



Program, Transfer, and Degree Information

One- and Two-Year Occupational Studies Programs

If you want a job where a bachelor's degree is not required but some level of college education is necessary, the Occupational Studies programs at Lake Michigan College are designed to meet your needs. By working with your counselor, academic advisor, or faculty member you will be able to develop a plan that will help you reach your goals. It may consist of one or more courses that provide you with specific skills, a series of courses that lead to a Certificate of Achievement, or a plan where you will earn an associate's degree.

Occupational Studies programs are not typically designed to transfer to four-year colleges and universities. However, you may be able to transfer to specific schools, depending on your chosen program. A Lake Michigan College counselor, advisor, or faculty member can answer your questions related to transfer opportunities.

Flexible Training Options

Many Occupational Studies program courses are offered on an open entry/open exit basis where you can tailor your class schedule to meet your needs. See page 11 for more information about open entry/open exit.

Credit for Previous Experience

As part of the seamless transition from secondary school or the work place to Lake Michigan College, you may be able to receive credit for previous classes and experience and apply it toward a certificate or degree. For information on credit for high school classes see the High School Articulation section and for information on credit for work experience, see the Credit for Experiential Learning section, both on page 15.

Associate's Degree Programs

The following are the associate's degree programs offered through Occupational Studies. For detailed program information, see the Programs section beginning on page 29. These degrees may be transferred to Siena Heights University at Lake Michigan College for completion of a bachelor's degree. Call Siena Heights at (269) 927-6711 for more information. They may also transfer to other four-year schools. Speak with your counselor or academic advisor for more information.

- Accounting
- Administrative Office Systems
- Computer Information Systems
- Dental Assisting
- Drafting & Design Technology
- Early Childhood Education
- Electronics Technology
- General Technologies
- Graphic Design
- Hospitality Management
- Industrial Maintenance Technology
- Law Enforcement
- Legal Office Systems
- Machine Tool Technology
- Management & Marketing
- Medical Office Systems
- Nursing (RN)
- Plastics Technology
- Radiologic Technology
- Skilled Trades Technology

Certificate of Achievement Programs

Certificate programs focus on specialty courses to prepare you for job entry or job skills upgrading for your current job.

Administrative Office Systems
Dental Assisting
Drafting & Design Technology
Early Childhood Education
Graphic Design
Home Appliance Technologies
Hospitality Management
Legal Office Systems
Machine Tool Technology
Medical Office Assistant
Nursing, Practical
Plastics Technology
Skilled Trades Technology

Other

Apprentice Training
Cardiorespiratory Care
(1+2 with KVCC)
Computer Information Systems - Information Technologies Option
Computer Information Systems - Networking Option
Computer Information Systems - Programming Option
Corrections Officer
Dental Hygiene (1+2 with KVCC)
Emergency Medical Technician
Fire Science (with KCC)
Hospitality and Tourism Management
Law Enforcement (1+1 with KVCC)
Medical Assistant (1+2 with KVCC)
Water Purification Technology
(1+1 with Bay de Noc CC)

Four-Year College Transfer Information

Many students come to Lake Michigan College to earn the first two years of their bachelor's degree and with plans to transfer to a four-year college or university.

By working with your Lake Michigan College counselor and academic advisor, you can plan an Associate in Arts or an Associate in Science degree that will meet the general requirements for most four-year colleges and universities. Because courses in communications, humanities, mathematics, natural sciences, and social sciences are similar in colleges across the country, you can easily transfer these courses to in-state and out-of-state schools.

MACRAO Transfer Agreement

Lake Michigan College is a participating member of the MACRAO Transfer Agreement. Many Michigan four-year colleges and universities have agreed to a statewide transfer agreement proposed by the Michigan Association for Collegiate Registrar and Admissions Officers (MACRAO).

The MACRAO Transfer Agreement was created to simplify your transfer from one institution to another. The agreement stipulates that 30-semester credit hours of 100-level-and-above, compatible, general course work will be granted smooth transferability to participating universities; these credits will be applied toward your general education requirements.

The MACRAO agreement only addresses general studies requirements. Any major and minor requirements and proficiency required of you are determined by each individual four-year school.

MACRAO Agreement Satisfied Notation

When you graduate from Lake Michigan College with an Associate in Arts, Associate in Science, or Associate in Business Administration degree, your transcript will have the notation "MACRAO Agreement Satisfied."

If you have not received one of these associate's degrees but have completed the MACRAO agreement, you can have this notation placed on your transcript but you must request that this happen.

A. English 101 and English 102 or 103 - 6 credits

B. Natural Science - 8 credits

- Biology 101, 111, 112, 204, 205, 206, 208, 210, 212
- Chemistry 101, 102, 105, 106, 111, 112, 201, 203, 204
- Physical Science 104
- Physics 101, 102, 201, 202
- Mathematics 101, 105, 109, 151, 201, 202, 216, 252
- At least one course must be a laboratory course. Courses must be taken in more than one academic discipline.

C. Social Science - 8-9 credits

- Business Administration (Economics) 203, 204
 - Geography 100, 101, 102
 - History 101, 102, 201, 202, 204, 207, 208, 209
 - Political Science 101, 102, 202, 203, 204, 250
 - Psychology 201, 203, 204, 205, 206, 231, 250
 - Sociology 101, 201, 202, 204, 205, 250
- Courses must be taken in more than one academic discipline

D. Humanities - 8-9 credits

- Art 101, 102, 200, 201, 202, 203, 204
- English 201, 205, 206, 208, 209, 211, 214, 215, 216, 217, 220
- Foreign Language* 101-208, 211, 212, 221, 222, 251 (not FORL 123)
- Humanities 105, 201, 207, 209, 209, 210, 211, 212, 213, 221, 294
- Music 109, 213, 214
- Philosophy 101, 102, 215, 250
- Communication 101
- Theatre 201
- Foreign Language requirements for individual baccalaureate degree programs will be the prerogative of the four-year college. Courses must be taken in more than one discipline

Transfer Areas of Study

Lake Michigan College counselors and academic advisors have guides that outline the transfer curriculum requirements for programs at a wide variety of four-year schools. With these guides and the help of your counselor, you can build an academic plan that will make the most of your time at Lake Michigan College and position you for success when you transfer to the four-year school of your choice. Also, consult the Lake Michigan College Mall at www.macrao.org for transfer equivalencies and curriculum guides. Programs that you can prepare for include:

Accounting	Engineering - Electrical	Optometry
Advertising	Engineering - Mechanical	Pharmacy
Art	Engineering - Chemical	Philosophy
Architecture (one year only)	Engineering - Computer	Physical Therapy
Biology	English	Physicians Assistant
Broadcast Journalism	Environmental Science	Physical Education
Business Administration	Hospitality Management	Physics
Business Education	Law	Political Science
Chemistry	Marketing	Psychology
Chiropractic	Mathematics	Secondary Education
Communications	Medical Technology	Social Work
Computer Science	Medicine	Sociology
Conservation/Forestry	Mortuary Science	Special Education
Dentistry	Music	Speech Pathology
Design & Graphic Arts	Nursing	Theatre
Elementary Education	Occupational Therapy	Veterinary Medicine
		Video Production

Typical Course Loads

To complete an associate's degree in two years, you will need to carry 15-16 credit hours per semester for four, full-time semesters. This course load of four to five classes is recommended only if you are working less than 20 hours per week.

Many students take spring and/or summer classes to reduce their course load during the regular school year. Spring and summer semesters at Lake Michigan College are only seven weeks long compared to the 15-week fall and winter semesters. Because of the accelerated nature of the spring and summer classes, six credit hours, or two classes, is considered a full class load.

Area of Study Transfer Credits

In addition to completing your general education requirements, which are outlined in the MACRAO Transfer Agreement section, you should begin work in your intended major or area of study. Learn about the course requirements in your field of study at the college or university to which you plan to transfer.

To make sure you choose appropriate classes at Lake Michigan College, you should:

1. Decide on the field of study you want to pursue and contact the Career Services Center or an advisor to get more information.
2. Decide on the college or university you plan to attend.
3. Meet with a Lake Michigan College counselor or advisor to plan your program of study. Counselors and advisors have up-to-date information about the transferability of Lake Michigan College courses.
4. Check the MACRAO internet site at www.macrao.org.

5. Once you have selected your transfer school, meet with an admissions representative from that school to better understand their admission process and explore college transfer requirements.
6. Apply to the transfer school one year in advance of the expected transfer date. At this time, you should request that a copy of your official transcript from the Office the Registrar be sent to the transfer school.

Undecided Students

If you know that you want to transfer to a four-year school but are unsure of what area of study you want to pursue, your Lake Michigan College counselor can help you plan a solid associate's degree program. With this, you can transfer to a four-year school, enter at a junior level, and make the most of your time and money at Lake Michigan College. You will also have access to job and career information during your time at Lake Michigan College that will allow you to explore the options available. Through the Career Services Center, people with special knowledge of career options can help you explore jobs and your own interests and talents.

General Education, Degree, & Certificate Requirements

Graduation

Once you complete the general education and degree requirements for graduation, you will be granted the appropriate associate's degree from Lake Michigan College. If you complete requirements for a certificate program, you will receive a Certificate of Achievement. You may graduate at the end of the fall or winter semesters, with commencement exercises held annually at the close of the winter semester in early May.

Graduation Requirements

Once you have earned at least 30 credit hours toward a degree, or 15 hours toward a certificate, you should request a graduation audit. You may graduate under the Lake Michigan College catalog in effect at the time of initial registration at Lake Michigan College or any succeeding catalog. However, no student may graduate under the requirements of a catalog that is more than 10 years old.

Requirements that must be met include:

1. Admission to Lake Michigan College.
2. Satisfactory completion of at least 61 semester hours of work, of which 20 must be completed at Lake Michigan College. Ten of the last 20 hours of credit presented for graduation must be taken at this College (CLEP credit, credit by examination, and prior experiential learning credit may not be applied toward this requirement). Some programs require more than 61 semester hours.
3. Course credits earned for fulfilling the requirements of a certificate and/or an associate's degree must be at the 100-level or above. Courses with numbers below 100 are graded but not used to compute a student's grade point average or calculated into graduation credit hour requirements.
4. A grade point average of not less than 2.00 (C).

December Graduation

If you apply for December graduation, you must complete all coursework by the end of the fall semester. If you don't complete all coursework by the end of fall semester, you will have to re-apply and pay again for another graduation date. As a December graduate, you can attend the May commencement ceremony.

December Graduation Timeline

Applications available September 1

Last day to apply for December graduation October 15

May Graduation

If you apply for May graduation, you can finish any coursework during the spring and/or summer sessions immediately following. If, as a May graduate, you have not completed your coursework by the end of the summer session, you will have to re-apply and pay again for another graduation date.

May Graduation Timeline

Applications available November 1

Last day to apply for May graduation February 28

Fees & Diplomas

Graduation application fees are the same for either the May or December graduation dates. Effective December 2005, the graduation application fee is \$50. This fee is non-refundable. Graduation statements will be posted to your transcripts and your diploma will be mailed approximately six weeks following the date of graduation or completion of all degree requirements.

Transfer Credit for Graduation

Courses you complete with a grade of 2.0 or better on a 4.0 scale at another accredited college will be accepted when they apply to your program at Lake Michigan College. These transfer credits MUST be received no later than two weeks immediately following the date of graduation from Lake Michigan College. Transfer credits must be received via an official college transcript mailed directly to Lake Michigan College. The grade point average (GPA) from another college does not affect the Lake Michigan College GPA.

Cooperative Work Experience

Cooperative Work Experience is a process of education that combines work experience with college instruction as an integral part of the community college curriculum. It is called Cooperative Work Experience because employers and educators cooperate to form a more complete educational program for students. It is a unique plan of education designed to develop skills and provide hands-on experience by integrating classroom study with planned, supervised work experience. At Lake Michigan College, the employer typically pays co-op positions and the student will typically earn college credit.

Internship

Internship is a process of education that combines work experience with college instruction as an integral part of the community college curriculum. Internship is a unique plan of education designed to develop skills and knowledge and to provide hands-on experience specific to a discipline by integrating classroom study with planned, supervised work experience. Internships form a more complete educational program for students. At Lake Michigan College, internships are typically un-paid positions and the student will typically earn college credit.

General Education

In addition to the College requirements, students must select courses from the General Education Groups. Requirements vary for each associate's degree. Virtually all colleges and universities require a number of courses in English, humanities, biological and physical sciences, and social sciences that serve to broaden a student's intellectual background. The minimum group requirements for the various degrees are outlined on page 27.

When you complete the Associate of Arts, Associate of Science, or Associate in Business Administration, you will satisfy the freshman-sophomore general education requirement at most four-year institutions in Michigan by virtue of the Michigan Association of College Registrars and Admissions Officers (MACRAO) Transfer Agreement. See page 24 for more transfer information.

College Requirements

- English 101 and English 102 or 103.
- Political Science 101 or Political Science 102 or History 201 or History 202.
- Physical Education 200 for associate's degree programs only.

Group Requirements

In addition to college requirements, you must select the required courses, which vary for each associate's degree, from the following groups.

Group I Science

- Biology 101, 111, 112, 204, 205, 206, 210, 212
- Chemistry 101, 102, 105, 106, 111, 112, 203, 204
Physical Science 104
Physics 101, 102, 201, 202
- Mathematics 101, 105, 109, 151, 201, 202, 216, 252

NOTE: Only the mathematics courses listed will satisfy graduation requirements for Associate in Arts, Associate in Science, or Associate in General Studies degrees.

Group II Social Science

- Business Administration 203, 204
- Geography 100, 101, 102
- History 101, 102, 201, 202, 204, 207, 208, 209
- Political Science 101, 102, 202, 203, 204
- Psychology 201, 203, 204, 205, 206, 231
- Sociology 101, 201, 202, 204, 205

Group III Humanities

- Art 101, 102, 200, 201, 202, 204
- Theatre 201
- English 201, 205, 206, 208, 209, 211, 214, 215, 216, 217, 220
- Foreign Language 101, 102, 111, 112, 121, 122, 174, 175, 177, 178, 179, 180, 181, 182, 184, 185, 186, 187, 188, 189, 191, 192, 193, 194, 195, 196, 201, 202, 211, 212, 221, 222, 251
- Humanities 105, 201, 207, 208, 209, 210, 211, 212, 213, 221, 294
- Music 109, 213, 214
- Philosophy 101, 102, 215, 250
- Communication 101

Specific Degree Requirements

Associate in Arts

Course Type	Number of Semester Hours	
College requirements	10	
Group I a.	4	
Group I b.	4	
Group I c.	3 or 4	
Group II	6	
Group III	9	in at least two areas
Electives	24 or 25	
Total Hours	61	

Associate in Science

Course Type	Number of Semester Hours	Notes
College requirements	10	
Group I a, b, & c	23-24	At least 8 hours must be from Group I a or b; At least 3-4 must be from Group I c
Group II	6	
Group III	9	In at least two areas
Electives	12 or 13	
Total Hours	61	

Associate in Business Administration

Course Type	Number of Semester Hours	Notes
College requirements	10	
Group I a and b	4	
Group I c	4	Pre-Calculus Algebra 109
Group II	9	Economics 203 & 204, and Sociology 101 or Psychology 201
Communication 101	3	
Group III	6	In at least two areas
Group I, II, or III Elective	5	
Department Requirements	23	See Business Administration Program
Total Hours	64	

Associate in Applied Science

Course Type	Number of Semester Hours	Notes
College requirements	10	
Group I, II, III	11	In at least two areas
Department Requirements	40+	See specific program
Total Hours	61+	

Associate in Applied Business

Course Type	Number of Semester Hours	Notes
College requirements	10	
Group I, II, III	9	In at least two areas
Department Requirements	42+	See specific program
Total Hours	61+	

Associate in Industrial Technology

Course Type	Number of Semester Hours	Notes
College requirements	10	
Department Requirements	51+	See specific program
Total Hours	61+	

Associate in Skilled Trade Technologies

Course Type	Number of Semester Hours	Notes
College requirements	10	
Support courses	14.5	See specific program major
Major courses and electives	36.5	See specific program major
Total Hours	61+	

Associate in General Studies

Course Type	Number of Semester Hours	Notes
CLS 100	1	(recommended in 1st semester)
CIS 100 or 102	3 or 1	
ENGL 101 and 102 or 103	6	
POSC 101 or 102 or HIST 201 or 202	3	
PHED 200	1	
SCIENCE (Group I a or b)	3-4	
MATH (Group I c)	3-4	
ARTS AND HUMANITIES (Group III)	3-4	
Electives	36-40	
Total Hours	61	

Certificate of Achievement

Lake Michigan College offers certain specific certificate programs. Others may be developed to meet particular employment goals. Certificate programs require a minimum of 30 semester hours of credit for the Certificate of Achievement.

Additional Associate's Degrees

You can earn additional associate's degrees when you meet all of the requirements of that particular degree. A minimum of 15 additional semester hours of "C" credit or higher must be completed at Lake Michigan College and these hours must specifically apply in the additional degree. The current College catalog will be used in evaluating the specific course needs for the additional degree.

General Education Requirements for Graduates of Lake Michigan College

Lake Michigan College takes great pride in the quality of its Academic Programs. Data from cooperating baccalaureate institutions have consistently shown that LMC students who transfer to those universities do very well academically. Frequently our students earn higher grade point averages than students who began at the universities and maintain higher averages than the statewide average for transfer students.

A core component of our strong academic program is our General Education Requirement. All associates degree graduates of Lake Michigan College must meet requirements in eight general categories. These requirements were developed by the faculty and academic administrators and were approved by the college administration to be a part of all associate degrees granted. These requirements are embedded in coursework across all curricula and are measured within specific courses.

A well-educated student, upon completion of an associate degree program from Lake Michigan College, will be able to do the following:

1. Arts & Humanities

Demonstrate an awareness of the capacity, values, and variety of human experiences as expressed through the arts and humanities.

2. Communications

Express ideas both orally and in writing; demonstrate the ability to understand written, visual, and spoken communications; convey purpose, meaning, and main ideas effectively to individuals and groups.

3. Critical Thinking

Identify central issues and assumptions in an argument, recognize important relationships, locate additional information sources, make reasonable inferences from data, deduce conclusions from data or information, interpret whether conclusions are warranted on the basis of the data analyzed, and evaluate evidence and authority.

4. Cultural and Society

Demonstrate an awareness of the commonality and diversity of individual and group behavior. Demonstrate awareness of the contemporary global community and its geographic, cultural, economic, political, and historical dimensions. Understand the history, structure, and function of American political, economic, and social institutions.

5. Mathematics

Represent and solve problems using mathematical techniques. Demonstrate an awareness of the usefulness of mathematics in society.

6. Science

Demonstrate how basic principles of science apply to life and an understanding of our universe. Apply the methods of scientific inquiry and research to problem solving.

7. Technology

Describe how changes in modern technology affect the individual, society, and the environment. Demonstrate the ability to use computers and related technology to manage and access information.

8. Wellness

Demonstrate an awareness of the relationship between lifestyle choices and optimal health.