Bay de Noc Community College 2011-2012

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2001 North Lincoln Road
Escanaba, MI 49829
www.baycollege.edu

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906-786-5802

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Iron Mountain, MI 49801
www.baycollege.edu

Telephone: 906-774-8547

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

Approved by the

Michigan Department of Education
608 W Allegan
P.O. Box 30008
Lansing, MI 48909
517-373-3324

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

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

Bay de Noc Community College

HISTORY AND ORGANIZATION

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

In 1963, the College enrolled approximately 200 students. The student population now exceeds 2,500 students registered for credit courses. Students are currently enrolled in programs of study that include occupational, transfer, and community service curricula.

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

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General Information

Non-Discrimination Policy

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

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

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

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

Director of Special Populations & Student Success
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829-2511
(906) 217-4017

Adopted by the Board of Trustees August 11, 1976; reviewed and revised September 8, 1982. Revised and adopted by the Board on April 21, 1999. Revised and adopted by the Board on September 17, 2008.

DISCLAIMER

The catalog is effective for the 2011-2012 academic year. The catalog is for informational purposes only and does not constitute a contract. Bay de Noc Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the college reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog, including the rules controlling admission to, instruction in, and graduation from Bay College. Such changes become effective whenever the college deems necessary and apply not only to prospective students but also to those currently enrolled. The most up to date information is available on the College website at www.baycollege.edu.

Message from the President

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

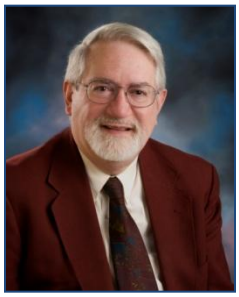
Bay College is a great place to get an education! We look forward to welcoming you to our campuses.

Sincerely,

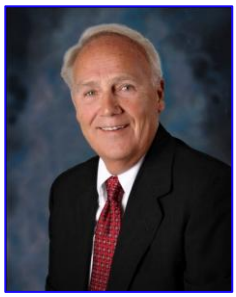
Laura L. Coleman

Laura L. Coleman, Ph.D.
President

Board Members and President



Thomas L. Butch has been a member of the Board of Trustees since 1974. He graduated from Gladstone High School in 1960 and received degrees from the University of Michigan (B.A. with distinction and honors in Political Science, 1964; J.D., cum laude, 1967), and joined the predecessor to the Escanaba law firm of Butch, Quinn, Rosemurgy, Jardis, Burkhart, Lewandowski & Miller, P.C., the same year. He was admitted to the Bar of the State of Michigan in 1968. Mr. Butch has served on the Board of the Delta-Schoolcraft Intermediate School District from 1967-1973. He is the City Attorney for the City of Gladstone, a member of the Pi Sigma Alpha Honorary Political Science Fraternity, 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 Delta County Medical Access Coalition, a member and Director of the Remnants Barbershop Chorus, and a member of Gladstone Memorial Methodist Church. He has been married to his wife, Alice, for over 40 years. They have three children and four grandchildren.



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

James L. Hermans, a native of Escanaba, was elected to the Board of Trustees in 2006. 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 (2000-2010); St. Anne's Church, Escanaba; Noon Kiwanis (22 years), past president (2 terms) and on the Michigan Works! Job Force Board (2004-2010).

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

Eric L. Lundin was appointed to the Board of Trustees in 2003. Mr. Lundin successfully ran for re-election in 2004 and 2008. 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 daughters, Megan and Abigail.

James R. Moberg was appointed to the Board of Trustees 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. Jim is currently the Business Development Manager at Brute Industries. He is a member of the OSF Hospital Advisory Board and has served on a number of non-profit boards.

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

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

Foundation & Alumni Association

BAY COLLEGE FOUNDATION – MAKING A DIFFERENCE

Private giving, more than ever is making a positive impact enhancing lives and learning at Bay College. While state and local funding provide basic services, gifts from individuals and businesses alike secure the future of Bay College's overall educational environment. Matching dollars may be an option with some businesses, significantly increasing the donation amount.

Established in 1972, Bay de Noc Community College Foundation serves as a fundraising arm of the institution. The Foundation provides a vehicle through which family & friends may support institutional advancement. The Foundation enhances Bay's premier academic community by raising funds for student scholarships, program development, community arts and campus enhancements – improving the overall educational environment.

For nearly 40 years, the Foundation has provided a bridge of opportunity for students who, without this assistance, otherwise may not be able to afford a college education. The foundation oversees approximately 250 scholarship funds. Each scholarship awarded contributes to the quality of life for all by providing a stronger workforce for the community. Supporting Bay College's Foundation makes a difference for future generations.

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

Information on opportunities to participate in any of the Foundation's programs is available online at: www.baycollege.edu/?foundation or e-mail carnek@baycollege.edu.

ALUMNI ASSOCIATION – THE LEGEND LIVES ON

All students that have taken 8 credits or more at Bay College are among the distinguished group of Bay Alumni. Bay College encourages all students to stay involved with the college as an active alumni. The Bay College Alumni Association supports a scholarship which is awarded annually to an academically deserving student whom has achieved a minimum of 24 credits. Bay College Foundation accepts educational gifts at all times.

All Bay College alumni are invited to an annual event held the Friday night of the week prior to spring graduation in May. Each year, a Distinguished Alumni of the Year is also recognized. Applications and additional information is available on-line at www.baycollege/?alumni.

Mission, Vision, and Values

PURPOSE

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

VISION

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

MISSION

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

Bay College is dedicated to **STUDENTS SUCCESS, COMMUNITY SUCCESS, AND A CULTURE OF SUCCESS.**

VALUES

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

- **Student Focus**
  - Student success is our primary aim
  - Accessibility
  - Equity
  - Compassion
  - Safety
- **Quality Commitment**
  - Be a leader in education
  - Continuous quality improvement
  - Full engagement
- **Collective Accountability**
  - We are all responsible for student success
  - Alignment of efforts
- **Collegial Relationships**
  - The Bay Family
  - Team atmosphere
  - Respect for individuals
- **Community Engagement**
  - Being part of our community's development
  - Collaboration with external institutions
- **College Vitality**
  - Arts & Culture
  - Positive campus environment
  - Wellness
  - Efficiency
- **Data Informed**
  - The use of evidence
  - Success must be measurable
  - Data driven decisions

STUDENT ASSESSMENT

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

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

ASSURANCE OF QUALITY STATEMENT

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

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

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

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

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

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

Board adopted: July 11, 1990

Admissions

STUDENT CHECKLIST

❑ Find out about Bay de Noc Community College
Explore the opportunities for study at Bay College. Review the college catalog, visit the College website at www.baycollege.edu, or call the Admissions Office at 906-217-4010, and arrange for a visit to campus.

❑ Complete the Application for Admission
Apply on-line at www.baycollege.edu. Students can also obtain a paper application from the Student Center at the Escanaba Campus or the West Campus in Iron Mountain.

❑ Provide Proof of Residency
All students are required to provide proof of residency. Tuition rates are determined by proof of residency.

❑ Provide Assessment Scores
All students except non-degree or guest, are required to provide placement scores (ACT or COMPASS) taken within three (3) years. Students attempting exemption from placement scores must provide appropriate documentation. (See page 14.) Assessment scores will determine which level of college courses for which you may enroll.

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

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

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

❑ Pay for Classes
Check tuition due dates. Students can pay by check, credit card, or through the tuition payment plan. Students can sign up for the Facts Management Tuition Payment Program by logging into myBay at www.baycollege.edu.

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

❑ Engage in Campus Life
Develop leadership skills by getting involved in Student Government or any one of our many campus clubs and organizations. Visit the YMCA on the Escanaba Campus. Contact the Coordinator of Student Life for details.

ADMISSION REQUIREMENTS

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

The Bay College admission policy is currently under review and subject to change. Please visit the Admissions Office website at www.baycollege.edu/?admissions for the most current admission policy.

Paper applications should be mailed to:

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

ADMISSIONS PROCEDURES FOR NEW AND TRANSFER STUDENTS

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

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

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

ADMISSIONS PROCEDURES FOR FORMER STUDENTS

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

ADMISSIONS PROCEDURES FOR INTERNATIONAL STUDENTS

All International students should visit the Bay College website for specific admissions procedures.
www.baycollege.edu >> Future Students >> Admissions >> International Students

APPLICATION PROCEDURES FOR NEW AND TRANSFER STUDENTS

1. Apply online at www.baycollege.edu or complete a paper application.
2. Send proof of residency to Bay College Admissions Office. Tuition rates are determined by proof of residency. Proof of residency may include one or more of the following: copy of driver's license, Secretary of State I.D. card, notarized rent receipts, or a property tax receipt for primary residence.
3. All students, with the exception of non-degree or guest, are required to provide placement scores (ACT or COMPASS) taken within three (3) years. Students attempting exemption from placement scores must provide appropriate documentation as listed under Assessment Exemption.
4. Current high school seniors interested in being considered for scholarships to Bay College should request a current official high school transcript be sent to the Admissions Office at Bay College.

APPLICATION PROCEDURES FOR MICHIGAN GUEST STUDENTS

1. Secure a Michigan Uniform Guest Application from the institution where you are currently enrolled or online at www.baycollege.edu.
2. Application must be signed by the registrar or designated officer at the issuing institution.
3. The application should be sent to Bay de Noc Community College's Admissions Office.

4. Send proof of residency to Bay College Admissions Office. Provide one of the following as proof of residency: voter registration card, Secretary of State identification card, or driver's license.
5. Students should consult with their university regarding course transfer prior to enrolling as a guest student at Bay College.

DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

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

Application Procedures for Dual Enrolled High School Students

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

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

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

Application Procedures for Dual Enrolled Home School Students

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

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

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

ORIENTATION

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

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

ASSESSMENT/PLACEMENT

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

1. For course placement purposes, most students new to Bay College will be required to provide assessment scores of English (writing), reading, and mathematics skills prior to registering.

2. Exemptions to assessment include:

    a. Those with a bachelor's degree or higher based on official documentation.

    b. Those who have previously completed the ACT assessment or COMPASS within the past three (3) years.

    c. Those with a minimum grade of "C" in the equivalent of a college-level freshman composition course and a college-level algebra course, based on official documentation. This would include appropriate scores on AP courses and CLEP.*

    d. Those students with documented transfer credits in a college-level composition courses will be exempt from the English (writing) portion of the assessment. Those students with official documented transfer credit in basic algebra or higher will be exempt from the math portion of the assessment.

    e. Students with completed official college guest application forms for the current semester.

    f. Those enrolling ONLY in courses with no prerequisites as printed in the current Bay College catalog.

    g. Those taking non-credit courses, courses for Continuing Education Units (CEU'S), or auditing a course.

3. Mandatory placement into basic writing, reading, and mathematics courses will be based on assessment scores.

4. English, reading, and mathematics basic skills prerequisites for College classes are listed in the course description section of the College catalog as E – English Composition, R – Reading, or M – Mathematics. For these courses, students must obtain minimum scores on those assessment sections or successfully complete the required prerequisite courses at Bay College prior to registration for those classes.

5. Students may retake each portion (writing, reading, mathematics) of the assessment battery two times every 365 days.

6. Students who have not been enrolled within the past three (3) years must take the assessment unless an exemption applies.

7. Upon request, students with disabilities, with documentation on file in the Office of Special Populations, will be provided special assessment accommodations.

PLACEMENT FOR SUCCESS

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

TS = Transitional Studies courses *

ACT SCORES		
ENGLISH		
0-11	ENGL 095	Basic Writing Skills (TS)
12-17	ENGL 097	College Writing Skills (TS)
18 and Above Meets "E" requirement	ENGL 101	Rhetoric & Composition
READING		
0-10	ENGL 070	Basic Reading Skills (TS)
11-17	ENGL 075	College Reading Skills (TS)
18 and Above Meets "R" requirement		
MATH		
0-16	MATH 085	{re-Algebra (TS)
17-19 Meets "M" requirement	BUSN 177 MATH 095 MATH 101 MATH 102	Mathematics of Business Basic Algebra (TS) Nursing Math Intro to Technical Math
20-22	MATH 105 MATH 106 MATH 107	Intermediate Algebra Technical Algebra & Trig I Liberal Arts Math
23-25	MATH 110 MATH 130 MATH 210	College Algebra Math for Elementary Teachers Intro to Statistics
26-36	MATH 111 MATH 141	Trigonometry Analytical Geometry & Calculus I (if high school trig completed)

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

COMPASS SCORES		
ENGLISH/WRITING		
0-29	Engl 095	Basic Writing Skills (TS)
30-68	ENGL 097	College Writing Skills (TS)
69 and Above Meets "E" requirement	ENGL 101	Rhetoric & Composition
READING		
0-39	ENGL 070	Basic Reading Skills (TS)
40-77	ENGL 075	College Reading Skills (TS)
78 and Above Meets "R" requirement		
ENGLISH/WRITING AND READING		
Writing Score of 53-68 and Reading Score of 62-77	ENGL 098	Integrated Reading & Writing Skills (TS)
MATH		
Pre-Algebra		
0-40	MATH 085	Pre-Algebra (TS)
41-100 Meets "M" requirement	BUSN 177 MATH 095 MATH 101 MATH 102	Mathematics of Business Basic Algebra (TS) Nursing Math Intro to Technical Math
Algebra		
0-40	BUSN 177 MATH 095 MATH 101 MATH 102	Mathematics of Business Basic Algebra (TS) Nursing Math Intro to Technical Math
41-65	MATH 105 MATH 106 MATH 107	Intermediate Algebra Technical Algebra & Trig I Liberal Arts Math
66-100	MATH 110 MATH 130 MATH 210	College Algebra Math for Elementary Teachers Intro to Statistics
College Algebra		
0-45	MATH 110 MATH 130 MATH 210	College Algebra Math for Elementary Teachers Intro to Statistics
46-100	MATH 111	Trigonometry
Trigonometry		
0-45	Math 111	Trigonometry
46-100	MATH 141	Analytical Geometry & Calculus I (if high school trig completed)

RESIDENCY GUIDELINES

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

Bay de Noc Community College defines the legal residency (domicile) of the student as the place where his/her home is maintained.

* A legal resident is one whose permanent, primary residence is where he or she intends to return whenever absent from college. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.

A student's residency classification is established when admitted to Bay de Noc Community College.

Residency Classifications: A person will pay course tuition according to one of the following classifications of legal residence:

a. **Delta County (I)** – Legal resident* of Delta County
b. **Dickinson County (D) –** Legal resident* of Dickinson County
c. **In-State (O)** – Legal resident of Michigan outside Delta County or Dickinson County.
d. **Reciprocal County (R)** – 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, Shawano, Vilas, and Washburn. Students in reciprocal counties pay In-State tuition rates.
e. **Out-of-State (S)** – International students and all others not classified within a , b, c or d above.

Delta County/Dickinson County/In-State Criteria: For tuition purposes, a Delta County, Dickinson County or In-State student is an American citizen or permanent resident who can provide legal proof of residence within Delta County, Dickinson County or In-State for at least six consecutive months immediately preceding the first day of the semester in which the person plans to enroll.

Proof of Residence: All students are subject to a check of their residency status at the time of admission. Students furnishing false information may be subject to disciplinary action. The one or more of the following are types of documents which are considered in determining proof of legal residency:

a. Current/valid driver's license, Secretary of State ID, or valid motor vehicle registration.
b. Property tax receipt.
c. Current dated voter registration card indicating permanent address.
d. Notarized letter stating the parent the student is living with is the student's sole support. (Dependent)
e. Notarized letter stating the parent(s) of the student is not or will not be claiming student on income tax. (Independent)
f. Verifiable rent receipts or notarized letter from landlord indicating a permanent address.
g. Other legal documents such as court-issued guardianship papers, etc.
h. Verifiable utility receipts.
i. Verification of full-time employment indicating a permanent address.
j. Verification of marriage to a Delta County or Dickinson County resident.
k. Verification of military status.

Change of Residence Status: Changes in residency status can only be made by completing a Change of Status form and providing supporting documentation. An electronic version of the Change of Status Form can be obtained from our website, www.baycollege.edu. Any adjustments made in tuition due to a change in residency status shall not be retroactive nor changed within a semester.

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 (above) has not been met.

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

Financial Aid & Scholarships

FINANCIAL AID OFFICE

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

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

ELIGIBILITY

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

1. Be a U.S. citizen or eligible non-citizen with a valid social security number.
2. Have a high school diploma or
    a) GED; or
    b) completed home schooling; or
    c) passed an ability-to-benefit (ATB) test; or
    d) successfully completed six credits toward a degree or certificate.
3. Not be in default on a federal student loan or owe a refund on a federal student grant.
4. Be enrolled or accepted for enrollment in an eligible program of study, pursuing a degree, certificate, or other recognized credential.
5. Make satisfactory academic progress toward completing your degree or certificate.
6. Not have been convicted of possessing or selling illegal drugs while receiving federal student aid.
7. If you are a male and over the age of 18, be registered with the Selective Service.
8. Have been a continuous resident of Michigan for 12 months to be considered for State of Michigan programs.

APPLYING FOR AID

In order to receive financial aid you must:

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

ENROLLMENT STATUS

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

Full time ..... 12 or more semester credits
Three-Quarter time ..... 9-11 semester credits
Half time ..... 6-8 semester credits
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 be eligible to receive either work-study or a Federal Direct 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.)

COST OF ATTENDANCE

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

TYPES OF FINANCIAL AID

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

FEDERAL AND STATE GRANTS AND SCHOLARSHIPS

Federal Pell Grant (Pell):

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

Federal Supplemental Educational Opportunity Grant (FSEOG):

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

Michigan Competitive Scholarship (MCS):

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

Michigan Indian Tuition Waiver:

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

Michigan Tuition Incentive Program (TIP):

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

Phase One will pay tuition and mandatory fees (does not include course specific fees, contact hours, lab or college admission fees) for associate degree or certificate courses. The program will pay up to a maximum of 80 semester credits, however, only 24 semester credits per academic year. You must be enrolled at least half time to receive funds from this program.
The State will send you a verification letter. Submit it to the Financial Aid Office with a copy of your birth certificate or driver's license to initiate benefits. You must initiate benefits for enrollment within four years of high school graduation or GED completion.

INSTITUTIONAL SCHOLARSHIPS

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

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

Freshman Scholarships

If you are a graduating high school senior and wish to be considered for scholarships, you must complete the Application for Admission and be accepted for admission. February 15 is the first priority deadline for award consideration. The next priority date is April 1. Periodic awards are made after those dates. Incoming freshmen with a grade point average (GPA) of 3.0 or above are eligible to be considered for an award.

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

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

Currently Enrolled/Returning Students

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

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

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

Honors Program Scholarships

Students accepted into the Honors Program are eligible to apply for the Honors Program Tuition Scholarship and the Honors Program Competitive Award Scholarship.

ADDITIONAL SCHOLARSHIP OPPORTUNITIES

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

VETERANS BENEFITS

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

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

FEDERAL DIRECT LOANS

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

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

Direct Subsidized Loans

Your interest is paid by the federal government while you are in school, during your six month grace period following the last date of at least half-time enrollment, and for any periods of authorized deferment after you begin repayment.

Direct Unsubsidized Loans

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

Direct PLUS Loans

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

WORK-STUDY EMPLOYMENT

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

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

PROCESSING OF FINANCIAL AID

1. Financial aid is awarded to students on a first-come, first served basis. Some programs have a limited amount of funding available. As such, it is important that you complete your Free Application for Federal Student Aid as soon as possible after January 1 each year. Eligibility criteria for aid programs vary so not all students are eligible for all programs.

2. If you are eligible for some type of financial aid, other than Federal Direct loans, the Financial Aid Office will mail you an award letter stating your financial aid package for the academic year. Taking out a loan is a serious commitment. As

such, the Financial Aid Office does not automatically package loans as part of a student's award letter. Students interested in borrowing should contact the Financial Aid Office at 906-217-4020 to check on loan eligibility.

3. If you have financial aid, you will see an estimated financial aid on your myBay account on the Student Billing tab. Pell Grants will be adjusted on a daily basis to reflect your actual enrollment status. Keep this in mind as you are making schedule changes.

4. The My Student Account Info on the Student Billing tab of myBay will show your total cost of tuition, fees, housing, and bookstore charges less the amount of financial aid available. If your expenses are greater than your estimated financial aid, you will have an amount due. You will need to make payment arrangements with the Student Accounts Office. Tuition due dates can be found on the Student billing tab.

5. If your estimated financial aid is greater than your expenses, you have a credit balance and can charge on-campus housing expenses and, with a signed authorization, your books and supplies, up to the credit balance.

6. If you have financial aid left after you charge tuition, fees, housing and/or books and supplies, you will receive the overage either by direct deposit or through the mail. Overage monies are available approximately four to five weeks after the semester begins.

7. Financial aid is awarded for the fall and winter semesters. If you plan to attend during the spring/summer semester, you should contact the Financial Aid Office to discuss your eligibility for aid.

WITHDRAWALS

If you withdraw from school during the semester, the law requires the Financial Aid Office to determine the amount of the federal financial aid (grants or Federal Direct loans) that you have earned. If you received more aid than you earned, the excess funds must be returned. The amount of aid that you have earned is based on the amount of time that you spend in academic attendance; it has no relationship to the institutional charges that you may have incurred. For example, if you completed 30 percent of the semester, you earned 30 percent of the aid you were offered. Once you have completed 60 percent of the semester, or approximately 63 days of attendance, you are considered as having earned all of your financial aid. If no date is recorded for your last date of attendance, the Financial Aid Office will assume that you completed 50 percent of your coursework, and your eligibility for aid will be calculated using the 50 percent figure.

The Financial Aid Office will calculate the return of funds and notify you of the amount of aid that you are now eligible to receive. 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 overage check, you may need to return some of those funds.

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

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

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

REPEATED COURSEWORK

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

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

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

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 Federal Student Aid (FSA). You must be following your degree plan as listed in the college catalog. If you are receiving Veterans benefits, the Veterans Administration also requires you to make satisfactory academic progress.

Standards

Every semester you are attending Bay College, fall, winter, and/or spring/summer, you must complete at least 67% of your attempted course work with a 2.0 semester GPA or above. Please note: a grade of "I" does not count as successful completion. Spring/summer sessions are combined and treated as one semester for satisfactory academic progress purposes.

Failure to Meet Standards

Financial Aid Warning (FAW): If you fail to meet the standards as outlined, you will be placed on Financial Aid Warning. You remain eligible to receive financial aid while you are in a warning status. To be removed from FAW, you must complete at least 67% of your attempted course work during your next semester of enrollment with a 2.0 semester GPA or above.

Financial Aid Suspension (FAS): If you are on Financial Aid Warning, and fail to meet the standards during your next semester of enroll- ment, you will be placed on Financial Aid Suspension and will not be eligible to receive financial aid, which includes student loans. There are two ways to reestablish your eligibility for financial aid.

> *Appeal*: If you have special circumstances, you may submit an appeal to the Director of Financial Aid providing information on why you failed to meet these standards. Include what has changed that will allow you to meet these standards during you next semester of enrollment. Your appeal will not be considered unless you provide documentation to support your request. Submitting an appeal does not guarantee reinstatement.
>
> *Meet standards:* Complete, at your own expense, at least 67% of your attempted course work during your next semester of enrollment with a 2.0 semester GPA or above.

Financial Aid Probation (FAP): If you were on Financial Aid Suspension and an appeal is approved, you will be placed on Financial Aid Probation. While in this status, you will you be eligible to receive financial aid and must:

- Follow an academic plan based on your program of study that is established in working with your academic advisor; and
- Complete at least 67% of your attempted course work during your next semester of enrollment with a 2.0 semester GPA or above.

Once you have met the requirements, you will be returned to Financial Aid Warning.

Maximum Timeframe Requirement

The maximum time to complete your current program of study must follow these guidelines:

Associate degree: the maximum number of credit hours attempted may not exceed 150% of the minimum number of credit hours required to complete your current program of study.

Certificate program: the maximum number of credit hours attempted may not exceed 150% of the minimum number of credit hours required to complete your current program of study.

Your aid will be terminated upon reaching the maximum credit hours allowed. You may appeal this termination by submitting the Maximum Timeframe Appeal Form. Please note: withdrawals, repeats, failed, and transferred course work are counted toward the maximum timeframe.

STUDENTS' FINANCIAL AID RIGHTS AND RESPONSIBLITIES

Students have the right to ask:

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

It is the student's responsibility to:

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

Student Accounts

FINANCIAL OBLIGATIONS

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

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

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

Tuition and fees are subject to change by action of the Bay de Noc Community College Board of Trustees. Please visit the college's website at www.baycollege.edu and select "Current Students", select "Student Accounts", and select "Tuition & Fees" to determine the cost of tuition per semester contact hour and view the list of applicable fees.

Payment
Tuition can be paid in any of the following ways:

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

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

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

Payment Plan
Payment plans are available through the FACTS (Nelnet Business Solutions). Students may register on-line in the "myBay" portal. Log into "myBay", select "Student Billing", select "My Account Balance", select "Enroll in Payment Plan Option".

The payment plan may be adjusted for a change in a student's account balance. The student will receive notice of any increase in the preauthorized payment amount at least 10 days in advance of the next scheduled payment. Please do not assume the payment plan will be automatically decreased. Contact Student Accounts at (906) 786-5802, ext. 4062, to request and/or confirm adjustments to the payment plan.

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

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

Records & Registration

ACADEMIC CALENDAR

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

2011-2012 College Calendar

These dates have been approved by the Board of Trustees and are subject to change.

Fall 2011 Semester

Online registration opens	April 4
Fall semester classes begins	August 29
Last day to add a course	September 2
Labor Day recess-no classes	September 5
Tuition due date	September 9
Final drop day for a refund	September 9
Last day to withdraw w/automatic “W”	September 23
Thanksgiving recess-no classes	November 24-25
Last day to withdraw from classes	December 9
Final Exam week	December 12-16
Fall semester ends	December 16

Winter 2012 Semester

Online registration opens	October 24
Winter semester classes begin	January 9
Last day to add a course	January 13
Tuition due date	January 13
Final day for a refund	January 20
Last day to withdraw w/automatic “W”	February 3
Spring Break-no classes	March 5-9
Last day to withdraw from classes	April 29
Final Exam week	April 30-May 4
Winter semester ends	May 4
Commencement Ceremony	May 5

Spring 2012

Classes Begin	May 14
Eng of Term	June 22

Summer 2012

Classes Begin	June 25
End of Term	August 10

DECLARING MAJORS

At the time of admission, a student's record is coded for their academic program of study. A student is allowed to change his/her major at any time by submitting a Change of Major/Program form to Student Services. A student is then governed by the catalog in effect when he/she made the change.

Students may declare more than one major at a time. They should complete the required form available at the reception desk in Student Services at both campuses.

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

CATALOG OF RECORD

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

1. A student is not enrolled for two or more consecutive semesters, (excluding spring and summer). When the student returns to Bay College he/she is governed by the current catalog at the time of his/her return.
2. The catalog is revised and a student wishes to follow the newer catalog.
3. A student changes his/her program of study. He/she is governed by the catalog in effect when the change is made.
4. Any change of major made between May 1 and the beginning of the next academic year will be governed by the catalog in effect for that next academic year.

Archived catalogs are available online at www.baycollege.edu.

PROGRAM OF STUDY PROGRESS

Students may track their progress toward program completion by checking the College web site. They should log-in to myBay, select the Student Tab, then Registrar's Office, and then Course Needs. That will show the student his/her unofficial degree audit details. Students should work with their Academic Advisors to plan how they will complete program requirements.

REGISTRATION

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

Records & Registration Holds

Bay College may place a "hold" on a student's record for a variety of reasons. A "hold" indicates that records cannot be released or a registration cannot be processed until the reason for the "hold" is resolved.

Types of "holds" include:

1. **Academic Hold:** a "hold" may be placed at the request of the Registrar against the enrollment of a student for failure to maintain the standards outlined in the standards of academic progress. (See page 31.)
2. **Financial Hold:** a "hold" may be placed at the request of the Student Accounts Office against the enrollment of a student or the release of transcripts when the student has failed to discharge his/her financial obligations to the college.
3. **Library Resource Hold:** a "hold" may be placed by the library against the enrollment of a student who has failed to return a library resource or who has failed to pay fines or charges owed to the library.
4. **Registration Hold:** a "hold" will be placed on a student's record when there is an address or residency discrepancy or any other type of registration problem. Students must contact the Records & Registration Office.

Schedule Changes: (Fall/Winter Semesters)

During the first week of the semester a student can add a class by using the "myBay" option. Additions during the second week of the semester are only allowed under special circumstances and with the permission of the instructor. Students can drop classes using "myBay" through the second week of the semester. These classes will be removed from the students transcript record. Students seeking assistance with schedule changes should meet with their faculty advisor.

Withdrawals

A student may drop from a course within the first two weeks of each regular semester without a grade. The course will not appear on the transcript. During the third and fourth weeks, the student may withdraw with an automatic grade of "W". After the fourth week, a student may withdraw from a course by completing the Course Change Form which is available at the Student Services Reception Desk at both campuses. A grade of "W" for withdrawal or "F" for failure will be determined by the instructor at the time of the withdrawal. Failure to properly withdraw from a course will result in the student being charged for the course and receiving an "F". Students who stop attending classes and do not properly withdraw will not be automatically withdrawn.

It is the student's responsibility to officially withdraw from college by completing the *Withdrawal from College* form available at the reception desk in Student Services at both campuses.

Non-Registered Attendance

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

Course Cancellation

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

Auditing a Course

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

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

During the first four (4) weeks of a sixteen week course.
During the first two (2) weeks of an eight week course.
During the first week (1) of a four week course.

Students must complete the appropriate form available at the Student Services Reception Desk at both campuses.

STUDENT CLASSIFICATION AND ENROLLMENT STATUS

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

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

ENROLLMENT VERIFICATIONS

Students, who must obtain enrollment verification for insurance purposes, housing, student discounts, etc., can print verification online. Go to www.baycollege.edu and log on to "myBay". Select "National Student Clearinghouse" from the left hand menu. Select it a second time. This will take the student to a secure website administered by the National Student Clearinghouse. Select "Obtain an Enrollment Certification". Print the document.

Students may also print In-School Deferment Forms through "myBay". They should log in, select "National Student Clearinghouse" twice, and then select "Loan Locator". This provides a direct link to a school lender for a form.

GRADES

Grade Point Average (GPA)

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

Grade	Honor Points Per Semester Hour
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
IP - In Progress	0.0
P - Pass	0.0
NP – No Pass	0.0
W - Withdrawal	0.0
AP-Advanced Placement	0.0
AS-Advanced Standing	0.0
AU-Audit	0.0
CL-CLEP	0.0
NG-No grade	0.0
PM-Prerequisite Met	0.0
TR-Transfer Credit	0.0

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

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

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

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

Credits and grades for Transitional Studies courses are calculated into the term GPA but not the cumulative GPA or credits toward completion of a program of study.

The Bay College policy regarding grades for Transitional Studies courses is currently under review and subject to change. Please visit the Records & Registration Office website at www.baycollege.edu/?records **for the most current information.**

Grade Reports

Grades are posted by Wednesday after final examinations end. Students may review their grades on the college website: www.baycollege.edu in the "myBay" section by using their login name and password. Bay College does not issue printed Grade Reports.

Honors

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

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

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

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

Pass/Fail Grades

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

Incomplete Grades

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

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

If these conditions are met, the instructor must:

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

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

A grade of "I" that has not been converted to a letter grade of "A" through "F" automatically becomes an "F". For "I" grades issued in the fall semester, the student must complete the course work by May 1. For "I" grades issued in the winter semester, the student must complete the course work by December 1. For "I" grades issued in the spring or summer session, the student must complete the course work by December 1. If an instructor finds it necessary to adjust the time lines listed above, the instructor must request this adjustment from the Registrar.

Repeating a Course

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

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

Academic Forgiveness

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

The following regulations apply:

1. The student must be currently enrolled.
2. The student must submit a request for Academic Forgiveness to the Registrar. Only Bay College courses may be adjusted. Request forms are available from the Records & Registration Office.
3. The Registrar will respond, indicating that academic forgiveness was granted.
4. Upon granting of the academic forgiveness, the student's transcript will be adjusted.
5. All actions taken to remove credits and grades from the calculation of the GPA are final.

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

Academic Appeals Procedure

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

1. The student should contact the instructor and discuss the problem. If they can resolve the issue, no further action is needed. If the resolution changes the grade, the instructor must submit a *Change of Grade Form* to the Records & Registration Office.

2. If the student and instructor cannot resolve the problem, the student should contact the Instructional Dean who supervises the instructor.
   a. The Dean will have a meeting with the student and confer with the instructor.
   b. Within two (2) weeks of this meeting, the Dean will make a decision and inform the student and instructor in writing. If the resolution changes the grade, the instructor must submit a *Change of Grade Form* to the Records & Registration Office. If the student or instructor disagrees with this decision, an appeal can be made before the Academic Appeals Committee.

3. The student or instructor can appeal to the Academic Appeals Committee.
   a. Within ten (10) days after receiving the decision from the Instructional Dean, the student or instructor must submit the complaint in writing to the Vice President for Instruction & Student Learning.
   b. The Vice President for Instruction will call a hearing to be held before the Academic Appeals Committee within 21 days of receipt of the complaint. The committee shall include the Vice President for Instruction, two student representatives, and two faculty members appointed by the Faculty Association president.
      i. If the student members are not appointed within ten (10) days, the Executive Dean of Student Services shall appoint the student members. If an appointment made either by the Faculty Association president, or the Executive Dean of Student Services presents a possible conflict of interest, the Vice President for Instruction may request an alternate be appointed.
      ii. The Vice President for Instruction will chair the committee and vote in the case of a tie.
   c. The hearing shall be governed by the following rules of procedure:
      i. Both parties shall have the right to defense by an advisor of his/her choice, the right to hear and examine adverse witnesses and the right to testify and present evidence and witnesses in his/her own behalf.

ii. Both parties shall be given an opportunity of settlement before the committee deliberates and renders a decision.
iii. The committee will then deliberate and make a decision.

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

ACADEMIC STANDARDS

Attendance

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

Course Load and Employment

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

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

Credit Hour Limit

Students enrolling for more than 19 credit hours for the fall or winter semester, or more than 12 credit hours for the spring and summer sessions combined, must receive permission from the Registrar. Only students who have maintained a satisfactory grade point average will be considered for approval. A form is available at the Student Services Reception Desk at both campuses.

Standards of Academic Progress

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

Those students whose academic progress is declared unsatisfactory will be subject to academic probation or dismissal as outlined in these procedures. These Standards of Academic Progress are a minimum requirement for all students. Programs may adopt more stringent standards for academic progress.

Standards of Academic Progress Procedures

1. All Bay College student academic progress will be reviewed at the end of each Fall and Winter semester. In addition, students receiving Financial Aid awards from Bay College will be subject to the federally regulated Satisfactory Academic Progress guidelines monitored by the Financial Aid Office.
2. Student progress which fails to meet the Standards of Academic Progress will be declared Unsatisfactory and subject to the following action:

I. Academic Warning

A. The first time a student's GPA falls below 2.0, he/she will receive a letter warning him/her that it is necessary to take intervention to improve his/her grades.

B. Students are encouraged to work with their Academic Advisor or someone in Student Services to plan for improved performance.

II. Academic Probation

A. A student will be placed on academic probation if he/she fails to meet satisfactory academic progress for two consecutive semesters. Students will be notified and informed of the various services available through the Student Services Department and the Student Success Office. A notation of "Academic Probation" is placed on the student's transcript.

B. A student is removed from academic probation once the cumulative GPA rises above 2.0.

C. A student will continue on probation if his/her semester GPA remains above 2.0 and his/her cumulative GPA is below 2.0. A student placed on probation status has two regular (fall and winter) semesters to raise the cumulative grade point average to 2.0. If the minimum cumulative grade point average is not met at the end of two semesters, the student is subject to academic dismissal.

III. Academic Dismissal

A. A student on academic probation for two regular (fall and winter) semesters who fails to raise the cumulative grade point average to a 2.0 will be subject to dismissal from Bay College. The student will be notified by mail of two choices.

1. COUNSELING – The student will meet with a College advisor to establish an Academic Support Plan. Plans may include but are not limited to: restrictions in the number of credit hours allowed, required tutoring, and/or meetings with the advisor throughout the semester, repeating courses, or career exploration.
2. DISMISSAL – The student is not allowed to enroll for college credit classes at Bay College for one major semester (fall or winter).

B. Students selecting COUNSELING must follow the Academic Support Plan set forth by the advisor. If the student fails to satisfy the agreement, academic dismissal will result and the student must meet with a Student Services Advisor before re-entry will be considered.

C. Students selecting DISMISSAL may be allowed to re-enroll at Bay College after a minimum of one major semester (fall or winter) of non-enrollment. The student must contact the Registrar for reinstatement. Students who are reinstated will be placed on academic probation.

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

The Bay College Standards of Academic Progress policy is currently under review and subject to change. Please visit the Records & Registration Office website at www.baycollege.edu/?records **for the most current information.**

TRANSFER CREDITS

Transferring Credit from Bay College to Other Institutions

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

Guidelines for Guest Applications within the Michigan system of schools are found in Admissions on page 12.

Transferring Credit from Other Institutions to Bay College

A student may request that credits earned at another institution be transferred to Bay College. The student must submit an official transcript to Bay College which will be evaluated to determine which credits will transfer and which course requirements are fulfilled by those credits. Only courses with a grade of "C" or higher will be considered for transfer. No credits will be transferred unless the student is officially enrolled at Bay College.

Transferring Credit from International Institutions to Bay College

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

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

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

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

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

Course Equivalencies

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

Advanced Placement Program

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

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

College Level Examination Program (CLEP)

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

Students planning to transfer to a university should consult that institution's CLEP policies before taking CLEP tests. Some institutions, such as medical schools, do not accept CLEP credits for some subjects, such as biology and chemistry.
Students may not earn credit for CLEP subject examinations if the student has already earned credit in the course, was previously or currently enrolled in the course, or has credit in a higher level course in that subject. CLEP credit will not count

toward the minimum 17 credits required to be taken at Bay College for the Associates Degrees. CLEP credits receive no grades and are not calculated in the student's GPA. Only the courses listed below will be considered for transfer and only if the final score is 50 or higher.

Test	Bay Courses	Credits Awarded
Business		
Financial Accounting	ACCT-101 & ACCT-102	8
Information Systems & Computer Applications.	CIS-101	4
Principles of Macroeconomics	ECON-131	3
Principles of Management	BUSN-242	3
Principles of Marketing	BUSN-253	3
Principles of Microeconomics	ECON-132	3
English		
American Literature with Essay	ENGL-200	4
College Composition	ENGL-101	4
Foreign Language		
French Language 1 & 2	FREN-111 & FREN-112	8
German Language 1 & 2	GRMN-101 & GRMN-102	8
Spanish Language 1 & 2	SPAN-101 & SPAN-102	8
Math		
Calculus	MATH-141	5
College Algebra	MATH-110	4
Pre-Calculus	MATH-111	3
Science		
Biology	BIOL-110 & BIOL-112	8
Chemistry	CHEM-110 & CHEM-112	8
Social and Behavioral Science		
American Government	POLI-111	4
United States History to 1865	HIST-211	4
United States History from 1865	HIST-212	4
Introduction to Psychology	PSYC-201	4
Introduction Sociology	SOCY-151	4
Western Civilization I	HIST-101	4
Western Civilization II	HIST-102	4

Military Training Credit

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

CREDIT BY EXAMINATION

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

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

GRADUATION

Degree Completion

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

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

Application for Graduation

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

Course Waiver/Substitution

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

Reverse Transfer of Credit for Degree Completion

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

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

1. Before leaving Bay College complete an Application for Graduation Form. Submit the form to the Registrar for an official degree audit to be performed. When the audit is completed, a letter will be sent to the student indicating the requirements he/she must meet to earn his/her associate degree or certificate from Bay College. They should indicate on the application their intent to apply reverse transfer.

2. It is required that students take the equivalent college courses at their transfer institution within one year of leaving Bay college. Students should contact the Registrar or Transfer Student Advisor for an appointment to determine what courses are considered equivalent for fulfilling the remaining requirements. Students must complete all program requirements including the number of credits necessary for the degree.

3. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to Bay College. It is the responsibility of the student to inform the Registrar at Bay College in writing that a transcript has been sent for the purpose of fulfilling his/her program requirements.

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

Commencement and Diplomas

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

Diplomas are prepared and mailed to graduates after the completion of all degree or certificate requirements are verified.

STUDENT RECORDS

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

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

Transcripts

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

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

Degree Verifications

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

RETENTION AND GRADUATION RATES

In compliance with the Student Right to Know Act, Bay College tracks retention and graduation rates. This information is available by contacting the Registrar's Office.

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

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

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

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

Directory Information

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

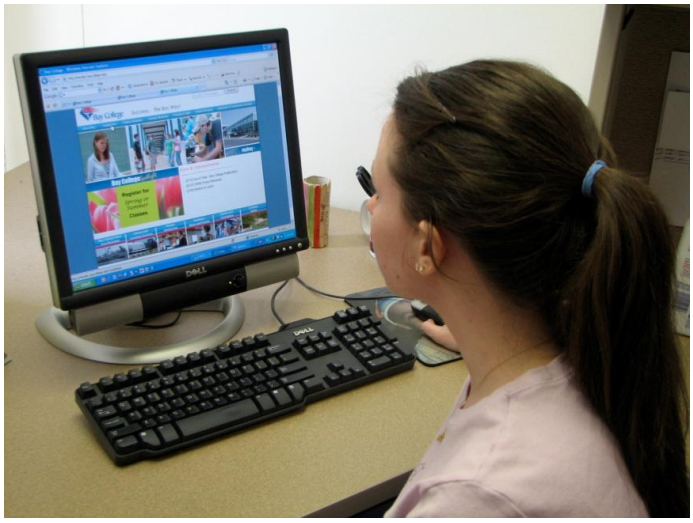
Name
Address
E-mail address
Telephone listing (campus, home, emergency, and cell)
Date and place of birth
Candid photos from around campus
Official photos for ID cards
Program of study
Participation in officially recognized activities
Enrollment status (full-time, part-time, classification)
Dates of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

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

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

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

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



Online Learning

Bay de Noc Community College now offers fully online programs, with some limited choices in class selections, to support non-traditional learners' unique needs. Online programs are especially helpful in providing educational opportunities for those students who cannot attend classes on campus because of their work schedules, their caregiver obligations, accessibility issues, or traveling restrictions. Online learning allows students to work in their classes and on assignments as their own schedules permit, making it an excellent option for learners who cannot attend college in the 'traditional' way.

Bay College offers many online classes in numerous degree and certification programs, and several programs can now be completed in full through online instruction. With new online classes being added every year, several additional programs will also be available as fully-online offerings in the near future.

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

To determine if online learning is right for you, Bay College requires all students new to the online learning program to take a skills assessment before enrollment in an online class or program is approved. The main purpose of the assessment is to give students a clear idea of the expectations and requirements for effectively working in online classes. The assessment is fully online, and information is available when students register for an online class. Students will receive immediate results upon completion of the entire skills assessment, and if any area is identified as a potential problem for online learning, students will be automatically directed to resources to help improve those skills.

Whether you are new to online learning at Bay, or would just like to refresh your online learning skills, Bay offers on-campus training and orientation sessions specific to Online Learning at Bay College. These sessions are scheduled often and at convenient times on both campuses before the start of a new semester, and are designed to help you succeed in your online classes. Notifications are sent out by mail and also by Bay email to let you know when and where the sessions will be available. We strongly urge online learners to attend, and we look forward to seeing you there!

Services for Students

INTRODUCTION

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

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

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

ACADEMIC ADVISING, CAREER SERVICES AND PERSONAL COUNSELING

The following comprehensive services are provided:

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

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

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

STUDENT SUCCESS OFFICE

The Student Success Office assists occupational students with a variety of services for classroom success. These services include assistance for students with a disability or difficulty with classroom work. The office is located in room 819 of the LRC.

Accommodations for students with a disability include individualized testing, use of a motorized cart on campus, textbooks on tape, note-taking, audio recorder for lectures, deaf interpreting or referral to off-campus resources. Additional services can take place with required documentation. Services are coordinated with Michigan Rehabilitation Services, Vet Voc Rehab Services, former high school students with IEP's, and Michigan Commission for the Blind clients.

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

MATH-SCIENCE CENTER

The Math-Science Center assists students enrolled in Math and Science courses. The Center provides Supplemental Instruction for traditionally difficult courses, access to ModuMath, a math practice software program, a place for individual and group study, tutoring in math and science courses, computers for academic use, and a social area for students.

ModuMath is a math software program that has proven effective at addressing the needs of visual and auditory learners; those that benefit from a practical rather than abstract approach; and students with low math self-esteem and high math anxiety. The

primary purpose of ModuMath is for assessment preparation. Select new students may benefit from using ModuMath as a study tool for the COMPASS assessment. Students may use ModuMath before taking, or retaking, the COMPASS. New students with no placement scores, ACT scores more than three years old, or placement scores that place them in MA-085 or MA-095 and who are not satisfied with their placement may benefit from utilizing ModuMath. ModuMath can also be a useful tool for currently enrolled math students that need to brush up their skills on specific topics. Even upper level math students and science students may benefit from the concept practice offered in the lessons.

The Center has tables and chalkboards for students to study by themselves or in groups. A selection of reference materials is on hand and computer stations are available for academic use. There is also a social gathering area and a kitchenette accessible to students. The Center is located in room 123 of the Math-Science building. Call 906.217.4111 or visit our web site at http://www.baycollege.edu/?msrc for more information.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is an internationally recognized academic support program offering free, regularly scheduled study sessions for traditionally difficult courses such as Algebra, Chemistry, Biology, Psychology, and Economics. SI improves pass rates and GPA, reduces withdrawal rates, and increases student retention. SI sessions are informal study sessions during which students work together to compare notes, discuss course materials, develop study tools, practice problem solving, and prepare for exams. SI sessions are facilitated by professional SI Leaders that attend the course sessions and prepare study materials for use during SI sessions. Check your schedule to see if any of your courses have a SI section available. The Supplemental Instruction Program office is located in room 123 of the Math-Science building. Call 906.217.4111 or visit our web site at http://www.baycollege.edu/?si for more information.

TRiO PROGRAM

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

LIBRARY/LEARNING RESOURCES CENTER

The Library provides services that are designed to meet the classroom-related and general information needs of students, faculty, and staff. Public users are also welcome to use the library. Of primary importance is the Library's goal of providing resources that will enhance and expand the students' classroom experiences. Materials in the library include 40,000 books, 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 video/DVD/CD players. Computer workstations provide access to the online library catalog which is Internet accessible – http://lrc.baycollege.edu. In addition, access is provided to online periodical and electronic databases (including 30,000 electronic books). Many of the library's electronic resources are available for student use 24/7 with Internet access. In addition, the library has recreational books and videos/ DVD/CD for students' leisure time. The library staff provides assistance and guidance in using the library's varied materials/resources. Reference, inter-library loan, and library instructional services are available upon request. Special collections include Michigan documents, Michigan history, Cretens Science, and Project Pioneer (an oral history of Delta County). All currently registered Bay College students (includes online, Manistique, and West Campus) may receive materials/services via phone (906-786-5802, ext. 4055), e-mail (lrchelp@baycollege.edu) or delivery (call us for details).

BOOKSTORE

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

The 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. 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, select "Online Services", select "Bay College Bookstore", then select "Find Your Textbooks and Course Materials".

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 a.m. to 6:00 p.m. EST and Saturday from 8:00 a.m. to 12:00 noon EST.

Contact the bookstore by:

Telephone:	906-786-5802, ext. 4150
Fax:	906-786-6555
E-mail:	bcbkstr@baycollege.edu

FOOD SERVICE

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

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

Vending and limited food service is also available at the West Campus. A current menu and service hours are posted in the multi-purpose room located near the student commons area on the lower level.

HOUSING

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

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

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

STUDENT ACCOUNTS OFFICE

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

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

STUDENT COMPUTING SERVICES

The Student Computing Center, 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. The Center also provides a testing center for some on-campus courses, IT 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.

The Bay College West Campus houses 25 computer workstations for computer use. The Student Computing Center operates within a wide range of hours to insure we accommodate the needs of both students and faculty. The Center also provides a testing center for administering the COMPASS placement test and proctoring exams.

STUDENT HEALTH AND ACCIDENT INSURANCE

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

WEATHER/EMERGENCY PROCEDURES

Since concerns for the safety of students and staff is of paramount importance, extreme weather or campus mechanical failure may be sufficient reason for the cancellation or the postponement of classes. When, in the President's judgment, extreme conditions affect the majority of currently enrolled students, classes may be postponed or cancelled. In such an event, students will be notified of the campus closure or postponement via the BayAlert System, local radio and television stations, announcement on the College's phone system greeting, an e-mail to Bay College e-mail accounts, and a message posted on the College's webpage and "myBay" portal.

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

FORWARDING MESSAGES TO STUDENTS

Relaying messages to students on campus is very difficult because of the size of the campus, the number of buildings, and the lack of an intercom system or personnel to deliver messages. Bay College will do its best to deliver EMERGENCY messages ONLY. Contact the Escanaba switchboard for help at 906-786-5802 or the Iron Mountain switchboard at 906-774-8547.

Student Activities

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. Students who pay the student development fee are given a price break on many student activities' sponsored programs.

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:

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

Summer (Memorial Day - Labor Day)
Monday-Friday: 9:00 AM-10:00 PM
Saturday: 7:00 AM-5:00 PM
Sunday: Closed

Students must present their Bay I.D. card with an activity sticker for the current semester in order to be admitted to the YMCA. Activity stickers are available at the Student Services Reception Desk once the semester has begun.

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

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

CAMPUS ACTIVITIES BOARD

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

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

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

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

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

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

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

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

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

THE MODEL UNITED NATIONS CLUB – The Model United Nations Club provides special opportunities for political science students and others to study and participate in the study of the United Nations. Students travel to an inter-collegiate conference annually. The club is normally active in the winter.

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

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

BAY WATER ASSOCIATION – This Association provides special programming and services for interested Water Technology students.

Students interested in being a part of any of these student activity programs should contact the 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

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

ART – Gallery Shows
With four art galleries, there's always something new and exciting to see at Bay College! In the Bonifas Building, the Hartwig Art Gallery offers a new exhibit each month which includes work from both national and local artists as well as faculty and students. The Besse Center Galleries A and B house the College's permanent art collection. In the LRC entryway, another gallery shows work from students and faculty. Each semester a student exhibit is featured that includes a wide variety of drawing, painting, ceramics, photography and mixed media.

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

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

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

WRITING – Publications
Bay College sponsors two student publications. *The Bay Beacon*, the college newspaper, gives budding journalists a forum to discuss college, local, or news issues as well as other events. *Serendipity*, our literary magazine, publishes a wide variety of student work from poetry and fiction to art and essays.

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

Bay College West

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

BOOKSTORE

Efollett offers bookstore services at Bay College West, with varying hours, based on the time of year. Students may pick up their textbook order, as well as purchase a variety of school supplies, Bay College apparel and food items. For more information, call 774-8547, ext. 3016

CAMPUS SECURITY AND CRIME REPORT

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

West Campus (906) 774-8547
Vice President ext 3008
Student Services Coordinator ext 3010

COMPUTER CENTER

Bay College West houses 25 computer workstations for student use. The Student Computing Center operates within a wide range of hours to insure we accommodate the needs of both students and faculty. The Center also provides a testing center for administering the COMPASS assessment and proctoring exams. To set testing appointments, please call 774-8547, ext. 3200.

COUNSELING

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

PAYMENT ON STUDENT ACCOUNTS

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

REQUIRED FORMS

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

STUDENT SUCCESS CENTER

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

DISABILITY SERVICES

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

TRiO STUDENT SUPPORT SERVICES

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

SUPPLEMENTAL INSTRUCTION

SI is an internationally recognized academic support program that targets traditionally difficult courses. Students come together in regularly scheduled study sessions to compare notes, discuss course materials, develop creative study tools, practice problem solving, and prepare for exams. These sessions are facilitated by trained SI Leaders that attend the course sessions and prepare study materials for use during SI sessions. SI is a great tool to help you learn course material with fellow students and is just one more program that Bay has implemented to provide you with opportunities to increase your potential for success. Check to see if any of your courses have a SI section available! If you have any questions about SI, or just want to come visit us, stop by the Student Success Center, Room 221.

M-TEC℠ at Bay College
Business and Community Services

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

NON CREDIT PROGRAMS

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

Contract Training

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

Workshops and Seminars

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

Conferences

The M-TEC[SM] presents annual conferences and seminars each year: Safety and Workplace Health Conference, Dental Conference, IT Conference, Administrative Professional Day, and Social Worker Seminar.

Online

Many professional development and enrichment courses are available through instructor facilitated online courses.

The M-TEC[SM] provides a wide variety of training programs for manufacturing, service and professional fields, and can design a course for almost any subject area. Some of our existing courses include: Blue Print Reading, Certified Nursing Assistant (CNA), CNC Operator, Essentials of Human Resources, Essentials of Leadership, Essentials of Grant Writing, Harassment Prevention in the Workplace, Healthcare Professional Workshops, Hydraulics – Basic & Advanced, ISO Internal Auditor, Lean Manufacturing, Manufacturing Supervision, Massage Therapy, MIOSHA, Microsoft Applications (Access, Excel, PowerPoint, Word), Project Management, Robotics – Basic & Advanced, Safety (Arc Flash, Confined Space, Electrical, Fall Protection, Mine Safety & Health Admin., OSHA 10, Rigging & Lifting), Sales, Teamwork, Welding (training and certification), Water Hydraulics and Working with Dyslexics. Enrichment courses for personal development and relaxation are also available.

OTHER SERVICES AVAILABLE AT M-TEC[SM]

Facility Rental

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

Testing Services

The M-TEC[SM] at Bay College is an approved site for PAN pre-employment testing services including screening assessments for Transportation Security Administration (TSA) and the United States Postal Service.

Policies

ACADEMIC INTEGRITY

Policy

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

Procedures

I. Forms of Academic Dishonesty:

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

a. Plagiarism
•Students may not present the ideas or written works of others as their own.

b. Dishonesty in Class Work
•The work of another may not be submitted to meet the requirements of a course.
•A paper may not be submitted to meet the requirements in two different courses without specific permission of both instructors.
•A laboratory experiment or the report of an experiment may not be falsified.

c. Dishonesty in Examinations
•Notes, tests, or other memory aids may not be used during an examination; and students may not collaborate on examinations, unless specifically allowed by the instructor.

d. Unauthorized Collaboration
•A student may not prepare a report, paper, take-home exam, or other course assignments with the help of others unless specifically authorized by the instructor.

e. Hampering or discrediting the academic work of others including, but not limited to, the following
•Misusing, mutilating, hiding, or stealing library materials;
•Altering or misusing computer programs or equipment;
•Interfering with the rightful computer access of others;
•Hiding or altering another student's work.

f. Falsifying records
•A student may not falsify any college records or forms or falsify signatures for the purpose of enhancing one's position, academic standing, or for financial gain. Records and forms include, but are not limited to applications, computer records, and registration forms.

g. Inappropriate or illegal usage of Bay College computers
•See the Acceptable Technology Use Policy for specifics.

II. General Guidelines:

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

a. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.

b. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

c. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, or evaluations.

d. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

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:

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

V. Appeal Process:

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

STUDENT CONDUCT AND DISCIPLINE

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

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

Procedure

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

1. Interference and/or disruption with the teaching and learning process including the use of profanity toward another student or faculty/staff member.

2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, including: sexual assault against any student, faculty, staff or guest of the college.

3. Discrimination in regard to age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight.

4. Interference by force, threat, harassment or duress with an individual's personal safety, academic efforts, employment, or participation in college- sponsored activities and/or creating a reasonable apprehension that such interference is about to occur. This would include stalking.

5. Disruption of college activities and college business, including but not limited to classes, convocations, and student services.

6. The continued occupation of a college facility after being requested to leave by any person acting as an agent of the college.

7. Defacement, damage to, or theft of college property and/or that of another student, faculty, staff, or guest of the college.

8. Tampering with fire alarms, safety systems or unauthorized setting of fires.

9. Furnishing false information to the college (such as residency status), forgery, misuse or alteration of any college document or misuse of the college computer system.

10. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, that may also result in academic penalties under the College's Academic Integrity Policy and Procedure #3018.

11. Making a false report concerning a fire, bomb, or other alleged emergency.

12. Use, possession, manufacture, or distribution of controlled substances, and look-a-like drugs. The use of alcoholic beverages as prohibited by Bay de Noc Community College policies and/or state law.

13. Possession, while on campus or at a college-sponsored function, of any weapons, including but not limited to, firearms, explosives, dangerous chemicals, dagger, dirk, stiletto, or knife with a blade over 3 inches in length, brass knuckles, licensed weapons or objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.

14. Willful disobedience of college officials or designated agents acting in the performance of their duties.

15. Willful violation of college rules, regulations, procedures and policies as promulgated in college policy statements.

16. Violation of state or federal law.

17. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of any college premises.

18. Conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.

19. Theft or other abuse of technology resources, including but not limited to: (See the Acceptable Technology Use Policy for specifics.

    A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    B. Unauthorized transfer of file.
    C. Unauthorized use of another individual's identification and password.
    D. Use of technology resources to interfere with the work of another student, faculty member or college official.
    E. Use of technology resources to send or publish threatening, obscene or abusive messages.
    F. The use of technology resources to view obscene or offensive images, or those prohibited by law.
    G. Use of technology resources to interfere with the normal college operations

DISRUPTIVE STUDENTS

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

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

1. The faculty or staff member will verbally warn the student when the student's behavior is considered to be disruptive (describe the behavior to which the faculty/staff member is referring) and that if the student continues the behavior, s/he will be asked to leave the class/building.

2. If the student persists with the disruptive behavior, the faculty/staff member can then ask the student to leave the class or campus. At this time the faculty/staff must warn the student that failure to leave may result in police intervention. The faculty/staff must indicate whether the suspension is just for that day or if the student must appeal to the appropriate Division Chair to reenter the class. In other words, clarify for the student whether the suspension is temporary or permanent.

3. If after the previous verbal warnings the student continues to demonstrate disruptive behavior, the faculty/staff will summon the appropriate police agency that will have the option of arresting the student for criminal trespass, if necessary. The faculty/staff member's request for the student to leave provides the police agency with sufficient probable cause to affect an arrest.

4. If as a result of faculty/staff member's request for expulsion the student leaves the classroom/campus, the faculty/staff will notify their Division Chair or immediate supervisor in writing within 24 hours of the incident. The written report must include the student's identity and the behavior that was considered to be disruptive. Sufficient detail must be provided to allow the Chair/Supervisor to assess whether or not the policy was followed. Please note that the written report is only necessary when considering expulsion. The faculty/staff member handles temporary suspension informally.

5. The Division Chair/Supervisor must immediately contact the student by phone, with a follow-up through registered mail, notifying them of the opportunity to explain the incident from the student's point of view. In addition, this notice will include the date by which the student must respond back to the Division Chair (or designee) or else forfeit their right to appeal the expulsion. Generally, the student will be given three class* days to respond in person, by phone, or mail (postmarked). Within 24 hours of the conclusion of the meeting to review the suspension, the Chair/Supervisor will decide if the removal was justified or if the student should be reinstated. The Chair/Supervisor may find it necessary to consult with other College employees, students, or records for additional information upon which to base their decision. The Chair/Supervisor may support or deny the removal, or make other arrangements for the student.

6. The decision of the Chair/Supervisor will be conveyed to the student and the faculty/staff member who caused the removal as soon as possible, either in person or by phone. A written confirmation of the decision will be sent to both the staff member and the student within three class days. Within three class days of the receipt of the written decision, the student or the staff member may appeal in person, by phone, or in writing the decision to the appropriate Dean/Supervisor (identified in the written decision by the Chair); whose decision will be final.

7. It is important to emphasize that each step of the process should proceed as quickly as possible, while maintaining fairness and objectivity.

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

STUDENT COMPLAINT AND HEARING PROCESS

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

A. Complaint

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

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

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

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

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

The student may do either of the following:

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

STUDENT FORMAL HEARING PROCEDURES

1. The Executive Dean of Student Services, or his/her designee, shall convene the Committee to conduct a formal hearing within ten (10) working days of the receipt of a written request for a formal hearing. The student will be advised of the date, time, and place of the scheduled hearing.

2. The hearing shall be governed by the following rules of procedure:
   a) The person charged shall have the right to have his/her defense conducted by an advisor of his/her choice, the right to hear and examine adverse witnesses, and the right to testify and present evidence and witnesses in his/her own behalf. If legal counsel represents the person charged, the committee may be supplied legal counsel by the College. (The student is responsible for all costs and expenses of legal counsel retained by him/her.) The Committee has the right to reasonably control the presentation of evidence and the examination and cross-examination of witnesses.
   b) The Executive Dean of Student Services, or his/her designee, has the burden of proving that each charge is true. The student shall be regarded as innocent of the charges until guilt is established by a preponderance of the evidence by the Committee. "Established by a preponderance of the evidence" means that the Executive Dean of Student Services must persuade the committee that it is more probable than not that the charges are true. The Dean has the initial burden of producing evidence to prove each charge. The Executive Dean of Student Services

must present the evidence in support of the charges first, and then the student must present evidence to refute the Executive Dean of Student Services' evidence.

c) If the accused student shall fail to appear after due notice, or, if having appeared, shall make no response to the complaint, the Committee shall proceed with the hearing.

3. Within ten (10) days of the conclusion of the hearing, the committee shall file a report containing findings of facts and conclusions. If the person charged is found guilty, the committee shall impose appropriate sanctions. The Executive Dean of Student Services, or his/her designee, shall inform the individual charged in person or by registered mail of the committee's decision. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

4. The Executive Dean of Student Services, or his/her designee, shall keep a summary record of the proceedings in a confidential file. All applicable guidelines as specified by the Family Education Rights and Privacy Act of 1975 shall be followed regarding student record privacy.
5. Sanctions may be appealed in writing to the President. An appeal must be made within five (5) school days after the student has received the committee's decision.

6. Student Formal Hearing Committee: This committee shall be composed of two faculty members selected by the full-time or part-time Faculty Association and two students selected by the Student Government.

CAMPUS SECURITY AND CRIME REPORT

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

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

Escanaba Campus (906) 786-5802

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

West Campus (906) 774-8547

Executive Dean	ext 3008
Student Services Coordinator	ext 3010

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

Security Awareness and Crime Prevention

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

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

Basic Personal Protection Measures

- Walk in well-lighted areas; avoid dark shortcuts and don't walk alone after dark if at all possible.
- Be aware of your surroundings and walk with confidence.
- Avoid hitchhiking and don't pick up hitchhikers.

- Lock your doors and keep valuables out of sight. This includes both office and vehicles. Know where your keys are at all times.
- Report all thefts, regardless of value; report suspicious persons or activities to College security officials or your local law enforcement officials.
- Be aware of the closest outside exit in the event of an emergency.

Annual Security Report

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

SUBSTANCE ABUSE POLICY AND PROCEDURE

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

Standards of Conduct

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

Legal Sanctions

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

Health Risks

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

Available Counseling and Treatment Programs

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

Treatment programs are available at the following agencies:

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

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

Disciplinary Sanctions

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

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 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 fail-forwarding feature is at the risk of the user; e-mail messages returned as undeliverable are not the responsibility of the College. Bay college's responsibility to ensure a reasonable attempt to deliver communications does not extend beyond its systems.

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

GENERAL EDUCATION AND YOUR DEGREE

A Message from the President Regarding General Education

An educated person should be able to read and comprehend, to write clearly, to compute and solve a variety of mathematical problems, and possess the skills necessary to be successful in a particular field. The general education portion of your degree program provides you with broad skills which are considered critical in today's global economy: independent thought, critical thinking, responsible citizenship, knowledge of history and other cultures, appreciation of the arts, and a global perspective. These skills enable you to learn new job skills rapidly, which in the coming years will prove important as technology knowledge doubles weekly and human knowledge doubles yearly thus propelling significant changes in the workplace on a regular basis.

As a student at Bay College, you will develop these broad based skills. You will be exposed to many areas of knowledge, from the sciences to the fine arts. The purpose of general education at Bay College is to help all students develop the skills and knowledge that are essential to becoming satisfied, knowledgeable, and productive individuals and citizens.

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

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

BAY DE NOC COMMUNITY COLLEGE'S GENERAL EDUCATION PHILOSOPHY

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

HOW THE COLLEGE'S GENERAL EDUCATION REQUIREMENTS WORK

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

Bay College General Education

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

By graduation, all associate degree students need to meet the General Education outcomes that stem from the categories of Communication, Mathematics, Natural Science, Social & Behavioral Science, and Humanities. Students are required to take approved courses from the following General Education Course list. For information regarding a specific program, students are encouraged to examine the program's requirements as listed in this catalog and to consult with their advisor.

Five General Education Categories

1. Communication
   Demonstrate proficiency in communicating effectively by writing in standard English. Additional studies may include demonstrating proficiency in communication through written, oral, or non-verbal messages and an understanding of the theoretical principles and practices of communication.

2. Mathematics
   Develop problem-solving techniques by using mathematical formulas and critical thinking skills.

3. Natural Science
   Demonstrate broad contemporary knowledge about a natural scientific field, the process of science, and the ability to apply scientific reasoning.

4. Social & Behavioral Science
   Develop social awareness and responsibility through understanding national and global issues.

5. Humanities
   Develop social awareness of how society and culture interplay in artistic expression and enrichment.

Associate in Arts Degree

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

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

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

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

Associate in Science Degree

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

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

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

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

Associate in Applied Science Degree

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

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

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

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

General Education Courses

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

Communication

ENGL-101 Rhetoric and Composition * (required for all degrees)
ENGL-102 Research Writing *
ENGL-145 Technical Report Writing *
COMM-103 Interpersonal Communications
COMM-104 Public Speaking

* Meets the MACRAO Composition requirement

Mathematics

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

** AAS degrees only
*** AA or AAS degrees only

Natural Science

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

Social & Behavioral Science Courses

ANTH-201 Introduction to Cultural Anthropology
ECON-120 Personal Finance
ECON-131 Macroeconomics
ECON-132 Microeconomics
EDUC-202 Educational Psychology
GEOG-102 Introduction to Geography
GEOG-125 World Regional Geography – Developed World
GEOG-126 World Regional Geography – Developing World
HIST-101 Western Civilization to 1600
HIST-102 Western Civilization 1600 to Present
HIST-211 U.S. History to 1865
HIST-212 U.S. History 1865 to Present
HIST-220 Michigan History
LEAD-200 Introduction to Leadership
PHIL-240 Introduction to World Religions
POLI-110 Comparative Government & Politics
POLI-111 American Government
POLI-201 International Relations
POLI-262 State and Local Government
PSYC-201 Introduction to Psychology
PSYC-206 Social Psychology
PSYC-210 Psychology of Learning
PSYC-220 Developmental Psychology
PSYC-280 Abnormal Psychology
SOCY-103 Cultural Diversity
SOCY-151 Sociology
SOCY-207 Social Problems
SOCY-208 Marriage & the Family

Humanities

ANTH-201 Introduction to Cultural Anthropology
ARTS-163 Theater Appreciation
ARTS-204 Art History I
ARTS-207 Art History II
CJUS-240 Approaches to Ethics in Criminal Justice
COMM-201 Mass Communication and Popular Culture
COMM-225 Introduction to Film: History & Interpretation
ENGL-150 Introduction to Literature
ENGL-200 American Literature
ENGL-203 Shakespeare
ENGL-205 World Literature
ENGL-206 Special Topics in the Humanities
ENGL-208 Writing Poetry & Short Fiction
ENGL-209 Writing Creative Non-Fiction
ENGL-210 British Literature
ENGL-211 Women's Literature
ENGL-280/281/282 Special Topics in Literature
FREN-111 French I
FREN-112 French II
GRMN-101 German Language & Culture I
GRMN-102 German Language & Culture II
HIST-101 Western Civilization to 1600
HIST-102 Western Civilization 1600 to Present
MUSC-153 Music Appreciation
PHIL-201 Introduction to Western Philosophy
PHIL-202 Introduction to Asian Philosophy
PHIL-203 Introduction to Biomedical Ethics
PHIL-204 Approaches to Ethics
PHIL-240 Introduction to World Religions
SPAN-101 Spanish I
SPAN-102 Spanish II
SPAN-220 Spanish III

General Transfer Information

GENERAL TRANSFER INFORMATION

Bay de Noc Community College's transfer programs are designed to prepare students for successful admission to other colleges and universities for completion of their baccalaureate degrees. Bay College students successfully transfer to universities all across the country. To assist students in selecting appropriate classes, transfer guides and course equivalencies information is available on-line through the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) website and the individual websites of many Michigan colleges and universities. Bay's Transfer Coordinator, student services personnel, and faculty advisors can help students in this selection process.

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

What?

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

Where?

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

When?

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

How?

All institutions have required application forms for admission, financial aid and housing. There are also deadlines and application fees. These forms and information on deadlines and fees are available on-line at the university's website. Some application forms are available in the Career Resources Room.

BE PREPARED TO TRANSFER

1. Meet with the Bay College Transfer Coordinator, or a faculty advisor. Discuss your transfer plan, associate degree requirements, general education, the MACRAO Transfer Agreement, and transferability of courses. Plan early to be sure you take Bay courses that will transfer in your chosen program.

2. Evaluate colleges and decide early. Investigate entrance and degree requirements for baccalaureate colleges and universities. Consider location, cost, size, culture and program options. Meet with representatives of various institutions when they visit Bay College. Schedule a visit and tour university campuses early. Choose a college or university that best fits your needs.

3. Seek advising. Obtain a copy of the Transfer Guide for the program you intend to pursue. These are available on the transfer college/universities website. Contact the transfer school's Admissions Office and speak with an advisor specializing in transfer. Visit the school's website. Determine application procedures for admission, financial aid and housing.

4. Apply early. Complete your applications for admission, financial aid and housing. Send necessary documents including official transcripts from Bay College and any other colleges you may have attended, ACT scores, AP or CLEP scores, and high school transcript as required.

5. Visit the college or university. Meet with an admissions counselor and/or advisor in your major area. Take a campus tour with a student ambassador.

MACRAO TRANSFER AGREEMENT

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

Coursework

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

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

8-9 semester hours in Science and/or Math

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

8-9 semester hours in Social Science

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

8-9 semester hours in Humanities

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

Students completing this program will have "MACRAO Transfer Agreement Satisfied" on his or her transcript.

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.

MACRAO Resources for Transfer Students

Resources available from the MACRAO website (www.macrao.org) include:

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

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.

- Accounting
- Anthropology
- Architecture
- Art
- Art and Design
- Automotive Management
- Biochemistry
- Biology
- Biology/Wildlife Management
- Biotechnology
- Botany
- Business
- Business Administration
- Business Management
- Chemistry
- Clinical Laboratory Science
- Communication
- Communication Disorders
- Computer Information Systems
- Computer Network and Systems
- Computer Science
- Construction Management
- Criminal Justice
  - Law Enforcement
  - Corrections
  - Homeland Security
- Dental Hygiene, Pre
- Early Childhood Education
- Ecology
- Economics/Finance
- Education
  - Business
  - Elementary
  - Industrial Technology
  - Secondary
  - Special
- Electrical Engineering Technology
- Engineering
  - Chemical
  - Civil
  - Computer
  - Electrical
  - Mechanical
  - Paper
- Engineering Management
- English
- Entertainment/Sports Promotion
- Environmental Biology
- Environmental Conservation
- Environmental Health/Safety/ Management
- Environmental Science
- Film and Video Production
- Fire Science
- Fisheries and Wildlife Management
- Fitness and Wellness
  - Athletic Training
  - Exercise and Sport Science
  - Kinesiology
  - Physical Education
  - Sports Medicine
- Forensic Chemistry
- Forestry
- Geography
- Geology
- Genetics
- Health Care Administration
- History
- Hospitality and Tourism Management
- Human Resource Management
- Information Systems
- International Relations
- Journalism
- Law, Pre-Professional
- Legal Studies
- Liberal Arts
- Management
- Management Information Systems
- Manufacturing Engineering Technology
- Marketing
- Mathematics
- Mechanical Engineering Technology
- Media Production and New Technology
- Medical Laboratory Sciences
- Molecular Biology
- Music
- Network Computing
- Nursing
- Outdoor Recreation, Leadership, and Management
- Philosophy
- Physical Education (Secondary Education)
- Physics
- Political Science
- Pre-Professional Health
  - Dentistry
  - Medical
  - Occupational Therapy
  - Optometry
  - Pharmacy
  - Physical Therapy
  - Physician's Assistant
  - Veterinary Medicine
- Psychology
- Public Administration
- Public Relations
- Radiography, Pre
- Recreational Management
- Respiratory Care, Pre
- Social Work
- Sociology
- Sonography – Diagnostic Medical, Pre
- Speech Communication
- Surveying
- Theater
- Welding Engineering Technology
- Woman & Gender Studies
- Zoology

ARTICULATION AGREEMENTS

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

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

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

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

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

UNIVERSITY PROGRAMS AT BAY DE NOC COMMUNITY COLLEGE

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

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.

LAKE SUPERIOR STATE UNIVERSITY

Regional Center Director: Kristen Kendrick
Joseph Heirman University Center (Office 924)
(906) 217-4123

BACHELOR DEGREES

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

Associate in Arts

2011-2012 Catalog

Award Granted Upon Completion: Associate in Arts
Credits Required: 62 Contacts Required: 62 Major Code: 01/103

Program Description

The Associate in Arts Degree is primarily designed for students who wish to transfer to a four-year college or university. Students should work closely with an academic advisor to select courses needed for their intended major at the four-year university they plan to attend. In addition to preparation for transfer, this program is designed to provide students with a strong general education background. Students who receive an Associate of Arts degree will also satisfy the MACRAO agreement listed in the catalog.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 -**OR**- ENGL-145	2-3
Mathematics	MATH-107**-OR-** MATH-110 (or higher) (excluding MATH-115 & MATH-125	4
Natural Science	Choose one (1) Natural Science w/Lab	4-5
Social & Behavioral Sciences	Choose two (2) from the General Education list * Min 8-9 credits for MACRAO	Min 8-9
Humanities	Choose two (2) from the General Education list * Min 8-9 credits for MACRAO	Min 8-9
Additional	Choose from General Education List, as needed, to achieve a total of 38 General Education credits.	as needed
	TOTAL CREDITS	Minimum 38

Program Requirements

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

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

Suggested Sequences Per Semester

First Semester

ENGL-101	Rhetoric & Composition	4/4
MATH-107	Math for Liberal Arts -**OR**-	
MATH-110	College Algebra (or higher)	4/4
XXXX-xxx	Natural Science with lab	4-5/4-7
XXXX-xxx	Social & Behavioral Science Elective	3-4/3-4
		15-17/15-19

Second Semester

ENGL-102	Research Writing -**OR**-	
ENGL-145	Technical Report Writing	2-3/2-3
XXXX-xxx	Humanities Elective	3-4/3-4
XXXX-xxx	Social & Behavioral Science Elective	3-4/3-4
XXXX-xxx	Electives	9/9
		17-20/17-20

Third Semester

XXXX-xxx	Humanities Elective	3-4/3-4
XXXX-xxx	General Education Electives	10-15/10-15
		13-19/13-19

Fourth Semester

XXXX-xxx	Electives	15/15
		15/15

Business Administration

2011-2012 Catalog

Award Granted Upon Completion: Associate in Arts in Business Administration
Credits Required: 62 Contacts Required: 63 Major Code: 01/107

Program Description

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

General Education Requirements *

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102	2
Mathematics	MATH-110 **-OR-**	
	MATH-141 **	4-5
Natural Science	Choose one (1) Natural Science w/Lab	4-5
Social & Behavioral Sciences	ECON-131	3
	Choose one (1) ***	3-4
	MACRAO requires min 8 cr	
Humanities	Choose two (2) ***	8
Additional	COMM-103 -**OR**- COMM-104	3-4
	ECON-132	3
	MATH-210 **	4
	TOTAL CREDITS Minimum	38

Program Requirements

ACCT-101	Accounting Principles I	4/4
ACCT-102	Accounting Principles II	4/4
CIS-101	Computer Concepts & Applications	4/4
XXXX-xxx	Approved Electives #	8-12
		20-24

* It is the student's best interest to review transfer guides which are available online at www.macrao.org for specific university and program requirements.

Students should regularly consult with their four-year transfer university as well as their Bay College advisor prior to scheduling courses.

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

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

Suggested Sequences Per Semester

First Semester

CIS-101	Computer Concepts & Applications	4/4
ENGL-101	Rhetoric & Composition	4/4
MATH-110	College Algebra ** **-OR-**	
MATH-141	Analytical Geometry & Calculus I**	4-5/4-5
XXXX-xxx	Approved Electives *	3-4/3-4
		15-17/15-17

Second Semester

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

Third Semester

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

Fourth Semester

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

The number of General Approved Electives will be based on the degree requirement of 62 credits.

Criminal Justice

2011-2012 Catalog

Award Granted Upon Completion: Associate in Arts in Criminal Justice
Credits Required: 67 Contacts Required: 68 Major Code: 01/105

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

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102	2
Mathematics	MATH-107 **-OR-** MATH-110 (or higher)	4
Natural Science	Choose one (1) Natural Science w/Lab	4-5
Social & Behavioral Sciences	POLI-111	4
	PSYC-201	4
Humanities	CJUS-240	4
	Choose one (1) *	4
Additional	COMM-103 **-OR-** COMM-104	3/4
	SOCY-151	4
TOTAL CREDITS	Minimum	38

Program Requirements

CIS-101	Computer Concepts & Applications	4/4
CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-212	Introduction to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
SOCY-103	Cultural Diversity	3/3
XXXX-xxx	Approved Electives **	6/6
		29

**** Electives (Choose a minimum of 6 credits)**

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

Suggested Sequences Per Semester

First Semester

CIS-101	Computer Concepts & Applications	4/4
ENGL-101	Rhetoric & Composition	4/4
CJUS-112	Introduction to Criminal Justice	4/4
SOCY-151	Sociology	4/4
		16/16

Second Semester

COMM-103	Interpersonal	
COMM-104	Communications **-OR-** Public Speaking	3-4/3-4
CJUS-212	Introduction to Law Enforcement	4/4
ENGL-102	Research Writing	2/2
MATH-107	Liberal Arts Math **-OR-**	
MATH-110	College Algebra (or higher)	4/4
PSYC-201	Introduction to Psychology	4/4
		17-18/17-18

Third Semester

CJUS-110	Introduction to Corrections	4/4
CJUS-240	Approaches to Ethics in Criminal Justice	4/4
POLI-111	American Government	4/4
SOCY-103	Cultural Diversity	3/3
		15/15

Fourth Semester

CJUS-213	The Criminal Court System	4/4
CJUS-xxx	Approved Electives **	6/6
XXXX-XXX	Humanities Elective *	4/4
XXXX-xxx	Natural Science w/Lab Elective	4/5
		18/19

* Students must choose courses in humanities from two different subject areas to meet MACRAO. See advisor for details.

Associate in Science

2011-2012 Catalog

Award Granted Upon Completion: Associate in Science
Credits Required: 62 Contacts Required: 67 Major Code: 02/220

Program Description

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

General Education Requirement

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 **-OR-** ENGL-145	2-3
Mathematics	Choose one (1) from the General Education list *	3-5
Natural Science	Choose two (2) from the General Education List **	8-10
Social & Behavioral Sciences	Choose two (2) from the General Education list * Min 8 credits for MACRAO	8
Humanities	Choose two (2) from the General Education list * Min 8-9 credits for MACRAO	8
TOTAL CREDITS	Minimum	33

Program Requirements

Mathematics *	Minimum	5/5
Natural Science **	Minimum	7/10
Approved Electives ****	Minimum	17/17
	Minimum	29

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

** Eight credit hours must be sequential. Choose from any Biology (BI) course excluding BIOL-090 Fundamentals of Biology, BIOL-225 Medical Microbiology, and BIOL-276 Pathophysiology; any Chemistry (CHEM) course excluding CHEM-090 Fundamentals of Chemistry; GEOG-103 Physical Geography; or any Physics (PHYS course).

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

-See advisor or transfer guide.
-Actual courses and sequence vary with specialization. It is in the student's interest to review transfer guides which are available online at www.macrao.org for specific university and program requirements. Students should regularly consult their transfer institution as well as their Bay College advisor prior to scheduling courses.
-Depending on course choices, contact hours may exceed minimums listed.

Suggested Sequences Per Semester

First Semester

ENGL-101	Rhetoric & Composition	4/4
MATH-xxx	Mathematics *	4-5/4-5
XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Humanities ****	3-4/3-4
		15-18/16-20

Second Semester

ENGL-102	Research Writing **–OR-**	
ENGL-145	Technical & Report Writing	2-3/2-3
MATH-xxx	Mathematics *	4-5/4-5
XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Social & Behavioral Sciences ***	3-4/3-4
XXXX-xxx	Approved Elective ****	3-5/3-5
		16-22/17-24

Third Semester

XXXX-xxx	Natural Science **	3-5/5-7
XXXX-xxx	Social & Behavioral Science ***	4/4
XXXX-xxx	Approved Elective ****	4-5/4-5
XXXX-xxx	Approved Elective ****	4-5/4-5
		15-19/17-21

Fourth Semester

XXXX-xxx	Natural Science **	4-5/5-7
XXXX-xxx	Humanities ***	4/4
XXXX-xxx	Approved Elective ****	4-5/4-5
XXXX-xxx	Approved Elective ****	4-5/4-5
		16-19/17-21

Pre-Engineering

2011-2012 Catalog

Award Granted Upon Completion: Associate in Science: Pre-Engineering
Credits Required: 65 Contacts Required: 68 Major Code: 02/225

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 **-OR-**	
	ENGL-145	2-3/2-3
Mathematics	MATH-141	5
Natural Science	CHEM-105 * **-OR-**	
	CHEM-108 *	5
	PHYS-205	5
Social & Behavioral Sciences	Choose two (2) from the General Education List **	8
Humanities	Choose two (2) from the General Education List **	8
Additional	As needed to meet minimum required credits	
TOTAL CREDITS	Minimum	30

Program Requirements

MATH-142	Analytical Geometry & Calculus II	5
MATH-243	Analytical Geometry & Calculus III	5
MATH-244	Differential Equations	3
MATH-250	Linear Algebra	3
PHYS-206	Engineering Physics II + **-OR-**	
CHEM-106	General Chemistry II +	5
XXXX-xxx	Natural Science Elective ***	3-5/3-5
XXXX-xxx	Computer Science **-OR**	
	Engineering Course ****	3-5/3-5
XXXX-xxx	Approved Elective *****	3-4/3-4
		30-35

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

** Choose from the approved Humanities and Social & Behavioral Sciences list in the college catalog. Students must select Humanities courses from two different disciplines to meet MACRAO requirements. Students must also select Social & Behavioral Sciences courses from two different disciplines to meet MACRAO requirements. Students need a total of 8 credits of Humanities and 8 credits of Social & Behavioral Sciences to meet MACRAO requirements.

*** Choose one natural science selective: BIOL-110, BIOL-112, BIOL-213, BIOL-214, BIOL-255, BIOL-256, CHEM-106, CHEM-201, CHEM-202, PHYS-206, PHYS-260, or PHYS-261.

Suggested Sequences Per Semester

First Semester

CHEM-105	General Chemistry I * **-OR-**	5-7/5-7
CHEM-108	Technical Chemistry *	
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry * Calculus I	5/5
XXXX-xxx	Social/Behavioral Sc Elective **	4/4
		18-20/18-20

Second Semester

CHEM-106	General Chemistry II + **-OR-**	3-5/3-7
XXXX-xxx	Approved Elective *****	
ENGL-102	Research Writing **–OR-**	2-3/2-3
ENGL-145	Technical & Report Writing	
MATH-142	Analytical Geometry & Calculus II	5/5
PHYS-205	Physics I	5/6
		15-18/16-21

Third Semester

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

Fourth Semester

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

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

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

+ Students should contact their transfer institution to determine if PHYS-206 or CHEM-106 is required for their engineering degree. Some engineering degrees will require both PHYS-206 and CHEM-106.

Pre-Molecular Biotechnology

2011-2012 Catalog

Award Granted Upon Completion: Associate in Science in Pre-Molecular Biotechnology
Credits Required: 71 Contacts Required: 85 Major Code: 02/226

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 -OR- ENGL-145	2-3
Mathematics	MATH-141	5
Natural Science	BIOL-110	4
	BIOL-112	4
Social & Behavioral Sciences	PYSC-201	4
Choose one (1) from the General Education List * NOTE: 8 credits required to meet MACRAO NOTE: ECON-131 & ECON-132 are desirable electives for the Biotechnology degree.		3-4
Humanities Choose two (2) from the General Education List * NOTE: 8 credits required to meet MACRAO		6-8
Additional Although no additional General Education courses are required, most students benefit from taking FYE-101 and a communications course (COMM-103 or COMM-104) early in their degree programs.		
TOTAL CREDITS	Minimum	32

Program Requirements

CHEM-105	General Chemistry I	5/7
CHEM-106	General Chemistry II	5/7
CHEM-201	Organic Chemistry I	4/6
CHEM-202	Organic Chemistry II	4/6
MATH-210	Introduction to Statistics	4/4
PHYS-201	Elements of Physics I **	4/5
PHYS-202	Elements of Physics II **	4/5
XXXX-xxx	Math/Science -OR- General Electives ***	9+/9+
		39

* Students must choose courses in Social & Behavioral Sciences & Humanities from two different subject areas to meet MACRAO. Numbers of courses & credits required to meet MACRAO may vary but must include at least 8 credits of Humanities & Social & Behavioral Sciences. See advisor for details.

-Actual courses & sequences vary with transfer institutions and undergraduate degree specialization. It is in the student's best interest to review transfer guides which are available on-line at www.macrao.org for specific university & program requirements. Students should regularly consult their transfer institution as well as their Bay College advisor prior to scheduling courses.

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

Suggested Sequences per Semester

First Semester

BIOL-110	Evolution & Diversity	4/6
CHEM-105	General Chemistry I	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		18/22

Second Semester

BIOL-112	Cells & Molecules	4/6
CHEM-106	General Chemistry II	5/7
ENGL-102	Research Writing **–OR-**	
ENGL-145	Technical & Report Writing	2-3/2-3
MATH-210	Introduction to Statistics	4/4
PYSC-201	Introduction to Psychology	4/4
		19-20/23-24

Third Semester

CHEM-201	Organic Chemistry I	4/6
PHYS-201	Elements of Physics I **	4/5
XXXX-xxx	Math/Science Elective (BIOL-231 **-OR-** other) ***	3-4/3/5
XXXX-xxx	Math/Science Elective ***	3-4/3-5
XXXX-xxx	Humanities *	3-4/3-4
		17-20/20-25

Fourth Semester

CHEM-202	Organic Chemistry II	4/6
PHYS-202	Elements of Physics II **	4/5
XXXX-xxx	Social & Behavioral Science *	3-4/3-4
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Math/Science Elective (BIOL-232 **-OR-** other) ***	3-4/3-5
		17-20/20-24

* (Cont.)
- Due to credit transfer limits, students transferring to NMU are advised to complete either Organic Chemistry or Physics at NMU & may need to limit Math/Science electives. These students would be better served by completing the general AS degree.

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

*** Math/Science electives vary greatly depending on transfer institution, but should generally include BIOL-231 & BIOL-232. Other options may include BIOL-107, BIOL-108, BIOL-213, BIOL-214, BIOL-225, BIOL-226, BIOL-255, BIOL-256, & BIOL-272-275. Some students may be advised to take COMM-103 or COMM-104 in place of a Math/Science elective. Students who complete 3 credit Social & Behavioral Sciences & Humanities classes should replace a math/science elective with an additional Social & Behavioral Sciences or Humanities class to meet degree & MACRAO requirements.

Pre-Natural Resources

2011-2012 Catalog

Award Granted Upon Completion: Associate in Science in Pre-Natural Resources
Credits Required: 63 Contacts Required: 72 Major Code: 02/227

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 **-OR-**	
	ENGL-145	2-3
Mathematics	MATH-141	5
Natural Science	BIOL-107 + BIOL-108	4
	BIOL-110	4
Social & Behavioral Sciences	ECON-131 **-OR-**	
	ECON-132	3
	Choose one (1) from the Gen Education List *	3-4
	NOTE: 8 credits required to meet MACRAO	
Humanities	Choose two (2) from the Gen Education List	6-8
	*NOTE: 8 credits required to meet MACRAO	
Additional		
Because ECON-131 & 132 are 3 credits, students must take 3 Social & Behavioral Sciences classes to meet MACRAO. Students should consider taking both ECON-131 & ECON-132 plus ANTH-201 or HIST-101 or HIST-102 to meet this requirement, as ANTH-201 & HIST-101/102 simultaneously meet the Humanities requirement.		
Although no additional General Education courses are required, most students benefit from taking FYE-101 and a communications course (COMM-103 or COMM-104) early in their degree programs.		
TOTAL CREDITS	Minimum	30

Program Requirements

BIOL-112	Cells & Molecules	4/6
CHEM-105	General Chemistry I **	5/7
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Biology Elective ***	4/6
XXXX-xxx	Electives ****	11-15
		Minimum 33

* Students must choose courses in Social & Behavioral Sciences and Humanities electives from two different subject areas to meet MACRAO.

Suggested Sequences per Semester

First Semester

BIOL-110	Evolution & Diversity	4/6
CHEM-105	General Chemistry I **	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		18/22

Second Semester

BIOL-112	Cells & Molecules	4/6
ECON-131	Macroeconomics -**OR-**	
ECON-132	Microeconomics	3/3
ENGL-102	Research Writing -**OR-**	
ENGL-145	Technical & Report Writing	2-3/2-3
XXXX-xxx	Approved Elective ****	3-5/3-5
XXXX-xxx	Approved Elective ****	3-5/3-5
		15-20/17-22

Third Semester

BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Social & Behavioral Sciences *	3-4/3-4
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Approved Elective ****	3-5/3-7
		17-21/18-24

Fourth Semester

BIOL-xxx	Biology Elective ***	4/6
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Social & Behavioral Science *	3-4/3-4
XXXX-xxx	Approved Elective ****	3-5/3-7
		13-17/15-21

** Students transferring to MTU may select CHEM-108 rather than CHEM-105.

*** Biology electives include BIOL-200, BIOL-220, BIOL-270, BIOL-271, BIOL-272 – BIOL-275.

**** The number of additional elective credits will vary depending on General Education course choices. See advisor and transfer guide.

Pre-Professional Health

2011-2012 Catalog

Award Granted Upon Completion: Associate in Science in Pre-Professional Health
Credits Required: 63 Contacts Required: 71 Major Code: 02/228

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 **-OR-** ENGL-145	2-3
Mathematics	MATH-141	5
Natural Science	BIOL-110	4
	BIOL-112	4
Social & Behavioral Sciences	PSYC-201	4
Choose from the General Education List *		3-4
NOTE: 8 credits required to meet MACRAO		
Humanities		
Choose 1 from the General Education List *		3-4
NOTE: 8 credits required to meet MACRAO		
Additional		
Although no additional General Education courses are required, most students benefit from taking FY-101 and a communications course (COMM-103 or COMM-104) early in their degree programs.		
# ECON-131 & ECON-132 are desirable Social & Behavioral Sciences electives for the Professional Health degree.		
Students who elect to take 3 credit courses for Humanities or Social & Behavioral Sciences may have to take additional courses to complete their degrees and satisfy MACRAO.		
TOTAL CREDITS	Minimum	30

Program Requirements

CHEM-105	General Chemistry I	5/7
CHEM-106	General Chemistry II	5/7
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Math & Science Electives **	14+/14+
XXXX-xxx	General Elective ***	3-5/3-6
	Minimum	33

* Students must choose courses in Social & Behavioral Sciences and Humanities electives from two different subject areas to meet MACRAO.

Suggested Sequences per Semester

First Semester

BIOL-110	Evolution & Diversity	4/6
CHEM-105	General Chemistry I	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-141	Analytical Geometry & Calculus I	5/5
		18/22

Second Semester

BIOL-112	Cells & Molecules	4/6
CHEM-106	General Chemistry II	5/7
ENGL-102	Research Writing **–OR-**	
ENGL-145	Technical & Report Writing	2-3/2-3
PSYC-201	Introduction to Psychology	4/4
		15-16/19-20

Third Semester

MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Math Science Elective **	3-5/3-6
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Math Science Elective **	4-5/4-6
		14-18/14-20

Fourth Semester

XXXX-xxx	Math Science Elective **	3-5/3-6
XXXX-xxx	Humanities *	3-4/3-4
XXXX-xxx	Social & Behavioral Science *	3-4/3-4
XXXX-xxx	Math Science Elective **	4-5/4-6
XXXX-xxx	General Elective ***	3-5/3-6
		16-23/16-26

** Choose from BIOL-202,BIOL-213,BIOL-214, BIOL-225,BIOL-226,BIOL-231,BIOL-232, BIOL-255,BIOL-256,BIOL-270,BIOL-271,BIOL-272-5,CHEM-201,CHEM-202, MATH-142, PHYS-201, PHYS-202, PHYS-205, PHYS-206. Students who are transferring where Physical Education is required may use up to 3 elective credits. If a communication course is required, students may take COMM-103 or COMM-104.

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

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

Occupational and Technology Programs

ABOUT THE ASSOCIATE IN APPLIED SCIENCE DEGREE AND CERTIFICATE PROGRAMS

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

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

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

Associate in Applied Science Programs

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

Certificate Programs

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

Certificate of Achievement Program

Timber Harvesting Equipment Operator

Accounting/Computer Specialist

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Accounting/Computer Specialist

Credits Required: 62 Contacts Required: 62 Major Code: 03/301

Program Description

This two year program leads to an Associate in Applied Science degree 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

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional Choose two (2) from Communication, Mathematics/ Natural Sciences, or Social & Behavioral Sciences/ Humanities (must be chosen from 2 different categories). Additional courses as needed to meet the 18 credit minimum, with no more than 2 classes in any single category.		6-8
TOTAL CREDITS	Minimum	18

Program Requirements *

ACCT-101	Accounting Principles I	4/4
ACCT-102	Accounting Principles II	4/4
ACCT-105	Accounting with Computers	3/3
ACCT-110	Payroll Accounting	3/3
ACCT-215	Cost Accounting	4/4
BUSN-195	Business Communications	3/3
BUSN-203	Management Information Systems	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
OIS-150	Word Processing Applications	4/4
XX-xxx	Co-op/Internship or Approved Elective **	3/3
		44

* Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OIS-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.

Suggested Sequences Per Semester

First Semester

ACCT-101	Accounting Principles I	4/4
BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Applications	4/4
ENGL-101	Rhetoric & Composition	4/4
		15/15

Second Semester

ACCT-102	Accounting Principles II	4/4
ACCT-110	Payroll Accounting	3/3
CIS-115	Using Microsoft Windows	3/3
CIS-130	Spreadsheet Applications	3/3
OIS-150	Word Processing Applications	4/4
		17/17

Third Semester

ACCT-105	Accounting with Computers	3/3
ACCT-215	Cost Accounting	4/4
BUSN-195	Business Communications	3/3
CIS-140	Database Applications	3/3
XX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
		16-17/16-17

Fourth Semester

BUSN-203	Management Information Systems	3/3
XX-xxx	Co-op/Internship **-OR-** Approved Elective **	3/3
XX-xxx	General Education Requirements	7-8/7-8
		13-14/13-14

** Students are encouraged to complete a Co-op/Internship to fulfill program elective credits. All Co-op/Internships must be approved by an advisor. Students may also fulfill this requirement by completing 3 credits from any combination of ACCT, BUSN, ECON, HOSP, or OIS courses. ACCT-100, Practical Accounting, will be accepted as an elective only if taken prior to successful completion of ACCT-101, Principles of Accounting I.

Automotive Technology

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Automotive Technology
Credits Required: 71 Contacts Required: 98 Major Code: 03/308

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **-OR-** MATH-115 *	3-4
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional COMM-103 **-OR-** COMM-104 **		3-4
Choose one (1) from the Math/Natural Science or Social & Behavioral Sciences/Humanities areas of the General Education List.		3-4
	TOTAL CREDITS	Minimum 18

Program Requirements

AUTO-100	Automotive Engines	5/8
AUTO-110	Automotive Brakes	5/8
AUTO-120	Automotive Electrical I	5/8
AUTO-130	Automotive Standard Transmissions & Powertrains	4/6
AUTO-140	Automotive Engine Performance I	5/8
AUTO-150	Automotive Suspension & Steering	5/8
AUTO-200	Automotive Engine Performance II	5/8
AUTO-220	Automotive Electrical II	5/8
AUTO-230	Automatic Transmissions	5/8
AUTO-270	Automotive HVAC Systems	3/4
AUTO-272	Automotive Service Co-op ***	6/6
		53

* Transfer students should choose MATH-110 or a higher level math in order to receive transfer credit for math.

** Transfer students should choose COMM-104 in order to receive transfer credit for communications.

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

Suggested Sequences Per Semester

First Semester

AUTO-110	Automotive Brakes	5/8
AUTO-120	Automotive Electrical I	5/8
AUTO-100	Automotive Engines **-OR-**	
AUTO-130	Automotive Standard Trans & Powertrains	4-5/6-8
AUTO-140	Automotive Engine Performance I	5/8
		19-20/30-32

Second Semester

AUTO-150	Automotive Steering & Suspension	5/8
AUTO-200	Automotive Engine Performance II	5/8
AUTO-220	Automotive Electrical II	5/8
AUTO-230	Automatic Transmissions **-OR-**	5/8
AUTO-270	Automotive HVAC Systems	3/4
		18-20/28-32

Third Semester

AUTO-100	Automotive Engines **-OR-**	
AUTO-130	Automotive Standard Trans & Powertrains	4-5/6-8
BUSN-177	Mathematics of Business	3-4/3-4
MATH-115	**-OR-** Tech Algebra & Trig I *	
COMM-103	Interpersonal Communications	
COMM-104	**-OR-** Public Speaking **	3-4/3-4
ENGL-101	Rhetoric & Composition	4/4
		14-17/16-20

Fourth Semester

AUTO-230	Automatic Trans **-OR-**	3-5/4-8
AUTO-270	Automotive HVAC Systems	
AUTO-272	Automotive Service Co-op ***	6/6
XX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
XX-xxx	General Education Requirement	3-4/3-4
		15-19/16-22

Business

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Business
Credits Required: 64 Contacts Required: 64 Major Code: 03/310

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

General Education Category	Courses	
Communication	ENGL-101	4/4
Mathematics/Natural Sciences	BUSN-177 **	3/3
Social & Behavioral Sciences/Humanities	ECON-120	3/3
Additional ECON-131 **-OR-** ECON-132		3/3
Choose five (5) credits, one course from Communications and/or one course from Mathematics/Natural Sciences.		5/5
	TOTAL CREDITS	Minimum 18

Program Requirements

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-242	Principles of Management	3/3
BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
BUSN-260	International Business	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-125	Business Technology Tools	2/2
CIS-xxx	CIS **-OR-** OIS Elective(s)	6/6
XX-xxx	Business Electives or Co-op *	12/12
		46

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

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

Suggested Sequences Per Semester

First Semester

BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business **	3/3
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Business Elective *	3/3
		17/17

Second Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-195	Business Communications	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance	3/3
XXXX-xxx	CIS **-OR-** OIS Elective(s)	3/3
XXXX-xxx	General Education Elective	2/2
		17/17

Third Semester

BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
ECON-131	Macroeconomics **-OR-**	
ECON-132	Microeconomics	3/3
XXXX-xxx	Business Elective *	3/3
XXXX-xxx	General Education Elective	3/3
		15/15

Fourth Semester

BUSN-242	Principles of Management	3/3
BUSN-260	International Business ***	3/3
XXXX-xxx	Business Electives **-OR-** Co-op *	6/6
XXXX-xxx	CIS **-OR-** OIS Elective(s)	3/3
		15/15

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

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

Computer Aided Design Drafting

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Computer Aided Design Drafting

Credits Required: 62 Contacts Required: 85 Major Code: 03/321

Program Description

The Computer Aided Design Drafting (CADD) Program is designed to develop drafting and computer skills required for entry-level employment. The goal of the program is to provide experiences that aid in the development of both 2D and 3D drawing knowledge and computer skills. A CADD Certificate is awarded after completing the first year's coursework. Courses taken during the second year provide CADD program breadth through General Education and added technical depth through related support courses. Upon graduation, students seek employment in CADD or related occupations.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	MATH-105 **-OR-** MATH-106 **-OR-** higher *	4
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional		
COMM-103 **–OR-** COMM-104		3-4
Choose one course from the Math/Natural Science or Social & Behavioral Sciences/Humanities areas of the General Education approved list.		2-4
TOTAL CREDITS	Minimum	18

Program Requirements

CADD-112	CAD Computer Technology	3/5
CADD-115	CAD Foundations	3/5
CADD-120	AutoCAD	3/5
CADD-122	Dimensioning & Tolerancing	3/5
CADD-125	Drafting/Modeling – Mechanical	3/5
CADD-135	Descriptive Geometry	3/5
CADD-226	SolidWorks	3/5
CIS-100	Introduction to Windows	1/1
MATH-102	Introduction to Technical Math	4/4
TECH-100	Basic Machine Tool Operation	4/6
TECH-101	Blueprint Reading	2/3
TECH-105	Materials of Industry	4/4
	Electives	8/8
		44

* Students may retake the COMPASS test for higher math placement.

Suggested Sequences Per Semester

First Semester

CADD-112	CAD Computer Technology	3/5
CADD-115	CAD Foundations	3/5
CADD-120	AutoCAD	3/5
CIS-100	Introduction to Windows	1/1
MATH-102	Intro to Technical Math	4/4
TECH-101	Blueprint Reading	2/3
		16/23

Second Semester

CADD-122	Dimensioning & Tolerancing	3/5
CADD-125	Drafting/Modeling – Mechanical	3/5
CADD-135	Descriptive Geometry	3/5
CADD-226	SolidWorks	3/5
TECH-100	Basic Machine Tool Operation	4/6
		16/26

Third Semester

ENGL-101	Rhetoric & Composition	4/4
MATH-105 MATH-106	Intermediate Algebra **-OR-** Technical Algebra & Trig I *	4/4
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
XXXX-xxx	Elective **	4/4
		15-16/15-16

Fourth Semester

COMM-103 COMM-104	Interpersonal Comm **-OR-** Public Speaking	3-4/3-4
TECH-105	Materials of Industry	4/4
XXXX-xxx	General Education Elective	2-4/2-4
XXXX-xxx	Elective **	4/4
		13-16/13-16

** CADD-272 CADD Internship/Co-op can be used to fulfill one of the two electives required in the second year.

Computer Information Systems: Software/Network Support

Award Granted Upon Completion: Associate in Applied Science in Computer Information Systems: Software/Network Support

Credits Required: 64 Contacts Required: 66 Major Code: 03/323

2011-2012 Catalog

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional		4-5
ENGL-145		3
Additional courses as needed from either Mathematics/ Natural Sciences **-OR-** Social & Behavioral Sciences/ Humanities with no more than two classes coming from any single category to meet the 18 credit minimum.		
TOTAL CREDITS	Minimum	18

Program Requirements *

CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
CIS-210	Web Page Design & Structure	3/3
CNSS-130	Introduction to Networks	4/4
CNSS-150	A+ Computer Maintenance	4/6
CNSS-230	Introduction to Unix Using Linux	4/4
CNSS-250	Windows Networking I	4/4
CNSS-251	Windows Networking II	4/4
OIS-150	Word Processing Applications	4/4
XX-xxx	Approved Electives **	5/5
		46

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

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

Suggested Sequences Per Semester

First Semester

BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
CNSS-130	Introduction to Networks	4/4
		15/15

Second Semester

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

Third Semester

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

Fourth Semester

CNSS-230	Introduction to Unix Using Linux	4/4
CNSS-251	Windows Networking II	4/4
XX-xxx	General Education Electives	4-5/4-5
XX-xxx	Approved Electives **	5/5
		17-18/17-18

* Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may either enroll in and successfully complete OIS-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.

** Electives may be selected from the list provided. Students are encouraged to consult their faculty advisor prior to selecting elective courses.

Computer Information Systems: Software Support

Award Granted Upon Completion: Associate in Applied Science in Computer Information Systems: Software Support

Credits Required: 64 Contacts Required: 66 Major Code:03/322

2011-2012 Catalog

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional		4-5
ENGL-145		3
Additional courses as needed from either Mathematics/ Natural Science or Social & Behavioral Sciences/ Humanities with no more than two classes coming from any single category to meet the 18 credit minimum.		
TOTAL CREDITS	Minimum	18

Program Requirements *

CIS-101	Computer Concepts & Applications	4/4
CIS-103	Visual Basic **-OR-**	4/4
CS-121	Intro to Computer Science I	3/3
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
CIS-210	Web Page Design & Structure	3/3
CIS-215	Web Publishing	3/3
CNSS-150	A+ Computer Maintenance	4/6
OS-150	Word Processing Applications	4/4
XX-xxx	Approved Electives **	14-15
		46

**** Approved Electives (Choose 14-15 credits)**

BUSN-195	Business Communications	3/3
BUSN-203	Management Info Systems	3/3
CIS-125	Business Technology Tools	2/2
CIS-135	Introduction to Cybersecurity	2/2
CIS-200	Advanced Software Applications	2/2
CIS-203	Visual Basic for Applications	3/3
CIS-234	Desktop Publishing & Design	4/4
CIS-240	Advanced Database Applications	3/3
CNSS-110	Information Security Principles	3/3
CNSS-115	Cyber Ethics	3/3
CNSS-130	Introduction to Networks	4/4
CSCI-122	Intro to Computer Science II	4/4
OIS-180	Input Technologies	2/2
OIS-250	Advanced Word Processing Applications	3/3

Suggested Sequences Per Semester

First Semester

BUSN-177	Mathematics of Business	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
OIS-150	Word Processing Applications	4/4
		15/15

Second Semester

CIS-130	Spreadsheet Applications	3/3
CNSS-150	A+ Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
XX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
XX-xxx	Approved Elective **	2/2
		16-17/18-19

Third Semester

CIS-103	Visual Basic **-OR-**	
CIS-121	Intro to Computer Science I	3-4/3-4
CIS-140	Database Applications	3/3
CIS-210	Web Page Design & Structure	3/3
ENGL-145	Technical & Report Writing	3/3
XX-xxx	Approved Elective **	3/3
		15-16/15-16

Fourth Semester

CIS-215	Web Publishing	3/3
XX-xxx	Gen Ed Requirement	4-5/4-5
XX-xxx	Approved Electives **	9-10/9-10
		16-18/16-18

* 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 OIS-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 free of charge.

** Electives may be selected from the list provided. Students are encouraged to consult their faculty advisor prior to selecting elective courses.

Computer Network Systems and Security 2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Computer Network Systems and Security

Credits Required: 68 Contacts Required: 70 Major Code: 03/324

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **-OR-** MATH-105 **-OR-** MATH-107	3-4
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional Additional courses as needed from either Mathematics/Natural Sciences or Social & Behavioral Sciences/Humanities with no more than two (2) classes coming from any single category to meet the 18 credit minimum.		6-8
TOTAL CREDITS	Minimum	18

Program Requirements

CNSS-105	Digital Logical Principles	4/4
CNSS-130	Introduction to Networks	4/4
CNSS-150	A+ Computer Maintenance	4/6
CNSS-220	Network Design	4/4
CNSS-225	Wireless Systems	4/4
CNSS-230	Introduction to Unix Using Linux	4/4
CNSS-231	Advanced Linux System Administration	4/4
CNSS-250	Windows Networking I	4/4
CNSS-251	Windows Networking II	4/4
CNSS-260	Network Security	4/4
CNSS-272	Co-op	3/3
XX-xxx	Approved Electives *	7/7
		50

*** Approved Electives (Choose 7 Credits)**

CIS-101	Computer Concepts	4/4
CIS-103	Visual Basic	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-210	Web Design	3/3
CIS-215	Web Publishing	3/3
CNSS-101	Emerging Technologies	3/3
CNSS-110	Information Security Principles	3/3
CNSS-115	Cyber Ethics	3/3
CNSS-245	SQL Server	4/4
CNSS-262	Web Server Administration	4/4
CNSS-263	Cloud Computing	3/3
CNSS-265	Data Convergence Management	4/4
CNSS-273	Co-op	1/3
CNSS-274	Co-op	1/3
CNSS-284	Special Topics	4/4

Suggested Sequences Per Semester

First Semester

CNSS-105	Digital Logic Principles	4/4
CNSS-130	Introduction to Networks	4/4
CNSS-150	A+ Computer Maintenance	4/6
ENGL-101	Rhetoric & Composition	4/4
		16/18

Second Semester

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

Third Semester

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

Fourth Semester

CNSS-225	Wireless Systems	4/4
CNSS-251	Windows Networking II	4/4
CNSS-260	Network Security	4/4
XX-xxx	General Education Requirement	3-4/3-4
		15-16/15-16

Corrections

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Corrections
Credits Required: 64 Contacts Required: 64 Major Code: 03/330

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **-OR-** any approved math course	3
Social & Behavioral Sciences/Humanities	POLI-111 **-OR-** POLI-262	4
Additional		
COMM-103 -**OR-** COMM-104		3-4
CJUS-240		4
TOTAL CREDITS	Minimum	18

Program Requirements

CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-120	Legal Issues in Corrections	3/3
CJUS-210	Client Growth & Development	4/4
CJUS-212	Introduction to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
CJUS-220	Client Relations in Corrections	3/3
CJUS-230	Corrections Institutions/Facilities	3/3
PSYC-201	Introduction to Psychology	4/4
SOCY-103	Cultural Diversity	3/3
SOCY-151	Sociology	4/4
XXXX-xxx	Approved Electives *	4/4
		46

*** Approved Electives (Choose 4 credits)**

CJUS-272	Criminal Justice Internship	1-4
COMM-201	Mass Communication/Popular Culture	4/4
PSYC-280	Abnormal Psychology	4/4
SOCY-207	Social Problems	4/4
SPAN-101	Spanish I	4/4
SPAN-112	Spanish for CJ Majors I	4/4
SPAN-114	Spanish for CJ Majors II	4/4

Suggested Sequences Per Semester

First Semester

CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-240	Criminal Justice Ethics	4/4
ENGL-101	Rhetoric & Composition	4/4
		16/16

Second Semester

CJUS-210	Client Growth & Development	4/4
CJUS-212	Introduction to Law Enforcement	4/4
POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
SO-151	Sociology	4/4
		16/16

Third Semester

CJUS-120	Legal Issues in Corrections	3/3
CJUS-220	Client Relations in Corrections	3/3
CM-103	Interpersonal Comm **-OR-**	
CM-104	Public Speaking	3-4/3-4
PY-201	Introduction to Psychology	4/4
SO-103	Cultural Diversity	3/3
		16-17/16-17

Fourth Semester

BU-177	Mathematics of Business **	3/3
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-213	The Criminal Court System	4/4
CJUS-230	Corrections Institutions/Facilities	3/3
XX-xxx	Approved Elective *	4/4
		16/16

****** Or any approved mathematics course.

Early Childhood Care & Education 2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Early Childhood Care & Education

Credits Required: 62 Contacts Required: 62 Major Code: 03/335

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **-OR-** MATH-107 (or higher)	3-4
Social & Behavioral Sciences/Humanities	SOCY-151 **-OR-** SOCY-208	4
Additional	COMM-103	3
	PSYC-201	4
TOTAL CREDITS	Minimum	18

Program Requirements + +

BIOL-103	Essential Biology + **-OR-**	
BIOL-104	Human Biology **-OR-**	4/5
BIOL-107	Environmental Science **AND**	3/3
BIOL-108	Environmental Science Lab	1/2
CHLD-101	Introduction to Early Childhood	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infants & Toddlers	3/3
CHLD-130	Curriculum for Young Children I **	3/3
CHLD-200	Inclusion in Early Childhood Programs	3/3
CHLD-230	Curriculum for Young Children II **	3/3
CHLD-240	Program Management in Childcare	3/3
CHLD-272	Early Childhood Practicum ***	3/3
PE-147	First Aid/BLS for Non Healthcare Providers	1/1
XX-xxx	Humanities Elective	3-4/3-4
XX-xxx	Electives	5-6/5-6
		44

* Includes 20 hours of observation
** Includes an 80 hour practicum
*** Includes a 120 hour practicum

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

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

Suggested Sequences Per Semester

First Semester

CHLD-101	Introduction to Early Childhood Development	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
ENGL-101	Rhetoric & Composition	4/4
PHED-147	First Aid/BLS for Non-Healthcare Providers	1/1
		14/14

Second Semester

CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infant & Toddlers	3/3
CHLD-130	Curriculum for Young Children I **	3/3
SOCY-151	Sociology **-OR-**	
SOCY-208	Marriage & the Family	4/4
XXXX-xxx	Electives	3-4/3-4
		16-17/16-17

Third Semester

CHLD-200	Inclusion in Early Childhood Programming	3/3
CHLD-230	Curr for Young Children II **	3/3
COMM-103	Interpersonal Communications	3-4/3-4
PSYC-201	Introduction to Psychology	4/4
XXXX-xxx	Humanities	4/4
		17-18/17-18

Fourth Semester

BIOL-103	Essential Biology **-OR-** +	
BIOL-104	Human Biology **-OR-**	4/5
BIOL-107	Environmental Science **AND**	
BIOL-108	Environmental Science Lab	
BUSN-177	Mathematics of Business	
MATH-107	**-OR-** Liberal Arts Math +	3-4/3-4
CHLD-240	Program Management in Childcare	3/3
CHLD-272	Early Childhood Development Practicum ***	3/3
XXXX-xxx	Elective	5-6/5-6
		18-20/19-21

Environmental Management

2011-2012 Catalog

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

Credits Required: 66 Contacts Required: 70 Major Code: 03/344

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	MATH-115 **-OR-** MATH-105 *	4
Social & Behavioral Sciences/Humanities	POLI-111 **-OR-** POLI-262	4
Additional		
COMM-103 **-OR-** COMM-104		3-4
CHEM-105 **-OR-** CHEM-108 **		5
TOTAL CREDITS	Minimum	20

Program Requirements

ACCT-101	Accounting Principles I	4/4
BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
BUSN-160	Introduction to Business	3/3
BUSN-242	Principles of Management	3/3
ECON-132	Microeconomics	3/3
WATR-110	Wastewater Operations & Management	4/4
WATR-120	Water Operations & Management	4/4
WATR-220	Industrial Solutions	3/3
WATR-230	Aquatic Evaluations & Bacteriology	3/4
WATR-240	Environmental Analysis	5/7
WATR-260	Current Issues for Managers	3/3
WATR-270	Water in Motion	4/4
WATR-274	Environmental Internship	3/3
		46
	OPTIONAL	
CHEM-106	General Chemistry II **	5/7

* MATH-115 & MATH-105 do not satisfy MACRAO. Bay has an articulation agreement with LSSU whereby courses in this program transfer into a B.S. of Environmental Management. Students will need to complete additional General Education requirements to satisfy MACRAO. See course catalog for additional information about MACRAO.
- Students should also check with their transfer institution for the level of math required.
-Transfer students should take MATH-110, which will be substituted for MATH-115 or MATH-105.

Suggested Sequences Per Semester

First Semester

BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
CHEM-105	General Chemistry I **	5/7
ENGL-101	Rhetoric & Composition	4/4
MATH-115	Technical Algebra & Trig -**OR-**	
MATH-105	Intermediate Algebra *	4/4
WATR-110	Wastewater Operations & Management	4/4
		21/24

Second Semester

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

Third Semester

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

Fourth Semester

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

** CHEM-105 and CHEM-106 are recommended for the first and second semesters for students transferring into a Baccalaureate degree. Students should check with the transfer institution.
- Students who choose to take CHEM-105 also need to take CHEM-106 to meet program requirements.
- Students who take CHEM-108 do not need CHEM-105 or CHEM-106; however, CHEM-108 is not transferrable in mostt cases.

General Studies

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in General Studies
Credits Required: 62 Contacts Required: 62 Major Code: 03/350

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	Approved mathematics	3-4
Social & Behavioral Science/Humanities	Choose one (1)	3-4
Additional COMM-103 **–OR-** COMM-104		3-4
An additional course from the combined areas with no more than two courses from each area to reach the 18 credit hours of General Education credits		2-5
TOTAL CREDITS	Minimum	18

Program Requirements

XXXX-xxx	Occupational Concentration * 24 credits in one of 3 areas of Occupational Concentration: Business, Technology, or Human Services.	24
XXXX-xxx	Electives Any courses except courses designated as Transitional Studies.	20
		44

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

Suggested Sequences Per Semester

First Semester

ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Social & Behavioral Sciences/ Humanities	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Elective	4/4
		15-16/15-16

Second Semester

XXXX-xxx	Math Course (any approved math)	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		15-16/15-16

Third Semester

COMM-103	Interpersonal Comm **-OR-**	
COMM-104	Public Speaking	3-4/3-4
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		15-16/15-16

Fourth Semester

XXXX-xxx	Additional General Education	2-5/2-5
XXXX-xxx	Elective	4/4
XXXX-xxx	Course in Concentration *	4/4
XXXX-xxx	Course in Concentration *	4/4
		14-17/14-17

Hospitality Management

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Hospitality Management
Credits Required: 66 Contacts Required: 66 Major Code: 03/355

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **-OR-** MATH-107 **-OR-** MATH-110	3-4
Social & Behavioral Sciences/Humanities	ECON-131 **-OR-** ECON-132	3
Addition Choose additional credits but no more than two courses from each of the combined three areas		7-8
	TOTAL CREDITS Minimum	18

Program Requirements

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
CIS-101	Computer Concepts & Applications	4/4
HOSP-101	Intro to Hospitality Management	3/3
HOSP-102	Food Safety: ServeSafe	2/2
HOSP-103	Supervision in the Hospitality Industry	3/3
HOSP-201	Plan/Control: Food & Beverages Operations	3/3
HOSP-202	Front Desk Operations Mgmt	3/3
HOSP-203	Housekeeping Operations Mgmt	3/3
HOSP-204	Managing HR in the Hospitality Industry	3/3
HOSP-205	Hospitality Purchasing Mgmt	3/3
HOSP-206	Food/Beverage Operations Mgmt	3/3
HOSP-272	Hospitality Management Co-op **-**	
XXXX-xxx	**OR-** Business Elective *	2/2
		48

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

Suggested Sequences Per Semester

First Semester

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

Second Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-250	Business Law I	3/3
CIS-101	Computer Concepts & Applications	4/4
HOSP-103	Supervision in the Hospitality Industry	3/3
HOSP-201	Plan/Control: Food & Beverages Operations	3/3
		17/17

Third Semester

BUSN-195	Business Communications	3/3
ECON-131	Macroeconomics **-OR-**	
ECON-132	Microeconomics	3/3
HOSP-202	Front Desk Operations Mgmt	3/3
HOSP-203	Housekeeping Operations Management	3/3
XXXX-xxx	General Education Requirement	3-4/3-4
		15-16/15-16

Fourth Semester

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

Human Services

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Human Services
Credits Required: 63 Contacts Required: 63 Major Code: 03/360

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BU-177	3
Social & Behavioral Sciences/Humanities	SOCY-151	4
Additional		
COMM-103		3
PSYC-201		4
TOTAL CREDITS	Minimum	18

Program Requirements

CIS-101	Computer Concepts & Applications	4/4
COMM-104	Public Speaking	4/4
ENGL-102	Research Writing	2/2
HSER-100	Intro to Human Services	3/3
HSER-150	Ethics in Human Services	3/3
HSER-160	Interviewing Strategies & Techniques	3/3
HSER-272	Human Services Internship *	3/3
PHED-147	First Aid/Heart Saver for non-Healthcare Providers	1/1
POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
PSYC-280	Abnormal Psychology	4/4
SOCY-103	Cultural Diversity **-OR-**	
SOCY-208	Marriage & the Family	3-4/3-4
SOCY-207	Social Problems	4/4
XXXX-xxx	Approved Electives **	7/7
		45

**** Approved Electives (Choose 7 Credits)**

BIOL-104	Human Biology	4/5
EDUC-202	Educational Psychology	4/4
FYE-101	College Success Strategies	3/3
PHED-141	Physical Fitness: A Wellness Approach	2/2
PHED-144	Effective Stress Management	2/2
SOCY-103	Cultural Diversity **-OR-**	
SOCY-208	Marriage & the Family	3-4/3-4
SOCY-273	Human Services Internship	3/3

Suggested Sequences Per Semester

First Semester

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

Second Semester

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

Third Semester

COMM-104	Public Speaking	4/4
POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
SOCY-207	Social Problems	4/4
HSER-160	Interviewing Strategies & Tech	3/3
		15/15

Fourth Semester

HSER-272	Human Services Internship *	3/3
PSYC-280	Abnormal Psychology	4/4
SOCY-103	Cultural Diversity **-OR-**	
SOCY-208	Marriage & the Family	3-4/3-4
XXXX-xxx	Approved Electives**	7/7
		17-18/17-18

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

** Students must choose 7 credits of approved electives. Approved electives are based on occupational necessity for working in the field of human services. Students seeking approval for other elective credits need to meet with their faculty advisor for course recommendations and approval.

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

Law Enforcement

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Law Enforcement
Credits Required: 63 Contacts Required: 63 Major Code: 03/365

Program Description

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

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 **–OR-** Any approved math course	3
Social & Behavioral Sciences/Humanities	POLI-111 **-OR-** POLI-262	4
Additional		
COMM-103 **-OR-** COMM-104		3-4
CJUS-240		4
TOTAL CREDITS	Minimum	18

Program Requirements

CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-212	Introduction to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
CJUS-214	Introduction to Criminal Investigation	4/4
CJUS-215	Crime Scene Investigation	4/4
CJUS-222	Highway Safety & Traffic Investigation	4/4
CJUS-224	Emergency Preparedness/Crisis Management	4/4
SOCY-103	Cultural Diversity	3/3
SOCY-151	Sociology	4/4
XXXX-xxx	Approved Electives *	4/4
		45

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

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

Suggested Sequences Per Semester

First Semester

ENGL-101	Rhetoric & Composition	4/4
CJUS-110	Introduction to Corrections	4/4
CJUS-112	Intro to Criminal Justice	4/4
SOCY-151	Sociology	4/4
		16/16

Second Semester

CJUS-212	Intro to Law Enforcement	4/4
CJUS-213	The Criminal Court System	4/4
POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
XXXX-xxx	Approved Elective *	4/4
		16/16

Third Semester

CJUS-214	Intro to Criminal investigation	4/4
CJUS-222	Highway Safety & Traffic Investigation	4/4
CJUS-240	Criminal Justice Ethics	4/4
COMM-103	Interpersonal Comm **-OR-**	
COMM-104	Public Speaking	3-4/3-4
		15-16/15/16

Fourth Semester

BUSN-177	Math of Business **-OR-** Any approved math course	3/3
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-215	Crime Scene Investigation	4/4
CJUS-224	Emergency Preparedness/Crisis Mgmt	4/4
SOCY-103	Cultural Diversity	3/3
		16/16

Marketing/Small Business

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Marketing/Small Business
Credits Required: 66 Contacts Required: 66 Major Code: 03/311

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

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 *	3
Social & Behavioral Sciences/Humanities	ECON-120	3
Additional ECON-131		3
One course from Communication and/or one course from Mathematics/Natural Science		5
TOTAL CREDITS	Minimum	18

Program Requirements +

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-242	Principles of Management	3/3
BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
BUSN-258	Small Business Management ***	3/3
BUSN-262	Principles of Selling	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-121	Microsoft Excel	1/1
CIS-123	Microsoft PowerPoint	1/1
CIS-125	Business Technology Tools	2/2
CIS-140	Database Applications	3/3
ECON-132	Microeconomics	3/3
XXXX-xxx	CIS **-OR-** OIS Electives	3/3
XXXX-xxx	Business Electives **-OR-** Co-op **	6/6
		48

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

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

Suggested Sequences Per Semester

First Semester

BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps	4/4
ENGL-101	Rhetoric & Composition	4/4
XXXX-xxx	Gen Ed Requirements	3/3
		17/17

Second Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-195	Business Communications	3/3
BUSN-253	Marketing	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance	3/3
		15/15

Third Semester

BUSN-250	Business Law I	3/3
BUSN-242	Principles of Management	3/3
CIS-121	Microsoft Excel	1/1
CIS-123	Microsoft PowerPoint	1/1
CIS-140	Database Applications	3/3
ECON-131	Macroeconomics	3/3
XXXX-xxx	Business Electives **-OR-** Co-op **	3/3
		17/17

Fourth Semester

BUSN-262	Principles of Selling	3/3
BUSN-258	Small Business Mgmt ***	3/3
ECON-132	Microeconomics	3/3
XXXX-xxx	CA -**OR-** OS Electives	3/3
XXXX-xxx	Business Elec **-OR-** Co-op **	3/3
XXXX-xxx	Gen Ed Requirement	2/2
		17/17

** Choose 6 credits from any ACCT, BUSN, CIS, ECON, HOSP, or OIS courses. Advisor assistance with choosing electives is highly recommended. Co-op credits (maximum of 4) may be used as elective credits. All Co-op credits must be approved by an advisor.

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

NURSING

2011-2012 Catalog

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

Practical Nursing Certificate (Part I of the Generic Associate in Applied Science Degree in Nursing Program)
Credits Required: 43

Associate in Applied Science Degree –Nursing

a. Part II of the ladder program for generic students;
b. Part II entrance for non-generic LPN to Associate Degree completion program – requires prior completion of a State approved practical nurse program, entrance requirements, and a current Michigan practical nurse license.

Credits Required: 28*
*Total Credits Required: 71 (Part I and Part II of program together)

Program Description

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

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

Program Approval
The Bay de Noc Community College Associate Degree in Nursing program is approved by the Michigan Board of Nursing, and accredited by the National League for Nursing Accrediting Commission, Inc., at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326; 1-404-975-5000.

Two pathways are offered to assist students in obtaining their associate degree in nursing:
1. Generic A.D.N. program: 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 $40,400 for Licensed Practical Nurses and $61,030 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 program acceptance, 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 2011)

	Part I ~Practical Nurse Portion of Generic Associate Degree Nursing Program	Part II ~ Registered Nurse Portion of Generic Associate Degree Program & ADN Completion
Application Deadline	**April 1** for Fall admission. Applicants MUST be Accepted to Bay College in order to Apply to Nursing. Students are admitted only once a year. Nursing Applications must be completed/postmarked by application deadline. Applicants must reapply with a new Nursing Application **annually** if not accepted. **There is no waiting list.**	
Minimum grade point average(GPA)	2.5- Applicants with GPA's less than 2.5 overall, on most recent transcript with at least 12 credits, need to see their advisor for ways to improve GPA. This GPA requirement must be met by the end of the winter semester for year applying. **Note:** 2.5 GPA does not guarantee placement in the nursing program-it only ensures the ability to be ranked with other applicants.	
Conditional Acceptance	Granted to High School seniors upon completion of all prerequisites. High School transcripts must be forwarded immediately- no later than two weeks of graduation. College winter transcripts will be accepted until May 15.	There is no conditional acceptance except for Generic ADN students. All prerequisites must be met by application deadline. Winter transcripts will be accepted until May 15.
Transcript used for ranking	Only **Official** transcripts will be used to evaluate prerequisite courses, which include: **Algebra, Biology, Chemistry & English**, as defined below. **Transcripts must be submitted directly to Records** by the school & post-marked by application deadline.	(1) ADN Prerequisite classes and those taken in applicant's PN program **and** (2) Bay or transfer classes for PN or ADN program. Official transcripts must be post-marked by application deadline.
Developmental courses	Based on ACT or COMPASS scores, developmental or non-graded courses may be required, prior to prerequisite courses, but may not be used in ranking (i.e. Nursing Assistant Program, ENGL 100, ENGL 109, ENGL 095, ENGL 111, MATH 090).	
Math requirement	2 years of High School Math, including 1 year of Algebra with a C or better each semester, **OR** a College Level Algebra class equivalent to Bay's MATH105. Or, you may take Bay's MATH105 or MATH101 with a C or better.* If multiple classes have been taken within required time frame, the highest grade will be used for ranking.	Not applicable
Biology requirement	1 year of High School Biology with a C or better each semester, **OR** a College Level Laboratory Biology class with a C or better*- Equivalent to BIOL103, BIOL104, BIOL213 or BIOL214. If multiple classes have been taken within required time frame, the highest grade will be used for ranking.	BIOL213 A&P I & BIOL214 A&P II (**If transferring credit, both courses must be taken at the same institution,** with a C or better**)**
Chemistry requirement	1 year of High School Chemistry with a C or better each semester, **OR** a College Level Laboratory Chemistry course with a C or better, equivalent to CHEM107 **OR** CHEM103.* If multiple classes have been taken within required time frame, the highest grade will be used for ranking.	
English requirement	2 years of High School English with a C or better each semester, **OR** a College Level English equivalent to ENGL101 with a C or better.* (ENGL101 is a program requirement) If multiple classes have been taken within required time frame, the highest grade will be used for ranking.	Completion of a college composition course comparable to ENGL101.
Other prerequisite courses	Not Applicable	PSYC201 & NURS273 Physical Assessment. PSYC201 will be allowed to be taken during Part II of program. *(NURS273 requirement may be met by completing a non-credit CEU course with similar approved content & hours or providing proof of assessment course/content (syllabus) from LPN program. Final approval will be made by the Dean of Allied Health & Wellness*.)

***Pre-requisite courses must be completed within the last 8 years. Pre-req courses (Math & English) believed to have been met prior to the 8 year timeline may be validated via COMPASS Exam.**

	Part I PN Portion	Part II~ Registered Nurse Portion
Licensure	Not Applicable	Non-generic students and LPN's applying for the completion program must hold a current unrestricted PN license.
Placement Testing for Math, Reading & Writing	If you have an interest in taking a college-level Math or English at Bay, you may be required to take the COMPASS placement test. ACT or COMPASS scores taken within the past 3 years will suffice. COMPASS may be taken in Student Services up to 2 times per yr. If you are using placement scores to validate an earned grade, then test results must be available by April 1. See Placement for Success Policy in the College Catalog.	
GAS Pre-Nursing Students	Applicants not meeting the entrance requirements may enroll in the General Applied Science (GAS) Pre-Nursing major and work towards meeting them. They will be assigned an advisor to assist them in choosing appropriate classes. GAS Pre-Nursing students will not be guaranteed admission or priority placement into Part I or II of the ADN program.	Not applicable
Ranking of applicants	80 pts =GPA (based on the 4 prerequisite courses) 10 pts =Residency 10 pts =Bay College attendance/# of credits taken (1-11 credits=5 pts; 12+credits=10 pts) 5 pts = Possess a **Current Health Occupation Certificate** (ie: CNA, PTA, etc.) All pre-requisites must be met to qualify for ranking	80 pts =GPA (based on prerequisite, PN & ADN courses completed 10 pts =Residency 10 pts =Bay College attendance/# of credits taken (1-11 credits=5 pts; 12+credits=10 pts)
Acceptance & Placement in Full or Part-time Program	**Acceptance in the program is based solely on above ranking criteria**. Placement in Full or Part-time is determined, but not guaranteed, by the number of completed non-nursing classes for Part I of the ADN Program: BIOL213, BIOL214, ENGL101, HLTH120, PSYC201, PHED141 or PHED144.	**Acceptance in program is based solely on above ranking criteria.** Placement in Full or Part-time is determined, but not guaranteed, by the number of completed non-nursing classes for Part II of ADN Program: BIOL225, BIOL276, & 1 Social Science elective: ANTH201, PSYC220, PSYC280, SOCY103, SOCY207, SOCY208, SOCY151 or PHIL230.
Clinical Facility Requirement	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. **FBI fingerprinting and drug screening may be required at the student's expense.** (Note: Clinical facility policies and state law governs who is permitted in each facility and the type of screening required). Must be CPR certified for Healthcare Providers.	
Nursing Welcome	Accepted applicants **must** attend a **mandatory** orientation prior to the start of the program or admission may be negated /forfeited.	
Progression from Part I to Part II *Generic Students*	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- if admitted to West Campus as a generic PN student, you may progress full time into the RN program in Iron Mountain. If admitted to the main campus as a generic PN student, this is where you may complete the RN program. All program courses require a "C" or better to progress or pass in the program.**	
Progression from Part I to Part II *Non-Generic & Re-entry Students*	Students graduating from Part I of Bay's Summer ADN program with less than a 3.0 GPA going directly into Part II of the ADN program are considered non-generic students and can **only** be considered for the part-time ADN 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.	
Course Progression	Students must maintain a 2.0(C) or better in all program courses to progress. If student **does not** earn a 2.0(C) or better, they will be **expected to withdraw** from program. Course progress occurs as defined in course schedule. NURS courses must be taken in a specific order.	

Practical Nurse

2011-2012 Catalog

Award Granted Upon Completion: Practical Nurse Certificate (Part I of Generic Associate in Applied Science Degree in Nursing)

Credits Required: 43 Contacts Required: 65 Major Code: 04/470

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101 *	4
Mathematics/Natural Sciences	BIOL-213 *	4
	BIOL-214 *	4
Social & Behavioral Sciences/Humanities	PSYC-201 *	4
	TOTAL CREDITS	16

Program Requirements (Part I of the A.D.N. Program)

HLTH-120	Intro to Electronic Health Records *	1/1
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-116	Pharmacology I	1/1
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
PHED-141	Physical Fitness: Wellness Approach*	2/2
PHED-144	**-OR-** Effective Stress Management*	
		27

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

** Any part of this course that is failed will result in the necessity to retake and pay for the entire course.

Suggested Sequences Per Semester

FULL TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba & Iron Mountain Campuses

First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
ENGL-101	Rhetoric & Composition *	4/4
HLTH-120	Intro to Electronic Health Records *	1/1
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-116	Pharmacology I	1/1
PHED-141	Physical Fitness:Wellness Approach *	
PHED-144	**-OR-** Effective Stress Mgmt *	2/2
		16/21

Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
PSYC-201	Introduction to Psychology *	4/4
		17/26

Third Semester (Spring & Summer)

NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
		10/18

PART TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba Campus only

First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
HLTH-120	Intro to Electronic Health Records *	1/1
NURS-116	Pharmacology I	1/1
PHED-141	Physical Fitness:Wellness Approach *	
PHED-144	**-OR-** Effective Stress Management *	2/2
PSYC-201	Introduction to Psychology *	4/4
		12/13

Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-117	Pharmacology II	2/2
		10/15

Third Semester (Spring & Summer)

ENGL-101	Rhetoric & Composition *	4/4
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-120	Adult Health Nursing I	3/3
		9/13

Fourth Semester (Fall)

NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
		7/15

Fifth Semester (Winter)

NURS-140	Intro to Family Nursing **	**5/9**

Nursing

2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Nursing
Credits Required: 71 Contacts Required: 109 Major Code: 03/370

Program Description

The curriculum is designed to assist students to think critically as they apply scientific, theoretical, and practical knowledge to clinical situations in a variety of health care settings. Registered Nursing students who successfully complete Part 1 & 2 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 1 & 2 of the program on a full-time or part-time basis.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BIOL-213	4
Social & Behavioral Sciences/Humanities	PSYC-201	4
Additional		
BIOL-214		4
Choose one of the following: ANTH-201, PHIL-230, SOCY-103, SOCY-207, SOCY-208, SOCY-151, PSYC-220, or PSYC-280. Students who wish to transfer to a 4 year institution are advised to consult that institution regarding transferability of social science courses		3-4
	TOTAL Minimum	19

Program Requirements

All courses in the Practical Nurse Certificate and BIOL-225, BIOL-276, NURS-230, NURS-231, NURS-232, NURS-233, NURS-241, NURS-250

SUGGESTED SEQUENCE PER SEMESTER
PART TIME AAS – NURSING – Escanaba Campus Only

First Semester – Fall		
BIOL-225	Medical Microbiology *	2/2
BIOL-276	Pathophysiology *	3/3
NURS-232	Mental Health Nursing	3/3
		8/8
Second Semester – Winter		
XXXX-xxx	Social & Behavioral Science Elective	3-4/3-4
NURS-233	Mental Health Nursing Clinic	2/6
NURS-241	Management & Issues	2/2
		7-8/11-12
Third Semester – Fall		
NURS-230	Advanced Family Nursing	3/3
NURS-231	Advanced Family Nursing Clinic	2/6
		5/9
Fourth Semester – Winter		
NURS-250	Nursing Knowledge **	8/16
		8/16

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

SUGGESTED SEQUENCE PER SEMESTER
FULL TIME AAS-NURSING – Escanaba Campus

First Semester - Fall		
BIOL-225	Medical Microbiology *	2/2
BIOL-276	Pathophysiology *	3/3
NURS-230	Advanced Family Nursing	3/3
NURS-231	Advanced Family Nursing Clinic	2/6
NURS-232	Mental Health Nursing	3/3
NURS-233	Mental Health Nursing Clinic	2/6
		15/23
Second Semester - Winter		
XXXX-xxx	Social & Behavioral Sciences Elective	3-4/3-4
NURS-241	Management & Issues	2/2
NURS-250	Nursing Knowledge **	8/16
		13-14/21-22

SUGGESTED SEQUENCE PER SEMESTER
FULL TIME AAS-NURSING – Iron Mountain Campus

First Semester - Winter		
BIOL-225	Medical Microbiology *	2/2
BIOL-276	Pathophysiology *	3/3
NURS-230	Advanced Family Nursing	3/3
NURS-231	Advanced Family Nursing Clinic	2/6
NURS-232	Mental Health Nursing	3/3
		13/17
Second Semester – Spring		
NURS-233	Mental Health Nursing Clinic	2/6
		2/6
Third Semester – Fall		
XXXX-xxx	Social & Behavioral Sciences Elective	3-4/3-4
NURS-241	Management & Issues	2/2
NURS-250	Nursing Knowledge **	8/16
		13-14/21-22

** Any part of this course that is failed will result in the necessity to retake and pay for the entire course.

NOTE: The combined credits from Part I (43 credits) and Part II (28 credits) of the program constitute the generic Associate of Applied Science in Nursing degree program (71 credits).

Office Systems/Administrative Assistant 2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Office Systems/ Administrative Assistant

Credits Required: 62 Contacts Required: 65 Major Code: 03/381

Program Description

The Office Systems program is designed to prepare students for entry-level positions in administrative support roles. In addition to training in technology, software applications, and office procedures, heavy emphasis will also be placed on development of the soft skills—communication, teamwork, customer service, etc.—needed on the job.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 *	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional Additional courses as needed to meet the 18 credit minimum, with no more than 2 classes in any single category.		7-8
TOTAL CREDITS	Minimum	18

Program Requirements **

ACCT-100	Practical Accounting -**OR-**	
ACCT-101	Accounting Principles I •	4/4
BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications •	3/3
CIS-140	Database Applications •	3/3
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications + •	4/4
OIS-180	Input Technologies	2/3
OIS-191	Business English & Proofreading +	4/4
OIS-218	Machine Transcription	2/3
OIS-250	Advanced Word Processing •	3/3
OIS-260	Office Technology & Procedures •	4/4
XXXX-xxx	Approved Electives **	3/3
		44

**** Approved Electives**

ACCT-105	Accounting with Computers	3/3
BUSN-160	Introduction to Business	3/3
CIS-115	Using Microsoft Windows	3/3
CIS-125	Business Technology Tools	2/2
CIS-135	Introduction to Cybersecurity	2/2
CIS-240	Advanced Database Applications	3/3
OIS-234	Desktop Publishing & Design	4/4

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

Suggested Sequences Per Semester

First Semester

BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Applications •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofreading +	4/4
		15/15

Second Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
ENGL-101	Rhetoric & Composition	4/4
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Advanced Word Processing •	3/3
		15/16

Third Semester

BUSN-195	Business Communications	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications •	3/3
OIS-180	Input Technologies	2/3
OIS-218	Machine Transcription	2/3
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4
		14-15/16-17

Fourth Semester

CIS-140	Database Applications •	3/3
OIS-260	Office Technology & Procedures •	4/4
XXXX-xxx	Approved Electives ***	3/3
XXXX-xxx	General Education Electives	7-8
		17-18/17/18

** Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may take the keyboarding test available at no charge in the Student Computing Center to determine readiness. Students unable to keyboard at the required prerequisite speed and using appropriate techniques should sign up for OIS-090 or OIS-106.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

• These courses must be taken within five years of graduation to meet program requirements.

Office Systems/Legal Office Assistant 2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Office Systems/ Legal Office Assistant

Credits Required: 62 Contacts Required: 65 Major Code: 03/382

Program Description

The Legal Office Assistant program is designed to prepare students for entry-level positions as administrative support personnel in legal offices. In addition to training in technology, software applications, and office procedures, students will also receive specialized training in business and legal transcription.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 *	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional Additional courses as needed to meet the 18 credit minimum, with no more than 2 classes in any single category.		7-8
TOTAL CREDITS	Minimum	18

Program Requirements +

ACCT-100	Practical Accounting -**OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
CIS-101	Computer Concepts & Applications •	4/4
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications ** •	4/4
OIS-180	Input Technologies	2/3
OIS-191	Business English & Proofreading **	4/4
OIS-218	Machine Transcription	2/3
OIS-240	Legal Transcription	3/3
OIS-250	Advanced Word Processing •	3/3
OIS-260	Office Technology & Procedures •	4/4
XXXX-xxx	Approved Electives ***	2/2
		44

***** Approved Electives (Choose minimum 2 Credits)**

ACCT-105	Accounting with Computers	3/3
BUSN-160	Introduction to Business	3/3
BUSN-251	Business Law II	3/3
CIS-115	Using Microsoft Windows	3/3
CIS-125	Business Technology Tools	2/2
CIS-135	Introduction to Cybersecurity	2/2
OIS-234	Desktop Publishing & Design	4/4

• These courses must be taken within five years of graduation to meet program requirements.

Suggested Sequences Per Semester

First Semester

BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Applications •	4/4
OIS-150	Word Processing Applications** •	4/4
OIS-191	Business English & Proofreading**	4/4
		15/15

Second Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
ENGL-101	Rhetoric & Composition	4/4
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Advanced Word Processing •	3/3
		15/16

Third Semester

BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
OIS-180	Input Technologies	2/3
OIS-218	Machine Transcription	2/3
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4
		15-16/17-18

Fourth Semester

OIS-240	Legal Transcription	3/3
OIS-260	Office Technology & Procedures •	4/4
XXXX-xxx	Approved Electives ***	2/2
XXXX-xxx	General Education Electives	7-8
		16-17/16-17

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

**These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

+ Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may take keyboarding test available at no charge in the Student Computing Center to determine readiness. Students unable to keyboard at the required prerequisite speed and using appropriate techniques should sign up for OIS-090 or OIS-106.

Office Systems/Medical Office Specialist 2011-2012 Catalog

Award Granted Upon Completion: Associate in Applied Science in Office Systems/ Medical Office Specialist

Credits Required: 65 Contacts Required: 68 Major Code: 03/383

Program Description

The Medical Office Specialist program will give students the entry-level background needed for general employment in a variety of medical environments. In addition to training in software applications and general office procedures, students will also complete specialized course work unique to the medical field including terminology, insurance, and coding.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	BUSN-177 *	3
Social & Behavioral Sciences/Humanities	Choose one (1)	3-4
Additional Additional courses as needed to meet the 18 credit minimum, with no more than 2 classes in any single category.		7-8
TOTAL CREDITS	Minimum	18

Program Requirements **

BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications •	4/4
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
NURS-100	Medical Terminology	3/3
NURS-119	Medical Terminology II	2/2
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications + •	4/4
OIS-180	Input Technologies	2/3
OIS-191	Business English & Proofreading +	4/4
OIS-218	Machine Transcription	2/3
OIS-219	Medical Transcription	3/3
OIS-220	Medical Billing & Office Procedures	3/3
OIS-230	Medical Coding	4/4
OIS-250	Advanced Word Processing Applications •	3/3
OIS-260	Office Technology & Procedures •	4/4
		47

** Keyboarding skill is a required component of this degree and is a pre-requisite to many of the computer courses. Students may take the keyboarding test available at no charge in the Student Computing Center to determine readiness. Students unable to keyboard at the required prerequisite speed and using appropriate techniques should sign up for OIS-090 or OIS-106.

Suggested Sequences Per Semester

First Semester

BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Applications •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofreading +	4/4
		15/15

Second Semester

ENGL-101	Rhetoric & Composition	4/4
NURS-100	Medical Terminology	3/3
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Advanced Word Processing •	3/3
XXXX-xxx	Social & Behavioral Sciences/ Humanities Elective	3-4/3-4
		17-18/18-19

Third Semester

BUSN-195	Business Communications	3/3
CIS-121	Microsoft Excel •	1/1
CIS-122	Microsoft Access •	1/1
NURS-119	Medical Terminology II	2/2
OIS-218	Machine Transcription	2/3
OIS-220	Medical Billing & Office Procedures	3/3
XXXX-xxx	General Education Elective	3-4/3-4
		15-16/16-17

Fourth Semester

OIS-180	Input Technologies	2/3
OIS-219	Medical Transcription	3/3
OIS-230	Medical Coding	4/4
OIS-260	Office Technology & Procedures •	4/4
XXXX-xxx	General Education Elective	3-5/3-5
		16-18/17-19

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

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

• These courses must be taken within five years of graduation to meet program requirements.

Water Resource Management

2011-2012 Catalog

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

Credits Required: 67 Contacts Required: 79 Major Code: 03/340

Program Description

The Water Resource Management Program is designed for providing specialized training in water and wastewater treatment theory and application to both entry-level personnel and those already in the field. Persons who complete degree requirements and gain appropriate work experience may qualify to progress through certification to the highest grade licensure in municipal and industrial water and wastewater treatment.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences	MATH-115 **-OR-** MATH-105 *	4
Social & Behavioral Sciences/Humanities	POLI-111 **-OR-** POLI-262	4
Additional		
ENGL-145		3
CHEM-108 **-OR-** CHEM-105*		5
TOTAL CREDITS	Minimum	18

Program Requirements

COMM-103	Interpersonal Communications **-OR-**	
COMM-104	Public Speaking	3-4/3-4
WATR-110	Wastewater Operations & Mgmt	4/4
WATR-120	Water Operations & Management	4/4
WATR-150	Team Project Course I	2/3
WATR-151	Team Project Course II	2/3
WATR-220	Industrial Solutions	3/3
WATR-230	Aquatic Evaluations & Bacteriology	3/4
WATR-240	Environmental Analysis	5/7
WATR-250	Water Analysis & Techniques	5/7
WATR-255	Mechanical & Instrumentation	3/4
WATR-260	Current Issues for Managers	3/3
WATR-270	Water in Motion	4/4
WATR-272	Professional Field Experience (Water)	3/4
WATR-273	Professional Field Experience (Wastewater)	3/4
	Minimum	47
	OPTIONAL	
CHEM-106	General Chemistry II **	5/7

* MATH-115 & MATH-105 do not satisfy MACRAO. Bay has an articulation agreement with LSSU whereby courses in this program transfer into a B.S. of Environmental Management. Students will need to complete additional General Education requirements to satisfy MACRAO. See the course catalog for additional information about MACRAO.

- Students should also check with their transfer institution for the level of math required.
- Transfer students should take MATH-110, which will be submitted for MATH-115 or MATH-105.

Suggested Sequences Per Semester

First Semester

ENGL-101	Rhetoric & Composition	4/4
MATH-105	Intermediate Algebra **-OR-**	
MATH-115	Technical Algebra & Trig I *	4/4
WATR-110	Wastewater Operations & Mgmt	4/4
WATR-260	Current Issues for Managers	3/3
		15/15

Second Semester

CHEM-108	Technical Chemistry **	5/7
ENGL-145	Technical Report Writing	3/3
WATR-120	Water Operations & Management	4/4
WATR-151	Team Project Course II	2/3
WATR-230	Aquatic Evaluations & Bacteriology	3/4
		17/21

Third Semester

POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
WATR-150	Team Project Course I	2/3
WATR-240	Environmental Analysis	5/7
WATR-270	Water in Motion	4/4
COMM-103	Interpersonal Communications **–**	
COMM-104	**OR** Public Speaking	3-4/3-4
		18-19/21-22

Fourth Semester

WATR-220	Industrial Solutions	3/3
WATR-250	Water Analysis & Techniques	5/7
WATR-255	Mechanical & Instrumentation	3/4
WATR-272	Professional Field Experience (Water)	3/4
WATR-273	Professional Field Experience (Wastewater)	3/4
		17/22

** CHEM-105 & CHEM-106 is recommended for the first and second semester for students transferring into a Baccalaureate degree. Students should check with the transfer institution.

- Students who choose to take CHEM-105 also need to take CHEM-106 to meet the program requirements.
- Students who take CHEM-108 do not need CHEM-105 or CHEM-106; however, CHEM-108 is not transferrable in most cases.

Water Resource Management 1+1

2011-2012 Catalog

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

Credits Required: 67 Contacts Required: 79 Major Code: 03/341

Program Description

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

Following is a general curriculum outline for the Freshman year and a list of the specific Water Technology courses for the Sophomore year at Bay College.

General Education Requirements

Exact course titles and credits for this program are listed in the transfer guides specific to each community college. Students must attain a grade of "C" or better to transfer credits Bay College.

The following Colleges have articulated agreements with Bay College for completion of this degree.

- Alpena Community College
- Glen Oaks Community College
- Gogebic Community College
- Grand Rapids Community College
- Kalamazoo Community College
- Kellogg Community College
- Lake Michigan College
- Lansing Community College
- West Shore Community College

Program Requirements

First year courses are taken at one of the above community colleges. Transfer guides can be found at www.baycollege.edu/?transferguideto.

Students who complete the specific requirements at their community college will be required to complete the WT courses at Bay and can do so in one academic year.

Suggested Sequences Per Semester Sophomore Year at Bay College

First Semester		
WATR-110	Wastewater Operations & Management	4/4
WATR-240	Environmental Analysis	5/7
WATR-260	Current Issues for Managers	3/3
WATR-270	Water in Motion	4/4
		16/18
Second Semester		
WATR-120	Water Operations & Management	4/4
WATR-220	Industrial Solutions	3/3
WATR-230	Aquatic Evaluations & Bacteriology	3/4
WATR-250	Water Analysis & Techniques	5/7
WATR-255	Mechanical & Instrumentation	3/4
WATR-272	Professional Field Experience (Water)	3/4
WATR-273	Professional Field Experience (Wastewater)	3/4
		24/30

Accounting

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Accounting
Credits Required: 32 Contacts Required: 32 Major Code: 04/401

Program Description

This program is designed for students interested in an entry level position in the field of Accounting. The program will provide the business, accounting, and computer knowledge and skills required to perform duties as a bookkeeper or accounting clerk. Students may further enhance their employability options by completing an Associate in Applied Science in Accounting/Computer Specialist degree.

General Education Requirements

None

Program Requirements *

ACCT-101	Accounting Principles I	4/4
ACCT-102	Accounting Principles II	4/4
ACCT-105	Accounting with Computers	3/3
ACCT-110	Payroll Accounting	3/3
BUSN-160	Introduction to Business	3/3
CIS-101	Computer Concepts & Applications	4/4
OIS-150	Word Processing Applications	4/4
XXXX-xxx	Approved Electives **	7/7
		32

* 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 OIS-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.

** Electives should be chosen from the following prefix areas: ACCT, BUSN, CIS, HOSP, or OIS courses.
-ACCT-100 Practical Accounting will be accepted as an elective only if taken prior to successful completion of ACCT-101 Principles of Accounting I.

Suggested Sequences Per Semester

First Semester

ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
CIS-101	Computer Concepts & Applications	4/4
XXXX-xxx	Approved Electives **	4/4
		15/15

Second Semester

ACCT-102	Accounting Principles II	4/4
ACCT-105	Accounting with Computers	3/3
ACCT-110	Payroll Accounting	3/3
OIS-150	Word Processing Applications	4/4
XXXX-xxx	Approved Electives **	3/3
		17/17

Computer Aided Design Drafting

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Computer Aided Design Drafting
Credits Required: 32 Contacts Required: 49 Major Code: 04/421

Program Description

The Computer Aided Design Drafting (CADD) 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 wish to gain basic skills in the Computer Aided Design Drafting area. Upon completion, students seek employment in CADD and related occupations or continue their education by completing the requirements for the Associate in Applied Science Degree in Computer Aided Design Drafting. Students should consult their advisor prior to registration.

General Education Requirements

None

Program Requirements

CADD-112	CAD Computer Technology	3/5
CADD-115	CAD Foundations	3/5
CADD-120	AutoCAD	3/5
CADD-122	Dimensioning & Tolerancing	3/5
CADD-125	Drafting/Modeling – Mechanical	3/5
CADD-135	Descriptive Geometry	3/5
CADD-226	SolidWorks	3/5
CIS-100	Introduction to Windows	1/1
MATH-102	Introduction to Technical Math	4/4
TECH-100	Basic Machine Tool Operation	4/6
TECH-101	Blueprint Reading	2/3

Suggested Sequences Per Semester

First Semester

CADD-112	CAD Computer Technology	3/5
CADD-115	CAD Foundations	3/5
CADD-120	AutoCAD	3/5
CIS-100	Introduction to Windows	1/1
MATH-102	Intro to Technical Math	4/4
TECH-101	Blueprint Reading	2/3
		16/23

Second Semester

CADD-122	Dimensioning & Tolerancing	3/5
CADD-125	Drafting/Modeling – Mechanical	3/5
CADD-135	Descriptive Geometry	3/5
CADD-226	SolidWorks	3/5
TECH-100	Basic Machine Tool Operation	4/6
		16/26

Computer Applications

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Computer Applications
Credits Required: 32 Contacts Required: 32 Major Code: 04/426

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 *

BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-125	Business Technology Tools	2/2
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
OIS-150	Word Processing Applications	4/4
XXXX-xxx	Approved Electives **	9/9
		32

**** Approved Electives (Choose a minimum of 9 credits)**

ACCT-100	Practical Accounting *** **-OR-**	
ACCT-101	Accounting Principles I	4/4
ACCT-105	Accounting with Computers	3/3
BUSN-160	Introduction to Business	3/3
BUSN-177	Mathematics of Business	3/3
BUSN-203	Management Information Systems	3/3
CIS-135	Introduction to Cybersecurity	2/2
CIS-200	Advanced Software Applications	2/2
CIS-203	Visual Basic for Applications	3/3
CIS-210	Web Page Design & Structure	3/3
CIS-215	Web Publishing	3/3
CIS-234	Desktop Publishing & Design	4/4
CIS-240	Advanced Database Applications	3/3
OIS-180	Input Technologies	2/3
OIS-250	Advanced Word Processing Applications	3/3

* 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 OIS-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.

Suggested Sequences Per Semester

First Semester

BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-115	Using Microsoft Windows	3/3
CIS-123	Microsoft PowerPoint	1/1
OIS-150	Word Processing Applications	4/4
		15/15

Second Semester

CIS-125	Business Technology Tools	2/2
CIS-130	Spreadsheet Applications	3/3
CIS-140	Database Applications	3/3
XX-xxx	Approved Electives **	9/9
		17/17

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

Correctional Officer

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Correctional Officer
Credits Required: 34 Contacts Required: 34 Major Code: 04/430

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

General Education Category	Courses	
Communication	ENGL-101	4
Social & Behavioral Sciences/Humanities	POLI-111 **-OR-** POLI-262	4
Additional	COMM-103	3
	CJUS-240	4
	TOTAL CREDITS	15

Program Requirements

CJUS-110	Introduction to Corrections	4/4
CJUS-112	Introduction to Criminal Justice	4/4
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-120	Legal Issues in Corrections	3/3
CJUS-230	Correctional Institutions/Facilities	3/3
SOCY-103	Cultural Diversity **-OR-**	
SOCY-151	Sociology	3-4/3-4
		19-20

Suggested Sequences Per Semester

First Semester

CJUS-112	Introduction to Criminal Justice	4/4
CJUS-120	Legal Issues in Corrections	3/3
CJUS-240	Approaches to Ethics in Criminal Justice	4/4
COMM-103	Interpersonal Communications	3/3
ENGL-101	Rhetoric & Composition	4/4
		18/18

Second Semester

CJUS-110	Introduction to Corrections	4/4
CJUS-114	Criminal Justice Report Writing	2/2
CJUS-230	Correctional Institutions/Facilities	3/3
POLI-111	American Government **-OR-**	
POLI-262	State & Local Government	4/4
SOCY-103	Cultural Diversity **-OR-**	
SOCY-151	Sociology	3-4/3-4
		16-17/16-17

Early Childhood Care & Education: Level I

Award Granted Upon Completion: Certificate in Early Childhood Care & Education: Level I
Credits Required: 30 Contacts Required: 30 Major Code: 04/435

2011-2012 Catalog

Program Description

The Level I certificate program is designed to introduce students to the field of early childhood care and education including health, safety, and nutrition; child development and child guidance; and curriculum for infants, toddlers, and preschool children. One hundred hours of practicum experience are required. All credits earned in this certificate apply toward the Level II Certificate and the AAS in Early Childhood Care and Education degree.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Social & Behavioral Sciences/Humanities	SOCY-151 **-OR-** SOCY-208	4
	TOTAL CREDITS	8

Program Requirements +

CHLD-101	Introduction to Early Childhood Development	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infants & Toddlers	3/3
CHLD-130	Curriculum for Young Children I **	3/3
PHED-147	First Aid/BLS for Non-Healthcare Providers	1/1
XXXX-xxx	Electives	3/3
		22

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

***** Includes 20 hours of observation
** Includes an 80 hour practicum

Suggested Sequences Per Semester

First Semester

CHLD-101	Introduction to Early Childhood Development	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
ENGL-101	Rhetoric & Composition	4/4
PHED-147	First Aid/BLS for Non-Healthcare Providers	1/1
		14/14

Second Semester

CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infants & Toddlers	3/3
CHLD-130	Curriculum for Young Children I **	3/3
SOCY-151	Sociology **-OR-**	
SOCY-208	Marriage & the Family	4/4
XX-xxx	Electives	3/3
		16/16

Early Childhood Care & Education: Level II

Award Granted Upon Completion: Certificate in Early Childhood Care & Education: Level II

Credits Required: 57 Contacts Required: 57 Major Code: 04/436

2011-2012 Catalog

Program Description

The Level II certificate program is designed to prepare students to create and implement quality, age-appropriate learning activities for children from birth through age 8 in a variety of child care and educational settings. Advanced curriculum development, inclusion of children with special needs, and program administration are addressed. Three hundred hours of practicum experience are required. All credits earned in this certificate apply toward the AAS Degree in Early Childhood Care and Education.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
Mathematics/Natural Sciences		
Social & Behavioral Sciences/Humanities	SOCY-151 **-OR-** SOCY-208	4
Additional		
COMM-103 **-OR-** COMM-104		3-4
Humanities Elective		3-4
TOTAL CREDITS	Minimum	14

Program Requirements +

CHLD-101	Introduction to Early Childhood	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infants & Toddlers	3/3
CHLD-130	Curriculum for Young Children I **	3/3
CHLD-200	Inclusion in Early Childhood Programs	3/3
CHLD-230	Curriculum for Young Children II **	3/3
CHLD-240	Program Management in Child Care & Early Education	3/3
CHLD-272	Practicum in Early Childhood Development ***	3/3
PHED-147	First Aid/BLS for Non Healthcare Providers	1/1
PSYC-201	Introduction to Psychology	4/4
XXXX-xxx	Electives	6-8/6-8
	Minimum	41

General Education + Program Requirements must = 57

***** Includes 20 hours of observation
** Includes an 80 hour practicum
*** Includes a 120 hour practicum

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

Suggested Sequences Per Semester

First Semester

CHLD-101	Introduction to Early Childhood Development	3/3
CHLD-103	Child Development *	3/3
CHLD-110	Health, Safety, & Nutrition of the Young Child	3/3
ENGL-101	Rhetoric & Composition	4/4
PHED-147	First Aid/BLS for Non-Healthcare Providers	1/1
		14/14

Second Semester

CHLD-120	Child Guidance	3/3
CHLD-125	Programming for Infant & Toddlers	3/3
CHLD-130	Curr for Young Children I **	3/3
SOCY-151	Sociology **-OR-**	4/4
SOCY-208	Marriage & the Family	
XXXX-xxx	Electives	3/3
		16/16

Third Semester

CHLD-200	Inclusion in Early Childhood Programming	3/3
CHLD-230	Curr for Young Children II **	3/3
COMM-103	Interpersonal Comm -**OR-**	3-4/3-4
COMM-104	Public Speaking	
PSYC-201	Introduction to Psychology	4/4
		13-14/13-14

Fourth Semester

CHLD-240	Program Management in Child Care & Early Education	3/3
CHLD-272	Practicum in Early Childhood Development ***	3/3
XXXX-xxx	Humanities Elective	3-4/3-4
XXXX-xxx	Elective	5/5
		14-15/14-15

Entrepreneurial Small Business

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Entrepreneurial Small Business
Credits Required: 34 Contacts Required: 34 Major Code: 04/410

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 *

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-242	Principles of Management	3/3
BUSN-250	Business Law I	3/3
BUSN-253	Marketing	3/3
BUSN-258	Small Business Management	3/3
BUSN-262	Principles of Selling	3/3
CIS-101	Computer Concepts & Applications	4/4
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance **-OR-**	
ECON-131	Macroeconomics -**OR-**	
ECON-132	Microeconomics	3/3
		34

* 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 OIS-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.

Suggested Sequences Per Semester

First Semester

ACCT-100	Practical Accounting **-OR-**	
ACCT-101	Accounting Principles I	4/4
BUSN-160	Introduction to Business	3/3
BUSN-195	Business Communications	3/3
BUSN-250	Business Law I	3/3
CIS-101	Computer Concepts & Applications	4/4
		17/17

Second Semester

BUSN-242	Principles of Management	3/3
BUSN-253	Marketing	3/3
BUSN-258	Small Business Management	3/3
BUSN-262	Principles of Selling	3/3
CIS-125	Business Technology Tools	2/2
ECON-120	Personal Finance -**OR-**	
ECON-131	Macroeconomics -**OR-**	
ECON-132	Microeconomics	3/3
		17/17

Health Careers

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Health Careers
Credits Required: 25 Contacts Required: 27 Major Code: 04/460

Program Description

This certificate lays the foundation for students interested in careers in the health care field prior to being admitted into the Practical Nurse Certificate, the Associate in Applied Science in Nursing degree, or transfer programs for a variety of health-related fields. This certificate also provides an opportunity for students to complete a co-op experience or a Certified Nursing Assistant program. Students who select this certificate for Pre-Radiography, Pre-Dental Hygienist, Pre-Respiratory Care, or Pre-Diagnostic Sonography are highly encouraged to contact their transfer institution prior to beginning their first semester in order to receive specific information regarding entrance and admissions requirements.

General Education Requirements

None

Program Requirements

BIOL-104	Human Biology	4/5
CHEM-107	Human Chemistry	4/5
CIS-101	Computer Concepts & Applications	4/4
ENGL-101	Rhetoric & Composition	4/4
HLTH-100	Careers in Health Care	1/1
HLTH-103	Safety in Health Occupations	1/1
HLTH-104	Clinical Skills for Health Providers	1/1
HLTH-110	Introduction to Medical Vocabulary	1/1
MATH-105	Intermediate Algebra	4/4
	Approved Electives *	1-4/1-4
		25-28/27-30

*** Approved Electives**

COMM-103	Interpersonal Communications	3/3
FYE-101	College Success Strategies	3/3
HLTH-102	Orientation to Health Care	3/3
HLTH-118	Medical Terminology I	3/3
HLTH-119	Medical Terminology II	2/2
HLTH-120	Introduction to Electronic Health Records	1/1
HLTH-135	Obtaining a Blood Specimen	1/1
HLTH-205	Nutrition	3/3
HLTH-271	Health Care Co-op	1/1
HLTH-272	Health Care Co-op	2/2
HLTH-273	Health Care Co-op	3/3
HLTH-274	Health Care Co-op	4/4
NURS-118	Computer Applications in Nursing	2/2
PHED-146	First Aid/BLS	1/1
PHED-141	Physical Fitness: A Wellness Approach	2/2
PHED-144	Effective Stress Management	2/2

Suggested Sequences Per Semester

First Semester

BIOL-104	Human Biology	4/5
ENGL-101	Rhetoric & Composition	4/4
HLTH-100	Careers in Health Care	1/1
MATH-105	Intermediate Algebra	4/4
		13/14

Second Semester

CHEM-107	Human Chemistry	4/5
CIS-101	Computer Concepts & Apps	4/4
HLTH-103	Safety in Health Occupations	1/1
HLTH-104	Clinical Skills for Health Providers	1/1
HLTH-110	Intro to Medical Vocabulary	1/1
	Approved Electives	1-4/1-4
		12-15/13-16

Office Assistant

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Office Assistant
Credits Required: 32 Contacts Required: 33 Major Code: 04/480

Program Description
This certificate will provide students with the basic technology and communications skills needed in entry-level office positions. All courses in this certificate may also be applied to the Office Systems/Administrative Assistant Associate degree.

General Education Requirements

None

Program Requirements *

BUSN-195	Business Communications	3/3
CIS-101	Computer Concepts & Applications •	4/4
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications	3/3
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications •	4/4
OIS-180	Input Technologies	2/3
OIS-191	Business English & Proofreading	4/4
OIS-250	Advanced Word Processing Applications •	3/3
XXXX-xxx	Approved Electives **	6/6
		32

**** Approved Electives (Choose minimum of 3 credits)**

CIS-115	Using Microsoft Windows	3/3
CIS-125	Business Technology Tools	2/2
CIS-140	Database Applications •	3/3
OIS-108	Document Processing	2/3
OIS-218	Machine Transcription	2/3
OIS-234	Desktop Publishing & Design	4/4
OIS-260	Office Technology & Procedures	4/4

* Keyboarding skill is a required component of this degree and is a prerequisite to many of the computer courses. Students may take the keyboarding test available at no charge in the Student Computing Center to determine readiness. Students unable to keyboard at the required prerequisite speed should sign up for OIS-090 or OIS-106.

• These courses must be taken within five years of graduation to meet certificate requirements.

Suggested Sequences Per Semester

First Semester

CIS-101	Computer Concepts & Applications •	4/4
OIS-117	Records Management	2/2
OIS-150	Word Processing Applications •	4/4
OIS-191	Business English & Proofreading	4/4
XXXX-xxx	Approved Electives **	2/2
		16/16

Second Semester

BUSN-195	Business Communications	3/3
CIS-123	Microsoft PowerPoint	1/1
CIS-130	Spreadsheet Applications	3/3
OIS-180	Input Technologies	2/3
OIS-250	Advanced Word Processing Applications •	3/3
XXXX-xxx	Approved Electives **	4/4
		16/17

Practical Nurse

2011-2012 Catalog

Award Granted Upon Completion: Practical Nurse Certificate (Part I of Generic Associate in Applied Science Degree in Nursing)

Credits Required: 43 Contacts Required: 65 Major Code: 04/470

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101 *	4
Mathematics/Natural Sciences	BIOL-213 *	4
	BIOL-214 *	4
Social & Behavioral Sciences/Humanities	PSYC-201 *	4
	TOTAL CREDITS	16

Program Requirements (Part I of the A.D.N. Program)

HLTH-120	Intro to Electronic Health Records *	1/1
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-116	Pharmacology I	1/1
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
PHED-141	Physical Fitness: Wellness Approach*	2/2
PHED-144	**-OR-** Effective Stress Management*	
		27

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

** Any part of this course that is failed will result in the necessity to retake and pay for the entire course.

Suggested Sequences Per Semester

FULL TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba & Iron Mountain Campuses

First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
ENGL-101	Rhetoric & Composition *	4/4
HLTH-120	Intro to Electronic Health Records *	1/1
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-116	Pharmacology I	1/1
PHED-141	Physical Fitness:Wellness Approach *	
PHED-144	**-OR-** Effective Stress Mgmt *	2/2
		16/21

Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-117	Pharmacology II	2/2
NURS-120	Adult Health Nursing I	3/3
NURS-121	Adult Health Nursing I Clinic	2/6
PSYC-201	Introduction to Psychology *	4/4
		17/26

Third Semester (Spring & Summer)

NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
NURS-140	Introduction to Family Nursing **	5/9
		10/18

PART TIME PRACTICAL NURSE CERTIFICATE

Offered at Escanaba Campus only

First Semester (Fall)

BIOL-213	Anatomy & Physiology I *	4/5
HLTH-120	Intro to Electronic Health Records *	1/1
NURS-116	Pharmacology I	1/1
PHED-141	Physical Fitness:Wellness Approach *	
PHED-144	**-OR-** Effective Stress Management *	2/2
PSYC-201	Introduction to Psychology *	4/4
		12/13

Second Semester (Winter)

BIOL-214	Anatomy & Physiology II *	4/5
NURS-101	Nursing Fundamentals	2/2
NURS-102	Nursing Fundamentals Lab	2/6
NURS-117	Pharmacology II	2/2
		10/15

Third Semester (Spring & Summer)

ENGL-101	Rhetoric & Composition *	4/4
NURS-107	Nursing Fundamentals Clinic	2/6
NURS-120	Adult Health Nursing I	3/3
		9/13

Fourth Semester (Fall)

NURS-121	Adult Health Nursing I Clinic	2/6
NURS-122	Adult Health Nursing II	3/3
NURS-123	Adult Health Nursing II Clinic	2/6
		7/15

Fifth Semester (Winter)

NURS-140	Intro to Family Nursing **	**5/9**

Sustainability

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Sustainability
Credits Required: 33 Contacts Required: 33 Major Code: 04/441

Program Description

In this certificate program, students will explore the dynamic relationship between humans and their environment from cultural, economic, historical, literary, social, scientific, and technology perspectives, as well as acquire foundation skills in communications and mathematics. Courses in this certificate will explore the unifying theme of sustainability from a multidisciplinary perspective preparing students to face the challenges of global citizenship in the twenty-first century. Sustainability represents hope for the future as we face the challenge of "meeting the needs of the present without compromising the ability of future generations to meet their own needs" (as described in the American Association of Community Colleges' *Resolution in Support of Education for Sustainable Development*, November, 2007). The Sustainability Certificate is a valuable adjunct to any AA, AS, or AAS degree. It will assist students to stand out from their peers in the competitive employment market. This certificate is especially valuable for students majoring in business, technology, education, natural resources, or any field at the forefront of the sustainability revolution.

General Education Requirements

General Education Category	Courses	
Communication	ENGL-101	4
	ENGL-102 -**OR**	
	ENGL-145	2-3
Mathematics	MATH-210	4
Natural Science	BIOL-107	3
	BIOL-108	1
Social & Behavioral Sciences	ECON-131	3
	POLI-262	4
	NOTE: 8 credits are required to meet MACRAO *	
Humanities	Choose two (2) **	6-8
	NOTE: 8 credits are required to meet MACRAO **	
Additional Although no additional courses are required, most students benefit from taking FYE-101 and a communications course (COMM-103 or COMM-104) early in their degree program.		
	TOTAL CREDITS	27-30

Program Requirements

XXXX-xxx	Natural Science Elective	4-5/5-7
XXXX-xxx	Elective	0-2/0-2
		4-7/5-9

* To meet MACRAO Social & Behavioral Sciences requirement, it is recommended students take either ECON-132 or HIST-212.

Suggested Sequences Per Semester

First Semester

BIOL-107	Environmental Science	3/3
BIOL-108	Environmental Science Lab	1/2
ENGL-101	Rhetoric & Composition	4/4
MATH-210	Introduction to Statistics	4/4
XXXX-xxx	Humanities Elective	4/4
		16/17

Second Semester

ECON-131	Macroeconomics	3/3
ENGL-102	Research Writing **-OR-**	
ENGL-145	Technical Report Writing	2-3/2-3
POLI-262	State & Local Government	4/4
XXXX-xxx	Humanities Elective	4/4
XXXX-xxx	Natural Science Elective	4-5/4-7
		17-19/17-21

** Choose two (2) courses
-To meet MACRAO, must be chosen from two different categories.
-ANTH-201 and HIST-101 or HIST-102 are recommended as Humanities courses, but students may select others as their interests vary.

Water Technology

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Water Technology
Credits Required: 37 Contacts Required: 45 Major Code: 04/440

Program Description

This certificate program trains the entry-level maintenance operators and laboratory technicians for jobs with municipalities and industries involved with control and prevention of water pollution. The curriculum provides students with the basic knowledge and skills required to enter the water/wastewater field and other related areas of water resource protection and analysis.

General Education Requirements

None

Program Requirements *

WATR-110	Wastewater Operations & Management	4/4
WATR-120	Water Operations & Management	4/4
WATR-230	Aquatic Evaluations & Bacteriology	3/4
WATR-240	Environmental Analysis	5/7
WATR-250	Water Analysis & Techniques	5/7
WATR-255	Mechanics & Instrumentation	3/4
WATR-260	Current Issues for Managers	3/3
WATR-270	Water in Motion	4/4
WATR-272	Professional Field Experience (Water)	3/4
WATR-273	Professional Field Experience (Wastewater)	3/4
		37

*** NOTES:**

- Students not having had a chemistry course(s) are recommended to take CHEM-100.

- This certificate has a math level equal to MATH-105 Intermediate Algebra. Students are recommended to take MATH-105 or higher or have the appropriate math placement score.

- Students not meeting the recommended chemistry and math may need to take more time and more credits to complete this certificate.

Suggested Sequences Per Semester

First Semester

WATR-110	Wastewater Operations & Management	4/4
WATR-240	Environmental Analysis	5/7
WATR-260	Current Issues for Managers	3/3
WATR-270	Water in Motion	4/4
		16/18

Second Semester

WATR-120	Water Operations & Management	4/4
WATR-230	Aquatic Evaluations & Bacteriology	3/4
WATR-250	Water Analysis & Techniques	5/7
WATR-255	Mechanics & Instrumentation	3/4
WATR-272	Prof'l Field Experience (Water)	3/4
WATR-273	Prof'l Field Experience (Wastewater)	3/4
		21/27

Welding

2011-2012 Catalog

Award Granted Upon Completion: Certificate in Welding
Credits Required: 33 Contacts Required: 45 Major Code: 04/485

Program Description

This program provides the student with specialized classroom and shop experiences concerned with all types of metal welding, brazing, and flame cutting. The Certificate Program provides individuals with a wide array of skills applicable to construction welding, ship building, fitting, and industrial and production welding.

Equipment: Students are required to purchase safety glasses, gloves, cutting goggles, leather boots, helmet, striker, pliers, tip cleaners, and to wear overalls or denim type clothing.

General Education Requirements

None

Program Requirements

MATH-102	Introduction to Technical Math	4/4
TECH-100	Basic Machine Tool Operation	4/6
TECH-101	Blueprint Reading	2/3
TECH-105	Materials of Industry	4/4
WELD-110	Introduction to Oxygen – Fuel Welding & Cutting	3/4
WELD-120	Arc Welding	4/6
WELD-210	Advanced Arc Welding	4/6
WELD-220	Gas Metal Arc Welding (MIG)	4/6
WELD-260	Gas Tungsten Arc Welding (TIG)	4/6
		33

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.

WELD-240	Basic Pipe Welding	4/6
WELD-280	Advanced Pipe Welding	4/6

Suggested Sequences Per Semester

First Semester

MATH-102	Introduction to Technical Math	4/4
TECH-101	Blueprint Reading	2/3
WELD-110	Introduction to Oxygen – Fuel Welding & Cutting	3/4
WELD-120	Arc Welding	4/6
WELD-220	Gas Metal Arc Welding (MIG)	4/6
		17/23

Second Semester

TECH-100	Basic Machine Tool Operation	4/6
TECH-105	Materials of Industry	4/4
WELD-210	Advanced Arc Welding	4/6
WELD-260	Gas Tungsten Arc Welding (TIG)	4/6
		16/22

Timber Harvesting Equipment Operator 2011-2012 Catalog

Award Granted Upon Completion: Certificate of Achievement in Timber Harvesting Equipment Operator

Credits Required: 16 Contacts Required: 16 Major Code: 06/620

Program Description

The Timber Harvesting Equipment Operator program prepares students for employment opportunities with private firms and government agencies. This program focuses on forest management practices that include: harvesting techniques, forest product identification and navigating with maps, compass and global positioning systems (GPS). Students will experience timber harvesting utilizing state-of-the-art logging simulators and will also be introduced to the Michigan Occupational Safety and Health Administration's (MiOSHA) policies governing forestry and harvesting activities in Michigan. Embedded within the course work are Best Management Practices (BMP), Sustainable Forestry Initiatives (SFI), and Sustainable Forestry Education (SFE) modules. While course work will include the traditional classroom setting, much of the program will be spent at indoor and outdoor labs to which the student will be expected to provide transportation and drive time. Students will be expected to have appropriate clothing for all weathers, steel-toed boots, gloves, safety gloves and other safety equipment as needed.

FRST-100 includes National Wildfire Coordinating Group (NWCG) courses S-130 Firefighter Training, S-190 Introduction to Wildland Fire Behavior, I-100 Introduction to Incident Command System, & L-180 Human Factors in the Wildland Fire Service.

This certificate requires students to be college ready based on ACT or Compass scores: E, M, R.

Students who complete the Wildland and Rural Fire Control course, along with satisfactory completion of the required physical fitness test (Pack Test) could earn their Red Card certification. This will allow students to apply for the firefighting jobs with all state and federal agencies.

General Education Requirements

None

Program Requirements

CIS-100	Introduction to Windows *	1/1
FRST-101	Careers in Natural Resources *	1/1
FRST-105	Forest Product Industry Survey	3/3
FRST-110	Tree & Forest Product Identification	3/3
FRST-115	Timber Harvest Equipment, Use & Maintenance	3/3
FRST-116	Timber Harvest Equipment & Simulator Training	2/2
GEOG-150	Map, Compass & GPS *	2/2
PHED-147	First Aid/HNP *	1/1
		16

* Courses which may be taken prior to entrance into the program.

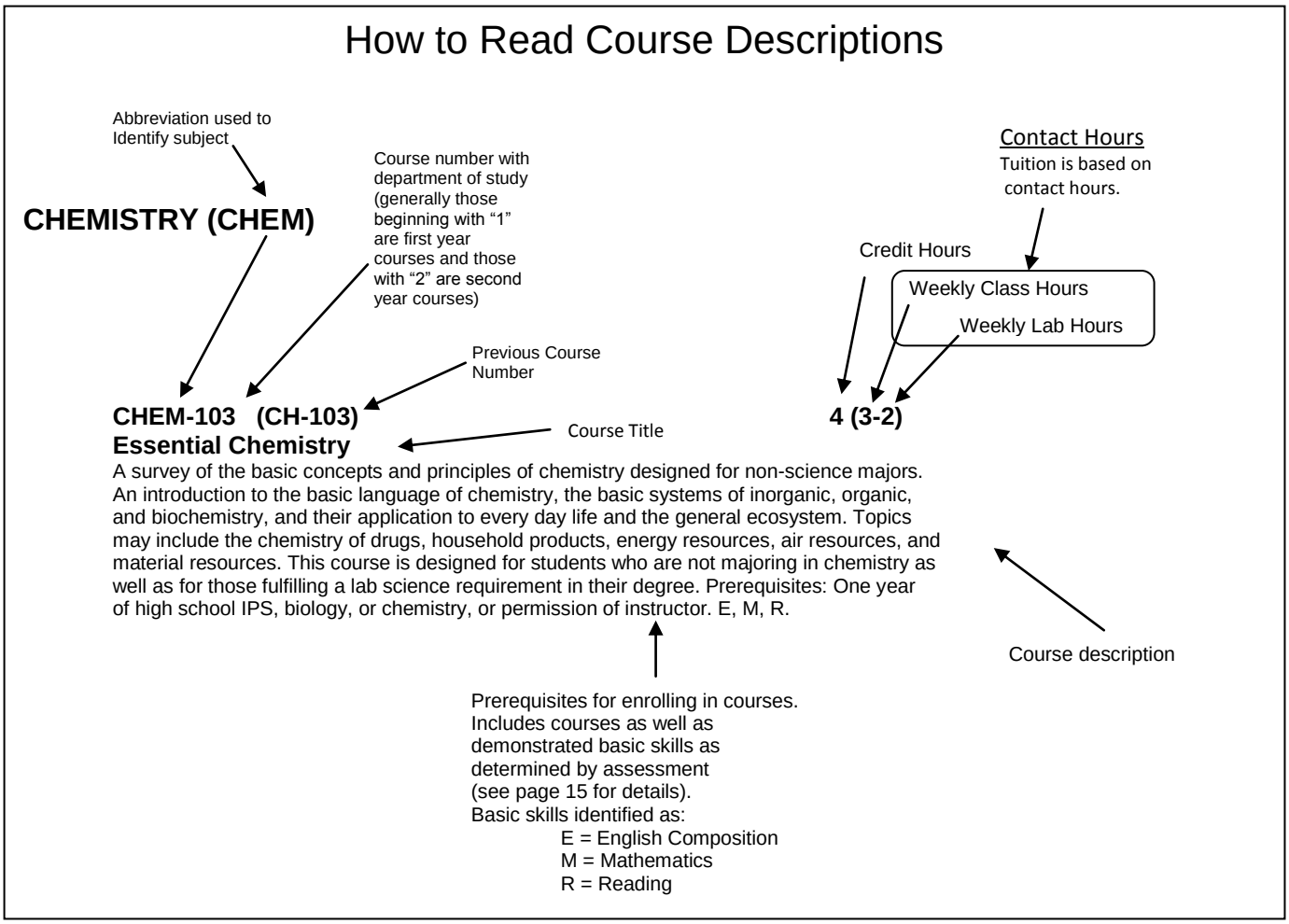
Students have the option of taking FRST-100 Woodland Rural Fire Control *USFS Red Card) as a stand alone course. Taking this course does not guarantee Red Card certification as this certification requires passing the Pack Test. Students may want to take PHED-110 Physical Fitness and Jogging to prepare for the Pack Test.

Suggested Sequences Per Semester

This program is intended to be taken in its entirety in one semester, provided the student meets the entrance requirements. However, students may take CIS-100, FRST-101, GEOG-150, and PHED-147 at any time.

Course Descriptions

This section contains a description of all course offerings. In using this course list, students should note the following:



As an added convenience, a complete list of converted course numbers is provided at the end of the course description section of the catalog.

ACCT-ACCOUNTING

ACCT-100 (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 ACCT-101. The course covers the complete accounting cycle of both mercantile and personal services enterprises. It is designed to provide a better understanding of business procedures and the accounting phase of business. This course is used as a requirement or elective depending on degree requirements.

ACCT-101 (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.

ACCT-102 (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 ACCT-101.

ACCT-105 (AC-105) 3 (3-0)
Accounting with Computers
A course designed to teach students how to perform the accounting cycle with the primary use of QuickBooksPro and secondary use of Peachtree Accounting software. This course covers the complete accounting cycle and includes computerization of accounts receivable, accounts payable, and payroll. Prerequisite: ACCT-100 or ACCT-101.

ACCT-110 (AC-110) 3 (3-0)
Payroll Accounting
Payroll Accounting provides an in-depth study of payroll procedures. Included are a discussion of employees and independent contractors, how to calculate gross wages for hourly and salaried employees, mandatory and voluntary withholdings, employer taxes, record payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Completion of a payroll practice set is required. Prerequisite: ACCT-100 or ACCT-101.

ACCT-210 (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: ACCT-102 with a "C" or better. Offered in the Fall semester.

ACCT-211 (AC-211) 4 (4-0)
Intermediate Accounting II
This course covers the definition and measurement of liabilities and capital, financial statement analysis, treatment of accounting errors. Course objectives: to provide students with the knowledge of the intricate treatment of liabilities and capital accounts in the accounting system, to provide students with the capability of dealing with the detailed and varied accounting procedures as they pertain to liabilities and capital accounts. Prerequisite: ACCT-102 with a "C" or better. Offered in the Winter semester.

ACCT-215 (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: ACCT-102. Offered in the Fall semester.

ACCT-216 (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.

ACCT-225 (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.

ACCT-272 3
ACCT-273 3
ACCT-274 3
ACCT-275 3
Accounting Co-op
Students who have substantially completed the requirements for the two-year associate degree in accounting are provided with an opportunity to earn credit by working in an approved accounting job situation. Co-op education means working for pay under the guidelines of the co-op education program at Bay College. Some internships (non-pay) positions may occasionally be available. Prerequisites: ACCT-210, 2.75 GPA in Accounting, and approval of division chairperson.

ANTH-ANTHROPOLOGY

ANTH-201 (AN-201) 4 (4-0)
Introduction to Cultural Anthropology
This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets humanities requirement. Prerequisite: R

ANTH-201H (AN-201H) 4 (4-0)
Introduction to Cultural Anthropology-Honors
This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets humanities requirement. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program, R.

ARTS-FINE ARTS

ARTS-100 (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.

ARTS-101 (FA-101) 4 (4-0)
Introduction to Art-Design II
A continuation of ARTS-100 with emphasis on the three-dimensional aspects of art. Experimentation with varied media directed towards expressive ends in the third dimension or sculptured form. Normally offered in Fall and Winter semesters. Prerequisite: ARTS-100.

ARTS-117 (GD-150) 4(2-2)
Digital Photography I
The purpose of this course is to teach students to become good photographers, using the camera and editing tools to convey ideas and vision in artistic ways. Through a mixture of technical instruction, shooting, classroom critique and aesthetic principles, students will learn to communicate through the medium of photography.

ARTS-134 4(2-2)
Introduction to computer animation, electronic image production, and graphics. Students will learn hardware and software as well as aesthetic principles used in graphic design. Usually offered both Fall and Winter semesters. Students must also have a digital camera.

ARTS-163 (FA-163) 3 (3-0)
Theater Appreciation
This course is designed to help students develop an awareness and appreciation of theater art and its place in human culture. It incorporates the study of theatrical styles, history, literature as well as live and recorded performances. Aspects of dramatic structure, acting, directing, theater design, and play production will be explored through reading, lecture, and activities. Visits by guest artists and participation in college productions will aid in understanding this creative process. Meets the Humanities requirement.

ARTS-175 4 (2-2)
Introduction to Visual Structures
The study of artistic terminology in relation to visual perception and communication. Study of artistic impression, color and patterns, and their use will be highlighted. Students will demonstrate these principles with the use of digital software and hardware. Usually offered both Fall and Winter semesters.

ARTS-198 (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.

ARTS-199 (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.

ARTS-200 (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.

ARTS-201 (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: ARTS-101 or permission of instructor.

ARTS-203 (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.

ARTS-204 (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. Prerequisite: R.

ARTS-205 (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.

ARTS-207 (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. ARTS-204 is not required. Meets humanities requirement. Prerequisite: R.

ARTS-212 3(1-2)
Moldmaking for Glass I
The course will examine and explore the open faced mold and Pate de Verre or lost wax casting methods using various plaster formulas and properties, glass chemistry, molding materials, and glass history. During the course, students will design and create their own glass pieces through these processes.

ARTS-215 (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: ARTS- 205 with "C" or better.

ARTS-217 (GD-250) 4(2-2)
Digital Photography II
This course continues students' exploration into the artistic medium of photography. Students will continue to learn aesthetic principles about light, composition, and form, as well as deepen their knowledge of editing software. Prerequisite: ARTS-117 with a "C" or better or permission of the instructor.

ARTS-220 (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.

ARTS-230 (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: ARTS-203.

AUTO-AUTOMOTIVE TECHNOLOGY

AUTO-100 (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.

AUTO-110 (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. Co-requisite: AUTO-120.

AUTO-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.

AUTO-130 (AU-130) 4 (2-4)
Automotive Standard Transmissions & Power Trains
The primary objective of this course is intended to provide the student with a fundamental understanding of the automotive power train. Students will use reference manuals, hand tools, and specific equipment in working with transaxles, transmissions, universal joints, CV joints, and differentials.

AUTO-140 (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. Co-requisite: AUTO-120.

AUTO-150 (AU-150) 5 (3-5)
Automotive Suspension & Steering
Using special tools and equipment, this course presents the basic theory of operation, servicing automotive suspension and steering, and four-wheel alignment.

AUTO-200 (AU-200) 5 (3-5)
Automotive Engine Performance II
This course is a continuation of AUTO-140. It is an introduction to information and diagnosis of engine emissions and performance conditions related to basic mechanical, fuel injection, engine management, and ignition systems. The course includes theory of system operation with an emphasis on systematic troubleshooting. There will be hands-on exercises and special tool usage, including scan tools, dvom, inductive ammeter, exhaust gas analyzer, engine/ignition secondary analyzer and signal scopes. Prerequisite: AUTO-120 & AUTO-140.

AUTO-220 (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: AUTO-120.

AUTO-230 (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: AUTO-130.

AUTO-270 (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: AUTO-120.

AUTO-272 (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.

BIOL-BIOLOGY

BIOL-090 (BI-100) 3 (3-0)
Fundamentals of Biology
Developmental in nature, this course is designed to familiarize those students who have weak backgrounds in high school science with the world of science in general and human biology in particular. Being developmental, this course does not fulfill requirements toward any degree. Normally offered once a year.

BIOL-103 (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 (BIOL-110-112) instead of this course. (Note: There are no dissections in the lab). Prerequisite: R. Co-requisites: ENGL-101 and MATH-095 or placement score at or above MATH-105. Students will benefit from having had a least one year of natural science in high school or BIOL-100. Offered each semester.

BIOL-104 (BI-104) 4 (3-2)
Human Biology
This course emphasizes human structure and function at the chemical, cellular, tissue, organ, organ system, and organismal levels. It is designed primarily for the social scientist and to fulfill general education requirements for non-science, liberal arts majors. It typically does not transfer for credit as part of a biology major. (Note: dissections are a required part of the lab). Co-requisites: ENGL-101 and MATH-095 or placement score at or above MATH-105. Students will benefit from having had at least one year of natural science in high school or BIOL-090. Offered each semester.

BIOL-107 (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, BIOL-107 should be taken concurrently with BIOL-108, Environmental Science Lab. Prerequisite: R. Co-requisites: ENGL-101 and MATH-095 or placement score at or above MATH-105. Students will benefit from having had at least one year of natural science in high school or BIOL-090. Offered each semester.

BIOL-108 (BI-108) 1 (0-2)
Environmental Science Lab
This course provides lab experiences associated with BIOL-107. BIOL-108 should be taken concurrently with BIOL-107.

BIOL-110 (BI-110) 4 (3-3)
Evolution & Diversity
This course surveys the diversity of life with an emphasis on evolutionary theory, ecology, patterns of inheritance, and population genetics. It is intended for all students with a strong interest in the life sciences. It is recommended for students planning to transfer to a four year institution and major or minor in a life science, engineering, social science, computer science, or any physical science. Prerequisite: MATH-095. Co-requisites: ENGL-101. Students will benefit from having had at least two years of natural science in high school (including biology and chemistry). It is recommended that students have a minimum ACT science score of 20. This course and its companion BIOL-112 can be taken in any order. Offered Fall semester.

BIOL-112 (BI-112) 4 (3-3)
Cells & Molecules
This course focuses on the structural, physiological, and genetic characteristics of cells. Topics covered include the chemistry of life, cell structure and function, cell physiology, respiration, photosynthesis, molecular genetics, and biotechnology. It is intended for all students with a strong interest in the life sciences. It is recommended for students planning to transfer to a four year institution and major or minor in a life science, engineering, social science, computer science, or any physical science. Prerequisite: CHEM-110. Co-requisites: ENGL-101. Students will benefit from having had at least two years of natural science in high school (including biology and chemistry). It is recommended that students have a minimum ACT science score of 20. This course and its companion BIOL-110 can be taken in any order. Offered Winter semester.

BIOL-200 (BI-200) 4 (3-3)
Plant Biology
In this course, students study the diversity, structure, function, and ecology of plants. Prerequisite: BIOL-103, or BIOL-110 and 112, or consent of the instructor. Offered on demand.

BIOL-202 (BI-202) 4 (3-3)
Plants & Animals
This course emphasizes a comparative study of plant and animal anatomy and physiology. Plant topics covered will include structure, growth, transport, nutrition, reproduction, and development. Animal topics covered will include behavior, anatomy, nutrition, circulation, defense, regulation, signaling, reproduction, development, nervous system, sensory and motor mechanisms. Prerequisites: BIOL-103 or BIOL-110 and BIOL-112 or consent of the instructor. Offered Fall semester.

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

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

BIOL-220 (BI-220) 4 (3-3)
Animal Biology
In this course, students study the diversity, structure, function, and ecology of animals. Prerequisite: BIOL-103, or BIOL-110 & 112, or consent of the instructor. Offered on demand.

BIOL-225 (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: CHEM-107 or equivalent and at least one semester of college level Biology.

BIOL-226 (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 (2012, 2014.....)

BIOL-227 (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: One semester of chemistry and BIOL-231 and BIOL-232. Offered on demand.

BIOL-231 (BI-231) 3 (1-3)
Biotechnology Lab 1
This course introduces the basics of Biotechnology with emphasis placed on laboratory experience. Topics include lab safety, developing and maintaining a scientific notebook, culturing microbes, basic lab skills, reagent preparation, DNA isolation and analysis, PCR reactions, protein isolation and analysis, enzyme function, agarose and PAGE gel electrophoresis. The students will be expected to adopt the strategies and methods used to develop experiments, analyze collected data, and apply the results. Throughout the course, emphasis will be placed on laboratory safety techniques. Prerequisites: ACT Science Score minimum of 20, but 24 is recommended. Co-requisites: CHEM-107 or permission of instructor.

BIOL-232 (BI-232) 3 (1-3)
Biotechnology Lab II
This course is a continuation of BIOL-231. Topics to be covered will include carbohydrate isolation and analysis, Spectrophotometry, Chromo-tography, pH and buffers, recombinant DNA and transformation, and cell culturing. The students will be expected to adopt the strategies and methods used to develop experiments, analyze collected data, and apply the results. Throughout the course, emphasis will be placed on laboratory safety techniques. Prerequisites: Grade of "C" or better in BIOL-231.

BIOL-255 (BI-255) 3 (3-0)
Genetics
This course emphasizes the development of analytical and problem solving skills in molecular, transmission, and population genetics. To meet natural science breadth requirements for A.A. or A.S. degrees, and for many transfer programs, BIOL-255 must be taken concurrently with BIOL-256, Genetics Lab. Prerequisite: BIOL-103, or BIOL-110 & 112, or consent of the instructor. Offered on demand.

BIOL-256 (BI-256) 1 (0-3)
Genetics Lab
This course provides lab experiences associated with BIOL-255. BIOL-256 should be taken concurrently with BIOL-255.

BIOL-270 (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, BIOL-270 must be taken concurrently with BIOL-271, Ecology Lab. Prerequisite: BIOL-103, or BIOL- 110 & 112, or consent of the instructor. Offered on demand.

BIOL-271 (BI-271) 1 (0-3)
Ecology Lab
This course provides lab experiences associated with BIOL-270. BIOL-271 should be taken concurrently with BIOL-270.

BIOL-272 (BI-272) 1-4
BIOL-273 (BI-273) 1-4
BIOL-274 (BI-274) 1-4
BIOL-275 (BI-275) 1-4
Life Sciences Internship
This course provides an option for general biology, natural resources, health sciences, and biotechnology majors to obtain valuable worksite experience. Students who have achieved sophomore standing may be placed at a suitable work site and earn college credit for satisfactory work performance. Students may enroll for up to four credits of internship per internship site per semester. Potential sites include hospitals and clinics, labs, assisted living centers, USDA Forest Service, Michigan DNR, MSU Extension offices, MSU research facilities (UPTIC), and private industry sites in environmental engineering, environmental monitoring, resource management and forestry. Evaluation of student performance will be performed by the work site supervisor in conjunction with the student's faculty advisor. Prerequisites: Sophomore standing and consent of advisor. Placement is contingent on approval of site supervisor.

Students interested in an internship placement should read the Bay College Cooperative Education and Internship handbook (available on the Math Science Division web site), and contact their faculty advisor at least one semester prior to the desired placement date. Each internship credit requires 40 hours of work experience or about 3 hours per week during a regular 15 week semester.

BIOL-276 (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: BIOL-214.

BIOL-290 (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. Prerequisite: BIOL-110 with a "C" grade or better. Offered on demand.

BUSN-BUSINESS

BUSN-160 (BU-160) 3 (3-0)
Introduction to Business
This course is intended to offer the student an overview of the business complex, business organization and management, personnel and labor relations, banking and finance, governmental agencies and controls, production, marketing, and the like. Throughout the course, current career opportunities will be explored.

BUSN-177 (BU-177) 3 (3-0)
Mathematics of Business
A course intended primarily for non-transfer business students and for others who need to use mathematics in the solution of practical problems. Some of the areas covered include banking procedures, payroll, financial situations, time value of money, installment buying, cost of home ownership, stocks and bonds, business statistics, frequency distributions, and measures of dispersion. This course does not fulfill the math requirements for the A.S. or A.A. degrees. This course is a supportive course designed to meet occupational program requirements. Prerequisite: MATH-085 with a "C" or better or appropriate score on the mathematics placement test.

BUSN-195 (BU-195) 3 (3-0)
Business Communications
This course is designed to help the student develop communications skills appropriate to a variety of business situations including letters, memos, short reports, electronic slide presentations, e-mail, group interaction, and listening skills. Emphasis will be placed on both content and mechanics with a goal of mailability on all written documents. Prerequisite: CIS-101 or permission of instructor. Keyboarding ability is recommended.

BUSN-203 (BU-203) 3 (3-0)
Management Information Systems
A study of the theory and the practice of developing "systems" for a variety of business applications. Includes an in-depth study of system components and a detailed analysis of the stages in a system development project. Students will gain experience in working in teams to perform selected activities in the system development process. Prerequisite: CIS-101 or instructor's permission. Normally offered in the Winter semester.

BUSN-242 (BU-242) 3 (3-0)
Principles of Management
An introduction into the social and legal implications of business functions and managerial decision-making problems and solutions. The student, upon completion, should be able to use the knowledge in making better personal and social decisions in business. Prerequisite: BUSN-160.

BUSN-250 (BU-250) 3 (3-0)
Business Law I
A course dealing with common law and the Uniform Commercial Code as it applies to contracts, agencies, employment, commercial paper, personal property, and bailments. The introduction to the course surveys the law and the resolution of disputes. The introduction also includes the social forces and legal rights included in the law.

BUSN-251 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.

BUSN-253 (BU-253) 3 (3-0)
Marketing
This is the first course in Marketing. It is designed to look at the major elements used to successfully market products, services, and ideas. The course covers the marketing process from evaluation of the marketing environment through development of a marketing plan. Students will utilize the marketing concepts to analyze situations, develop creative problem solutions, and present workable alternatives. The role of Marketing in the business structure and the use of a marketing philosophy in business are examined.

BUSN-258 (BU-258) 3 (3-0)
Small Business Management
This course is designed to cover the areas of small business and management. The emphasis of the course is on selection, start-up, and operation of a small business. Students develop a comprehensive business plan for opening a new business or purchasing an existing business. Areas of concentration include the decision to choose self-employment, factors necessary for personal success in a small business, evaluating the potential for business success, options for establishing a small business, organization, financing site selection, layout, operations, and control. Normally offered in Winter semester. Prerequisite: BUSN-160.

BUSN-260 (BU-260) 3 (3-0)
International Business
This course is intended to offer the student an overview and comparison of international business environments. It is designed to provide the student with the basic concepts and theories pertaining to global business. Course content includes, but is not limited to, the social, political, and economic environments of the multinational firm. Prerequisite: BUSN-160.

BUSN-262 (BU-262) 3 (3-0)
Principles of Selling
This course covers developing sales techniques effective in various types of professional selling situations. Basic principles of selling are emphasized, and the students shall be able to relate these sales techniques to the individual's area of concentration. This course is offered generally in the classroom during the Winter semester and is offered online during the Fall semester.

BUSN-272 (BU-272) 1-4
Internship & Cooperative Education
Students who have acquired the fundamental skill sets of their business education are given an opportunity to put their knowledge, skills, and abilities into practice through this Internship/Co-operative Education course. The student may earn business elective credit by working in a for-profit or non-profit setting. Internship means work for credit only, while co-operative education means work for pay under the guidelines of co-operative education at Bay College. Prerequisite: 24 semester hours of course work in related field, cumulative GPA of 2.0 or higher. Must meet with an advisor prior to registration.

CADD-COMPUTER AIDED DESIGN

CADD-100 (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: R and CADD Major. Offered in Fall only.

CADD-112 (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: R. Offered in Fall only.

CADD-115 (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, software and hardware compatibility. Prerequisites: CAD Major, Engineering Major, or permission of instructor, R. Offered in Fall only.

CADD-120 (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. Prerequisites: CAD Major, Engineering Major, or permission of instructor. Offered in Fall only.

CADD-122 (CG-122) 3 (2-3)
Dimensioning & Tolerancing
A study of dimensioning and tolerancing as applied to mechanical and architectural documentation. Topics include: dimensioning, detail dimensioning, dimensioning techniques, tolerancing, GDT symbology, datums, and tolerance calculations. Prerequisites: CAD Major or permission of instructor, R. Offered in Fall only.

CADD-125 (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: CADD-120 or permission of instructor. Offered in Winter only.

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

CADD-200 (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 CADD- 100, CAD Competency Definition. The five CAD program requirements are: 1) creating a professional resume and cover letter, 2) creating a professional portfolio, 3) passing a standardized certification test in AutoCAD, 4) passing a test in drafting standards and practices, and 5) passing a fundamental keyboarding test. Students will receive an incomplete in this course until these competencies have been met. Prerequisites: CADD-100 and CADD-257, or permission of instructor. Offered in Winter only.

CADD-215 (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: CAD Major, Engineering Major or permission of instructor. Offered on demand only.

CADD-226 (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: CAD Major, Engineering Major, or permission of instructor. Offered in Winter only.

CADD-240 (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: CADD-115 and CADD-120, or permission of instructor. Offered in Fall only.

CADD-255 (CG-255) 3 (2-3)
Team Problem Solving
A study of the systematic processes controlling and guiding product design development, and construction/ manufacture. Topics include: aesthetics, design principles, and design processes. Emphasis is placed on planning, analysis, evaluation and critical thinking. Prerequisites: CADD-122, CADD-125 and CADD-135, or permission of instructor. Offered in Winter only.

CADD-257 (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: CADD-125 or permission of instructor. Offered in Fall only.

CADD-270 (CG-270) 3 (2-3)
Assembly & Part Detailing
An in depth study of advanced assembly and part detailing. Both AutoCAD and SolidWorks software will be utilized. Emphasis will be placed on standards and practices as defined by ANSI and ISO documents. Topics include: applied dimensioning and tolerancing, sectioning, auxiliary views, screw threads, fasteners, cams, gears, and manufacturing processes. Prerequisites: CADD-125.

CADD-272 (CG-272) 3 (0-3)
CAD Internship/Co-op
This course provides an opportunity to receive credit for directly related CAD work experience. Development of employability, communication, and team building skills is an expected outcome. Students must document 120 working hours on the job. The co-op criteria and specific requirements are outlined in the Bay College Co-operative Education and Internship handbook. Contact the instructor for a copy of the handbook. Prerequisites: 6 credits completed in the major field of study, CADD-125, CADD-135, and permission of instructor.

CHEM-CHEMISTRY

CHEM-090 (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: MATH-095 or MATH-106 with a "C" grade or better, or an appropriate score on the mathematics placement exam. An appropriate science calculator is required. Normally offered Fall semester.

CHEM-103 (CH-103) 4 (3-2)
Essential Chemistry
A survey of the basic concepts and principles of chemistry designed for non-science majors. An introduction to the basic language of chemistry, the basic systems of inorganic, organic, and biochemistry, and their application to everyday life and the general ecosystem. Topics maybe include the chemistry of drugs, household products, energy resources, air resources, and material resources. This course is designed for students who are not majoring in chemistry as well as for those fulfilling a lab science requirement in their degree. Prerequisites: One year of high school IPS, biology, or chemistry, or permission of instructor; E, M, R. Normally offered each semester.

CHEM-107 (CH-107) 4 (3-2)
Human Chemistry
An introduction to the concepts of inorganic, organic, and biological chemistry for students in nursing and other Life Science majors. Subjects will include metric units, state of matter, atomic structure, energy transfer, gases, atomic energy, solution concentration, oxidation reduction, acids, bases, and salts. It will briefly cover carbon compounds, biochemical compounds, and metabolic pathways. Application to life situations will be made whenever possible. Prerequisites: MATH-095, or MATH-101 with a "C" grade or better or an appropriate score on the mathematics placement exam. Normally offered every term.

CHEM-108 (CH-108) 5 (4-3)
Technical Chemistry
This course is a one-semester general chemistry course. This course emphasizes laboratory techniques and safety, units of measurement, atoms, elements, periodicity, stoichiometry, solutions, acid-base theory, gas laws, thermochemistry, and basic organic chemistry. Not intended for students requiring additional chemistry courses. Prerequisites: One year high school chemistry or CHEM-090 and MATH-105 or MATH-106 with a "C" grade or better or appropriate score on the mathematics placement exam. Normally offered Winter semester.

CHEM-110 (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: One year of high school chemistry or CHEM-090 with a "C" or better and MATH- 105 with a "C" or better or appropriate score on the mathematics placement exam. Normally offered in the Fall semester.

CHEM-112 (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: CHEM-110 with a "C" or better. Normally offered in the Winter semester.

CHEM-201 (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: CHEM-112 with a "C" or better. Normally offered in the Fall semester.

CHEM-202 (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: CHEM-201 with a "C" or better. Normally offered in the Winter semester.

CHLD-EARLY CHILDHOOD CARE & EDUCATION

CHLD-101 (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.

CHLD-103 (CD-103) 3 (3-0)
Child Development
This course will cover the principles of physical, cognitive, social, and emotional growth from prenatal development through age eight. Studies of theories and individual variations will be included with an emphasis on the application to early childhood care and learning programs. Course will emphasize multicultural research in development. This course will include 20 hours of classroom observation. A physical, TB test, and criminal history check required prior to first day of class.

CHLD-110 (CD-110) 3 (3-0)
Health, Safety, & Nutrition of the Young Child
This course focuses on creating and maintaining a safe and healthy environment for children ages birth through 8 years. Application of State Licensing Standards will be addressed. Health education with an emphasis on nutrition, physical activity, and dental hygiene will be included. Normally offered online.

CHLD-120 (CD-120) 3 (3-0)
Child Guidance
This course focuses on positive classroom management and child guidance strategies based on the interrelationship of developmental age/ stages as well as the role of indirect and direct guidance. Understanding and managing anger/ aggression will be included in support of the ultimate goal of child guidance, and the development of self-control.
Prerequisites: CHLD-101 and CHLD-103.

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

CHLD-130 (CD-130) 3 (3-0)
Curriculum for Young Children I
This course provides an introduction to developing curriculum, Developmentally Appropriate Practices, and the role of play in early learning for a variety of early childhood settings. Social studies, creative and sensory experiences, group time and transitions strategies will be included. The relationship of physical, social, and emotional environments for learning will be emphasized. This course includes an 80 hour practicum in an early childhood program. A physical, TB test, and criminal history check required prior to first day of class. Prerequisites: CHLD-101 and CHLD-103.

CHLD-145 (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.

CHLD-200 (CD-200) 3 (3-0)
Inclusion in Early Childhood Programs
This course will include resources and models for early childhood special education in the child care community. Techniques and strategies for adapting material and environments in support of all children's development will be emphasized. Prerequisite: CHLD-103 and PSYC-201 concurrently.

CHLD-230 (CD-230) 3 (3-0)
Curriculum for Young Children II
This course offers an integrated approach to advanced curriculum development in the areas of language, literacy, math, and science. Developmentally appropriate practices and the importance of play in all learning experiences will be included. This course includes an 80 hour practicum in an early childhood program. A physical, TB test, and criminal history check required prior to first day of class. Prerequisites: CHLD-130.

CHLD-240 (CD-240) 3 (3-0)
Program Management in Child Care & Early Education
This course provides theory and practice of administrative and managerial skills used in early childhood programs. Topics include planning, organizing, staffing, finances, communication with the public and parents, quality control, and corporate childcare. This course includes an 80 hour practicum in a childhood setting. A physical, TB test, and criminal history check required prior to first day of class. Prerequisites: CHLD-101, CHLD-103, CHLD-110 and CHLD-130.

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

CHLD-272 (CD-272) 3 (0-3)
CHLD-273 (CD-273) 3 (0-3)
CHLD-274 (CD-274) 3 (0-3)
Practicum in Early Childhood Development
Practicum in Early Childhood Development is designed to give the advanced student in the Early Childhood Development student teaching program experience in an Early Childhood Program. The goals and objectives for each student will vary to some degree depending on the practicum site. Students will spend a minimum of 120 contact hours in an Early Childhood setting. A physical, TB test, and criminal history check required prior to first day of class.

CIS-COMPUTER APPLICATIONS

CIS-100 1(1-0)
Introduction to Windows
Students will learn the essential skills required to use a computer with the Windows operating system. The student will learn to interact with the Windows desktop to access software and data. The course emphasizes the importance of file and folder maintenance. The course also includes an introduction to Windows utilities and customizing tools.

CIS-101 (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.

CIS-103 (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: MATH-095 with a "C" or better or appropriate placement score or permission of instructor. Normally offered in the Fall semester.

CIS-115 (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 of the more complex uses of the program. Outside lab time may be necessary to complete computer assignments. Prerequisite: CIS-101 or permission of instructor.

CIS-120 (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. Keyboarding skill helpful.

CIS-121 (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. Keyboarding skill helpful.

CIS-122 (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. Keyboarding skill helpful.

CIS-123 (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. Keyboarding skill helpful.

CIS-125 (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: CIS-101 or permission of instructor.

CIS-130 (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: OIS-090, OIS-105, OIS-107, or OIS-108, or permission of instructor.

CIS-135 (CA-135) 2 (2-0)
Introduction To Cybersecurity
This course will provide an introduction to the basic concepts of cybersecurity. Various cyber threats will be explained along with information on how to select, install, and configure security technologies to protect against these threats. Cybersecurity is a critical issue for anyone who uses the Internet. This course will provide computer users with the knowledge and skills necessary to be safe online.

CIS-140 (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: OIS-090, OIS-105, OIS-107, or OIS-108, or permission of instructor.

CIS-200 (CA-200) 2 (2-0)
Advanced Software Applications
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.

CIS-203 (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: CIS-103 or permission of instructor. Normally offered in the winter semester.

CIS-210 (CA-210) 3 (3-0)
Web Page Design & Structure
This course will introduce students to web page design and structure using XHTML. The course will emphasize development of well-designed Web pages that combine effective navigation with the balanced use of graphics, text, and color. Students will learn how to create Web pages that let users easily and quickly access information, regardless of browser, connection speed, or computing platform. Prerequisites: CIS-115 or CNSS-120 or permission of instructor.

CIS-215 (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: CIS-210 or permission of instructor. Normally offered in the Winter semester.

CIS-234 (CA-234) 4 (4-0)
Desktop Publishing & Design
This course will emphasize design techniques in the preparation of professional looking brochures, flyers, newsletters, etc. Topics covered will include the use of fonts; clip art, scanned and digital camera images; color selection; and introductory web page authoring. Students will use Page Maker as the primary dtp software, but an effort will be made to give students exposure to other software packages which might also be used for desktop publishing. Prerequisite: CIS-101 and OIS-150. **Same as OIS-234.**

CIS-240 (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: CIS-140 or permission of instructor. Normally offered in the Winter semester.

CJUS-CRIMINAL JUSTICE

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

CJUS-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 inter-component relations; the checks and balances within the system and political and societal influences upon the distribution of justice in America.

CJUS-114 (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. Students will learn the importance of good note taking and observation skills. This course will focus on reports for law enforcement, corrections, and court personnel.

CJUS-120 (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: CJUS-110.

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

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

CJUS-213 (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: CJUS-112 recommended.

CJUS-214 (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: CJUS-112.

CJUS-215 (CJ-215) 4 (4-0)
Crime Scene Investigation
This course is designed to teach the specifics of gathering, identifying, preserving and analyzing evidence. The course practices crime scene techniques in gathering evidence for specific offenses, including narcotics and dangerous drugs, criminal sexual conduct and other related topics. Prerequisite: CJUS-112.

CJUS-220 (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: CJUS-110.

CJUS-222 (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 diagramming, and photographing will be reviewed in order to record physical evidence and essential facts available only at the crash scene. The fundamentals of mathematics, physics, and engineering as they pertain to crash investigations and the proper mathematical equations to apply 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: CJUS-112.

CJUS-224 (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: CJUS-112.

CJUS-230 (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: CJUS-110.

CJUS-240 (CJ-240) 4 (4-0)
Approaches to Ethics in Criminal Justice
During the first eight weeks, the student will be familiarized with the traditional perspectives of ethics which form the basis of our present legal and political system. In the second eight weeks, under the guidance of a second subject matter specialist, application of these ethical principles will be discussed as they relate to criminal justice. Students will be expected to develop and express their own position as well as critically evaluate opposing positions. Meets humanities requirement. Prerequisite: CJUS-112.

CJUS-272 (CJ-272) 1-4 (40-160)
Criminal Justice Internship
Students who have completed CJUS-112 Introduction to Criminal Justice and one additional criminal justice course with at least a 2.3 grade point average (GPA) may apply to take the internship and earn credit hours by working in an approved agency within the student's discipline of interest. Placement of the student is contingent upon approval of the target agency, and the student's advisor. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. Prerequisite: Student must be a sophomore in good standing with a GPA of 2.0 or greater. This course is offered every term.

CJUS-273 (CJ-273) 1-4 (40-160)
Criminal Justice Internship
Students who have completed CJUS-272, Criminal Justice Internship, with at least a 2.3 grade point average (GPA) may apply to take an additional internship and earn credit hours by working in an approved agency different from the agency in CJUS-272, or in a different division of that agency. Placement of the student is contingent upon approval of the target agency, and the student's advisor. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. Prerequisites: CJUS-272. This course is offered every term.

CNSS – COMPUTER NETWORK SYSTEMS & SECURITY

CNSS-101 (CN-101) 3 (3-0)
Emerging Technologies
This course will introduce students to trends emerging that will impact the workforce in the next few years. Such trends include Web 2.0 and social networking, cloud computing\SaaS, wireless technologies, voice and video conferencing, and security trends. Students will research topics, submit written work, and will use these technologies in the class.

CNSS-105 (CN-105) 4 (4-0)
Digital Logic Principles
This course covers the basic principles of electricity and digital electronics involved in the operation of computers and network systems. Topics include waveform generation and transmission, Boolean Arithmetic, and basic circuit operations. All topics are covered with respect to their effect on modern computer and network systems.

CNSS-110 (CN-110) 3 (3-0)
Information Security Principles
This course provides the foundation for understanding how to protect computer systems, network systems, and information assets (information assurance). Students will be exposed to the latest methods, with a focus on personal information security protection. Understanding key elements like the "Human Firewall" are explored in depth.

CNSS-115 (CN-115) 3 (3-0)
Cyber Ethics
This course will help students understand the legal, ethical, and societal implications of information technology. Topics will include file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and IT responsibility for data and user management. Ethical issues will be discussed entirely from an information technology perspective.

CNSS-130 (CN-130) 4 (4-0)
Introduction to Networks
Employment in information technology, whether in a software or hardware field, requires in-depth knowledge of computers and networks and the vast amount of terminology relating to this area. This course is designed to prepare students very well for both employment and CompTIA network+ certification.

CNSS-150 (CN-150) 4 (3-3)
A+ Computer Maintenance
This course is an introduction to Personal Computer hardware and software. Using a theoretical and hands-on approach, students will learn the skills needed to install, configure, and service hardware, operating systems, and applications. In addition, students will learn to configure stand alone or networked computers for reliability and security. This course maps to CompTIA A+ objectives.

CNSS-220 (CN-220) 4 (3-1)
Network Design
This course provides hands-on understanding of how to design network topologies, and install and manage network devices (switch, router, AP) and identify network problems, and troubleshoot. Students will also learn Cisco Command Line interface and terminology. Prerequisite: CNSS-130.

CNSS-225 (CN-225) 4 (3-1)
Wireless Systems
Wireless communications infrastructure and how these systems are applied in the workplace will be introduced. Access technologies, signaling, switching and routing techniques in modern wireless communications, transmitters and receivers, cellular wireless systems for mobile communications, cellular LANs for data communications, and satellite communications systems will also be studied. Prerequisites: CNSS-105 and CNSS-130.

CNSS-230 (CN-230) 4 (3-1)
Introduction to Unix Using Linux
This course is intended to teach the fundamentals of the Unix operating system to students with little or no prior experience in Unix. It will cover open source topics and tools needed to work effectively in a Unix system environment. Familiarity with computers and with the Windows operating system is required to be successful. This course also covers open source software and Linux distributions. Prerequisites: CNSS-150.

CNSS-231 (CN-231) 4 (3-1)
Advanced Linux System Administration
In depth look at Linux, focusing on proper installation, user administration, and system monitoring. This course will be presented (in seat or hybrid online) in a "hands-on approach." Students will either install Linux on their own or lab system or use VMWare operating system images to perform work. Labs include user\group management, logging, NFS, SAMBA, RAID, DHCP, IPTABLES, and implementing Security. Prerequisite: CNSS-230.

CNSS-245 (CN-245) 4 (3-1)
SQL Server
Students will gain an appreciation for using and administering database servers. Students will load and configure a SQL server, populate it with data, execute T-SQL queries in order to understand how we store, organize, and call data on a network. Particular attention is paid to securing both the DB, backup and fault tolerance, and maintaining a server. Prerequisite: CNSS-230.

CNSS-250 (CN-250) 4 (3-1)
Windows Networking I
Course introduces students to Network Administration using the latest Microsoft Network Operating System. Students will load server, configure Active Directory, and use server to perform labs. Course maps directly to Microsoft Certified Technology Specialist (MCTS) and prepares the student for certification. Emphasis on administration of users, group policies, Active Directory design and concepts, and security concepts. Accepted by most universities as CSCI transfer. Prerequisites: CNSS-130 and CNSS-150.

CNSS-251 (CN-251) 4 (3-1)
Windows Networking II
Course focuses on advanced Windows network administration. Course maps directly to Microsoft Certified Systems Administrator and Microsoft Certified Systems Engineer certifications. Emphasis on role of administration of network devices, fault tolerance, Active Directory and DNS troubleshooting, Group Policies, Web Servers, Virtual Private Networking, Interoperability with other NOS', and IP routed networking. Students load and administer Windows servers, workstations, hubs, routers, switches, UPS, and security software. Prerequisite: CNSS-250.

CNSS-260 (CN-260) 4 (3-1)
Network Security
This course covers the skills needed to protect computer systems, network systems, and information assets (information assurance). Students will apply the latest methods, with a focus on information system security protection. Understanding key elements like the "Human Firewall" are explored in depth. Prerequisite: CNSS-220.

CNSS-262 (CN-262) 4 (3-1)
Web Server Administration
This is an advanced course in Web Server Administration. Students will load, configure and secure Windows and Linux platforms and use Virtual Machines and applications extensively. Also, they will load, configure, secure and manage Apache and Windows Internet Information Server web servers. Students will also learn various coding and data integration techniques. Each student will have use of a server platform for the entire semester. Prerequisites: CNSS-230 or CNSS-250.

CNSS-263 (CN-263) 3 (3-0)
Cloud Computing
This course introduces the multiple computing strategies that make up cloud computing, such as utility computing, software as a service, grid computing, etc. Students will learn what situations make sense for cloud computing and which do not. Prerequisite: CNSS-130.

CNSS-265 (CN-265) 4 (3-1)
Data Convergence Management
This course will explain the fundamentals necessary to understand data convergence and VoIP, understand gateways and their capabilities, describe how phone calls are made over VoIP networks, and how VoIP is used in private networks, identify the protocols that support VoIP calls and how IP works with the Public Switched Telephone Network (PSTN), and list the challenges VoIP faces in today's networks. The course includes concepts on phone signaling, traditional phone technologies, digital technologies, and using traditional data networks for phone calls. Prerequisite: CNSS-220.

CNSS-272 (CN-272) 3 (0-3)
CNSS-273 (CN-273) 3 (0-3)
CNSS-274 (CN-274) 3 (0-3)
CNSS Co-op Internship
Directly related Information Technology work experience designed to provide students with "on the job" experience at business workplace. Outcomes of this experience will include employability skills, interpersonal communication skills, and information technology skills. Students should contact their faculty advisor at least one semester prior to the desired placement date. The advisor will assist in arranging placement in a pre-approved training worksite that is compatible with the student's career objectives, geographic preference, and qualifications. Prerequisites: Student has taken 24 credits in the CNSS program.

CNSS-284 (CN-284) 4 (3-1)
CNSS Special Topics
Special topics in Computer Systems address subjects not typically addressed in depth in survey classes. These topics might include software as a service, computer forensics, information assurance, shell scripting, cloud based applications or operating systems, or specific digital communications or automated systems. CNSS-284 is offered as per need/interest and upon approval of a CNSS Department Instructor.

COMM-COMMUNICATIONS

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

COMM-103H (CM-103H) 3 (3-0)
Interpersonal Communications - Honors
Principles and practices of effective communication through readings, lectures, discussions, and demonstrations. Special focus on how personal, social, and professional relationships are established, defined, and maintained through verbal and nonverbal interaction. Contemporary concerns of gender, ethics, and global/cultural awareness are addressed. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

COMM-104 (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.

COMM-201 (CM-201) 4 (4-0)
Mass Communication & Popular Culture
This course examines the impact of mediated communication on our culture. Emphasis will be placed on description, analysis, interpretation, and evaluation of mass media forms and their integration in modern society. Meets humanities requirement. Prerequisites: E, R.

COMM-225 (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. Meets the humanities requirement. Prerequisites: E, R.

CSCI-COMPUTER SCIENCE

CSCI-121 (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: MATH-110 with a grade of "C "or better or appropriate score on the mathematics placement exam. Normally offered in the Fall
Of odd numbered years.

CSCI-122 (CS-122) 4 (4-0)
Introduction to Computer Science II
The course focuses on advanced programming techniques that are used to solve large problems. Topics include programming style, specifications, object-oriented design and program validation. Additional topics in C++ are covered. Each student, in addition to regular programming assignments, will be required to complete a programming project. Prerequisite: CSCI-121 or CIS-103 with a grade of "C" or better and MATH-110 or higher, with a grade of "C" or better or appropriate score on the mathematics placement exam. Normally offered in the Winter semester.

ECON-ECONOMICS

ECON-120 (EC-120) 3 (3-0)
Personal Finance
This course studies the application of economic concepts as they impact consumer decision-making and prudent economic management of the individual's finances. This course includes application and practical examples of choices regarding earning power, protection of income, spending patterns, consumer saving, investing, and budgeting. Also emphasized are the use of credit, insurance, housing options and expenses, career choice, retirement, and estate planning. Prerequisite: R.

ECON-131 (EC-131) 3 (3-0)
Macroeconomics
This course is an introduction into the concepts and applications of basic economic theory. The theories of supply and demand are explored and applied to national and international economic situations. Interactions of consumers, businesses, and government are examined relative to the impact of their actions on the national economy. Activities undertaken to try to control economic activity are examined as to their use and effectiveness. Prerequisite: R.

ECON-132 (EC-132) 3 (3-0)
Microeconomics
This course is an introductory course in the application of economic concepts and theories in the business environment. The course examines different market structures and the actions of the businesses operating in each market structure. The theories examined are applied to several current topics to evaluate the practical use of the concepts. Significant emphasis is placed on the evaluation of costs as they relate to business decision making. Prerequisite: R.

EDUC-EDUCATION

EDUC-103 (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.

EDUC-201 (ED-210) 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.

EDUC-202 (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: PSYC-201 or permission of instructor.

EDUC-210 (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: EDUC-202 or PSYC-202 or permission of instructor.

ELEC-ELECTRONICS

ELEC-125 (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.

ELEC-130 (ET-130) 4 (3-3)
Circuit Fundamentals I
This course is designed as an introduction to electrical and electronic concepts. Course topics included are: DC and AC circuit concepts: voltage, charge, current, energy, and power; fundamental circuit laws; characteristics of resistance, capacitance and inductance; basic magnetic concepts and circuits; basic transformer principles. Electrical safety and test equipment usage are taught and practiced.

ELEC-135 (ET-135) 4 (3-3)
Circuit Fundamentals II
This course is designed as a further investigation of electrical and electronic concepts. Course topics include: AC circuit concepts; resistance, reactance, and impedance; DC and AC circuit analysis theorems: Thevinen, superposition; series and parallel RLC circuits and resonance; basic safety and test equipment usage are taught and practiced. Prerequisite: ELEC-130.

ELEC-145 (ET-145) 4 (3-3)
Basic Process Control
An introductory course in the operation, calibration, and application of electrical, pneumatic, and hydraulic process systems. Process variable systems include: temperature, pressure, level, flow, analytical and microprocessing systems. Prerequisite: ELEC-130 or ELEC-125.

ELEC-160 (ET-160) 4 (3-3)
Electronics I
The major emphasis of the course is a study of the characteristics of passive and active electronic components and devices. AM transmission and reception are also presented. Prerequisite: ELEC-135.

ELEC-170 (ET-170) 4 (3-3)
Digital I Fundamentals
Using binary mathematics and basic Boolean algebra, students gain experience through the construction and testing of digital circuits. This lecture/laboratory course also includes the various logic families used in digital computers and control circuits.

ELEC-180 (ET-180) 4 (3-3)
Electrical Mechanisms & Controls
A study of the characteristics and operating principles of Direct and Alternating Current Machinery and Equipment. Also covered are control circuits, maintenance, and trouble analysis. Prerequisite: ELEC-135.

ELEC-210 (ET-210) 4 (3-3)
Electronics II
A continuation of ET-160. This course presents a further study of electronic components, devices, circuits, and the functioning systems they are utilized in. FM transmission and reception principles are also presented. Prerequisite: ELEC-160 or permission of instructor.

ELEC-220 (ET-220) 4 (3-3)
Digital II Circuits
A continuation of ET-170. This course covers digital and integrated circuits above the basic logic gate level. Emphasis is placed on a practical approach to digital project design. Specific topics include: counter circuits, shift registers, multivibrators, the 555 timer, A/D and D/A conversions, memory concepts, and microprocessor fundamentals. Prerequisite: ELEC-170.

ELEC-270 (ET-270) 4 (3-3)
Advanced Process Control
This course emphasizes project development. Students will be required to develop industrial control circuits using simulation, direct controls, and various sensor inputs and measurement techniques. Prerequisite: ELEC-180 and ELEC-220.

ELEC-272 (ET-272) 1-8
ELEC-273 (ET-273) 1-8
ELEC-274 (ET-274) 1-8
ELEC-276 (ET-276) 1-8
ELEC-277 (ET-277) 1-8
Electronics Technology Co-op

ELEC-285 (ET-285) 4 (4-2)
Fluid Power
A study of the principles and applications relating to Hydraulics and Pneumatics used in industrial equipment applications. The course will cover symbology used in fluid power, flow, and pressure relationships, and hydraulic circuitry. This course is designated as a basic introductory course for both electrical and non-electrical majors.

ELEC-290 (ET-290) 4 (3-3)
Introduction to Programmable Logic Controllers
An introduction to industrial computer applications for hardware control of manufacturing equipment. Students will learn the concepts and principles of Programmable Logic Controllers, including timed events, counting control, sequencing control, and input/output control.

ELEC-295 (ET-295) 4 (3-3)
Mechatronics
A further study of fluid power principles, covering air and gas pressure principles. Electrical controls of pneumatic equipment in industry will also be covered. This lecture/laboratory course covers sequencing controls, pressure controls, monitoring controls, and computer applications. Prerequisites: ELEC-160, ELEC-285, and ELEC 290.

Bay College Success... the Bay Way!

ENGL-ENGLISH

ENGL-070 (EN-070) 3 (3-0)
Basic Reading Skills
Students will increase their vocabulary by learning new words and concentrating on context clues. This course also focuses on improving comprehension skills by identifying topics, main ideas, supporting details, and the patterns of organization often used by authors. Students also practice making inferences. Those who successfully complete this course will further develop their reading by enrolling in ENGL-075. This course does not fulfill degree requirements and does not transfer. A grade of C or better is required to successfully complete this course.

ENGL-075 (EN-075) 3 (3-0)
College Reading Skills
In addition to improving word recognition, comprehension, and inference skills, students learn to use active reading strategies to become proficient and confident readers. This course also emphasizes retention and recall abilities. This course helps students be more prepared for the reading required of them at the college level. This course does not fulfill degree requirements and does not transfer. A grade of C or better is required to successfully complete this course. Prerequisite: ENGL-070 with a "C" or better or appropriate placement score.

ENGL-081 (EN-081) 2 (2-0)
Modern English Grammar
We all want to write right. We all want to 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 ENGL-101 if desired. This course does not fulfill degree requirements.

ENGL-095 (EN-095) 4 (4-0)
Basic Writing Skills
This course is designed to help students develop the sentence and paragraph level skills necessary to succeed in ENGL-097 College Writing Skills. Students will work on sentence construction, punctuation, vocabulary, and other mechanics of writing. The course will focus on improving writing skills through practice in writing sentences, paragraphs, and short responses to assigned readings. The computing center will be utilized throughout the course. Students taking this course will be expected to continue developing their writing skills by enrolling in ENGL-097. This course does not fulfill degree requirements and does not transfer.

ENGL-097 (EN-100) 4 (4-0)
College Writing Skills
This course is designed to help students develop the writing skills necessary to succeed in ENGL-101 Rhetoric and Composition. Students will learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. Students will read and respond to short essays. The computing center will be utilized throughout the course. Prerequisite: ENGL-095 with a "C" or better or appropriate score on ACT or Compass placement test. This course does not fulfill degree requirements and does not transfer.

ENGL-098 4 (4-0)
Integrated College Reading & Writing Skills
This course is designed to help students develop the reading and writing skills necessary to succeed in ENGL-101 Rhetoric & Composition. Students will learn strategies to improve their reading comprehension, word recognition, inference, and active reading skills to become more proficient readers. Students will also learn to writie unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. The computer center will be utilized throughout the course. Prerequisites: COMPASS Writing score of 53-68 and COMPASS Reading score of 62-77. This course does not fulfill degree requirements and does not transfer. Completion of this course satisfies E and R requirements.

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

ENGL-101H 4(4-0)
Rhetoric & Composition – Honors
This course is designed to help students develop their writing, reading, and thinking skills. Major emphasis is on writing and the writing process. Students will be assigned a variety of both formal and informal writings in expository, narrative, and persuasive modes. In addition, students will be expected to respond in writing to a variety of readings. Although instruction in grammar and mechanics is provided, students are expected to enter the course with a firm foundation in basic writing skills. Student papers will often be used to illustrate writing techniques. The writing lab will provide students with experience in using computers as a writing tool. This is an honors course which requires additional work and academic rigor. The Honors section of En-101 adds depth in reading, rhetorical analysis, and writing. Prerequisite: E, R, and acceptance into the Honors program.

ENGL-102 (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. Prerequisite: ENGL- 101 with a "C" or better.

ENGL-105 (EN-105) 2 (2-0)
Strategic Reading & Critical Thinking
In addition to strategic reading and critical thinking, this course teaches flexibility and fluency. Students demonstrate mastery of these concepts by applying them directly to their college textbooks, along with a wide variety of reading material. Students also learn to utilize the connection between reading and writing by completing a series of essays to demonstrate skills and concepts taught. Prerequisite: ENGL-075 with a "C" or better or R.

ENGL-112 (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.

ENGL-113 (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.

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

ENGL-145 (EN-145) 3 (3-0)
Technical and Report Writing
This course focuses on awareness of audience and language in the fields of technology, science and industry. This course concentrates on social and ethical responsibility while students create a variety of technical documents. In addition, students participate in activities requiring collaboration, critical thinking, and persuasion. Students will incorporate research using APA style of documentation. Prerequisite: ENGL-101 with a "C" or better.

ENGL-150 (EN-150) 3 (3-0)
Introduction to Literature
An introductory survey of literature for non-majors. Readings will cover short stories, poetry, drama, and the novel. Students will receive a greater enjoyment of literature by learning how to discover the deeper meaning of the text through critical reading and literary analysis. Meets humanities requirement. Prerequisites: E, R.

ENGL-200 (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. Meets the humanities requirement. Prerequisite: E,R. Normally offered Fall and Winter semester.

ENGL-200H (EN-200H) 4 (4-0)
American Literature-Honors
A survey of the outstanding authors and poets in the tradition of American literature. Special attention will be given to the social and intellectual backgrounds which were instrumental in shaping both the content and style employed by American writers from Franklin to the present. Frequent written response to the literature is expected. This is an honors course which requires additional work and academic rigor. Meets the humanities requirement. Prerequisite: Acceptance into the Honors Program, E, R. Normally offered Fall and Winter semester.

ENGL-203 (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. Meets the humanities requirement. Prerequisites: E,R. Offered on demand.

ENGL-205 (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. Meets the humanities requirement. Prerequisites: E,R. Normally offered Fall and Winter semesters.

ENGL-208 (EN-208) 4 (4-0)
Writing Poetry & Short Fiction
An examination of the creative process in writing poetry and fiction. Students will study the works of various poets and fiction writers. Student writing will be directed toward expression in those forms and toward written response to literary models. Classroom activities will include discussion of student work. Occasional conferences with the instructor are required. Meets the humanities requirement. Prerequisite: ENGL- 101 with a "C" or better. Normally offered in the Winter semester.

ENGL-209 (EN-2090 4 (4-0)
Writing Creative Nonfiction
This course provides an introduction and emersion into the writing genre of creative nonfiction. Students will construct a writing portfolio of short works in creative nonfiction. Classroom activities will include active discussion of the various models and approaches used in creative nonfiction, analysis of the major writers in creative nonfiction, and the revision of student nonfiction writing. Meets the humanities requirement. Prerequisite: ENGL-101 with a "C" or better.

ENGL-210 (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. Meets the humanities requirement. Prerequisite: E, R.

ENGL-211 (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 affect men and our society. Meets the humanities requirement. Prerequisite: E, R.

ENGL-220 (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.

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

ENGL-260 (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: ENGL-101 with a "C" or better or writing ability demonstrated by sample of students work. Offered on demand.

ENGL-272 (EN-272) 1 (40)
ENGL-273 (EN-273) 2 (80)
ENGL-274 (EN-274) 3 (120)
ENGL-275 (EN-275) 4 (160)
Journalism (English) Internship & Co-operative Education
Students who have acquired the fundamentals of English compositions and journalism are given an opportunity to put their knowledge and skills into practice through this Intern/Co-operative Education course. They may earn elective credit by working in news media, public or employee relations, public information, or in-house publications. Internship means work for credit only, while co-operative education means work for pay under the guidelines of co-operative education at Bay. Prerequisite: 24 semester hours or more completed with a GPA of at least 2.0 Completion of the following courses: ENGL-208, 220, 221. To be placed in the news media, students should take both ENGL-220 and 221. Also required: POLI-111 or 262. Recommended courses include any of the following: ENGL-220, ENGL- 210, HIST-101, 102, 211, and 212.

ENGL-280 4 (4-0)
ENGL-281 4 (4-0)
ENGL-282 4 (4-0)
Special Topics in Literature
This topics course will cover a range of gender, genre, or period studies through fiction, poetry, drama, film, and occasional nonfiction. Such topics might include Women's Literature, Poetry, Literature & Film of World War II, etc. See registration schedule for specific offerings. Students may also petition Division for specific topics. Meets the Humanities requirement. Prerequisite: E, R.

FRST-FORESTRY

FRST-100 3(3-0)
Woodland & Rural Fire Control
This course will acquaint the student with wildland & rural fire control problems and methods. Wildland fire behavior and basic firefighter training are covered. Students who successfully complete this course will meet the necessary criteria needed to qualify to suppress wildfires, WHILE UNDER CLOSE SUPERVISION, in the USFS wildland firefighting system. The class includes a general discussion of the history, development, and constant review of how and why wildland fire prevention and control is necessary. There is an assumption that fighting wildland fires is good, while at the same time the natural phenomena of cleansing and replenishing the wild by fire needs review and consideration. Students who complete this course, along with satisfactory completion of the required physical fitness test (Pack Test) could earn their Red Card certification. This will allow students to apply for firefighting jobs with all state and federal agencies.

FRST-101 1(1-0)
Careers in Natural Resources
Natural resource careers have a variety of potential employers and work expectations. Disciplines include forestry, wildlife, water, recreation, and soils. This survey course is designed to help students better understand this variety and decide if natural resources is a field in which they would like to work. The course is open to any student and is required for the Timber Harvesting Equipment Operator Certificate. Work ethics such as punctuality, dependability, positive attitude, flexibility, etc., will be emphasized.

FRST-105 3(3-0)
Forest Products Industry Survey
This course surveys the forest product industry of the Lake State Region. Logging is a diverse and complex profession that requires a wide range of skills and abilities. This course focuses on the industry background knowledge essential for success as an equipment operator in the field. Field trips to harvest sites and area wood processing mills are an essential course component. Topics covered include job safety, supply chains, forest product markets, industry sector profiles, job markets, workman's compensation, business practices, harvesting systems, best management practices, regulatory review, trade organizations, invasive species, and other topics. Course work includes industry certification modules in Best Management Practices (BMP), Sustainable Forestry Initiative (SFI), and Sustainable Forestry Education (SFE). Students must provide their own transportation to field sites. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

FRST-110 3 (3-0)
Tree & Forest Product Identification
Learning to identify standing trees, in all seasons, is a critical skill in the logging profession, which is a key driver in the regional economy. Additionally, operators must recognize potential forest products in standing trees to maximize value in production. Much of this course will be spent in the field in various forest types learning to identify trees. Tree identification will begin with classroom presentation of Upper Peninsula trees and forest types, tree ID characteristics, use of dichotomous keys, and fundamental elements of tree volume measures. The concept of tree grading will be introduced. Students must be prepared for all weather conditions, have proper clothing, and be physically capable of walking over rough terrain for at least a mile. Field exercises will be designed to perform basic forest measurements, concentrating on correct tree identification. Students will navigate to field sites, utilize GPS, and perform or be exposed to other skills needed in logging sites. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program. Co-requisite: GEOG-150. Students must have their own transportation to field sites.

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FRST-115 3 (3-0)
Timber Harvesting Equipment – Use & Maintenance
This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber harvesting industry including aspects of MIOSHA safety regulations. Chainsaw training is included. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program. Students must have their own transportation to field sites.

FRST-116 2 (0-2)
Timber Harvesting Equipment & Simulator Training
Central to this course is the use of a harvest or logging simulator. The simulator assists the students in developing the skills necessary for basic operation of a forwarder and harvester, how to approach standing trees, and assessing the proper cuts to make depending on the forest product desired. The course will also highlight a student's eye/hand coordination and monitor the operation of complex logging machines. Students must provide their own transportation to field sites. Prerequisites: CIS-100, E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

FRENCH - See Languages

FYE-FIRST YEAR EXPERIENCE

FYE-101 (FY-101) 3 (3-0)
College Success Strategies
This course is designed to help students with their transition to college. Students will learn skills and strategies necessary for success in college but also in the workplace and life. Emphasis is placed on learning goal-setting, self-motivation, time management, emotional intelligence, self-awareness, collaboration, and personal responsibility. In addition, students will learn basic study skills and test taking skills. Students will also learn about the resources available to them at Bay College to support their success.

GEOG-GEOGRAPHY

GEOG-102 3 (3-0)
Introduction to Geography
This course will introduce students to the various methods and disciplines which make up the diverse field of Geography. Topics covered include an introduction to core geographic concepts and maps, physical geography including landforms, weather, climate and natural resources, population geography, economic geography, urban geography, and the human impacts on the environment and the regional concept. Meets Social & Behavioral Science requirement.

GEOG-110 4 (4-2)
Physical Geography
An overview of the physical environment of planet Earth with emphasis on the atmosphere, hydrosphere, and lithosphere. It begins with Earth's place in the Universe, and continues with characteristics of past nd current atmosphere, weather, water resources, climates and climatic changes, plate tectonics, minerals, rock types, wind processes, soils, rivers and river related landforms, glaciers and glacial landscapes, ocean and coastal processes, and erosion and weathering processes. Students will develop an understanding of Earth's vast systems and an appreciation of the relationship between human activities and environmental processes. The course includes an online lab. Meets the MACRAO natural Science with lab requirement.

GEOG-125 3 (3-0)
World Regional Geography – Developed World
Introduces students to the world's developed geographic regions as well as useful geographic concepts and tools. Each region will be discussed in terms of its history, culture, demographics, economies, natural resources, religions, climates, environmental issues, governments, plus challenges and prospects for the future. The regions covered include: North America, Europe, Russia and the Newly Independent States, Oceania, and East Asia. Meets the Social & Behavioral Science requirement.

GEOG-126 3 (3-0)
World Regional Geography – Developing World
Introduces students to the world's developing geographic regions as well as useful geographic concepts and tools. Each region will be discussed in terms of its history, culture, demographics, economies, natural resources, religions, climates, environmental issues, governments, plus challenges and prospects for the future. The regions covered include: Latin America, North Africa and Southwest Asia, Sub-Saharan Africa, South Asia, and Southeast Asia. Meets the Social & Behavioral Science requirement.

GEOG-150 2 (1 -1)
Map, Compass, & GPS
This course provides a basic working knowledge in five topics: 1)Public Land Survey System divisions of townships and sections; 2) Interpreting a variety of maps, including types of maps, scales, symbology, legends, and maping unique to timber harvesting; 3) the Global Positioning System (GPS), including the applications for land divisions and forestry with an emphasis on units mounted in the equipment; 4) Using a magnetic compass to traverse and orient a map, including the relationship of a compass to land divisions and GPS; and 5) Emergency electronic communications, including how to communicate emergency messages and requests for aid from the woodland environment. Prerequisites: E, M, R, and acceptance into the Timber Harvesting Equipment Operator Program.

GERMAN - See Languages

HIST-HISTORY

HIST-101 (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. Meets humanities requirement. Prerequisite: R. Normally offered in fall semester.

HIST-102 (HS-102) 4 (4-0)
Western Civilization 1600 to Present
A continuation of HIST-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. HIST-101 is not required. Meets humanities requirement. Prerequisite: R.

HIST-102H (HS-102H) 4 (4-0)
Western Civilization 1600 to Present-Honors
A continuation of HIST-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. HIST-101 is not required. Meets humanities requirement. This is a honors course which requires additional work and academic rigor. Prerequisites: R and acceptance into the Honors Program..

HIST-211 (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.

HIST-211H (HS-211H) 4 (4-0)
United States History to 1865-Honors
This course provides students with an opportunity to learn the history of the United States from its colonial origins to the Civil War, with an emphasis on the dynamics of sectionalism that led to the War Between the States. Political, economic, and social topics are studied in relationship to the course theme. This is a honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

HIST-212 (HS-212) 4 (4-0)
United States History 1865 - Present
This course provides students with an opportunity to learn the history of the United States from the post-Civil War era into the modern context, with an emphasis on the emergence of the United States as a progressive world power. Political, economic, and social topics are studied in relationship to the course theme.

HIST-212H (HS-212H) 4 (4-0)
United States History1865 – Present - Honors
This course provides students with an opportunity to learn the history of the United States from the post-Civil War era into the modern context, with an emphasis on the emergence of the United States as a progressive world power. Political, economic, and social topics are studied in relationship to the course theme. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

HIST-220 (HS-220) 4 (4-0)
Michigan History
This course provides students with the opportunity to study, in a chronological and seminar-like approach, the progression of the collective choices of generations of individual Americans in Michigan from the Colonial Era to the late 20th century Michigan economy. The organization of this course will include social, economic and political issues. Prerequisites: None; however, ENGL-101 and ENGL-102 are recommended.

HIST-250 (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, and specific event or period studies. This course is offered as per need/interests arise. Check with the instructor or department for specific topics.

HIST-251 (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, and specific event or period studies. This course is offered as per need/interests arise. Check with the instructor or department for specific topics.

HIST-272 (HS272) 4 (160)
History Internship
Students who have completed two history courses with at least a 2.3 grade point average (GPA) may apply to take the internship and earn credit hours by working in an approved agency. Evaluation of the student's performance will be carried out by the student's supervisors in the participating agency in conjunction with the coordinator of the program. This course is offered during any semester and during the summer. Prerequisite: Student must have compiled 24 semester hours or more with a GPA of 2.0.

HIST-290 (HS-290) 4 (4-0)
Contemporary European Culture
A travel course to Europe to study its historical, social, literary, and/or artistic backgrounds. The specific cities and countries vary from year to year. Research prior to the trip and papers following are required. Meets humanities and social science requirement. Offered on demand.

HLTH-HEALTH

HLTH-100 1 (1-0)
Careers in Health Care
This course will examine career opportunities available in the health professions. Students will be able to explore areas of interest and trends in health care careers, while selecting an academic path that will lead the student to a health profession program of study.

HLTH-102 3 (3-0)
Orientation to Health Care
This course will discuss segments of the health care industry, describing the historical background, functions, interrelationships, and the future role of each aspect presented.

HLTH-103 1 (1-0)
Safety in Health Occupations
This course provides an introduction to workplace health and safety including potential chemical and physical hazards, OSHA standards for employees and employers, Joint Commission safety and environmental standards, emergency preparedness, and hazard communication plans.

HLTH-104 1 (0-1)
Clinical Skills for Health Providers
This course provides an introduction to basic skills that entry level health care providers should possess, such as proficiency in infection control, Universal Precautions, safety precautions, vital signs, and communications with clients and professionals in health care.

HLTH-110 1 (1-0)
Introduction to Medical Vocabulary
This course provides an introduction to terminology related to areas of medical sciences, health care services, and paramedical studies.

HLTH-118 (NE-100) 3 (3-0)
Medical Terminology I
This course is designed to furnish the basic tools necessary for building a medical vocabulary. The student will become acquainted with medical terms as they pertain to human anatomy, physiology, and disease.

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HLTH-119 (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: HLTH-118.

HLTH-120 1 (1-0)
Introduction to Electronic Health Records
This course focuses on introducing basic concepts of understanding electronic health record systems, associated terminology, and application of the practical use of such systems in a variety of simulated health settings.

HLTH-135 1 (0-1)
Obtaining a Blood Specimen
This course provides the student with an introduction to the knowledge and behaviors required to collect, process, and transport specimens for laboratory analysis.

HLTH-205 3 (3-0)
Nutrition
This course incorporates nutritional principles which are critical to the human life cycle. Scientific information is introduced to enable student understanding of nutritional issues associated with the promotion and maintenance of optimal health and the nutritional management of various disease states.

HLTH-271 1 (1-0)
HLTH-272 2 (2-0)
HLTH-273 3 (3-0)
HLTH-274 4 (4-0)
Health Care Co-op
This co-operative work experience will provide students with an opportunity to receive credit for directly related health care experiences in the specialty field of choice. The student experience outcomes include observation and hands-on practice in additional to the development of employability, communication, and team-building skills. Students must complete 40 hours per credit on the job. The Co-op criteria and specific requirements are outlined in the Bay College Co-operative Education and Internship Handbook. Prerequisites: HLTH-100, HLTH-103, HLTH-104, HLTH-110, 25 credits completed in Health Careers Certificate Program, a grade point average of 2.0 or higher, certified in Basic Life Support, completion of health physical and immunizations, successfully passed a criminal background check, and permission of advisor.

H-HONORS PROGRAM

ANTH-201H (AN-201H) 4 (4-0)
Introduction to Cultural Anthropology - Honors

This course will present a broad understanding of the field of cultural anthropology that includes world cultures, ethnicity and race, language, political systems, gender, marriage, religion, art, and an appreciation of the breadth and complexity of the human condition. Also included will be research ethics and methods. Meets humanities requirement. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program, R.

COMM-103H (CM-103H) 3 (3-0)
Interpersonal Communications - Honors

Principles and practices of effective communication through readings, lectures, discussions, and demonstrations. Special focus on how personal, social, and professional relationships are established, defined, and maintained through verbal and nonverbal interaction. Contemporary concerns of gender, ethics, and global/cultural awareness are addressed. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

ENGL-101H 4(4-0)
Rhetoric & Composition – Honors

This course is designed to help students develop their writing, reading, and thinking skills. Major emphasis is on writing and the writing process. Students will be assigned a variety of both formal and informal writings in expository, narrative, and persuasive modes. In addition, students will be expected to respond in writing to a variety of readings. Although instruction in grammar and mechanics is provided, students are expected to enter the course with a firm foundation in basic writing skills. Student papers will often be used to illustrate writing techniques. The writing lab will provide students with experience in using computers as a writing tool. This is an honors course which requires additional work and academic rigor. The Honors section of En-101 adds depth in reading, rhetorical analysis, and writing. Prerequisite: E, R, and acceptance into the Honors program.

ENGL-200H (EN-200H) 4 (4-0)
American Literature-Honors

A survey of the outstanding authors and poets in the tradition of American literature. Special attention will be given to the social and intellectual backgrounds which were instrumental in shaping both the content and style employed by American writers from Franklin to the present. Frequent written response to the literature is expected. This is an honors course which requires additional work and academic rigor. Meets the humanities requirement. Prerequisite: Acceptance into the Honors Program, E, R. Normally offered Fall and Winter semester.

HIST-102H (HS-102H) 4 (4-0)
Western Civilization 1600 to Present-Honors

A continuation of HIST-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. HIST-101 is not required. Meets humanities requirement. This is a honors course which requires additional work and academic rigor. Prerequisites: R and acceptance into the Honors Program..

HIST-211H (HS-211H) 4 (4-0)
United States History to 1865-Honors

This course provides students with an opportunity to learn the history of the United States from its colonial origins to the Civil War, with an emphasis on the dynamics of sectionalism that led to the War Between the States. Political, economic, and social topics are studied in relationship to the course theme. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

HIST-212H (HS-212H) 4 (4-0)
United States History 1865-Present -- Honors

This course provides students with an opportunity to learn the history of the United States from the post-Civil War era into the modern context, with an emphasis on the emergence of the United States as a progressive world power. Political, economic, and social topics are studied in relationship to the course theme. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

LEAD-200H 3(3-0)
Introduction to Leadership – Honors

This course introduces students to the historical and theoretical foundations of effective leadership, and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. This is an honors course which requires additional work and academic rigor. Prerequisites: Acceptance into the Honors Program, E, R.

MUSC-153H 4(4-0)
Music Appreciation – Honors

Music Appreciation is a comprehensive survey of western music form and style from the Medieval period to present day. Asian, African, and Native American musical styles are also explored. Biographical information on major composers is included and students will recognize many of their best known works from each style period. A study of each period also includes historical background on art, world events, technology and political and religious influences. Class discussion is encouraged as these "external factors" still affect the arts today. Each class meeting involves lecture and multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets Humanities requirement. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

POLI-111H (POLI-111H) 4 (4-0)
American Government-Honors

A study of the basic structure and processes of American national government. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester.

POLI-201H 4 (4-0)
International Relations-Honors

A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered in Winter semester.

POLI-262H (PS-262H) 4 (4-0)
State & Local Government-Honors

A study of the politics and administration of American subnational governments. Special attention will be given to the State of Michigan and Delta County. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester

HMGT-HOSPITALITY MANAGEMENT

HMGT-101 (HM-101) 3 (3-0)
Introduction to the Hospitality Industry

This course will take a management perspective in introducing students to the organization and structure of hotels, restaurants, clubs, cruise ships, and casino hotels.

HMGT-102 (HM-102) 2 (2-0)
Food Safety: ServeSafe

This course is designed to introduce students to the importance of food safety throughout the restaurant and foodservice industry. This course will cover information on providing safe foods, contamination, and food allergies, the flow of food through the food operations system, sanitary facilities, and pest management regulations and training.

HMGT-103 (HM-103) 3 (3-0)
Supervision in the Hospitality Industry
This course will provide students with the principles of supervision as they apply to the hospitality industry. Students will be prepared to meet the expectations of managers, guests, employees, and governmental agencies.

HMGT-201 (HM-201) 3 (3-0)
Planning and Control for Food & Beverage Operations
This course will provide students with the knowledge and skills necessary for the control processes used to reduce costs in food and beverage operations worldwide, knowledge on multi-unit management, and an increase focus on technological applications.

HMGT-202 (HM-202) 3 (3-0)
Front Desk Operations Management
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to checkout and account settlement. Students will demonstrate their knowledge and skill levels in the delivery of high quality customer service, front desk profitability, and impact of e-commerce and the Internet on the front desk.

HMGT-203 (HM-203) 3 (3-0)
Managing Housekeeping Operations
In this course, students will be presented with a systematic approach to the day-to-day operations of the housekeeping department from management issues to technical details for cleaning each area.

HMGT-204 (HM-204) 3 (3-0)
Managing Human Resources in the Hospitality Industry
In this course students will demonstrate their knowledge and skill level in the management of human resources within a hospitality operation; including, trends and approaches to performance appraisals, orientation programs, maintaining employee demographics, and managing union and labor relation contracts.

HMGT-205 (HM-205) 3 (3-0)
Hospitality Purchasing Management
In this course, students will understand and demonstrate their knowledge in the principles and practices of purchasing; including negotiation, data management, distribution, price forecasting and market analysis. The students will develop critical thinking and problem solving skills, develop math and accounting skills, and data management as they apply to purchasing management.

HMGT-206 (HM-206) 3 (3-0)
Food & Beverage Operations Management
This course is designed to provide students with a basic understanding of the management processes in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety and finances.

HMGT-272 (HM-272) 3 (0-3)
Hospitality Management Co-op
This cooperative work experience will provide students with a hands on approach to the day-to-day operations and management issues facing the hospitality industry today, and will provide an opportunity to put their knowledge gained from coursework to actual work.

HSER-HUMAN SERVICES

HSER-100 (HR-100) 3 (3-0)
Introduction to Human Services
This course introduces the student to the basic conceptual knowledge of social service agencies and the role of the human service worker. Included are the beginning skills for social service practice and discussion of the ethical commitments and legal considerations underlying professional human service careers. Students will gain first-hand knowledge of working with various human service populations by volunteering with local agencies and tying course material to their experience. Various groups and populations that are served by human service workers are also covered.

HSER-150 3 (3-0)
Ethics in Human Services
Ethical principles and practices of human service workers are examined and practiced to prepare students for work in human services agencies. The roles, functions, and legal and ethical responsibilities of the human service worker are investigated and discussed throughout. Students will learn the importance of using ethics to evaluate situations with clients and coworkers in human services.

HSER-160 3 (3-0)
Interviewing Strategies & Techniques
An introduction to the components of interviewing and counseling within human services. The characteristics and roles of interviewer and counselor will be explored and practiced by the student. This class involves role play, video analysis, and audio and video taping of student interviews. Corequisites: HSER-100, COMM-103.

HSER-272 3 (3-0)
HSER-273 3 (3-0)
Human Services Internship
Students who have satisfactorily completed human service courses may be placed with an approved human service agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the human service coordinator. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: HSER-100, HSER-150, HSER-160, and approval of the human service coordinator and agency supervisor. Forty contact hours are required for every hours of credit earned for a total of 120 hours. Students must take HSER-272 and may elect to take HSER-273; however, each course must be with a different agency. Student must be a sophomore and in good standing with a GPA of 2.0 or greater. A background check is required for internship placement.

LANGUAGES

FREN-111 (FREN-111) 4 (4-0)
French I
This course is an introductory course that is based upon "The Natural Approach", developing comprehension skills, followed by expressive skills used to convey basic personal information (e.g., home, childhood, hobbies). Additionally, common topics of daily life, travel, cuisine, urban life, and technology are discussed. This course will allow students ample opportunities to improve their French proficiency through conversation, reading, writing, and studies of Francophone cultures. Meets the humanities requirement.

FREN-112 (FR-112) 4 (4-0)
French II
This course is a continuation of FREN-111 and will entail providing a solid foundation of French fluency. This second half of first year French will involve more in depth study of education, travel, and technology, as well as exploration of popular culture (including cinema), environmental issues, business, and health. Meets the humanities requirement. Prerequisite: FREN-111 or permission of instructor.

GRMN-101 (GR-101) 4 (4-0)
German Language & Culture I
This course will provide the students with a sound basis for learning spoken and written German. Every effort will be made to present students with interesting opportunities for self-expression. Just as important as skills acquisition will be an exposure to contemporary life and culture in Germany, Switzerland, and Austria, centering around themes such as university life, shopping, geography, the German attitude toward privacy, theater, labor unions, the social position of women, and German folk music. Meets the humanities requirement. Offered on demand.

GRMN-102 (GR-102) 4 (4-0)
German Language & Culture II
This course is a continuation of GRMN-101. Both spoken and written German will be emphasized. Upon completion of this class, one will have a comprehensive knowledge of the language. German culture stressed in this class will include TV in Germany; Christmas customs; physical layout of cities, homes, and apartments in German speaking countries; study of Switzerland (languages, history, constitutional bodies); role of women in work force and politics; role of foreigners; the European Community; history on the two Germanys, Berlin, and Unified Germany (its problems and politics). Multi-media will be used in this class. Meets the humanities requirement. Prerequisite: GRMN-101 or permission of instructor.

SPAN-101 (SP-101) 4 (4-0)
Spanish I
The students will learn to hear, speak, read and write basic Spanish and acquire sensitivity to the cultural differences and similarities among the Spanish-speaking countries and within the U.S. The basic goal is that the student will acquire Spanish communication skills which will carry over into the student's area of interest, i.e. travel, business, medicine, education, social work, industry, etc. The student will gain insights into relationships between Spanish-speaking countries and the U.S. which will enhance the student's appreciation of the global community and his/her role in it. This course introduces the diverse geography, history and cultures of Spain, Mexico, South America and the Caribbean. The student will improve his/her native (English) language skills. Meets the humanities requirement.

SPAN-102 (SP-102) 4 (4-0)
Spanish II
Further study in the Spanish language with increased emphasis on conversation and comprehension. Meets the humanities requirement. Prerequisite: SPAN-101 or permission of instructor.

SPAN-112 (SP-112) 4 (4-0)
Spanish for Criminal Justice Majors I
This course introduces students to Spanish language words, phrases, expressions, jargon, and cultural issues that are important for law enforcement and corrections personnel to know and understand. The students will gain insights into relationships between Spanish speaking countries and the United States which will enhance the student's appreciation of the global community and his/her role in it as a criminal justice professional. The course emphasizes the practical application of the Spanish language in the day-to-day operations of law enforcement and corrections, with specific emphasis on traffic, investigation, arrest, tactical operations, booking procedures, correctional policies and commands and telecommunications. Prerequisite: CJUS-112.

SPAN-114 (SP-114) 4 (4-0)
Spanish for Criminal Justice Majors II
Further study in the Spanish language directed at Criminal Justice majors, with increased emphasis on conversation and comprehension in both law enforcement and corrections. Prerequisite: SPAN-112.

SPAN-220 (SP-114) 4 (4-0)
Spanish III
Spanish 220 furthers the development of spoken and written expression with emphasis on grammatical correctness. Conversations and compositions are based on situations and appropriate topics of general interest and reading Spanish texts. This course includes aspects of geography, history, and cultures in Spanish and English. Meets the humanities requirement. Prerequisite: SPAN-102 or permission of instructor.

LEAD-LEADERSHIP

LEAD-200 3(3-0)
Introduction to Leadership
This course introduces students to the historical and theoretical foundations of effective leadership and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. Prerequisites: E, R.

LEAD-200H 3(3-0)
Introduction to Leadership – Honors
This course introduces students to the historical and theoretical foundations of effective leadership, and enables students to directly apply this knowledge to assess and develop their own practical leadership skills. The course examines leadership theories, styles, and approaches related to power, ethics, gender, socio-cultural issues, and global social change. Case studies, group activities, role playing, leadership interviews, guest speakers, film analyses, and personal behavioral assessment surveys are utilized. The course complements several academic programs including business, education, public administration, health professions, military science, human services, law, organizational communication, and public relations. This is an honors course which requires additional work and academic rigor. Prerequisites: Acceptance into the Honors Program, E, R.

MATH-MATHEMATICS

MATH-085 (MA-090) 4(4-0)
Pre-Algebra
Developmental in nature, this course is designed to strengthen the arithmetic skills of the students. Topics covered include: operation of whole numbers, fractions, percents, decimals, ratios, integers, exponents, operations with signed numbers, an introduction to geometry, and an introduction to algebra. Information on math test taking strategies and study skills will be presented and practiced along with the principles of On Course. This course cannot be used toward any associate degree. No calculators are permitted. Normally offered each semester.

MATH-095 (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 simple quadratic equations. This course is developmental in nature. Prerequisite: MATH-085 with "C" grade or better or an appropriate score on the mathematics placement test. No calculators are permitted. Normally offered each semester.

MATH-101 (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.

MATH-102 (MA-102) 4 (4-0)
Introduction to Technical Math
Topics include basic algebra formula usage, signed numbers, practical measurements, metrics and conversions, relative error, basic geometry, and right triangle trigonometry. This course is designed to meet occupational program requirements or as a preparation for MATH-115 for those needing more advanced mathematics. Scientific/graphing calculator. Prerequisite: MATH-090 with a "C" or better or appropriate score on the mathematics placement test. Normally offered each semester.

MATH-105 (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, functions, exponential functions, logarithmic functions, exponential and logarithmic equations, and systems of equations. This course is designed to prepare students for MATH-110 College Algebra. This course may be used as an elective course; however, it does not fulfill the natural science requirement for the Associate of Science degree or the MACRAO agreement. A scientific calculator is required. Prerequisite: MATH-95 with a "C" grade or better or appropriate score in the mathematics placement test. Normally offered each semester.

MATH-106 (MA-115) 4 (4-0)
Technical Algebra & Trigonometry I
Topics include: A review of geometry, linear and quadratic equations, determinants, systems of equations, exponents, radicals, scientific notation, functions and graphs, trigonometry, vectors, radians measure, and technical formulas. This course is intended as a capstone course for technical students. Not intended for students requiring additional math courses. Prerequisite: MATH-102 or MATH-100 with a "C" or better or appropriate score on the mathematics placement test. Graphing calculator is required. Normally offered each semester.

MATH-107 (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, and voting schemes, with an emphasis on problem solving. This course is designed for transfer students in the Associate of Arts program who do not need College Algebra at their transfer institution. A calculator is required. Prerequisite: MATH-095 with a "C" or better or appropriate placement score. Normally offered each semester.

MATH-110 (MA-110) 4 (4-0)
College Algebra
A study of equations, systems of equations, inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, complex numbers, theory of equations. Prerequisite: MATH-105 with a grade of "C" or better or an appropriate score on the mathematics placement test. Graphing calculator is required. Normally offered each semester.

MATH-111 (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. Prerequisite: MATH-110 with a "C" or better or appropriate score on the mathematics placement test. Qualified students may enroll in MATH-111 and MATH-141 during the same semester. Normally offered each semester.

MATH-125 (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: MATH-115 with a "C" or better or appropriate score on the mathematics placement test. Offered on demand.

MATH-130 (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: MATH-105 with a "C" or better or appropriate score on mathematics placement test. Satisfies MACRAO requirement for natural science. Normally offered in the Winter semester.

MATH-141 (MA-141) 5 (5-0)
Analytical Geometry & Calculus I
Functions and graphs, limits, differentiation of algebraic and trigonometric functions, exponential, and logarithmic functions, applications, the Mean Value theorem, definite and indefinite integrals, and the Fundamental Theorem of integral calculus. Prerequisites: MATH-110 and MATH-111 (or high school trigonometry) with a "C" or better or appropriate score on mathematics placement test. Qualified students may enroll in MATH-111 and MATH-141 during the same semester. Graphing calculator required. Normally offered each semester.

MATH-142 (MA-142) 5 (5-0)
Analytical Geometry & Calculus II
Continuation of MATH-141 with techniques of integration; exponential, logarithmic, inverse trigonometric and hyperbolic functions, vectors; L'Hospital's Rule; improper integrals, sequences and series. Prerequisite: MATH-141 with a "C" or better average. Graphing calculator required. Normally offered in the Winter semester.

MATH-210 (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: MATH-105 or MATH-107 with a "C" or better or appropriate score on the mathematics placement test. Scientific/ graphing calculator required. Satisfies MACRAO requirement for natural science. Normally offered each semester.

MATH-225 (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: MATH-125 or permission of instructor. Normally offered on demand.

MATH-243 (MA-243) 5 (5-0)
Analytical Geometry & Calculus III
Continuation of MATH-142 with topics including analytical geometry and three dimensional space, conics, spherical, polar, cylindrical coordinates, partial derivatives, multiple integration, and line integrals. Prerequisite: MATH-142 with a "C" or better. Graphing calculator required. Normally offered in Fall.

MATH-244 (MA-244) 3 (3-0)
Differential Equations
Topics will include first order equations, linear and nonlinear equations, separation of variables, integration factors, exact equations, Bernoulli equations, variation of parameters, reduction of order, differential operators, LaPlace transforms, applications, and solving systems of differential equations. Graphing calculator required. Prerequisite: MATH-243 with a "C" or better. Normally offered in the Winter semester.

MATH-250 (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: MATH-141 with a "C" or better. Normally offered in the Winter.

MUSC-MUSIC

MUSC-109, 110, 111, 112 1(1-0)
(MU-109, 110, 111, 112)
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.

MUSC-141 (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.

MUSC-151 (MU-151) 2 (2-0)
Elements of Music
This course introduces the fundamentals of music to non-music majors and music majors who have not yet had music theory. Pitch, rhythm, melody, harmony, and notation will be explored. Lectures will include numerous musical examples to illustrate musical concepts and structures. Ear training will be an important and regular activity for this course.

MUSC-153 (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 multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets humanities requirement.

MUSC-153H 4(4-0)
Music Appreciation – Honors
Music Appreciation is a comprehensive survey of western music form and style from the Medieval period to present day. Asian, African, and Native American musical styles are also explored. Biographical information on major composers is included and students will recognize many of their best known works from each style period. A study of each period also includes historical background on art, world events, technology and political and religious influences. Class discussion is encouraged as these "external factors" still affect the arts today. Each class meeting involves lecture and multimedia presentations. Music Appreciation is offered to general college students who have little or no musical background. Meets Humanities requirement. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

MUSC-154 (MU-154) 3 (3-0)
Popular Music Styles
A survey of popular music styles from 1900 to present day. Students will recognize various styles which will include ragtime, pop, swing, big band, jazz, blues, country, rock, and hip hop in relation to historical, political, and technical influences.

MUSC-220 (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: MUSC-151 or permission of instructor.

NURS-NURSING

NURS-101 (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: NURS-102.

NURS-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: NURS-101.

NURS-107 (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: BIOL-213, NURS-101, NURS-102, NURS-116.

NURS-115 (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.

NURS-116 (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.

NURS-117 (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: NURS-116.

NURS-118 (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.

NURS-120 (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: BIOL- 213, NURS-101, NURS-102, NURS-116.

NURS-121 (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 care plan that provides holistic care for adults experiencing common health care problems in both acute care and outpatient environments. Prerequisites: BIOL-213, NURS-107.

NURS-122 (NE-122) 3 (3-0)
Adult Health Nursing II
This theoretical course continues to build upon content from NURS-120 and expands the student's knowledge base in utilizing the nursing process and health patterning practice skills to provide holistic, comprehensive care to adult clients in the following areas: body defenses (integumentary system, immune system, HIV/AIDS); control, mobility, coordination and regulation (musculoskeletal system, neurological system, sensory system, endocrine system, gastrointestinal and urinary systems, male & female reproductive systems, sexually transmitted diseases); and mental integrity (mental illness). Prerequisites: BIOL-214, NURS-107, NURS-117, NURS-120. Co-requisite: NURS-123.

NURS-123 (NE-123) 2 (0-6)
Adult Health Clinic Nursing II
This clinical nursing course builds upon the concepts introduced in NURS-121. Students will continue to develop and perform health patterning practice skills to create holistic, comprehensive nursing care plans for adult clients experiencing more complex health care problems in the acute care environment, with observational experiences in Home Health. Prerequisites: BIOL-214, NURS-117, NURS-120, NURS-121. Co-requisite: NURS-122.

NURS-140 (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. Co-requisites: NURS-122, NURS-123.

NURS-230 (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 indicates need. Resources available in the community will be identified. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NURS-231.

NURS-231 (NE-231) 2 (0-6)
Advanced Family Nursing Clinic
This clinical course presents the student with the opportunity to apply various conceptual models in the nursing process to the health needs of the individual throughout the lifespan including reproduction, neonates and children, pregnancy, labor, delivery and the post-partum period. Emphasis is placed on the family and significant others identifying diverse cultural backgrounds, normal developmental patterning and situational crises of family health and routine health maintenance concepts within the hospital setting. Observational experiences are obtained in various health care agencies. Prerequisites: Admission to Part II of the A.D.N. program. Co-requisite: NURS-230.

NURS-232 (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: BIOL-225, 276, NURS-233.

NURS-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. Co-requisite: BIOL-225, BIOL-276, NURS-232.

NURS-241 (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 NURS-232.

NURS-250 (NE-250) 8 (4-12)
Nursing Knowledge: Synthesis to Adult Populations
The focus of this theory and clinical course will be the utilization of the nursing process in the care of adult clients in the acute care environments presenting with chronic, complex, or multi-system conditions. The theory aspect of this course will assist the student in synthesizing nursing knowledge to the physiological and pharma-cological 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: BIOL-225, BIOL-276, NURS-232, NURS-233.

NURS-273 (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 care plan that reflects holistic care of adult clients in a variety of settings. Prerequisites: LPN Licensure; Nursing Dept permission.

OIS-OFFICE INFORMATION SYSTEMS

OIS-090 (OS-090) 2 (0-2)
Beginning Keyboarding
This course is designed to help students who have had no previous keyboarding training to develop proficiency in the use of the computer keyboard. Emphasis will be on the proper touch operation of the keyboard using appropriate technique. Students will progress at their own pace to reach a minimum keyboarding speed of 25 wpm. Grading will be on a Pass/No Pass/Fail (P/NP/F) basis. This course does not fulfill degree requirements.

OIS-106 (OS-106) 1 (0-2)
Keyboarding Skill Development
This course is designed to help the student who has already learned to keyboard using proper technique but who needs to work on development of speed and/or accuracy. Students will work at their own pace in an open lab environment. Prerequisite: OIS-090 or ability to keyboard at a minimum of 25 wpm.

OIS-107 (NE-107) 2 (1-1)
Keyboarding II-Formatting
This course focuses on document formatting techniques and speed development. It is designed for students with previous keyboarding skills. Correspondence such as letters, memos, and reports are typed in proper form using a computer. Prerequisite: OIS-090 or ability to keyboard at a minimum of 25 wpm.

OIS-108 (OS-108) 2 (2-1)
Document Processing
This course includes the study of business letters, complex reports, tabulations, and business forms. Emphasis will be on proper business formatting and mailability of finished documents. Prerequisite: Proven keyboarding speed of at least 35 wpm or permission of instructor.

OIS-117 (OS-117) 2 (2-0)
Records Management
This course covers the principles and practices of effective records management, retention, and disposal. Study will include alphabetic, numeric, and subject filing methods. An introduction to basic database concepts as needed for understanding automated records storage and retrieval methods will be included.

OIS-119 (OS-119) 2 (0-2)
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.

OIS-150 (OS-150) 4 (2-2)
Word Processing Applications
This course will cover both the beginning and the intermediate features of using Microsoft Word for document processing. Students will go beyond basic editing and formatting to cover such applications as mail merge, tables, styles, outlines, and more. Completion of assignments will require additional lab time. Prerequisites: OIS-090, OIS-106, OIS-107, or OIS-108; or proven keyboarding competency.

OIS-180 (OS-180) 2 (1-2)
Input Technologies
This course will introduce students to emerging input mediums for the office environment. Students will learn speech-to-text input using voice recognition software and handwriting input using Microsoft Office. Prerequisite: Basic computer literacy.

OIS-191 (OS-191) 4 (4-0)
Business English & Proofreading
The student will study and apply correct grammar, punctuation, and word choice to a variety of business documents. Emphasis will be placed on proofreading and editing of correspondence on the computer and the efficient use of a variety of reference materials.

OIS-218 (OS-218) 2 (1-2)
Machine Transcription
This course develops language competencies and formatting knowledge required to produce mailable business documents from machine dictation. Prerequisites: A minimum keyboarding speed of at least 40 wpm, as well as OIS- 191 and either OIS-108 or OIS-150.

OIS-219 (OS-219) 3 (1-2)
Medical Transcription
This course develops the student's ability to transcribe medical related reports, physicians' dictation of medical progress reports, operative reports, letters, and other medical documents. The course incorporates the practice and application of medical transcribing, spelling, grammar, punctuation, and capitalization. Prerequisites: OIS-218, HLTH-118. This class offered only once each academic year.

OIS-220 (OS-220) 3 (2-1)
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: OIS-108, or OIS-150. This class offered only once each academic year.

OIS-230 (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. Prerequisite: HLTH-118.

OIS-234/CIS-234 4 (2-2)
(OS-234/CA-234)
Desktop Publishing & Design
This course will emphasize design techniques in the preparation of professional looking brochures, flyers, newsletters, etc. Topics covered will include the use of fonts; clip art, scanned, and digital cameras images; color selection; and introductory web page authoring. Prerequisite: CIS-101 and OIS-150 or permission of instructor.

OIS-240 (OS-240) 3 (1-2)
Legal Transcription
This course develops language competencies and formatting knowledge required to produce mailable legal documents from machine dictation. Prerequisite: OIS-218 Machine Transcription. This class offered only once each academic year.

OIS-250 (OS-250) 3 (2-1)
Advanced Word Processing Applications
This course will expand upon the basic skills covered in the beginning course and will include the more powerful features of the word processing software. Topics to be covered may include graphics, tables, styles, templates, macros, forms, master documents, collaboration tools, and introductory desktop publishing. Prerequisite: OIS-150.

OIS-260 (OS-260) 4 (2-2)
Office Technology & Procedures
This capstone office training course is designed to integrate previously learned skills into activities simulating those found in an office environment. Students will prepare office documents, develop human relations skills, and practice time management and prioritizing. Heavy emphasis will be placed on group interaction and problem solving. Most of the class activities will require the use of the computer and other electronic technologies. As a final class assessment, all students will prepare an employment portfolio. Prerequisites: OIS-150, OIS-191, and CIS-101.

PHED-PHYSICAL EDUCATION

PHED-110 (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.

PHED-114 (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.

PHED-116 (PE-116) 1 (0-1.5)
Hiking
The importance of walking, hiking, and jogging is stressed. Actual participation in hiking trips. Students plan several hikes during the semester. Normally offered in the Fall and Summer semesters.

PHED-118 (PE-118) 1 (0-2)
Beginning Golf
A course for the beginning golfer that emphasizes history, rules, skills, and etiquette. Designed for future recreational value. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional costs for the course.

PHED-119 (PE-119) 1 (1-1)
Tennis
A course for the beginning student who desires to learn the history, rules, basic skills, and etiquette of tennis designed for future recreational value.

PHED-124 (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.

PHED-140 (PE-140) 2 (2-0)
Physical Fitness: Appraisal & Development
Students will make tests and appraisals of body composition and relate it to their own lifestyle. Students will develop their personalized fitness plan.

PHED-141 (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.

PHED-144 (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.

PHED-146 (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.

PHED-147 (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.

PHED-218 (PE-218) 1 (0-2)
Intermediate Golf
A course for the intermediate golfer that focuses on improving the golfer's knowledge and/or skills regarding equipment, swing, trouble shots, and strategy. Practice and playing time on local golf courses and driving ranges are required. Driving range fees and green fees are additional costs for the course.

PHIL-PHILOSOPHY

PHIL-201 (PI-201) 4 (4-0)
Introduction to Western Philosophy
A broad, general introduction to the principal periods of European and North American philosophic thought from pre-Platonic Greek to modern existentialist and including logic with readings from the philosopher's works. Meets humanities requirement.

PHIL-202 (PH-202) 4 (4-0)
Introduction to Asian Philosophy
This course will center its attention on the dominant philosophical schools and systems in Indian, Chinese, and Japanese philosophy. It will cover such areas as **a)** the Vedas, Upanishads, samkhy-yoga, Buddhism, and Vedanta in the Hindu systems, **b)** Confucianism, Taiosm, and C'han Buddhism in the Chinese schools; and **c)** Zen Buddhism in Japanese philosophy. Meets humanities requirement.

PHIL-203 (PH-203) 4 (4-0)
Introduction to Biomedical Ethics
The student will be familiarized with the traditional perspectives of ethics which form the basis for our present legal and political system. Within this context the course will investigate numerous biomedical issues and dilemmas facing persons involved in medical decision-making. Students will examine opposing arguments and positions on biomedical topics such as suicide, euthanasia, care of the defective newborn, paternalism, and the role of the care of the nurse. Students will be expected to develop and express their own position as well as opposing viewpoints on critical biomedical issues. Meets humanities requirement.

PHIL-204 (PH-204) 4 (4-0)
Approaches to Ethics
During the first eight weeks the student will be familiarized with the traditional perspectives of ethics which form the basis of our present legal and political system. In the second eight weeks, usually under the guidance of a second subject matter specialist, application of these ethical principles will be discussed as they relate to specific professions, such as criminal justice, health programs, business, political science, or the teaching profession. Students will be expected to develop and express their own position as well as critically evaluate opposing positions. Meets humanities requirement.

PHIL-240 (PH-240) 3 (3-0)
Introduction to World Religions
This course examines the major religious traditions of the world and the variety of cultural forms that influence the expression of those historic faith-based experiences. Each religious tradition is studied and analyzed historically, thematically, and structurally for comparison as well as contrast. Selected areas of inquiry will include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism, and various other religious movements. Meets humanities requirement. Prerequisite: E and R.

PHYS-PHYSICS

PHYS-103 (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.

PHYS-104 (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, rather than the mathematical side. The course is intended for various backgrounds, however, a basic understanding of algebra is required.

PHYS-201 (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: MATH-111 with a "C "or better, or MATH-115 with a "C" or better. Normally offered in Fall semester. A calculator is required.

PHYS-202 (PH-202) 4 (3-2)
Elements of Physics II
A continuation of PHYS-201 including principles of electricity, magnetism, and light. Prerequisite: PHYS-201 with a "C" or better average. Normally offered in Winter semester. A calculator is required.

PHYS-205 (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: MATH-141 with "C" or better average. Normally offered in Winter semester.

PHYS-206 (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: PHYS-205 with a "C" or better average. Normally offered in Fall semester.

PHYS-250 (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: MATH-115 with a "C" or better. Normally offered on demand.

PHYS-260 (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: MATH- 141 with a "C" or better ; PHYS-205 with a "C" or better. Calculator is required. Normally offered in Fall semester.

PHYS-261 (PH-261) 3 (3-0)
Dynamics
A study of motion, including energy, impulse, momentum, and work. Prerequisites: PHYS-205 with a "C" or better grade. Normally offered in Winter.

POLI-POLITICAL SCIENCE

POLI-110 (PS-110) 4 (4-0)
Comparative Government & Politics
An introduction to the field of political science with emphasis on how American political theories and governmental institutions compare with those of other nations. Offered in the Fall semester.

POLI-111 (PS-111) 4 (4-0)
American Government
A study of the basic structure and processes of American national government. Offered every semester.

POLI-111H (PS-111H) 4 (4-0)
American Government-Honors
A study of the basic structure and processes of American national government. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered every semester.

POLI-201 (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.

POLI-201H (PS-201H) 4 (4-0)
International Relations-Honors
A study of the problems and complexities of relations between nation-states. Emphasis will be given to the formation and execution of American foreign and defense policies. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program. Offered in Winter semester.

POLI-262 (PS-262) 4 (4-0)
State & Local Government
A study of the politics and administration of American sub-national governments. Special attention will be given to the State of Michigan and Delta County. Offered every semester.

POLI-262H (PS-262H) 4 (4-0)
State & Local Government-Honors
A study of the politics and administration of American sub-national governments. Special attention will be given to the State of Michigan and Delta County. Offered every semester. This is an honors course which requires additional work and academic rigor. Prerequisite: Acceptance into the Honors Program.

POLI-272 (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.

PSYC-PSYCHOLOGY

PSYC-201 (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. Prerequisite: R.

PSYC-206 (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: PSYC-201 or permission of instructor.

PSYC-210 (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: PSYC-201. Offered in the Fall only.

PSYC-220 (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. Prerequisite: PSYC-201 Introduction to Psychology or permission of instructor. Offered in the Fall semester.

PSYC-272 (PY-272) 4-8 (160-320)
Psychology Internship
Students who have satisfactorily completed psychology courses may be placed with an approved psychological agency on a part-time basis and earn credits for satisfactory work performance. Participation requires approval of the psychology instructor and director of cooperative education. Evaluation of student's performance will be carried out by the student's supervisor at the participating agency in conjunction with the coordinator. Prerequisites: 24 semester hours or more completed with at least a GPA of 2.0 and 12 hours minimum in psychology with PSYC-201 and PSYC-206 required and electives from PSYC-220, or PSYC-280. Forty contact hours are required for every hour of credit earned. The initial 4-hour course may be continued for a total of 8 semester hours; however, each 4-hour internship must be with a different agency. It is recommended that transfer students elect only 4 hours of credit as that is all that will transfer; whereas non-transfer students may choose to elect the additional 4-hour internship.

PSYC-280 (PY-280) 4 (4-0)
Abnormal Psychology
This course is designed to acquaint the student with the changing concepts of maladaptive behavior. Included are possible etiologies, classifications, descriptions, and the various therapeutic modalities available. This course is a supportive course designed to meet occupational program requirements. Prerequisite: PSYC- 201 or permission of instructor. Offered in Fall semester only.

SOCY-SOCIOLOGY

SOCY-103 (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.

SOCY-151 (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.

SOCY-207 (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.

SOCY-208 (SO-208) 4 (4-0)
Marriage & 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.

SPANISH – See Languages

TECH-TECHNOLOGY

TECH-100 (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.

TECH-101 (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.

TECH-105 (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

TS-TRANSITIONAL STUDIES

These courses cannot be used to fulfill requirements for Certificates or Degrees.

BIOL-090 (BI-100) 3 (3-0)
Fundamentals of Biology
Developmental in nature, this course is designed to familiarize those students who have weak backgrounds in high school science with the world of science in general and human biology in particular. Being developmental, this course does not fulfill requirements toward any degree. Normally offered once a year.

CHEM-090 (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: MATH-090 or MATH-115 with a "C" grade or better, or an appropriate score on the mathematics placement exam. An appropriate science calculator is required. Normally offered Fall semester

ENGL-070 (EN-070) 3 (3-0)
Basic Reading Skills
Students will increase their vocabulary by learning new words and concentrating on context clues. This course also focuses on improving comprehension skills by identifying topics, main ideas, supporting details, and the patterns of organization often used by authors. Students also practice making inferences. Those who successfully complete this course will further develop their reading by enrolling in ENGL-075. This course does not fulfill degree requirements and does not transfer. A grade of "C" or better is required to successfully complete this course.

ENGL-075 (EN-075) 3 (3-0)
College Reading Skills
In addition to improving word recognition, comprehension, and inference skills, students learn to use active reading strategies to become proficient and confident readers. This course also emphasizes retention and recall abilities. This course helps students be more prepared for the reading required of them at the college level. This course does not fulfill degree requirements and does not transfer. A grade of "C" or better is required to successfully complete this course. Prerequisite: ENGL-070 with a "C" or better or appropriate placement score.

ENGL-095 (EN-095) 4 (4-0)
Basic Writing Skills
This course is designed to help students develop the sentence-and paragraph-level skills necessary to succeed in ENGL-100 College Writing Skills. Students will work on sentence construction, punctuation, vocabulary, and other mechanics of writing. The course will focus on improving writing skills through practice in writing sentences, paragraphs, and short responses to assigned readings. The computing center will be utilized throughout the course. Students taking this course will be expected to continue developing their writing skills by enrolling in ENGL-097. This course does not fulfill degree requirements and does not transfer.

ENGL-097 (EN-100) 4 (4-0)
College Writing Skills
This course is designed to help students develop the writing skills necessary to succeed in ENGL-101 Rhetoric and Composition. Students will learn to write unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. Students will read and respond to short essays. The computing center will be utilized throughout the course. Prerequisite: ENGL-095 with a "C" or better or appropriate score on ACT or Compass placement test. College Writing This course does not fulfill degree requirements and does not transfer.

ENGL-098 4 (4-0)
Integrated College Reading & Writing Skills
This course is designed to help students develop the reading and writing skills necessary to succeed in ENGL-101 Rhetoric & Composition. Students will learn strategies to improve their reading comprehension, work recognition, inference, and active reading skills to become more proficient readers. Students will also learn to writie unified paragraphs and essays that are supported by concrete details and organized logically. Practice in sentence construction, punctuation, grammar, and vocabulary is also emphasized. The computer center will be utilized throughout the course. Prerequisites: COMPASS Writing score of 53-68 and COMPASS Reading score of 62-77. This course does not fulfill degree requirements and does not transfer. Completion of this course satisfies E and R requirements.

MATH-085 (MA-090) 4(4-0)
Pre-Algebra
Developmental in nature, this course is designed to strengthen the arithmetic skills of the students. Topics covered include: operation of whole numbers, fractions, percents, decimals, ratios, integers, exponents, operations with signed numbers, an introduction to geometry, and an introduction to algebra. Information on math test taking strategies and study skills will be presented and practiced along with the principles of On Course. This course cannot be used toward any associate degree. No calculators are permitted. Normally offered each semester.

MATH-095 (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 simple quadratic equations. This course is developmental in nature. Prerequisite: MATH-085 with "C" grade or better or an appropriate score on the mathematics placement test. No calculators are permitted. Normally offered each semester.

OIS-090 (OS-090) 2 (0-2)
Beginning Keyboarding
This course is designed to help students who have had no previous keyboarding training to develop proficiency in the use of the computer keyboard. Emphasis will be on the proper touch operation of the keyboard using appropriate technique. Students will progress at their own pace to reach a minimum keyboarding speed of 25 wpm. Grading will be on a Pass/Fail (P/F) basis. This course does not fulfill degree requirements.

WATR-WATER RESOURCE MANAGEMENT

WATR-110 (WT-110) 4 (4-0)
Wastewater Operations & Management
The primary goal of this course is to present the student with basic knowledge of the design and operation of wastewater treatment plants. Topics covered will include activated sludge process, trickling filters, lagoons, and solids handling. Laboratory procedures and practices are also discussed. Recommended: MATH-095 or higher. Normally offered in Fall and Winter semesters.

WATR-120 (WT-120) 4 (4-0)
Water Operations & Management
A continuation of WATR-110, the theory and applications of potable water treatment processing are stressed. Recommended: WATR-110. Offered in Winter semester.

WATR-150 (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.

WATR-151 (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: WATR-150.

WATR-220 (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.

WATR-230 (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. Recommended: CHEM-100 or higher. Offered in Winter semester.

WATR-240 (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: CHEM- 105 & 106, MATH-115 or equivalent. Normally offered in Fall semester.

WATR-250 (WT-250) 5 (2-5)
Water Analysis & Techniques
A continuation of WATR-240, stressing analysis for potable water treatment. Recommended: CHEM-105, CHEM-106 or CHEM-108, MATH-115 and WATR-240. Offered in Winter semester.

WATR-255 (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. Offered in Winter semester.

WATR-260 (WT-260) 3 (3-0)
Current Issues for Managers
The primary objective of this course is to assist the student to understand the relationship of the water utility with other municipal departments, with State and Federal regulatory agencies, and with the public. Emphasis is placed on the organizational structure, management programs, and the duties of supervisory personnel. Normally offered in Winter semester.

WATR-270 (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. Recommended: MATH-115 or higher. Normally offered in Fall semester.

WATR-272 (WT-272) 3 (0-4)
Professional Field Experience (Water)
This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of water utilities. Recommended: Permission of instructor.

WATR-273 (WT-273) 3 (0-4)
Professional Field Experience (Wastewater)
This cooperative work experience is designed to provide the student with on-the-job learning opportunities within the area of wastewater utilities. Recommended: Permission of instructor.

WATR-274 (WT-274) 3 (0-3)
Environmental Internship
This internship is designed to provide the student with on-the-job learning opportunities within the area of environmental management. Prerequisite: Permission of Instructor.

WELD-WELDING

WELD-110 (WE-110) 3 (1-3)
Introduction to OxygENGL-Fuel Welding & Cutting
This lecture/laboratory course presents the underlying principles used in application of oxygen fuel, torch cutting, or brazing. Students also receive basic instruction in oxygen-acetylene welding of cast iron.

WELD-120 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.

WELD-210 (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: WELD-120.

WELD-220 (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.

WELD-240 (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: WELD-210 or permission of instructor.

WELD-260 (WE-260) 4 (3-3)
Gas Tungsten Arc Welding (TIG)
The student will learn to produce welds safely with high frequency, gas tungsten arc welding equipment. Welding safety, gas tungsten arc welding fundamentals, equipment adjustments, current changes, polarity changes, and shielding gases will be stressed. Emphasis will be placed on the steel, aluminum, and stainless steel welding process. Prerequisite: None; however previous welding experience recommended.

WELD-280 (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: WELD-240 or equivalent.

Course Number Conversion Table

As Bay College strives to continually improve services to students and community, a new Student Information System is being installed. At the same time, it was decided to change the course numbering system. Below you will find a listing of the old course numbers and the corresponding new numbers. If you have any questions about the conversion, please contact Student Services.

Old #	New #	Course Title
ACCOUNTING		
AC-100	ACCT-100	Practical Accounting
AC-101	ACCT-101	Accounting Principles I
AC-102	ACCT-102	Accounting Principles II
AC-105	ACCT-105	Accounting with Computers
AC-110	ACCT-110	Payroll Accounting
AC-210	ACCT-210	Intermediate Accounting I
AC-211	ACCT-211	Intermediate Accounting II
AC-215	ACCT-215	Cost Accounting I
AC-216	ACCT-216	Taxation I
AC-225	ACCT-225	Cost Accounting II
AC-272-5	ACCT-272-5	Accounting Co-op
ANTHROPOLOGY		
AN-201	ANTH-201	Intro to Cultural Anthropology
AN-201H	ANTH-201H	Intro to Cultural Anthro-Honors
ARTS		
FA-100	ARTS-100	Intro to Art - Design I
FA-101	ARTS-101	Intro to Art - Design II
FA-117	ARTS-117	Digital Photography I
	ARTS-134	Intro to Electronic Imaging
FA-163	ARTS-163	Theatre Appreciation
	ARTS-175	Intro to Visual Structures
FA-198	ARTS-198	Theater Practicum I
FA-199	ARTS-199	Theater Practicum II
FA-200	ARTS-200	Painting I
FA-201	ARTS-201	Sculpture
FA-203	ARTS-203	Ceramics I
FA-204	ARTS-204	Art History to 1300
FA-205	ARTS-205	Drawing I
FA-207	ARTS-207	Art History 1300 to Present
FA-212	ARTS-212	Moldmaking for Glass I
FA-215	ARTS-215	Drawing II
FA-217	ARTS-217	Digital Photography II
FA-220	ARTS-220	Painting II
FA-230	ARTS-230	Ceramics II

Old #	New #	Course Title
AUTOMOTIVE TECHNOLOGY		
AU-100	AUTO-100	Automotive Engines
AU-110	AUTO-110	Automotive Brakes
AU-120	AUTO-120	Automotive Electrical I
AU-130	AUTO-130	Automotive Standard Trans & Power Trains
AU-140	AUTO-140	Auto Engine Performance I
AU-150	AUTO-150	Auto Suspension & Steering
AU-200	AUTO-200	Auto Engine Performance II
AU-220	AUTO-220	Automotive Electrical II
AU-230	AUTO-230	Automatic Transmissions
AU-270	AUTO-270	Automotive HVAC Systems
AU-272	AUTO-272	Automotive Service Co-op
BIOLOGY		
BI-100	BIOL-090	Fundamentals of Biology
BI-103	BIOL-103	Essential Biology
BI-104	BIOL-104	Human Biology
BI-107	BIOL-107	Environmental Science
BI-108	BIOL-108	Environmental Science Lab
BI-110	BIOL-110	Evolution & Diversity
BI-112	BIOL-112	Cells & Molecules
BI-200	BIOL-200	Plant Biology
BI-202	BIOL-202	Plants & Animals
BI-213	BIOL-213	Anatomy & Physiology I
BI-214	BIOL-214	Anatomy & Physiology II
BI-220	BIOL-220	Animal Biology
BI-225	BIOL-225	Medical Microbiology
BI-226	BIOL-226	Microbiology
BI-227	BIOL-227	Environmental Microbiology
BI-231	BIOL-231	Biotechnology Lab 1
BI-232	BIOL-232	Biotechnology Lab II
BI-255	BIOL-255	Genetics
BI-256	BIOL-256	Genetics Lab
BI-270	BIOL-270	Ecology
BI-271	BIOL-207	Ecology Lab
BI-272, 273, 274, & 275	BIOL-272,273, 274,275	Life Sciences Internship
BI-276	BIOL-276	Pathophysiology
BI-290	BIOL-290	Field Biology

Old #	New #	Course Title
BUSINESS		
BU-160	BUSN-160	Introduction to Business
BU-177	BUSN-177	Mathematics of Business
BU-195	BUSN-195	Business Communications
BU-203	BUSN-203	Management Information Systems
BU-242	BUSN-242	Principles of Management
BU-250	BUSN-250	Business Law I
BU-251	BUSN-251	Business Law II
BU-253	BUSN-253	Marketing
BU-258	BUSN-258	Small Business Management
BU-260	BUSN-260	International Business
BU-262	BUSN-262	Principles of Selling
BU-272	BUSN-272	Cooperative Education
COMPUTER INFORMATION SYSTEMS		
CA-100	CIS-100	Introduction to Windows
CA-101	CIS-101	Computer Concepts & App's
CA-103	CIS-103	Visual Basic
CA-115	CIS-115	Using Microsoft Windows
CA-116		Windows Command Line
CA-120	CIS-120	Microsoft Word
CA-121	CIS-121	Microsoft Excel
CA-122	CIS-122	Microsoft Access
CA-123	CIS-123	Microsoft PowerPoint
CA-125	CIS-125	Business Technology Tools
CA-130	CIS-130	Spreadsheet Applications
CA-135	CIS-135	Intro to Cybersecurity
CA-140	CIS-140	Database Applications
CA-200	CIS-200	Adv Software Applications
CA-203	CIS-203	Visual Basic for Applications
CA-210	CIS-210	Web Page Design & Structure
CA-215	CIS-215	Web Publishing
CA-234	CIS-234	Desktop Publishing & Design
CA-240	CIS-240	Adv Database Applications
EARLY CHILDHOOD DEVELOPMENT		
CD-101	CHLD-101	Intro to Early Childhood Dev
CD-103	CHLD-103	Child Development
CD-110	CHLD-110	Health, Safety, & Nutrition – Young Child
CD-120	CHLD-120	Child Guidance
CD-125	CHLD-125	Programming for Infants & Toddlers
CD-130	CHLD-130	Curriculum for Young Children I
CD-145	CHLD-145	CDA Completion
CD-200	CHLD-200	Inclusion in Early Childhood Programs
CD-230	CHLD-230	Curriculum for Young Children II
CD-240	CHLD-240	Program Mgmt in Child Care & Early Ed
CD-250	CHLD-250	Special Topics in Early Chldhd Ed
CD-272	CHLD-272	Practicum in Early Chldhd Dev
CD-273	CHLD-273	Practicum in Early Chldhd Dev
CD-274	CHLD-274	Practicum in Early Chldhd Dev
COMPUTER AIDED DESIGN		
CG-100	CADD-100	CAD Competecy Definitions
CG-112	CADD-112	CAD Computer Technology
CG-115	CADD-115	CAD Foundations
CG-120	CADD-120	AutoCAD
CG-122	CADD-122	Dimensioning & Tolerancing
CG-125	CADD-125	Drafting/Modeling-Mechanical
CG-135	CADD-135	Descriptive Geometry
CG-200	CADD-200	CAD Competecy Assessment
CG-215	CADD-215	Feature Based Parametric Modeling
CG-226	CADD-226	SolidWorks
CG-240	CADD-240	Drafting/Modeling-Architecture
CG-255	CADD-255	Team Problem Solving
CG-257	CADD-257	Rapid Prototyping
CG-272	CADD-272	CAD Internship/Co-op
CHEMISTRY		
CH-100	CHEM-090	Fundamentals of Chemistry
CH-103	CHEM-103	Essential Chemistry
CH-105	CHEM-110	General Chemistry I
CH-106	CHEM-112	General Chemistry II
CH-107	CHEM-107	Human Chemistry
CH-108	CHEM-108	Technical Chemistry
CH-201	CHEM-201	Organic Chemistry I
CH-202	CHEM-202	Organic Chemistry II
CRIMINAL JUSTICE		
CJ-110	CJUS-110	Intro to Corrections
CJ-112	CJUS-112	Intro to Criminal Justice
CJ-114	CJUS-114	Criminal Justice Report Writing
CJ-120	CJUS-120	Legal Issues in Corrections
CJ-210	CJUS-210	Client Growth & Development
CJ-212	CJUS-212	Intro to Law Enforcement
CJ-213	CJUS-213	The Criminal Court System
CJ-214	CJUS-214	Intro to Criminal Investigation
CJ-215	CJUS-215	Crime Scene Investigation
CJ-220	CJUS-220	Client Relations in Corrections
CJ-222	CJUS-222	Highway Safety & Traffic Investigation

Old #	New #	Course Title
CJ-224	CJUS-224	Public Emergency Preparedness/ Crisis Mgmt
CJ-230	CJUS-230	Corrections Inst's/Facilities
CJ-240	CJUS-240	Approaches to Ethics in Criminal Justice
CJ-272	CJUS-272	Criminal Justice Internship
CJ-273	CJUS-273	Criminal Justice Internship
COMMUNICATIONS		
CM-103	COMM-103	Interpersonal Communications
CM-103H	COMM-103H	Interpersonal Communications-Honors
CM-104	COMM-104	Public Speaking
CM-125		Intro to Video Production
CM-201	COMM-201	Mass Communication & Popular Culture
CM-225	COMM-225	Intro to Film: History & Interpretation
COMPUTER NETWORK SYSTEMS & SECURITY		
CN-101	CNSS-101	Emerging Technologies
CN-105	CNSS-105	Digital Logic Principles
CN-110	CNSS-110	Information Security Principles
CN-115	CNSS-115	Cyber Ethics
CN-130	CNSS-130	Introduction to Networks
CN-150	CNSS-150	A+ Computer Maintenance
CN-220	CNSS-220	Network Design
CN-225	CNSS-225	Wireless Systems
CN-230	CNSS-230	Intro to Unix Using Linux
CN-231	CNSS-231	Advanced Linux System Admin
CN-245	CNSS-245	SQL Server
CN-250	CNSS-250	Windows Networking I
CN-251	CNSS-251	Windows Networking II
CN-260	CNSS-260	Network Security
CN-262	CNSS-262	Web Server Administration
CN-263	CNSS-263	Cloud Computing
CN-265	CNSS-265	Data Convergence Management
CN-272, 273, 274	CNSS-272, 273,274	CN Co-op Internship
CN-284	CNSS-284	CN Special Topics
COMPUTER SCIENCE		
CS-121	CSCI-121	Intro to Computer Science I
CS-122	CSCI-122	Intro to Computer Science II
ECONOMICS		
EC-120	ECON-120	Personal Finance
EC-131	ECON-131	Macroeconomics
EC-132	ECON-132	Microeconomics

Old #	New #	Course Title
EDUCATION		
ED-103	EDUC-103	Professional Career Developm't
ED-201	EDUC-201	Health Education
ED-202	EDUC-202	Educational Psychology
ED-210	EDUC-210	Exploring Teaching
ENGLISH		
EN-070	ENGL-070	Basic Reading Skills
EN-071		Vocabulary Builder
EN-075	ENGL-075	College Reading Skills
EN-081		Modern English Grammar
EN-090		Dyslexia Reading Remediation
EN-092		Working with Dyslexics
EN-095	ENGL-095	Basic Writing Skills
EN-100	ENGL-097	College Writing Skills
EN-098	ENGL-098	Integrated College Reading & Writing Skills
EN-101	ENGL-101	Rhetoric & Composition
EN-101H	ENGL-101H	Rhetoric & Comp - Honors
EN-102	ENGL-102	Research Writing
EN-105	ENGL-105	Strategic Rdg & Critical Thinking
EN-112	ENGL-112	Sign Language I
EN-113	ENGL-113	Sign Language II
EN-114	ENGL-114	Sign Language III
EN-145	ENGL-145	Technical and Report Writing
EN-150	ENGL-150	Intro to Literature
EN-200	ENGL-200	American Literature
EN-200H	ENGL-200H	American Literature - Honors
EN-203	ENGL-203	Shakespeare
EN-205	ENGL-205	World Literature
EN-206		Advanced Composition
EN-208	ENGL-208	Writing Poetry & Short Fiction
EN-209	ENGL-209	Writing Creative Nonfiction
EN-210	ENGL-210	British Literature
EN-211	ENGL-211	Women's Literature
EN-220	ENGL-220	Intro to Journalism
EN-221	ENGL-221	Newswriting
EN-260	ENGL-260	Writers Workshop
EN-272-275	ENGL-272-275	Journalism Internship & Co-op
EN-280	ENGL-280	Special Topics in Literature
EN-281	ENGL-281	Special Topics in Literature
EN-282	ENGL-282	Special Topics in Literature

Old #	New #	Course Title
	ELECTRONICS	
ET-125	ELEC-125	Electricity & Basic Electronics
ET-130	ELEC-130	Circuit Fundamentals I
ET-135	ELEC-135	Circuit Fundamentals II
ET-145	ELEC-145	Basic Process Control
ET-160	ELEC-160	Electronics I
ET-170	ELEC-170	Digital I Fundamentals
ET-180	ELEC-180	Electrical Mechanisms & Controls
ET-210	ELEC-210	Electronics II
ET-220	ELEC-220	Digital II Circuits
ET-270	ELEC-270	Advanced Process Control
ET-272	ELEC-272	Electronics Technology Co-op
ET-273	ELEC-273	Electronics Technology Co-op
ET-274	ELEC-274	Electronics Technology Co-op
ET-276	ELEC-276	Electronics Technology Co-op
ET-277	ELEC-277	Electronics Technology Co-op
ET-285	ELEC-285	Fluid Power
ET-290	ELEC-290	Intro to Programmable Logic Controllers
ET-295	ELEC-295	Mechatronics
	FA (FINE ARTS) moved to ARTS	
	FORESTRY	
FT-100	FRST-100	Wildland & Rural Fire Control
FT-101	FRST-101	Careers in Natural Resources
FT-105	FRST-105	Forest Products Industry Survey
FT-110	FRST-110	Tree & Forest Prod Identification
FT-115	FRST-115	Timber Harvesting Equipment – Use & Maintenance
FT-116	FRST-116	Timber Harvesting Equipment & Simulator Training
	FIRST YEAR EXPERIENCE	
FY-101	FYEX-101	College Success Strategies
	GRAPHIC DESIGN	
GD-150	ARTS-117	Digital Photography I
GD-250	ARTS-217	Digital Photography II
	GEOGRAPHY	
GE-103		Physical Geography
GE-107		Global Health Awareness
GE-121		World Regional Geography
GE-102	GEOG-102	Introduction to Geography
GE-110	GEOG-110	Physical Geography
GE-125	GEOG-125	World Regional Geography – Developed World
GE-126	GEOG-126	World Regional Geography – Developing World
GE-150	GEOG-150	Map, compass, & GPS
	HEALTH	
HL-100	HLTH-100	Careers in Health Care
HL-102	HLTH-102	Orientation to Health Care
HL-103	HLTH-103	Safety in Health Occupations
HL-104	HLTH-104	Clinical Skills/ Health Providers
HL-110	HLTH-110	Intro to Medical Vocabulary
NE-100	HLTH-118	Medical Terminology I
NE-119	HLTH-119	Medical Terminology II
HL-120	HLTH-120	Intro- Electronic Health Records
HL-135	HLTH-135	Obtaining a Blood Specimen
HL-205	HLTH-205	Nutrition
HL-271-274	HLTH-271,272, 273,274	Health Care Co-op
	HISTORY	
HS-101	HIST-101	Western Civilization to 1600
HS-102	HIST-102	Western Civ 1600 to Present
HS-102H	HIST-102H	Western Civ 1600 to Present – Honors
HS-211	HIST-211	United States History to 1865
HS-211H	HIST-211H	U S History to 1865 - Honors
HS-212	HIST-212	United States History from 1865
HS-212H	HIST-212H	U S History from 1865 - Honors
HS-220	HIST-220	Michigan History
HS-250	HIST-250	Special Topics in History
HS-251	HIST-251	Special Topics in History
HS-272	HIST-272	History Internship
HS-290	HIST-290	Contemporary European Culture
	HOSPITALITY MANAGEMENT	
HM-101	HOSP-101	Intro to the Hospitality Industry
HM-102	HOSP-102	Food Safety: ServeSafe
HM-103	HOSP-103	Supervision in the Hospitality Industry
HM-201	HOSP-201	Planning & Control / Food & Beverage Operations
HM-202	HOSP-202	Front Desk Operations Mgmt
HM-203	HOSP-203	Managing Housekeeping Operations
HM-204	HOSP-204	Managing HR in the Hospitality Industry
HM-205	HOSP-205	Hospitality Purchasing Mgmt
HM-206	HOSP-206	Food & Beverage Operations Mgmt

Old #	New #	Course Title
HM-272	HOSP-272	Hospitality Management Co-op
HUMAN SERVICES		
HR-100	HSER-100	Introduction to Human Services
HR-150	HSER-150	Ethics in Human Services
HR-160	HSER-160	Interviewing Strategies & Techniques
HR-272,273	HSER-272, 273	Human Services Internship
LANGUAGES		
FR-111	FREN-111	French I
FR-112	FREN-112	French II
GR-101	GRMN-101	German Language & Culture I
GR-102	GRMN--102	German Language & Culture II
SP-101	SPAN-101	Spanish I
SP-102	SPAN-102	Spanish II
SP-112	SPAN-112	Spanish for CJ Majors I
SP-114	SPAN-114	Spanish for CJ Majors II
SP-220	SPAN-220	Spanish III
LEADERSHIP		
LD-200	LEAD-200	Introduction to Leadership
LD-200H	LEAD-200H	Intro to Leadership - Honors
MATHEMATICS		
MA-090	MATH-085	Pre-Algebra
MA-100	MATH-095	Basic Algebra
MA-101	MATH-101	Nursing Mathematics
MA-102	MATH-102	Intro to Technical Math
MA-105	MATH-105	Intermediate Algebra
MA-107	MATH-107	Liberal Arts Math
MA-110	MATH-110	College Algebra
MA-111	MATH-111	Trigonometry
MA-115	MATH-106	Techl Algebra & Trigonometry I
MA-125	MATH-125	Tech Algebra & Trigonometry II
MA-130	MATH-130	Math for Elementary Teachers I
MA-141	MATH-141	Analytical Geometry & Calc I
MA-142	MATH-142	Analytical Geometry & Calc II
MA-210	MATH-210	Intro to Statistics
MA-225	MATH-225	Technical Calculus
MA-243	MATH-243	Analytical Geometry & Calc III
MA-244	MATH-244	Differential Equations
MA-250	MATH-250	Intro to Linear Algebra
MACHINE TOOL TECHNOLOGY		
MT-100	TECH-100	Basic Machine Tool Operation
MT-101	TECH-101	Blueprint Reading

Old #	New #	Course Title
MUSIC		
MU-109	MUSC-109	Applied Music
MU-110	MUSC-110	Applied Music
MU-111	MUSC-111	Applied Music
MU-112	MUSC-112	Applied Music
MU-141	MUSC-141	Chorus
MU-151	MUSC-151	Elements of Music
MU-153	MUSC-153	Music Appreciation
MU-153H	MUSC-153H	Music Appreciation - Honors
MU-154	MUSC-154	Popular Music Styles
MU-220	MUSC-220	Music Theory
NURSING		
NE-100	HLTH-118	Medical Terminology
NE-101	NURS-101	Nursing Fundamentals
NE-102	NURS-102	Nursing Fundamentals Lab
NE-107	NURS-107	Nursing Fundamental Clinics
NE-115	NURS-115	Nursing Assistant Course
NE-116	NURS-116	Pharmacology I
NE-117	NURS-117	Pharmacology II
NE-118	NURS-118	Computer Apps in Nursing
NE-119	HLTH-119	Medical Terminology II
NE-120	NURS-120	Adult Health Nursing I
NE-121	NURS-121	Adult Health Clinic Nursing I
NE-122	NURS-122	Adult Health Nursing II
NE-123	NURS-123	Adult Health Clinic Nursing II
NE-140	NURS-140	Intro to Family Nursing
NE-230	NURS-230	Advanced Family Nursing
NE-231	NURS-231	Advanced Family Nursing Clinic
NE-232	NURS-232	Mental Health Nursing
NE-233	NURS-233	Mental Health Nursing Clinic
NE-241	NURS-241	Management/Issues
NE-250	NURS-250	Nursing Knowledge: A Synthesis to Adult Populations
NE-273	NURS-273	Nursing Assessment
OFFICE INFORMATION SYSTEMS		
OS-090	OIS-090	Beginning Keyboarding
OS-106	OIS-106	Keyboarding Skill Development
OS-107	OIS-107	Keyboarding II - Formatting
OS-108	OIS-108	Document Processing
OS-117	OIS-117	Records Management
OS-119	OIS-119	Electronic Ten-Key Operations
OS-150	OIS-150	Word Processing Applications
OS-180	OIS-180	Input Technologies
OS-191	OIS-191	Business English & Proofreading
OS-218	OIS-218	Machine Transcription
OS-219	OIS-219	Medical Transcription

Old #	New #	Course Title
OS-220	OIS-220	Medical Billing & Office Procedures
OS-230	OIS-230	Medical Coding
OS-234	OIS-234	Desktop Publishing & Design
OS-240	OIS-240	Legal Transcription
OS-250	OIS-250	Adv Word Processing Apps
OS-260	OIS-260	Office Technology & Procedures
PHYSICAL EDUCATION		
PE-110	PHED-110	Physical Fitness & Jogging
PE-114	PHED-114	Bowling
PE-116	PHED-116	Hiking
PE-118	PHED-118	Beginning Golf
PE-119	PHED-119	Tennis
PE-124	PHED-124	Archery
PE-140	PHED-140	Physical Fitness: Appraisal & Development
PE-141	PHED-141	Physical Fitness: A Wellness Approach
PE-144	PHED-144	Effective Stress Management
PE-146	PHED-146	First Aid / Healthcare Providers
PE-147	PHED-147	First Aid / Non-Healthcare Providers
PE-218	PHED-218	Intermediate Golf
PHYSICS		
PH-103	PHYS-103	Conceptual Physical Science
PH-104	PHYS-104	Introduction to Astronomy
PH-201	PHYS-201	Elements of Physics I
PH-202	PHYS-202	Elements of Physics II
PH-205	PHYS-205	Engineering Physics I
PH-206	PHYS-206	Engineering Physics II
PH-250	PHYS-250	Applied Physics
PH-260	PHYS-260	Statics
PH-261	PHYS-261	Dynamics
PHILOSOPHY		
PI-201	PHIL-201	Intro to Western Philosophy
PI-202	PHIL-202	Intro to Asian Philosophy
PI-203	PHIL-203	Intro to Biomedical Ethics
PI-204	PHIL-204	Approaches to Ethics
PI-230	PHIL-230	Introduction to World Religions
POLITICAL SCIENCE		
PS-110	POLI-110	Comparative Govt & Politics
PS-111	POLI-111	American Government
PS-111H	POLI-111H	American Government-Honors
PS-201	POLI-201	International Relations
PS-201H	POLI-201H	International Relations-Honors
PS-262	POLI-262	State & Local Government
PS-262H	POLI-262H	State & Local Government-Honors
PS-272	POLI-272	Government/Law Internship
PSYCHOLOGY		
PY-201	PSYC-201	Intro to Psychology
PY-206	PSYC-206	Social Psychology
PY-210	PSYC-210	Psychology of Learning
PY-220	PSYC-220	Developmental Psychology
PY-272	PSYC-272	Psychology Internship
PY-280	PSYC-280	Abnormal Psychology
SOCIOLOGY		
SO-103	SOCY-103	Cultural Diversity
SO-151	SOCY-151	Sociology
SO-207	SOCY-207	Social Problems
SO-208	SOCY-208	Marriage & the Family
SO-272		Human Services Internship
TECHNOLOGY		
TE-105	TECH-105	Materials of Industry
WELDING		
WE-110	WELD-110	Intro to Oxygen-Fuel Welding & Cutting
WE-120	WELD-120	Arc Welding
WE-210	WELD-210	Advanced Arc Welding
WE-220	WELD-220	Gas Metal Arc Welding (MIG)
WE-240	WELD-240	Basic Pipe Welding
WE-260	WELD-260	Gas Tungsten Arc Welding (TIG)
WE-280	WELD-280	Advanced Pipe Welding
WATER RESOURCE MANAGEMENT		
WT-110	WATR-110	Water/Wastewater Op's & Mgmt
WT-120	WATR-120	Water Operations & Mgmt
WT-150	WATR-150	Team Project Course I
WT-151	WATR-115	Team Project Course II
WT-220	WATR-220	Industrial Solutions
WT-230	WATR-230	Aquatic Evals & Bacteriology
WT-240	WATR-240	Environmental Analysis
WT-250	WATR-250	Water Analysis & Techniques
WT-255	WATR-255	Mechanical & Instrumentation
WT-260	WATR-260	Current Issues for Manager
WT-270	WATR-270	Water in Motion
WT-272	WATR-272	Prof'l Field Experience (Water)
WT-273	WATR-273	Prof'l Field Experience (Wastewater)
WT-274	WATR-274	Environmental Internship

College Personnel

ADMINISTRATION, FACULTY AND STAFF

Allard, Jennifer ..... **Follett Express Bookstore Manager**
AAS, Bay de Noc Community College

Allen, Randall ..... **Perkins Tech Prep Coordinator**
AA, San Bernardino Valley College; BA, University of California, Riverside; JD, Western State University, San Diego

Anderson, Deborah ..... **Dean of Arts and Sciences**
BA, Lawrence University; MA, PhD, Marquette University

Anderson, John ..... **Audio-Visual Telecommunications**
AAS, Bay de Noc Community College

Barron, Matthew ..... **Math Science Learning Center Coordinator**
BS, PhD, Michigan Technological University

Bazan, Patrick ..... **West Campus Custodian Supervisor**

Beaudoin, David ..... **Shipping/Receiving Operations Clerk**
AA, AAS, Bay de Noc Community College

Bennett, Daniel ..... **Custodian/Maintenance Fill-In**
AAS, Bay de Noc Community College

Bissell, Ann ..... **Reference Librarian**
BA, College of St. Catherine

Black, Brian ..... **Biology Instructor**
Vocational Diploma, Fox Valley Technical College; BS, University of Wisconsin; BS, University of Maine; PhD, Michigan State University

Boddy, Rene ..... **Purchasing Coordinator/Receptionist**

Bray, Nicole ..... **Enrollment Facilitator Bay College West**
AAS, Bay de Noc Community College

Brown, Theresa ..... **TRiO Administrative Assistant**
AA, Bay de Noc Community College; BS, Lake Superior State University

Brule, Joyel ..... **Nurse Educator**
RN, Bay de Noc Community College; MSN, Northern Michigan University; PhD, Walden University

Campbell, Molly ..... **Political Science Instructor**
BA, Campbell University; Graduate Certificate, Western Kentucky University; MA, Colorado State University

Capodilupo, Caitlin ..... **Nursing/PE Instructor**
BSN, Mercy College of Detroit; MSN, Northern Michigan University

Carne, Kim ..... **Executive Director of Institutional Advancement**
BS, Western Michigan University; MBA, University of Dayton

Carter, Cynthia ..... **Director of Admissions**
AA, Bay de Noc Community College; BS, Western Michigan University; MA, University of Phoenix

Charlebois, Melissa ..... **Administrative Assistant for the M-TEC**
AAS, Bay de Noc Community College

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

Croasdell, Sandra ..... **Nursing Instructor**
BA, Cleary Universtiy; BSN, Wayne State University; MSN, Oakland University; Post Master Certificate, Okland University

Cronick, Faith ..... **Payroll Specialist**
AAS, Bay de Noc Community College; BS, Lake Superior State University

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

DeChristopher, Loretta ..... **Blue Roof Management - Manager**

Derocher, Robert ..... **Custodian**
AA, Bay de Noc Community College

Dittrich, Mary ..... **Administrative Assistant to the Dean of Business & Technology**
AAS, Bay de Noc Community College

Divine, Kari ..... **Bay College West Campus Coordinator of Academic Services**
BS, Northern Michigan University; MS, Michigan State University

Dollhopf, Julie ..... **Student Services Enrollment Facilitator**
AAS, Wisconsin Indianhead Technical College

Dondanville, Roberta ..... **Bay College West Technical Support Specialist**
BA, University of Wisconsin

Dubord, Todd ..... **Maintenance Technician**

Dufek, Denise ..... **Social & Behavioral Sciences Instructor/First Year Experience Coordinator**
AA, Henry Ford Community College; BS, Eastern Michigan University; MA, Sienna Heights College

Dwyer, Crystal ..... **Speech/Theater Instructor**
BS, University of Wisconsin-Stevens Point; MA, Northern Michigan University

Dwyer, Ed ..... **Technical Director Besse Center**
BS, University of LaCrosse

Ellet, Nicole ..... **TRiO Writing Center Specialist**
BA, Grand Valley State University; MA, Northern Michigan University

Erickson, Jason ..... **Network Server/System Administrator**
AS, Bay de Noc Community College; BS, Michigan Technological University

Essmaker, Gail ..... **Director of On-Line Learning**
BA, MA, Wayne State University; PhD, Capella University

Farnsworth, Jennifer ..... **Nursing Instructor**
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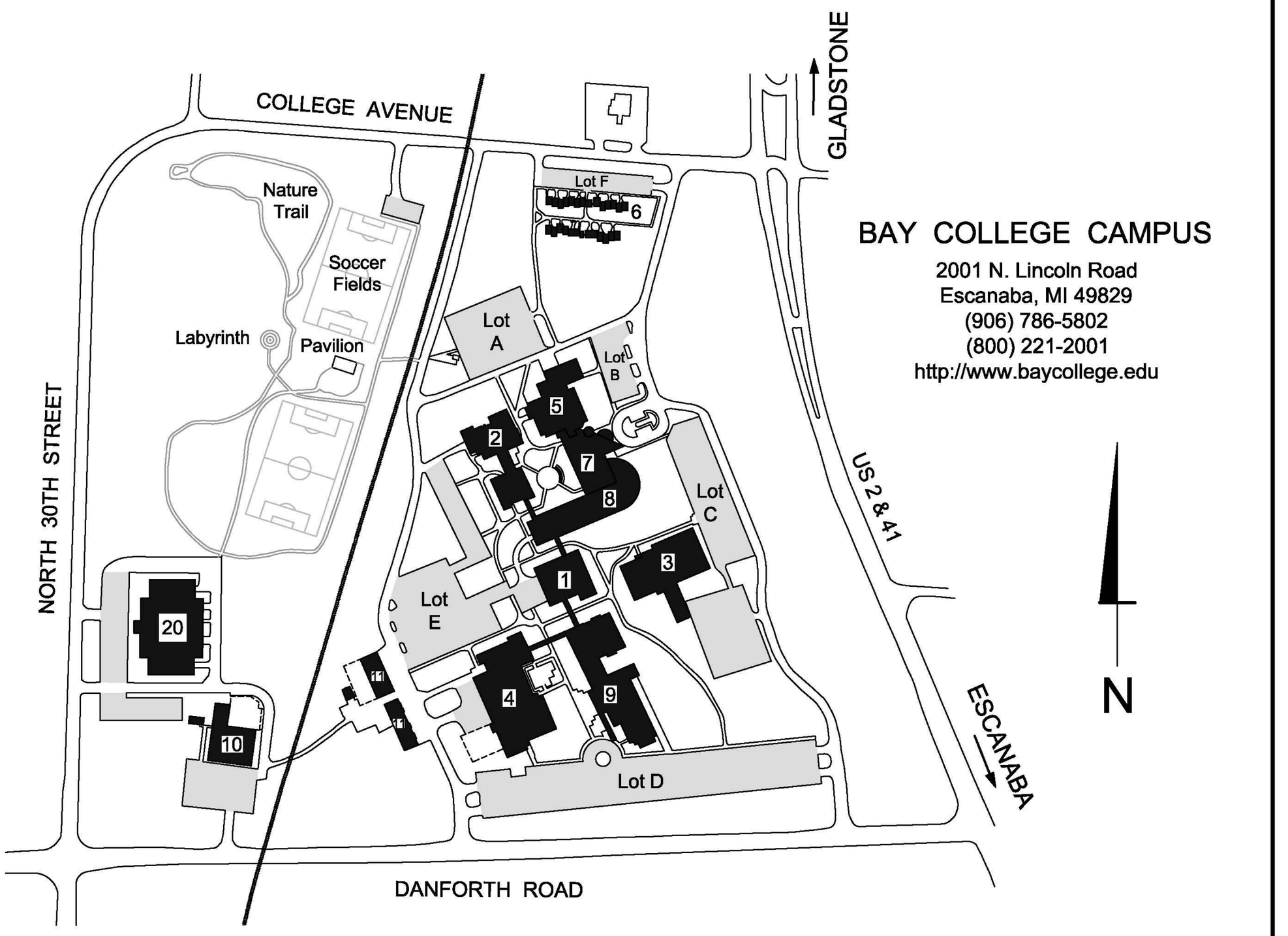

BAY COLLEGE CAMPUS

2001 N. Lincoln Road
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http://www.baycollege.edu

LEGEND

1 Math / Science Building
2 Catherine Bonifas / Administrative Services
3 YMCA / Gymnasium / Child Care
4 Health and Applied Technology
5 Student Center
6 Student Apartments
7 Besse Center
8 Learning Resources Center
9 Joseph Heirman University Center
10 Welding / Shipping and Receiving
11 Maintenance Buildings
20 Michigan Technical Education Center (M-TEC)

Parking Lots - A, B, C, D, E

Academic Computing Services....9
Academic Advisors/Counselor....5
Admissions....5
Art Galleries....2, 7, 8
Arts and Letters Division....2
Besse Theatre/Gallery....7
Bookstore....5
Business Division....9
Business Office....5
Cafeteria....5
Career Services....5
Cashier....5
Conference Coordinator....9
Conference Rooms....5, 9
Continuing Education/Lifelong Learning....20
Financial Aid....5
Information Technology Services....9
Institutional Advancement Office....2
Instruction and Student Learning Office....2
Library....8
Math/Science Division....1
Math/Science Learning Center....1
Nursing/Allied Health and Wellness Division....4
President's Office....2
Registrar/Student Records....5
Shipping and Receiving....10
Social and Behavioral Science Division....2
Student Services....5
Student Success, TRIO Center....8
Technology Division....4
University Office....9
Veteran's Office....5
Workforce Development....20