; study of Switzerland (languages, history, constitutional bodies); role of women in work force and politics; role of foreigners; the European Community; history on the two Germanies, Berlin, and Unified Germany (its problems and politics). Multi-media will be used in this class. Prerequisite: GR 101 or permission of instructor. Meets the humanities requirement.

**SP 101** 4 (4-0)  
**Spanish I**  
The students will learn to hear, speak, read and write basic Spanish and acquire a sensitivity to the cultural differences and similarities among the Spanish-speaking countries and within the U.S. The basic goal is that the student will acquire Spanish communication skills which will carry over into the student's area of interest, i.e. travel, business, medicine, education, social work, industry, etc. The student will gain insights into relationships between Spanish-speaking countries and the U.S. which will enhance the student's appreciation of the global community and his/her role in it. This course introduces the diverse geography, history and cultures of Spain, Mexico, South America and the Caribbean. The student will improve his/her native (English) language skills. Meets the humanities requirement.

**SP 102** 4 (4-0)  
**Spanish II**  
Further study in the Spanish language with increased emphasis on conversation and comprehension. Prerequisite: SP 101 or permission of instructor. Meets the humanities requirement.

## MA-MATHEMATICS

**MA 090** 3(3-0)  
**Pre-Algebra**  
Developmental in nature, this course is designed to strengthen the arithmetic skills of the students. Topics covered include: operation of whole numbers, fractions, percents, decimals, ratios, integers, exponents, measurement in metric system and U.S. units, an introduction to geometry, and an introduction to algebra. This is remedial in nature and cannot be used toward any associate degree. No calculators are permitted. Normally offered each semester.

**MA 100** 4 (4-0)  
**Basic Algebra**  
A study of the fundamental concepts and operations of algebra, polynomials, equations, and stated problems, factoring, introduction to functions and graphs, systems of linear equations, exponents, radicals, and quadratic equations. This course may be used as an elective course; however, it does not fulfill the natural science requirement for the Associate of Science degree. Prerequisite: MA 090 with "C" grade or better or an appropriate score on the mathematics placement test. No calculators are permitted. Normally offered each semester.

**MA 101** 4 (4-0)  
**Nursing Mathematics**  
This course is intended to teach the mathematical skills needed to function in the biological or medical laboratory in the clinical setting. Topics will include: fractions, decimals, percentages, ratios, prime factorization, dimensional analysis, means, medians, measurement of oral and parental drugs, calculation of pediatric dosages, preparation of solution, apothecary, household and metric systems of measurement, and conversion between the three systems. Emphasis will be on developing good problem solving skills and their applications to the field of nursing. Normally offered each semester.

**MA 102** 4 (4-0)  
**Introduction to Technical Math**  
This course is a supportive course designed to meet occupational program requirements. It emphasizes basic algebraic formula usage, signed numbers, practical measurements, metrics, relative error, percents, conversions, basic geometry, right triangle trigonometry, and the scientific/graphing calculator. Prerequisite: MA 090 or high school mathematics.

**MA 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, function, exponential functions, logarithmic function, exponential and logarithmic equation, and systems of equation. This course is designed to prepare students for MA 110 College Algebra. This course may be used as an elective course; however, it does not fulfill the natural science requirement for the Associate of Science degree. Prerequisite: MA 100 with a "C" grade or better or an appropriate score in the mathematics placement test. Normally offered each semester.

**MA 107** 4 (4-0)  
**Liberal Arts Math**  
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, 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: MA 100 with a "C" or better or appropriate placement score. Normally offered each semester.

**MA 110** 4 (4-0)  
**College Algebra**  
A study of equations, systems of equations, determinants, inequalities, functions, exponential and logarithmic functions, complex numbers, theory of equations, binomial theorem, and sequences. Prerequisite: MA 105 with a final grade of "C" or better or an appropriate score on the mathematics placement test. A graphing calculator is required. Normally offered each semester.

**MA 111** 3 (3-0)  
**Trigonometry**  
A study of the trigonometric functions, their properties, solutions of right and oblique triangles, radian measure, graphs, identities, trigonometric equations, applications, vectors in the plane, complex numbers, and polar coordinates. A graphing calculator is required. Normally offered each semester. Prerequisite: MA110 with a "C" or better or an appropriate score on the mathematics placement test.

**MA 115** 4 (4-0)  
**Technical Algebra & Trigonometry I**  
Topics covered include: measurements, linear and quadratic equations, determinants, exponents, radicals, scientific notation, graphs, ratio, trigonometry, vectors, radians, and technical formulas. Graphing calculator is required. Prerequisite: High school algebra, appropriate score on the mathematics placement test, or MA 100 with a "C" grade or better. Normally offered each semester.

**MA 125** 4 (4-0)  
**Technical Algebra & Trigonometry II**  
Advanced technical problems including trigonometry, exponential functions, J-operators, polars, higher degree equations, series, some analytic geometry, and introductory calculus. Graphing calculator is required. Prerequisite: MA 115 with a "C" grade or better or an appropriate score on the mathematics placement test. Offered on demand.

**MA 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: Appropriate score in mathematics placement test or MA 105 with a "C" grade or better. Normally offered in the winter semester.

**MA 141** 5 (5-0)  
**Analytical Geometry and 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: MA 110 or four years of high school college prep mathematics with a "C" or better average; MA 111 or high school Trigonometry or permission of instructor. Qualified students may enroll in MA 111 and MA 141 during the same semester. Graphing calculator required. Normally offered each semester.

**MA 142** 5 (5-0)  
**Analytical  
Geometry and Calculus II**  
Continuation of MA 141 with techniques of integration; exponential, logarithmic, inverse trigonometric and hyperbolic functions, vectors; L'Hospital's Rule; improper integrals, sequences and series. Prerequisite: MA 141 with a "C" or better average. Normally offered in the winter semester.

**MA 210** 4 (4-0)  
**Introduction to Statistics**  
A computer supported study of descriptive statistics, statistical inference, probability distribution, sampling, estimation, testing hypotheses, correlation, and regression. Prerequisite: MA 105 or MA 107 with a "C" or better or appropriate test score. Scientific/graphing calculator required. Normally offered each semester.

**MA 225** 4 (4-0)  
**Technical Calculus**  
Topics will include limits, inequalities, inverse function, maximum, minimum, area under the curve, motion in a plane, and practical problems solved with derivatives and integrals with emphasis on technical applications. Graphing calculator is required. Prerequisite: MA 125 or permission of instructor. Normally offered on demand.

**MA 243** 5 (5-0)  
**Analytical  
Geometry and Calculus III**  
Continuation of MA 142 with topics including analytical geometry and three dimensional space, conics, spherical, polar, cylindrical coordinates, partial derivatives, multiple integration, and line integrals. Prerequisite: MA 142 with a "C" or better. Graphing calculator required. Normally offered in fall.

**MA 244** 3 (3-0)  
**Differential Equations**  
First order equation, linear equations, and systems by operator methods, applications and Laplace transforms. Graphing calculator required. Prerequisite: MA 243 with a "C" or better average. Normally offered in the winter semester.

**MA 250** 3 (3-0)  
**Introduction to Linear Algebra**  
Upon successful completion of this course, a student should understand systems of equations, vectors and vector notation, matrices and matrix algebra, orthogonality, determinants, subspaces, eigenvalues, and eigenvectors. Prerequisites: MA 141 (Calculus I) with a "C" or better. Normally offered in the winter.

## MT-MACHINE TOOL TECHNOLOGY

**MT 100** 4 (2-4)  
**Basic Machine Tool Operation**  
This lecture/laboratory course emphasizes machine shop procedures and safety practices. Introduction to the basic operation of the engine lathe, milling machine, surface grinder, and drill press will be covered. The use and care of precision measuring tools will be undertaken. Coordinate measuring machine will be introduced.

**MT 101** 2 (1-2)  
**Blueprint Reading**  
A study of mechanical part representation, technical nomenclature, standard symbology, and accepted practices for machine and welding drawings. Emphasis is placed on correct drawing interpretation. Technical sketches, lay-out templates, and patterns are created for shop use.

## MU-MUSIC

**MU 109, 110, 111, 112** 1 (1-0)  
**Applied Music**  
Individual instruction on specific instruments or voice, with emphasis on correct physical orientation to the instrument (or voice); study of appropriate exercise and solo repertoire, including scales, arpeggios, etc.; preparation and performance of standard compositions at appropriate level for the student.

**MU 141** 1 (0-1)  
**Chorus**  
An opportunity for students to practice and perform a variety of choral music under the direction of the Bay de Noc Choral Society.

**MU 151** 4 (4-0)  
**Elements of Music**  
A course designed to provide a singing, reading, and theory experience in the fundamentals of music. Emphasis is placed on developing practical musical skills.

**MU 153** 4 (4-0)  
**Music Appreciation**  
Music Appreciation is a comprehensive survey of western music form and style from the Medieval period to present day. Asian, African and Native American musical styles are also explored. Biographical information on major composers is included and students will recognize many of their best known works from each style period. A study of each period also includes historical background on art, world events, technology and political and religious influences. Class discussion is encouraged as these "external factors" still affect the arts today. Each class meeting involves lecture and multi media presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets humanities requirement.

**MU 220** 4 (4-0)  
**Music Theory**  
Music Theory is a course for the student interested in a music curriculum as a major or minor field of study. It is concerned with the theoretical concepts on which music is based, including melodic, rhythmic, harmonic, contrapuntal, and architectural factors. Three areas will be stressed: 1) written concepts, terminology, and notation; 2) exercises in music reading and sight-singing; and 3) practice in ear training and dictation. Prerequisite: MU 151 or permission of instructor.

## NE-NURSING

**NE 100** 3 (3-0)  
**Medical Terminology**  
This course is designed to furnish the basic tools necessary for building a medical vocabulary. The student will become acquainted with medical terms as they pertain to human anatomy, physiology, and disease.

**NE 101** 2 (2-0)  
**Nursing Fundamentals**  
The purpose of this theory course is to aid the student in acquiring the basic knowledge of nursing fundamentals. Students are introduced to the theory, interpersonal skills, and nursing procedures that will enable them to work successfully with persons, to be able to recognize through assessment and evaluation, changes in pattern manifestation. The nursing process, nursing diagnosis, and nursing care planning fundamental to nursing are introduced and discussed. Development of cognitive skills in the area of nursing assessment will expand the nurses' contribution to the health of persons. Prerequisite: Admission to Part I of the A.D.N. program. Co-requisite: NE 102

**NE 102** 2 (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: NE 101

**NE 107** 2 (0-6)  
**Nursing Fundamental Clinics**  
This clinical course provides the student with the opportunity to apply a network of skills to the practice of nursing. Focus is on concepts of assessment and evaluation of pattern manifestation, communication skills and basic patient care in the long term care facility. Prerequisites: BI 213, NE 101, NE 102, NE 116.

**NE 115** 5 (2-5)  
**Nursing Assistant Course**  
This course, which is approved by the State of Michigan, is designed to prepare students to function as nursing assistants in long-term care facilities. This 5-7 week course consists of 40 hours lecture, 40 hours laboratory training, and 40 hours clinical training. Upon successful completion, students are eligible to take the State Competency Evaluation Test.

**NE 116** 1 (1-0)  
**Pharmacology I**  
The purpose of this course is to aid the student in acquiring the fundamental principles of pharmacology. Major content areas include basic concepts of pharmacology, legal aspects, the six rights to administering medications along with identifying pattern manifestations of children, pregnant women, and older adults. Prerequisites: Admission to Part I of A.D.N. program.

**NE 117** 2 (2-0)  
**Pharmacology II**  
The purpose of this course is to introduce the student to clinical therapy with emphasis on the knowledge needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs. Major content areas include groups of therapeutic drugs, prototypes of drug groups, commonly prescribed individual drugs, effects on body tissues, human responses to drug therapy, in terms of pattern manifestation and applying assessment and evaluation, in relation to prescribed drug therapy regimens. Prerequisite: NE 116.

**NE 118** 2 (2-0)  
**Computer Applications in Nursing**  
The purpose of this course is to introduce students to computer usage and its application to education, research and practice in nursing and other allied health professions. Topics will include computer fundamentals, hardware, software, systems, health care applications, ethical considerations, and the relationship of nursing informatics to health care trends.

**NE 119** 2 (2-0)  
**Medical Terminology II**  
Medical Terminology II is 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: NE 100

**NE 120** 3 (3-0)  
**Adult Health Nursing I**  
This theory course emphasizes concepts and the application of Martha Rogers Science of Unitary Human Beings. Students will utilize the nursing process to identify human patterning practice methods to assess and care for adult clients experiencing common health care problems. Core content will explore: critical thinking processes, the health care delivery system, legal and ethical responsibilities, cultural diversity, wellness concepts, alternative and complementary therapies, dealing with loss/grief/death, fluid and electrolyte management, acid-base balance, care of the surgical client, care of clients in rehab/hospice environments, care of geriatric clients, and care of clients with respiratory, cardiovascular, hematologic and lymphatic disorders. Prerequisites: BI 213, NE 101, NE 102, NE 116.

**NE 121** 2 (0-6)  
**Adult Health Clinic Nursing I**  
This clinical course emphasizes the analytical use and application of Martha Rogers Science of Unitary Human Beings. Core content will focus on the development of health patterning practice skills to create a comprehensive nursing careplan that provides holistic care for adults experiencing common health care problems in both acute care and outpatient environments. Prerequisites: BI 213, NE 101, NE 102, NE 107, NE 116.

**NE 122** 3 (3-0)  
**Adult Health Nursing II**  
This theoretical course continues to build upon content from NE 120 and expands the student's knowledge base in utilizing the nursing process and health patterning practice skills to provide holistic, comprehensive care to adult clients in the following areas: body defenses (integumentary system, immune system, HIV/AIDS); control, mobility, coordination and regulation (musculoskeletal system, neurological system, sensory system, endocrine system, gastrointestinal and urinary systems, male & female reproductive systems, sexually transmitted diseases); and mental integrity (mental illness). Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120.

**NE 123** 2 (0-6)  
**Adult Health Clinic Nursing II**  
This clinical nursing course builds upon the concepts introduced in NE 121. Students will continue to develop and perform health patterning practice skills to create holistic, comprehensive nursing care plans for adult clients experiencing more complex health care problems in the acute care environment, with observational experiences in Home Health. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121. Co-requisite: NE 122.

**NE 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. Prerequisites: BI 213, BI 214, NE 101, NE 102, NE 107, NE 116, NE 117, NE 120, NE 121, NE 122, NE 123. Co-requisites: NE 122, NE 123.

**NE 230** 3 (3-0)  
**Advanced Family Nursing**  
This theoretical course presents the student with the opportunity to apply advanced concepts through the use of various conceptual models and the nursing process to the health needs of the individual throughout the lifespan, including reproduction, neonates and children, pregnancy, labor, delivery and the post-partum period. Emphasis is placed on the family and significant others, identifying diverse cultural backgrounds, patterns of knowing, and assessment of normal developmental patterning, and situational crises of family health. Health promotion and wellness is integrated wherever the person/s indicate need. Resources available in the community will be identified. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NE 231.

**NE 231** 2 (0-6)  
**Advanced Family Clinic**  
This clinical course presents the student with the opportunity to apply various conceptual models in the nursing process to the health needs of the individual throughout the lifespan including reproduction, neonates and children, pregnancy, labor, delivery and the post-partum period. Emphasis is placed on the family and significant others identifying diverse cultural backgrounds, normal developmental patterning and situational crises of family health and routine health maintenance concepts within the hospital setting. Observational experiences are obtained in various health care agencies. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NE 230.

**NE 232** 3 (3-0)  
**Mental Health Nursing**  
This 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: BI 225, 276, NE 233.

**NE 233** 2 (0-6)  
**Mental Health Clinic**  
This clinical course emphasizes the clinical application of the theoretical concepts utilized in the mental health setting. Emphasis will be focused on application of the Health Patterning Practice Method of the nursing process and application of mental health theory in a variety of mental health care settings. Prerequisite: Admission to Part II of the A.D.N. program. Corequisite: BI 225, BI 276, NE 232.

**NE 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 NE 232.



**NE 250** 8 (8-16)  
**Nursing Knowledge: A 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: BI 225, BI 276, NE 230, NE 231, NE 232, NE 233.

**NE 273** 1 (1-5)  
**Nursing Assessment**

This nursing theory course emphasizes the application of Martha Rogers Science of Unitary Human Beings to develop cognitive, affective and psychomotor skills in the area of nursing assessment. The primary goal of this course is to assist students in developing and applying human patterning practice methods to create a comprehensive nursing careplan that reflects holistic care of adult clients in a variety of settings.

**OS-OFFICE SYSTEMS**

**OS 090** 2 (2-0)  
**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 or Incomplete (P/I) basis.

**OS 107** 2 (2-0)  
**Keyboarding II-Formatting**

This eight-week course focuses on document formatting techniques and speed development. It is designed for students with previous keyboarding skills. Correspondence such as letters, memos, and reports are typed in proper form using a computer. (Allowed for credit toward OS certificate/degree only if taken prior to OS 108.) Prerequisite: OS 105 or ability to keyboard at a minimum of 25 wpm.

**OS 108** 4 (4-0)  
**Advanced Keyboarding Skills**

Advanced drill work on computers to develop speed, accuracy, and production skill. Course includes the study of business letters, complex reports, tabulation, and business forms. Prerequisite: Proven keyboarding speed of at least 35 wpm or permission of instructor.

**OS 117** 3 (3-0)  
**Records Management**

This course concentrates on the efficient control of business records-manual and computerized-using ARMA Simplified Filing Standard Rules. The topics include the principles covering: 1) what records to keep, 2) how to store them, 3) how to find them quickly when needed, and 4) how to apply the criteria for determining their disposition or retention.

**OS 119** 2 (2-0)  
**Electronic Ten-Key Operations**

This course will help you develop skill in the use of touch operation on the electronic calculator. Emphasis will be given to the use of special calculator features to improve speed and accuracy. While there are no prerequisites, a basic understanding of typical business math is assumed. This class offered only once each academic year.

**OS 150** 4 (4-0)  
**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: OS 105, OS 107, or OS 108; or proven keyboarding competency.

**OS 191** 4 (4-0)  
**Business English and Proofreading**

The student will study and apply correct grammar, punctuation, and word choice to a variety of business documents. Emphasis will be placed on proofreading and editing of correspondence on the computer and the efficient use of a variety of reference materials.

**OS 218** 3 (3-0)  
**Machine Transcription**

This course develops language competencies and formatting knowledge required to produce mailable business documents from machine dictation. Prerequisites: OS 108, OS 191, OS 150.

**OS 219** 3 (3-0)  
**Medical Transcription**

This machine transcription course develops the student's ability to transcribe medical related reports, physicians dictation of medical progress reports, operative reports, letters, and other medical documents. The course incorporates the practice and application of medical transcribing, spelling, grammar, punctuation, and capitalization. Prerequisites: OS 218, NE 100. This class offered only during the winter semester.

**OS 220** 4 (4-0)  
**Medical Billing & Office Procedures**

Medical Office Procedures is a course designed to prepare competent medical office workers. The course develops medical office skills including scheduling and appointment techniques, billing and collection procedures, management of patient records and medical ethics, and law applicable in a doctor's office. Prerequisites: OS 108, OS 150. This class offered only during the fall semester.

**OS 230** 4 (4-0)  
**Medical Coding**

This course will give the student the fundamentals of medical office insurance diagnosis and procedure coding as well as skills required to produce mailable forms in a timely manner to: Blue Shield, Medicare, Medicaid, Champus, and other third party payers. Students will learn to reconcile payments and rejections, process inquiry forms and understand Diagnostic Related Groupings. This class offered only once each academic year.

**OS 234/CA 234** 4 (4-0)  
**Desktop Publishing and Design**

This course will emphasize design techniques in the preparation of professional looking brochures, flyers, newsletters, etc. Topics covered will include the use of fonts; clip art, scanned, and digital cameras images; color selection; and introductory web page authoring. Prerequisite: CA 101 and OS 150 or permission of instructor.

**OS 240** 3 (3-0)  
**Legal Transcription**

This course develops language competencies and formatting knowledge required to produce mailable legal documents from machine dictation. Prerequisite: OS 218 Machine Transcription. This class offered only once each academic year.

**OS 250** 3 (3-0)  
**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, Web page formatting, macros, forms, master documents, collaboration tools, and introductory desktop publishing. Prerequisite: OS 150. This class offered only once each academic year.

**OS 260** 4 (4-0)  
**Office Technology and Procedures**

This capstone office training course is designed to integrate previously learned skills into activities simulating those found in an office environment. Students will prepare office documents, develop human relations skills, and practice time management and prioritizing. Heavy emphasis will be placed on group interaction and problem solving. Most of the class activities will require the use of the computer and other electronic technologies. As a final class assessment, all students will prepare an employment portfolio. Prerequisites: OS 150, OS 191, and CA 101.

**PE-**  
**PHYSICAL EDUCATION**

**PE 110** 1 (0-1.5)  
**Physical Fitness and Jogging**

A practical approach for students who desire to improve their fitness levels. Fitness and jogging tests will be used to improve the individual's efficiency and to maintain a higher level of physical fitness for a better way of life. Normally offered in fall and winter semesters.

**PE 114** 1 (0-1.5)  
**Bowling**  
A course for beginners through advanced bowlers. Students are taught techniques, terminology, scoring, practice, and competition in individual and team events. Students will bowl at local bowling alley. Normally offered in fall and winter semesters.

**PE 116** 1 (0-1.5)  
**Hiking**  
The importance of walking, hiking, and jogging is stressed. Actual participation hiking trips. Students plan several hikes during semester. Normally offered in the fall and summer semesters.

**PE 118** 1 (0-2)  
**Beginning Golf**  
A course for the beginning golfer. It will emphasize history, rules, skills, and etiquette. Designed for future recreational value. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional costs for the course.

**PE 119** 1 (1-1)  
**Tennis**  
A course for the beginning student who desires to learn history, rules, basic skills, and etiquette of tennis designed for future recreational value.

**PE 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.

**PE 140** 2 (2-0)  
**Physical Fitness: Appraisal and Development**  
Students will make tests and appraisals of body composition and relate it to their own lifestyle. Students will develop their personalized fitness plan.

**PE 141** 2 (2-0)  
**Physical Fitness: A Wellness Approach**  
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.

**PE 144** 2 (2-0)  
**Effective Stress Management**  
The student will develop an understanding of stress and its impact on the student's health and well-being. Various effective stress management techniques will be introduced, discussed, and practiced during course time. Students will develop personalized stress management plans.

**PE 146** 1 (1-0)  
**First Aid/Basic Life Support for Healthcare Providers**  
This course will train nursing students and healthcare providers how to recognize and respond to life-threatening emergencies, as well as give first aid to adults, children and infants. Students will demonstrate skills needed to identify, respond appropriately and perform necessary interventions, including the use of advanced mask and resuscitation bag techniques.

**PE 147** 1 (1-0)  
**First Aid/Heartsaver for non-Healthcare Providers**  
This course will train students to recognize and respond to life-threatening emergencies, such as cardiac arrest and choking. It will also instruct students how to administer first aid to adults, children and infants. Students will demonstrate skills necessary to identify, respond appropriately and perform necessary interventions.

**PE 218** 1 (0-2)  
**Intermediate Golf**  
A course for the intermediate golfer. The course will focus on improving the golfer's knowledge and/or skills regarding equipment, swing, trouble shots, and strategy. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional cost for the course.

## PH-PHYSICS

**PH 103** 4 (3-2)  
**Conceptual Physical Science**  
This is a survey course dealing with the basic concepts of physical systems. The intent is for the student to understand the science involved primarily on a conceptual level rather than a mathematically intensive one. This course is not designed for the science major, but is intended to fulfill a portion of the lab science requirement for degree program. A four function calculator is required for both lab work and homework. Prerequisite: One year of high school IPS, biology, or chemistry or permission of instructor.

**PH 104** 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, and not so much the mathematical side. The course is intended for various backgrounds, however a basic understanding of algebra is required. Meets the natural science requirement, but not the lab science requirement.

**PH 201** 4 (3-2)  
**Elements of Physics I**  
This course is the first of a two-semester sequence dealing with principles of mechanics, heat, and sound. Prerequisite: MA 111 with a "C" or better, or MA125. Normally offered in fall semester. Calculator is required.

**PH 202** 4 (3-2)  
**Elements of Physics II**  
A continuation of PH 201 including principles of electricity, magnetism, and light. Prerequisite: PH 201 with a "C" or better average. Normally offered in winter semester. Calculator is required.

**PH 205** 5 (4-2)  
**Engineering Physics I**  
This course is a calculus-based introduction to classical mechanics. Topics include: kinematics, dynamics, Newton's laws, work and energy, momentum, collisions, systems of particles, rotational dynamics, statics, oscillations and transverse waves. This course is intended for those seeking an engineering or science degree. Prerequisite: MA 141 with "C" or better average. Normally offered in winter semester.

**PH 206** 5 (4-2)  
**Engineering Physics II**  
This course is a calculus-based introduction to electromagnetism. Topics include: Coulombs law, electric fields, Gauss's law, electric potential, capacitance, circuits, magnetic forces and fields, Ampere's law, induction, Maxwell's equations, electromagnetic waves, and geometrical optics. This course is intended for those seeking an engineering or science degree. Prerequisite: PH 205 with a "C" or better average. Normally offered in fall semester.

**PH 250** 4 (3-3)  
**Applied Physics**  
The major focus of this course deals with the basic principles of mechanics and heat. Emphasis in both laboratory and lecture is upon practical applications. Reliance is placed upon material from mathematics courses and the use of the scientific/graphing calculator in computation of data in the laboratory. This course is a supportive course designed to meet occupational program requirements. Prerequisite: MA 115 with a "C" or better. Normally offered on demand.

**PH 260** 3 (3-0)  
**Statics**  
A study of force systems including composition and resolution of forces, simple structure, principles of equilibria, centroids, and moments of inertia. Prerequisite: MA 141 with a "C" or better grade. Co-requisite: PH 205 with a "C" or better grade. Calculator is required. Normally offered in fall semester.

**PH 261** 3 (3-0)  
**Dynamics**  
A study of motion including energy, impulse, momentum, and work. Prerequisites: PH 205 with a "C" or better grade. Normally offered in winter.

## PHI-PHILOSOPHY

**PHI 201** 4 (4-0)  
**Introduction to Western Philosophy**  
A broad, general introduction to the principal periods of European and North American philosophical thought from pre-Platonic Greeks to modern existentialist and including logic with readings from the philosopher's works.

**PI 202** 4 (4-0)  
**Introduction to Asian Philosophy**  
This course will center its attention on the dominant philosophical schools and systems in Indian, Chinese, and Japanese philosophy. It will cover such areas as a) the Vedas, Upanishads, samkhya-yoga, Buddhism, and Vedanta in the Hindu systems, b) Confucianism, Taoism, and C'han Buddhism in the Chinese schools; and c) Zen Buddhism in Japanese philosophy.

**PI 203** 4 (4-0)  
**Introduction to Biomedical Ethics**  
The student will be familiarized with the traditional perspectives of ethics which form the basis for our present legal and political system. Within this context the course will investigate numerous biomedical issues and dilemmas facing persons involved in medical decision-making. Students will examine opposing arguments and positions on biomedical topics such as suicide, euthanasia, care of the defective newborn, paternalism, and the role of the care of the nurse. Students will be expected to develop and express their own position as well as opposing viewpoints on critical biomedical issues.

**PI 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.

## PS-POLITICAL SCIENCE

**PS 110** 4 (4-0)  
**Comparative Government and Politics**  
An introduction to the field of political science with emphasis on how American political theories and governmental institutions compare with those of other nations. Offered in the fall semester.

**PS 111** 4 (4-0)  
**American Government**  
A study of the basic structure and processes of American national government. Offered every semester.

**PS 201** 4 (4-0)  
**International Relations**  
A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. Offered in winter semester.

**PS 262** 4 (4-0)  
**State and Local Government**  
A study of the politics and administration of American subnational governments. Special attention will be given to the State of Michigan and Delta County. Offered every semester.

**PS 272** 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.

## PY-PSYCHOLOGY

**PY 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.

**PY 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. Offered in winter semester. Prerequisite: PY 201 or permission of instructor.

**PY 210** 4 (4-0)  
**Psychology of Learning**  
Learning that emphasizes stimuli, responses, and reinforcements. Topics include classical and operant conditioning, extinction, memory, verbal learning and transfer, generalization, discrimination, concept learning, and forgetting. Prerequisite: PY 201. Offered in the fall only.

**PY 220** 4 (4-0)  
**Developmental Psychology**  
This course is an introduction to the study of the physical, cognitive, and psychosocial development of the individual during the life-span. A special emphasis is placed on the changes associated with childhood and adolescence. This course is based upon the views that development is due to interactions between nature and nurture, development is contextual in terms of recognizing culture and other environmental conditions, and that each person's development is similar and yet unique to the development of others. Offered in the fall semester. Prerequisite: PY 201 Introduction to Psychology or permission of instructor.

**PY 272** 4-8 (40)  
**Psychology Internship**  
Students who have satisfactorily completed psychology courses may be placed with an approved psychological agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the psychology instructor and director of cooperative education. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: 24 semester hours or more completed with at least a GPA of 2.0 and 12 hours minimum in psychology with PY 201 and PY 206 required and electives from PY 220, PY 205, PY 275, or PY 280. Forty contact hours are required for every hour of credit earned. The initial 4-hour course may be continued for a total of 8 semester hours; however, each 4-hour internship must be with a different agency. It is recommended that transfer students elect only 4 hours of credit as that is all that will transfer; whereas non-transfer students may choose to elect the additional 4-hour internship.

**PY 280** 4 (4-0)  
**Abnormal Psychology**  
This course is designed to acquaint the student with the changing concepts of mal-adaptive behavior. Included are possible etiologies, classifications, descriptions, and the various therapeutic modalities available. Offered in fall semester only. This course is a supportive course designed to meet occupational program requirements. Prerequisite: PY 201 or permission of instructor.

## SO-SOCIOLOGY

**SO 103** 3 (3-0)  
**Cultural Diversity**  
This is a social science elective which will encourage a better understanding of the dimensions of the human experience and the commonalities that knit all people together. This course will explore the beliefs that distinguish cultures and societies from one another. Understanding the dimensions stimulates dialogue about solutions to many complex social problems. We hope to prepare students to live in a diverse world and pluralistic community, and to prepare them for citizenship in both the local and global community.

**SO 151** 4 (4-0)  
**Sociology**  
The study of human behavior in the social and cultural setting. Emphasis is also placed upon the social forces shaping one's life. The nature of groups, social institutions, and the social process by which human relationships are created and investigated.

**SO 207** 4 (4-0)  
**Social Problems**  
A sociological analysis is made of problems in American Society as to their extent, causes, effects of possible solutions, and the interrelationships between them. Their effects on the total society and our own Upper Peninsula are explored. Students are given some opportunity to work along the lines of their own individual interests.



**SO 208** 4 (4-0)  
**Marriage and the Family**  
A sociological analysis of marriage and family behavior as they exist in the 20th century America with a particular emphasis on the intense interpersonal relationships developed in marriage. Emphasis is placed on effective and honest communication in home, understanding ourselves, our sexuality in society, responsible family planning, and income management. We will explore changes in the institution as technology advances and material and nonmaterial cultures are impacted.

**SO 272** 2-8 (40-320)  
**Human Services Internship**  
Students who have satisfactorily completed human service courses may be placed with an approved human service agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the human service coordinator. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: SO 151 and SO 207 with approval of the human service coordinator. Forty contact hours are required for every hour of credit earned. This course may be repeated for a total of 8 semester hours; however, each 4-hour block must be with a different agency.

## TE-TECHNOLOGY

**TE 105** 4 (4-0)  
**Materials of Industry**  
The objective of this course is to provide a generalized system of classification of materials and their industrial uses. This course is a supportive course designed to meet occupational program requirements. Scientific calculator is required.

## WE-WELDING

**WE 110** 3 (1-3)  
**Introduction to Oxygen-Fuel Welding & Cutting**  
This lecture/laboratory course presents the underlying principles used in application of oxygen fuel, torch cutting, or brazing. Students also receive basic instruction in oxygen-acetylene welding of cast iron.

**WE 120** 4 (2-4)  
**Arc Welding**  
This course is designed for students wishing a basic understanding of electric arc welding theory and applications. Emphasis is placed on manual techniques of shielded metal arc welding and oxy fuel cutting.

**WE 210** 4 (1-5)  
**Advanced Arc Welding**  
Major emphasis...Included in this course are air carbon arc cutting, plasma arc cutting, use of the CNC burning table, and automatic torch cutting. At the end of this course students will take a welding test in an attempt to become certified welders, according to the AWS D1.1 Structural Steel Welding code. Prerequisite: WE 120.

**WE 220** 4 (1-5)  
**Gas Metal Arc Welding (MIG)**  
This course is designed to give the student the basic theory and application of semi-automatic wire-feed welding. Emphasis is placed on Short Arc, Flux Cored Arc, Spray Arc, and Self-Shielded Arc processes.

**WE 240** 4 (2-4)  
**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: WE 210 or permission of instructor.

**WE 260** 4 (3-3)  
**Gas Tungsten Arc Welding**  
The student will learn to produce welds safely with high frequency, gas tungsten arc welding equipment. Welding safety, gas tungsten arc welding fundamentals, equipment adjustments, current changes, polarity changes, and shielding gases will be stressed. Emphasis will be placed on the steel, aluminum, and stainless steel welding process. Prerequisite: None; however previous welding experience recommended.

**WE 280** 4 (2-4)  
**Advanced Pipe Welding**  
The student will learn to produce welds on pipe and tubing to comply with the A.S.M.E., Section IX, of the Boiler and Pressure Vessel Code. Welding safety, polarity changes, current adjustments, and shielding gases will be stressed. Emphasis will be on root and fill pass welding using gas tungsten arc and shielded metal arc welding processes. Prerequisite: WE 240 or equivalent.

## WT- WATER RESOURCE MANAGEMENT

**WT 110** 4 (4-0)  
**Water/Wastewater Operations & Management I**  
The primary goal of this course is to present the student with basic knowledge of the design and operation of wastewater treatment plants. Topics covered will include activated sludge process, trickling filters, lagoons, and solids handling. Laboratory procedures and practices are also discussed. Normally offered in fall and winter semesters.

**WT 120** 4 (4-0)  
**Water Operations and Management II**  
A continuation of WT 110, the theory and applications of potable water treatment processing are stressed. Recommended: WT 110. Offered in winter semester.

**WT 150** 2 (1-2)  
**Team Project Course I**  
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. This course will also incorporate preparation for co-op and the State exam.

**WT 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: WT 150.

**WT 220** 3 (3-0)  
**Industrial Solutions**  
To familiarize the student with the operation and control of specific industrial waste treatment technologies which discharge to surface waters, land, or for recycle, as well as those with Industrial Pretreatment Permits. Both biodegradable and toxic wastes will be considered; physical/chemical treatment, neutralization, solids disposal, product reclamation and safety issues will be covered. Industrial process water treatment and groundwater remediation will be taken separately. Attention will be focused on specific treatment processes; mathematical calculations for design and process evaluation and control will be included. Offered in winter semester.

**WT 230** 3 (2-2)  
**Aquatic Evaluations & Bacteriology**  
This course presents bacteriologic testing and metabolic processes in water and wastewater. Stress will be placed on the microscopic examination and on bacteriological testing of organisms in water supplies and biological waste treatment facilities. Offered in fall semester. Recommended: CH 105 and CH 106.

**WT 240** 5 (2-5)  
**Environmental Analysis**  
A systematic study of the theory and laboratory techniques needed to perform all analysis required to determine the suitability of sources of water for use and those analysis required to regulate the purification processes. Nutrient and solids removal will be stressed. Instrumental analysis will be studied extensively. Recommended: CH 106, MA 125 or equivalent. Normally offered in fall semester.

WT 250 5 (2-5)

### Water Analysis & Techniques

A continuation of WT 240, stressing analysis for potable water treatment. Recommended: WT 240. Offered in winter semester.

WT 255 3 (2-2)

### Mechanical & Instrumentation

This course is designed to provide the student with basic mechanical knowledge and skills needed for maintenance of treatment plants. Includes maintenance of pumps, valves, meters, chlorination equipment, interpretation of shop drawings and blueprints, and an introduction to basic electricity. Recommended: WT 270. Offered in winter semester.

WT 260 3 (3-0)

### Current Issues for Manager

The primary objective of this course is to assist the student to understand the relationship of the water utility with other municipal departments, with State and Federal regulatory agencies, and with the public. Emphasis is placed on the organizational structure, management programs, and the duties of supervisory personnel. Normally offered in winter semester. Recommended: WT 110.

WT 270 4 (4-0)

### Water in Motion

This course presents the basic principles of hydraulics. Specific applications to water distribution, sewage collection, treatment plant systems, metering, and pumping are stressed. Normally offered in fall semester. Recommended: MA 125.

WT 272 3 (4-0)

### Professional Field Experience (Water)

This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of water utilities. Recommended: Permission of instructor.

WT 273 3 (4-0)

### Professional Field Experience (Wastewater)

This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of wastewater utilities. Recommended: Permission of instructor.

WT 274 3

### Environmental Internship

This internship is designed to provide the student with on-the-job learning opportunities within the area of environmental management. Prerequisite: Permission of Instructor.

# College Personnel

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## ADMINISTRATION, FACULTY AND STAFF

- Albert, Loretta .....Northern Noodles LLC -Manager
- Allard, Jennifer .....Follett Express Bookstore Manager  
AAS, Bay de Noc Community College
- Ammel, Brenda .....Administrative Assistant to the Executive Director for Institutional Advancement/Foundation
- Anderson, John .....Audio-Visual Telecommunications  
AAS, Bay de Noc Community College
- Arts, Fred .....Shipping & Receiving
- Bartel, Peggy .....Online Instructional Specialist  
AAS, Bay de Noc Community College
- Bartke, Carl .....Custodian
- Bazan, Patrick .....Custodian for West Campus
- Beaudoin, David .....Custodian/Maintenance - Fill-In
- Berndt, Doreen .....Administrative Assistant to the Coordinator for Career Preparation
- Bissell, Ann .....Reference Librarian  
BA, College of St. Catherine
- Bissell, Carolyn .....Executive Director for Institutional Advancement  
AGS, Bay de Noc Community College; BS, Central Michigan University
- Bizeau, Allan .....Custodian  
Certificate, AAS, Bay de Noc Community College
- Black, Brian .....Biology Instructor  
Vocational Diploma, Fox Valley Technical College; BS, University of Wisconsin; BS, University of Maine; PhD, Michigan State University
- Brown, Theresa .....TRIO Administrative Assistant - Adjunct Computer Applications Instructor  
AA, Bay de Noc Community College; BS, Lake Superior State University
- Brule, Joyel .....Nursing/PE Instructor  
RN, Bay de Noc Community College; MSN, Northern Michigan University
- Campbell, Molly .....Political Science Instructor-Social Behavioral Sciences Chair  
BA, Campbell University; MA, Colorado State University
- Capodilupo, Caitlin .....Nursing/PE Instructor  
BSN, Mercy College of Detroit; MSN, Northern Michigan University
- Carter, Cynthia .....Director of Admissions  
AA, Bay de Noc Community College; BS, Western Michigan University; MA, University of Phoenix

Ciminskie, Jim .....Economics/Management Instructor  
AA, Grand Rapids Community College; BS Grand Valley State University; MM, Aquinas College

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

Cronick, Faith .....Payroll Specialist  
AAS, Bay de Noc Community College

Curry, Ralph .....Superintendent 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

Dehlin, Lin .....Nursing Instructor  
RN, Harper Hospital; BSN, MSN, Northern Michigan University; Nurse Practitioner, Planned Parenthood of Wisconsin

Derocher, Robert .....Custodian  
AA, Bay de Noc Community College

Dittrich, Mary .....Administrative Assistant for Business and Workforce Development  
AAS, Bay de Noc Community College

Doucette, Tina .....Administrative Assistant for Director of Human Resources  
Certificate, Bay de Noc Community College; AAS, BS, Ferris State University

Dubord, Todd .....Maintenance Technician

Dwyer, Crystal .....Speech/Theatre Instructor  
BS, University of Wisconsin-Stevens Point; MA, Northern Michigan University

Flum, Sarah .....Mathematics Instructor - Mathematics/Science Chair  
BA, Eastern Michigan University; MA, Wayne State University

Franklin, Maureen .....Student Services Receptionist/Administrative Assistant  
AAS, Bay de Noc Community College

Frazer, Debbie .....MTEC/Middle College Administrative Assistant  
Certificate, AAS, Bay de Noc Community College

Gallagher, Troy .....Water Technology Instructor  
BS, University of Wisconsin-Green Bay; MS, Educational Technology, Boise State University

Gardner, Jennifer .....Coordinator of Campus User Technology  
AAS, Bay de Noc Community College; BS, Lake Superior State University

Germain, Ruth .....Administrative Assistant to the Director of Financial Aid  
AAS, Bay de Noc Community College

Gollach, Shirley .....Office Systems/Computer Applications Instructor  
AA, Bay de Noc Community College; BS, Central Michigan University; MS, Michigan State University

Griggs, Thomas .....Director of Human Resources  
BS, University of Wisconsin Green Bay

Gustafson, Jennifer .....Chemistry Instructor  
BS, MS, Northern Michigan University

Hacker, Scott .....Custodian  
AAS, Bay de Noc Community College; BS, Accounting, BS, Business Administration, Lake Superior State University

Hansen, Stella .....Social and Behavioral Sciences Instructor-BW  
BS, MA, PhD, Michigan State University

Havill, Connie .....Library Operations Manager – Learning Resources Center (LRC)  
Certificate, AA, Foothill Community College; AA, Bay de Noc Community College; BS, Lake Superior State University

Havill, Jerry .....Computer Aided Design Instructor  
BS, MA, MAE, EdSp, Ball State University; MS, PhD, Indiana University

Hebert, Susan .....Director of Financial Aid  
BS, University of Utah; MS, University of Wisconsin-Milwaukee

Henning, Patricia .....Vice President for Instruction and Student Learning  
BSN, MSN, Northern Michigan University

Highum, Mark .....Automation/Computer Systems Instructor  
AS, Excelsior College; BS, Southern Illinois University

Highum, Renae .....Administrative Assistant to the Director of Admissions  
AAS, Bay de Noc Community College

Hill, Mark .....Safety Grant Coordinator/Trainer  
AAS, Bay de Noc Community College; BS, Ferris State University

Holmes, Chris .....Dean of Liberal Arts and Learning Resources  
BA, MLS, Wayne State University

Ingram, Barbara .....Administrative Assistant - Liberal Arts  
Certificate, AAS, Bay de Noc Community College

Jacobson, Lori .....Business/Computer Applications Instructor-BW  
AAS, Kellogg Community College; BA, Spring Harbor University; MA, Indiana Wesleyan University

Janeshek, Bonnie .....Arts and Letters Instructor-BW  
BA, MA, Northern Michigan University

Johnson, Laura .....Administrative Assistant – Learning Resources Center (LRC)  
AA, Bay de Noc Community College; BS, Lake Superior State University

Johnson, Stephen .....General Maintenance Specialist/Maintenance Technician  
Certificate, Bay de Noc Community College

Karweick, Juneann .....History Instructor  
BS, MA, East Stroudsburg University; PhD, Kent State University; PDC, University of Wisconsin

Kendrick, Douglas .....Coordinator of Student Life  
BAA, MA, Central Michigan University

Kennedy, Patrick .....Executive Dean-BW  
BS, MA, Bowling Green State University; MA, PhD, University of Illinois

Kies, Allan .....Custodian/Maintenance Fill In

King, Joyce .....Computer Applications Instructor  
BS, Northern Michigan University; MS, Ferris State University

Krynicky, Matthew .....Physics Instructor  
BS, Wayne State University; PhD, University of Alaska Fairbanks

LaBeau, Marc .....Life Sciences Instructor  
BS, MS, Northern Michigan University



LaCount, Kay .....Nursing Instructor - BW  
BSN, MSN, Northern Michigan University

Laczazy, Robert .....Vice President for Information Technology  
BS, Penn State University; MS, Rutgers

Leisner, Mary .....Vice President for Student Services  
AAS, Bay de Noc Community College; BS, Lake Superior State University; MA, Central Michigan University

Lewandowski, Linda .....Dean of Allied Health and Wellness  
ADN, Delta College; BSN, MSN, Northern Michigan University

Lewis, Susan .....Administrative Assistant to the Vice President for Instruction and Student Learning  
AAS, Bay de Noc Community College

Linderoth, Karl .....Computer Systems Technology Instructor  
BA, Lake Superior State University; Teaching Certificate, NMU; MS, Ferris State University

Loman, Mark .....Automotive Instructor - Technology Chair  
BS, MA, Northern Michigan University

Love, Nanci .....English Instructor  
BA, University of Michigan; MA, Eastern Michigan University

Lundberg, James .....Director of Technical Services  
BS, Northern Michigan University; MBA, Lake Superior State University

Lundberg, Renée .....Account Manager - M-TEC  
AAS, Bay de Noc Community College

Madalinski, Brent .....Director of Operations-MTEC  
AA, Bay de Noc Community College; BS, Northern Michigan University; MS, Central Michigan University

Martinson, Lynn .....Accounts Receivable/Bookkeeper  
AAS, Bay de Noc Community College; BS, Lake Superior State University

Mathews, John .....History Instructor  
BA, Milligan College; MA, Southern Illinois University; ABD, University of Chicago

Mayville, Julianne .....Coordinator of Administrative Computing and Reporting Systems

McCann, Jennifer .....TRIO Writing Specialist  
BA, University of Minnesota; MA, St. Cloud State University

McCann, Todd .....English Instructor  
BA, MA, St. Cloud University

McLean, Clint .....Maintenance/Grounds  
AAS, Bay de Noc Community College

Miller, Cheryl .....Business/Computer Applications Instructor  
AS, Northwest State Community College; BS, Defiance College

Milligan, Bill .....English Instructor - Bay Beacon Co-Advisor  
AA, Northwestern Michigan College; BS, Oakland University; MA, Central Michigan University

Moloney, Laura .....Coordinator for West Campus  
BS, University of Wisconsin-Green Bay

Nanninga, Sue .....IBEW Apprenticeship Instructor  
Certificate, IBEW Apprenticeship; Michigan Journeyman Electrical License

Nelson, Brady .....Coordinator for Career Preparation  
Diploma, Northern Michigan School of Banking; BA, Governors 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

Olsen, Ann .....Student Computing Center Manager  
AAS, Bay de Noc Community College

Paavilainen, Marlene .....Director of Special Populations/Student Success  
BS, Northern Michigan University; MA, Michigan State University

Paul, Dan .....Middle College Director  
BS, Northern Michigan University; MA, Northern Michigan University

Pavlet, Penny .....Data Analyst  
Certificate, AS, Bay de Noc Community College

Pearson, Ronald .....Accounting/Business Instructor  
AA, Bay de Noc Community College; BS, Lake Superior State University; MA, University of Wisconsin-Madison

Ranquette, Renea .....Vice President for Administrative Services/Controller  
AA, Bay de Noc Community College; BS, Northern Michigan University; MBA, Lake Superior State University

Roberts, Mark .....Custodian

Robins, Rod .....Trio Director  
AA, Nicolet Technical College; BS, MS, University of Wisconsin Lacrosse

Roy, Joanne .....Director of Institutional Research and Planning  
BA, Central Michigan University; BS, Northern Michigan University; MBA, Lake Superior State University

Schimke, Melissa .....Assistant Controller/Payroll  
AAS, Bay de Noc Community College; BS, MBA, Lake Superior State University

Seawright, Lori .....TRIO Math Specialist  
BS, Michigan Technological University; MA, Northern Michigan University

Sebeck, Ann .....Business - Computer Applications Instructor  
AAS, AA, Bay de Noc Community College; BA, MBA, Lake Superior State University

Sexton, Dale .....Custodian

Shaw, Joseph .....Mathematics Instructor - Math CAVE Coordinator  
BS, Adrian College; MA, Western Michigan University

Shea, Lori .....Manager, Continuing Education and Professional Development  
CWB&I Certificate; AAS, Bay de Noc Community College; BS, Lake Superior State University

Slade, Britt .....Math ematics Instructor-BW  
BS, MS, Michigan Technological University

Slade, Spencer .....Mathematics Instructor  
BS, MS, Michigan Technological University

Sleik, Deborah .....Nursing Faculty-Allied Health and Wellness Chair  
BSN, MSN, Northern Michigan University

Smith, Craig .....Maintenance Technician

St. John, Bonnie .....Financial Aid Specialist

Stiglitz, Debbie .....Bay College Conference Coordinator  
AAS, Bay de Noc Community College

Sundstrom-Young, Susan .....Criminal Justice Faculty  
BS, MA, Northern Michigan University

Vines, Michele .....Administrative Assistant for West Campus  
Certificate, AA, Bay de Noc Community College

Walker, Pamela .....Administrative Assistant to the Dean for Business and Technology

Warstler, Thomas .....Geography Instructor  
BS, Aquinas College; MA, Northern Michigan University

Weber, Debbie .....Accounts Payable Bookkeeper  
AAS, Bay de Noc Community College

Whitens, Brook .....Nursing Office Assistant  
AA, Bay de Noc Community College

Williams, Dan .....Graphics Design Technician  
AA, Bay de Noc Community College; BS, Lake Superior State University

Yeck, Alan .....Dean for Technology and Workforce Development  
BS, Wilberforce University; MBA, Walden University

Young, Michael .....Sociology Instructor  
AAS, Southeast Community College; BS, Southern Utah University; MA, Minnesota State University

Young, Susan .....Property Assistant/Shipping & Receiving  
AAS, AA, Bay de Noc Community College; BS, Lake Superior State University

#### ADJUNCT FACULTY

Adams, Janine .....French and Spanish  
BS, University of Wisconsin-Whitewater; MA, Illinois State University

Allen, Randall .....Business Law  
AA, San Bernardino Valley College; BA, University of California, Riverside; JD, Western State University, San Diego

Allis, Steve .....Mathematics  
BS, Michigan Technological University

Ambrozich, Kathryn .....Accounting  
BBA, Accounting, College of St. Francis

Barr, James .....Mathematics  
BS, MA, Northern Michigan University; Kansas State University

Bennett, Diane .....Nursing  
ADN, Bay de Noc Community College; BSN, Northern Michigan University

Block-Sexton, W. Leah .....English and Early Childhood Development  
BA, MA, Western Michigan University

Bosilovatz, David .....Computer Technology  
AAS, Bay de Noc Community College

Broughton, Joan .....Nursing  
LPN, Mid Michigan Community College; ADN, Lansing Community College

Buckbee, Stephen .....Criminal Justice  
AS, Bay de Noc Community College; BS, Western Michigan University; MEd, Northern Michigan University

Champagne, Sherri .....Sign Language  
AA, Bay de Noc Community College; BS, Northern Michigan University

Cloutier, Sherri .....Sign Language  
AA, Bay de Noc Community College; BS, Northern Michigan University

Cole, George .....Social Sciences Instructor  
BA, MAT, PhD, Michigan State University; Wayne State University

Cresap-Blomquist, Candace .....Psychology  
BS, St. Cloud State University; MS, Capella University

Curran, Deborah .....Business Law/Political Science  
AAS, Bay de Noc Community College; BS, Northern Michigan University; JD, Cooley Law School

Czerwan, Kristine .....Nursing  
BS, Lake Superior State University

Doepker, Terri .....Sociology  
BS, Northern Michigan University

Doyle, Daniel .....Psychology  
BA, Lake Superior State University; MEd, Boston University

Dufek, Denise .....Early Childhood Development/Physical Education/Wellness  
AA, Henry Ford Community College; BS, Eastern Michigan University; MA, Siena Heights College

Dupont, Michael .....Career Development  
BS, MA, Northern Michigan University

Esqueda, Mark .....Business Law  
AA, Schoolcraft Community College; BS, Eastern Michigan University; JD, University of Detroit School of Law

Ethier, Gary .....Computer Applications  
AA, Bay de Noc Community College; BS, Central Michigan University

Farnsworth, Jennifer .....Nursing  
LPN, Bay de Noc Community College; BSN, Northern Michigan University

Flood, Tina .....Nursing  
ADN, Lake Superior State University; BSN, Northern Michigan University

Franklin, Donna .....English  
AAS, Bay de Noc Community College; MS, Northern Michigan University

French, Donald .....Water Technology  
AAS, Bay de Noc Community College

Gayan, Angela .....Accounting  
BS, University of Wisconsin-Green Bay

Grondine, James .....Biology-Human  
AAS, Bay de Noc Community College; BA, MA, Northern Michigan University

Gustafson, Margaret .....Nursing  
BSN, Northern Michigan University

Hafeman, John .....Chemistry/Education  
BS, MS, Northern Michigan University

Hakamaki, David .....Economics and Business  
Certificate, Gogebic Community College; BS, Northern Michigan University; MS, University of Michigan

Hansen, Allen .....Ceramics  
AA, Bay de Noc Community College; BS, Wayne State University

Helmer, James .....Chemistry  
AAS, Bay de Noc Community College; BA, Michigan Technological University

Huebler, William .....Business  
BS, Central Michigan University

Jacobson, Roland .....Psychology  
BS, Northern Michigan University; MS, Eastern Michigan University; Specialist, Wayne State University

Jamison, Jillian .....English  
AA, Bay de Noc Community College; BS, Northern Michigan University

Jezylo, Jennifer .....Biology  
BS, Northern Michigan University; Associate of Science, DVM, Michigan State University; Secondary Education Certification, Northern Michigan University

Johnson, Laurie .....Biology-Human/Fundamentals  
BS, MS, Northern Michigan University

Juchemich, Jane .....Communications  
BS, MA, Northern Michigan University

Kidder, Jane .....English/Psychology  
BS, Eastern Michigan University; MA, Sienna Heights University

Kutha, Frances .....Business  
BS, Lake Superior State University

LaChappelle, Richard .....English  
AA, Bay de Noc Community College; BS, Northern Michigan University

Larsen, Margaret (Mollie) .....Office Systems  
BA, University of Wisconsin-Green Bay

Leffel, Joann .....Art History/Painting  
BA, MA, Central Michigan University

Lesica-Gardner, Katharine .....Business Math/Principles of Selling  
BS, Northern Michigan University

Markell, Ann .....English  
BA, Northern Michigan University

McDonnell, Susan .....Physical Education  
AAAS (Associate of Applied Arts and Science), Grand Rapids Junior College; BS, Central Michigan University

Menard, Kristina .....Nursing  
PN, ADN, Bay de Noc Community College; BSN, Lake Superior State University

Meyer, Charles .....Mathematics  
BS, MS, Michigan Technological University

Miller, Daniel .....Computer Applications/Accounting  
BS, MEd, Wayne State University



Minich, Roy .....English  
BA, Dartmouth College; MA, Bread Loaf School of English (Middlebury College), Vermont

Mitchell-DeGrand, Darby .....English  
BA, MA, Wayne State University

Moody, Ruth .....English  
BA, Western Michigan University

Nelson, Gerald .....Chemistry/Mathematics  
BA, BS, Mankato State College; MS, Northern Michigan University

Norkoli, Evelyn .....Nursing  
LPN, ADN, Bay de Noc Community College; BSN, Lake Superior State University; MSN, University of Phoenix

Occhietti, Dorothy .....Business Communications  
BEI, University of Wisconsin; MA, Northern Michigan University; EdS, Michigan State College

Palka, Mary .....Mathematics  
BS, MA, Northern Michigan University

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DISCLAIMER

The community college is a dynamic institution, constantly changing, constantly adjusting, constantly in flux. Therefore, in a catalog designed for a “two-year shelf life”, much of the information, while accurate at the time of printing, will change. This catalog is published for general informational purposes only and does not constitute a legal contract between the student and the college. Bay de Noc Community College reserves the privilege to change, without notice, any information in this catalog.



- 1 Math/Science Building
- 2 Catherine Bonifas/Administrative Services
- 3 Gymnasium/YMCA/Child Care
- 4 Health/Applied Technology Center
- 5 Student Center
- 6 College Apartments
- 7 College Extension Center
- 8 Learning Resources Center
- 9 Joseph Helman University Center
- 10 Welding/Shipping & Receiving
- 11 Maintenance Building
- 20 Michigan Technical Education Center (M-TEC)

- A Parking A
- B Parking B
- C Parking C
- D Parking D
- E Parking E



**Bay College**  
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- Academic Computing Services . . . 9
- Arts and Letter Division . . . . . 2
- Auditorium . . . . . 8
- Bookstore/Housing Office . . . . . 5
- Business Division . . . . . 9
- Business Office . . . . . 2
- Cafeteria . . . . . 5
- Cashier . . . . . 5
- Conference Coordinator . . . . . 2
- Conference Rooms . . . . . 8/9
- Contracting with  
     Business & Industry . . . . . 20
- Counselors . . . . . 5
- Customized Training . . . . . 20
- Financial Aid Office . . . . . 5
- Institutional Advancement Office . . . 2
- Learning & Information Technology . 8
- Library . . . . . 8
- Lifelong Learning . . . . . 9
- Math/Science Division . . . . . 1
- Nursing Division . . . . . 4
- President's Office . . . . . 2
- Shipping and Receiving . . . . . 10
- Social Science Division . . . . . 2
- Student Records . . . . . 5
- Student Services . . . . . 5
- University Coordinator . . . . . 9
- Veteran's Office . . . . . 5
- Vice President for Instruction . . . . . 2
- Vocational/Technical Division . . . . . 4









