

**2018-2019**



**LAKE  
MICHIGAN  
COLLEGE®**

**COLLEGE  
CATALOG**

## Lake Michigan College



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St. Joseph, Michigan

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## Mission Statement

The philosophy of Lake Michigan College, an institution of higher education, is founded on the belief that education is for all who wish to develop their potential. It is fundamental that a community college assist in meeting the educational, career, cultural, wellness and recreational needs of the community it serves through its courses (credit and non-credit), certificates, degrees, and state-authorized baccalaureate programs. This involves a five-fold obligation:

- to provide for the educational aspirations, needs and learning expectations of the individual and the community;
- to provide for the occupational needs and desires of the learner and the community;
- to provide for the cultural interests and the wellness and recreational needs of the individual, and thus contribute to the development of effective citizens;
- to provide an assurance of quality in programs and in people;
- to develop an international perspective that prepares students, and develop employees and community members for a world economy and global citizenship.

## Values

How Lake Michigan College accomplishes its mission is as important as the mission itself. Fundamental to success for the College are certain basic values:

### ***Excellence***

Every College program and service must be of the highest quality.

### ***Student-Centered/Customer-Focused***

Lake Michigan College must know and understand its students and community.

### ***Responsive***

Programs and services must respond to the needs of students and the community, with constant review, analysis, research and action.

### ***Diversity***

The College should strive to create a diverse community that represents all segments of society, including women, ethnic -minorities and people with disabilities, in its student body, faculty and staff.

### ***Caring***

The campus atmosphere should promote caring for one another as colleagues, including recognition of faculty and staff for exceptional performance, open and honest communication, shared planning, participative management, encouragement of responsible and creative risk-taking, and provisions for professional development. This atmosphere must extend to students and the community.

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Information contained in this College Catalog is correct at the time of publishing. However, this Catalog should not be considered a contract between Lake Michigan College and any student. Lake Michigan College reserves the right to make changes to the information contained herein without notice or obligation.  
Please visit **[lakemichigancollege.edu](http://lakemichigancollege.edu)** for the most current information.

# Academic Calendar 2018-2019

Lake Michigan College has two semesters and an optional summer term. Fall and Spring semesters and Summer term are each fourteen (14) weeks. Each may offer a variety of class session lengths: fourteen (14) weeks, seven (7) weeks, and five (5) weeks; the summer term also offers a ten (10)-week class session. Any course which is less than fourteen (14) weeks in length, except clinical-based courses, is taught in an accelerated format. This calendar is subject to change. Visit [lakemichigancollege.edu/calendar](http://lakemichigancollege.edu/calendar) for current information.

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Fall 2018</u></b>
Apr 6	Friday	Fall 2018 Veterans' Priority Registration begins
Apr 9	Monday	Fall 2018 Traditional Registration begins
Aug 31	Friday	December/Fall 2018 graduation application available online
Sept 1-3	Sat-Mon	Labor Day holiday - College closed
Sept 4	Tuesday	Classes begin for first 5-, 7- and full 14-week courses
Sept 11	Tuesday	Last day to drop first 5-, 7- and full 14-week courses with a refund. No refunds issued after this date.
Sept 25	Tuesday	Mid-term grades due by 2pm for first 5-week courses
Oct 1	Monday	Last day to withdraw from first 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Oct 2	Tuesday	Mid-term grades due by 2pm for first 7-week courses
Oct 5	Friday	Spring 2019 Veterans' Priority Registration begins
Oct 7	Sunday	First 5-week courses end
Oct 8	Monday	Spring 2019 Traditional Registration begins
Oct 8	Monday	Middle 5-week courses begin
Oct 12	Friday	Last day to withdraw from first 7-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Oct 15	Monday	Last day to drop middle 5-week courses with a refund. No refunds issued after this date.
Oct 16	Tuesday	Professional Dev/LMC Day – College closed
Oct 22	Monday	Mid-Term grades due by 2 p.m. for 14-week and Open Entry courses
Oct 23	Tuesday	First 7-week courses end
Oct 23	Tuesday	Mid-term grades due by 2pm for middle 5-week classes
Oct 24	Wednesday	Last 7-week courses begin
Oct 31	Wednesday	Last day to drop last 7-week courses with a refund. No refunds issued after this date.
Nov 2	Friday	Last day to withdraw from middle 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Fall 2018</u></b>
Nov 5	Monday	Last day to withdraw from Summer 2018 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Nov 8	Thursday	Middle 5-week courses end
Nov 9	Friday	December/Fall 2018 graduation application due
Nov 9	Friday	Last 5-week courses begin
Nov 16	Friday	Last day to drop last 5-week courses with a refund. No refunds issued after this date.
Nov 20	Tuesday	Mid-term grades due by 2pm for last 7-week courses
Nov 21- 25	Wed-Sun	Thanksgiving break - College closed
Nov 26	Monday	Last day to withdraw from full 14-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Nov 26	Monday	Last day to withdraw from Open Entry/Defined Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Nov 27	Tuesday	Mid-term grades due by 2pm for last 5-week classes
Dec 2	Sunday	Last day to add Fall 2018 Open Entry/Open Exit and Open Entry/Defined Exit courses.
Dec 6	Thursday	Last day to withdraw from last 7-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Dec 7	Friday	Last day to withdraw from last 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Dec 16	Sunday	Classes end
Dec 18	Tuesday	Final Grades due by 2:00 p.m.
Dec 20	Thursday	Final Grades available to students online
Dec 22- Jan 1, 2019	Saturday- Tuesday	Winter break - College closed
Mar 22, 2019	Friday	Last day to withdraw from Fall 2018 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Spring 2019</u></b>
Oct 5	Friday	Spring 2019 Veterans' Priority Registration begins
Oct 8	Monday	Spring 2019 Traditional Registration begins
Jan 2	Wednesday	College opens
Jan 2	Wednesday	May/Spring 2019 graduation application available online
Jan 14	Monday	Classes begin for first 5-, 7-, and full 14-week courses
Jan 21	Monday	Martin Luther King Day: college open, no classes
Jan 22	Tuesday	Last day to drop first 5-, 7-, and full 14-week courses with a refund. No refunds issued after this date.
Feb 1	Friday	Health Science Application due for MRI & Sonography programs
Feb 5	Tuesday	Mid-term grades due by 2 p.m. for first 5-week classes
<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Spring 2019</u></b>
Feb 8	Friday	Last day to withdraw from first 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Feb 12	Tuesday	Mid-term grades due by 2 p.m. for first 7-week classes

Feb 14	Thursday	Professional Development Day - College closed
Feb 17	Sunday	First 5 week courses end
Feb 18	Monday	Middle 5-week courses begin
Feb 25	Monday	Last day to drop middle 5-week classes with a refund. No refunds issued after this date.
Feb 25	Monday	May/Spring 2019 graduation application due
Feb 25	Monday	Last day to withdraw from first 7-week classes with a guaranteed "W". Withdraw requests received after this date are granted by instructor permission only.
Mar 4 - 10	Mon-Sat	Spring Break - College open Mon-Fri, no classes
Mar 8	Friday	Summer 2019 Veterans' Priority Registration begins
Mar 11	Monday	Mid-Term grades due by 2 p.m. for 14-week and Open Entry classes
Mar 11	Monday	Summer 2019 Traditional Registration begins
Mar 12	Tuesday	Mid-term grades due by 2 p.m. for middle 5-week classes
Mar 14	Thursday	First 7-week classes end
Mar 15	Friday	Last 7-week classes begin
Mar 22	Friday	Last day to withdraw from middle 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Mar 22	Friday	Last day to withdraw from Fall 2018 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Mar 22	Friday	Last day to drop last 7-week classes with a refund. No refunds issues after this date.
Mar 31	Sunday	Middle 5-week courses end
Apr 1	Monday	Last 5-week courses begin
Apr 5	Friday	Fall 2019 Veterans' Priority Registration begins
Apr 8	Monday	Fall 2019 Traditional Registration begins
Apr 8	Monday	Last day to drop last 5-week courses with a refund. No refunds issued after this date.
Apr 9	Tuesday	Mid-term grades due by 2 p.m. for last 7-week classes
Apr 12	Friday	Last day to withdraw from full 14-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Apr 12	Friday	Last day to withdraw from Open Entry/Defined Exit courses with a guaranteed "W". Withdraw requests after this date granted by instructor permission only.
Apr 16	Tuesday	Mid-term grades due by 2 p.m. for last 5-week classes.
Apr 19-Apr 21	Friday - Sunday	Spring Recess - College closed

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Spring 2019</u></b>
Apr 21	Sunday	Last day to add Spring 2019 Open Entry/Open Exit and Open Entry/Defined Exit courses
Apr 25	Thursday	Last day to withdraw from last 7-week classes with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Apr 26	Friday	Last day to withdraw from last 5-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
May 3	Friday	Graduation rehearsal
May 5	Sunday	Classes end
May 5	Sunday	Commencement at 2:00 p.m.
May 7	Tuesday	Final Grades due by 2:00 p.m.
May 9	Thursday	Final Grades available to students online
May 12	Sunday	Health Science Application due for Nursing, Radiologic Technology, and Computed Tomography (CT) programs.
July 8	Monday	Last day to withdraw from Spring 2019 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date granted by instructor permission only.
<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Summer 2019</u></b>
Mar 8	Friday	Summer 2019 Veterans' Priority Registration begins
Mar 11	Monday	Summer 2019 Traditional Registration begins
May 1	Wednesday	August/Summer 2019 graduation application available online
May 12	Sunday	Health Science Application due for Nursing, Radiologic Technology, and Computed Tomography (CT) programs
May 13	Monday	Classes begin for first 7- and full 14-week courses
May 20	Monday	Last day to drop first 7- and full 14-week courses with a refund. No refunds issued after this date.
May 25-27	Sat-Mon	Memorial Day Holiday – College closed
May 28	Tuesday	10-week courses begin
June 4	Tuesday	Last day to drop 10-week courses with a refund. No refunds issued after this date.
June 4	Tuesday	Mid-term grades due by 2 p.m. for first 7-week classes
June 7	Friday	August/Summer 2019 graduation application due
June 20	Thursday	Last day to withdraw from first 7-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
June 30	Sunday	First 7-week courses end
July 1	Monday	Last 7-week courses begin
July 1	Monday	Mid-Term grades due by 2 p.m. for 10-week, 14-week, and and Open Entry classes
July 4	Thursday	Independence Day – College closed

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Summer 2019</u></b>
July 8	Monday	Last day to drop last 7-week courses with a refund. No refunds issued after this date.
July 8	Monday	Last day to withdraw from Spring 2019 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
July 23	Tuesday	Mid-term grades due by 2 p.m. for last 7-week classes Last day to withdraw from 10-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
July 24	Wednesday	
July 29	Monday	Last day to withdraw from full 14-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
July 29	Monday	Last day to withdraw from Summer 2019 Open Entry/Defined Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
August 4	Sunday	Last day to add Summer 2019 Open Entry/Open Exit and Open Entry/Defined Exit courses
Aug 8	Thursday	10-week courses end
Aug 8	Thursday	Last day to withdraw from last 7-week courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.
Aug 12	Monday	Final Grades due by 2pm for 10-week classes
Aug 14	Wednesday	Final Grades for 10-week classes available to students online
Aug 22	Thursday	Classes end
Aug 26	Monday	Final Grades due by 2:00 p.m. for all summer classes
Aug 28	Wednesday	Final Grades available to students online
Nov 1	Friday	Last day to withdraw from Summer 2019 Open Entry/Open Exit courses with a guaranteed "W". Withdraw requests after this date are granted by instructor permission only.



# About Lake Michigan College

Lake Michigan College is a 2-year community college offering associate degrees, certificates, and a wide range of continuing education and workforce training. The College's district includes all of Berrien County, Covert Township, and the South Haven Public Schools district, all in southwest Michigan.

Website: [lakemichigancollege.edu](http://lakemichigancollege.edu)

Phone: 1-800-252-1562

## Campuses

### Benton Harbor Campus

2755 East Napier Avenue  
Benton Harbor, Michigan 49022  
(269) 927-1000



**MAIN BUILDING**



**HANSON TECHNOLOGY CENTER**



**TODD CENTER**



**THE MENDEL CENTER**

### Niles Campus at Bertrand Crossing Niles, MI

1905 Foundation Drive  
Niles, Michigan 49120  
(269) 637-7500



### South Haven Campus South Haven, MI

125 Veterans Boulevard  
South Haven, Michigan 49090  
(269) 695-1391



## Approved Off Campus Sites

### Allegan County Area

#### Technical & Education Center, Allegan, MI

2891 116th Avenue  
Allegan, Michigan 49010  
(269) 927-8170

#### Four Winds Casino, Hartford, MI

68600 Red Arrow Highway  
Hartford, Michigan 49057

#### Four Winds Casino, New Buffalo, MI

11111 Wilson Road  
New Buffalo, Michigan 49117

# Accreditation

## Institutional Accreditation information (HLC)

### HLC Accreditation

Lake Michigan College is accredited by:

[The Higher Learning Commission](http://www.hlcommission.org)  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
(800) 621-7440  
[hlcommission.org](http://hlcommission.org)

To learn more about LMC's accreditations please visit [lakemichigancollege.edu/about/ accreditation](http://lakemichigancollege.edu/about/ accreditation).

## Program Accreditation Information

### Dental Assisting

The program in Dental Assisting is accredited by the Commission on Dental Accreditation of the American Dental Association, (CODA), 2111 East Chicago Avenue, Chicago, IL 60611, Phone: 312-440-4653 a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the U.S. Department of Education. The program is also accredited by the Michigan State Board of Dentistry.

### Diagnostic Medical Sonography

Accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography, located at 6021 University Boulevard, suite 500, Ellicott City, MD 21043; Phone 443-973-3251; [jrcdms.org](http://jrcdms.org).

The program is also accredited by the Commission on Accreditation of Allied Health Education Programs, located at 1361 Park Street, Clearwater, FL 33756; Phone 727-210-2350; [caahep.org](http://caahep.org).

### Magnetic Resonance Imaging

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182; Phone 312-704-5304. [jrcert.org](http://jrcert.org)

## Nursing

The associate degree Nursing program is approved by the Accreditation Commission for Education in Nursing, Inc., (ACEN), 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326, Phone: 404-975-5000 [acenursing.org](http://acenursing.org).

## Medical Assisting

The certificate in Medical Assisting is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350. [caahep.org](http://caahep.org)

## Radiologic Technology

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182; Phone 312-704-5300. [jrcert.org](http://jrcert.org) and [email@jrcert.org](mailto:email@jrcert.org).

# Assurance of Academic Quality

## Policy Statement:

Lake Michigan College assures that students completing coursework with a grade of "C" or better in that course, or earn an Associate Degree or Certificate, will be capable of performing the entry-level skills needed in the respective major or field of study.

If the student is subsequently judged by an employer to be lacking in technical job skills normally expected of an entry-level employee within his/her major, LMC will provide remediation at the employers request, permitting the student to retake a specified course or courses up to 16 semester credit hours within two academic years without additional charge for tuition or fees.

The College provides the same assurance for its continuing education services and short-term training programs and activities for economic development,

job upgrading, personal development, and public service. If a continuing education or short-term training student fails to achieve the learning objectives for a course or program, that student can repeat the module or program at no additional cost.

The College has articulation agreements with several universities. These agreements guarantee the transferability of the associate degree and/or specific courses. Students following the direction of College advisors are assured transferability of earned credits.

Lake Michigan College assures transferring institutions that students who are transferring are competent in courses completed with a grade of "C" (2.0) or better. LMC will, upon recommendation from the institution to which the student transferred, permit the student to retake any course or courses in areas deemed deficient for up to 16 semester credit hours within two academic years. This retake shall result in no tuition charges for the student.

# Program, Transfer, and Degree Information

At Lake Michigan College, it's easy to start here and transfer to any university, or enter a Career Education program and earn an associate degree or a certificate.

Refer to specific program pages in this catalog for detailed program information and faculty contact information. Please work with an advisor to plan your course of study.

## **Certificate Programs**

Certificate programs are a great way to prepare you for entry-level employment or enhance your skills for greater employment opportunity. Certificates are available in a broad range of disciplines and are designed to get your career off to a quick start. Students who earn certificates often return to LMC to earn their associate degrees to advance their careers or transfer to a university. See the appropriate catalog page for additional details or make an appointment with the faculty contact or an academic advisor for more information.

## **Associate Degree Programs**

Associate degree programs that focus on career education prepare students for many well-paying, in-demand careers. Students may earn associate degrees and enter the workforce or transfer to a university, depending on their career goals. Students can select from many areas of study that will lead to one of the following degrees: Associate in Applied Science, Associate in Science, Associate in Arts, Associate in General Studies, or Associate in Business Administration.

## **Transfer Programs and Articulation Agreements**

Lake Michigan College offers a variety of transfer programs. Transfer guides to numerous universities are available at

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

You may also visit [lakemichigancollege.edu/mta](http://lakemichigancollege.edu/mta) and refer to the College and University Transfer Information in the Transfer Areas of Study section of this catalog. Please work with an academic advisor at LMC to build your academic plan so you're well-prepared for a successful transfer to the college or university of your choice.

# Additional Information

## Semester Course Loads

Full-time status: 12+ credits

Three-Quarter-time status: 9-11 credits

Part-time/half-time status: 6-8 credits

Less than half-time status: 1-5 credits

A course load of four to five classes is recommended only if you are working less than 20 hours per week. The maximum credit hours allowed for a 14-week semester or term is 18.

Many students take summer classes to reduce their course load during the regular school year. Summer term courses at Lake Michigan College are 5- to 14-weeks long.

## Maximizing Transfer Credits

In addition to completing your general education requirements, you should complete the coursework outlined in the MTA Transfer Agreement section. You should also begin work in your intended major or area of study. Be sure to 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 Career and Transfer Services or an academic advisor to get more information.
2. Decide on the college or university you plan to transfer to from Lake Michigan College.
3. Meet with a Lake Michigan College academic advisor to plan your program of study. Academic advisors have up-to-date information about the transferability of Lake Michigan College courses.
4. Check out transfer information at [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).
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 of the Registrar be sent to the transfer school.

## Undecided Students

If you know that you want to transfer to a university, but are unsure of what area of study you want to pursue, you should focus on completing the coursework to fulfill the Michigan Transfer Agreement. You should also meet with your Lake Michigan College academic advisor, who can help you plan a solid associate degree program. With this, you can transfer to a university, 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 your options. Through Career and Transfer Services, people with special knowledge of career options can help you explore jobs and your own interests and talents.

# College and University Transfer Information

## Michigan Transfer Agreement (MTA)

The Michigan Transfer Agreement (MTA) facilitates the transfer of students from community colleges to four-year colleges and universities in Michigan. By carefully choosing courses, students may obtain an associate degree from LMC and complete the MTA; however, students do not need to obtain a degree in order to earn the MTA designation. Students who would like to request the "Michigan Transfer Agreement Satisfied" statement on their transcript should contact the Records & Registration Department for an MTA evaluation.

To fulfill the MTA requirements, students must complete at least 30 credits, with at least a "C" (2.00) grade in each course. At least one college-level course must be completed at LMC. All credits will be certified by the LMC Records & Registration Department according to the following distribution:

### A. English/ Communications

Must take at least two (2) courses:

English 101 or Honors 250 and any one of the following courses: English 102; Honors 251; or Communications 101

### B. Mathematics

Must take at least one (1) course:

Mathematics 123, 128, 129, 130, 135, 151, 201, 202, 216, 252; Business Administration 216; Honors 150

### C. Natural Sciences

Must take at least two (2) courses from at least two (2) academic disciplines (all Natural Science courses offered at LMC have the required laboratory component):

Agriculture 110

Biology 101, 108, 110, 111, 112, 204, 205, 206, 210, 212; Honors 101, 111, 112

Chemistry 101, 102, 104, 111, 112, 203, 204

Physical Science 101, 104, 205

Physics 101, 102, 104, 201, 202

### D. Social Sciences

Must take at least two (2) courses from at least two (2) academic disciplines:

Business Administration (Economics) 200, 203, 204

Geography 100, 101, 102

History 101, 102, 201, 202, 204, 205, 207, 209, 210;

Honors 214, 215

Political Science 101, 102, 202, 203, 204, 250, 260;

Honors 141, 143

Psychology 201, 203, 204, 205, 206, 230, 231, 250;

Honors 121, 203, 231

Sociology 101, 201, 202, 204, 205, 210, 250; Honors 130, 209

### E. Humanities/ Fine Arts

Must take at least two (2) courses from at least two (2) academic disciplines (Studio or performances courses do not fulfill MTA requirements and are not listed below.):

Art 101, 102, 200, 201, 202, 203, 204

English 201, 203, 204, 205, 206, 208, 209, 210, 211, 214, 215, 216, 217, 220; Honors 204, 208, 256, 258

Foreign Language 101-202 (excluding FORL 123, 124), 211, 212, 221, 222, 251

Humanities 105, 201, 207, 208, 209, 210, 211, 212, 213, 221, 294

Music 109, 187, 213, 214

Philosophy 101, 102, 215, 250; Honors 171, 175

Drama 201

## **Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Transfer Agreement**

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

NOTE: Students who matriculate to LMC prior to Fall 2014 may complete the MACRAO endorsement; students who matriculate Fall 2014 (or later) will not be eligible for MACRAO and should pursue the MTA instead. Eligible students will have until Fall 2019 to complete the MACRAO Agreement. Colleges and universities that currently accept MACRAO will continue to do so regardless of date of completion. Students should work closely with their intended transfer institution to determine which endorsement and which courses will best fulfill their academic plans.

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

When you earn an Associate in Arts, Associate in Science, Associate in Business Administration, or General Education Certificate of Achievement at LMC, your transcript will have the "MACRAO Agreement Satisfied" notation.

If you have not received one of these associate degrees but you have completed the MACRAO Transfer Agreement requirements as follows, you can have the "MACRAO Agreement Satisfied" notation placed on your transcript by contacting the Records Office.

**A.** English 101 or Honors 250 **and** English 102 or 103 or Honors 251 – 6 credits

**B.** Natural Science – 8 credits

- Biology 101, 108, 110, 111, 112, 204, 205, 206, 210, 212; Honors 101, 111
- Chemistry 101, 102, 104, 105, 106, 111, 112, 203, 204
- Physical Science 101, 104, 205
- Physics 101, 102, 104, 201, 202
- Mathematics 122, 123, 128, 129, 130, 135, 151, 201, 202, 216, 252; BUSA 216; Honors 150

At least one course must be a laboratory science course. Courses must be taken in more than one academic discipline.

**C.** Social Science – 8 to 9 credits

- Business Administration (Economics) 203, 204
- Geography 100, 101, 102
- History 101, 102, 201, 202, 204, 205, 207, 208, 209, 210; Honors 214, 215
- Political Science 101, 102, 202, 203, 204, 250, 260; Honors 141, 143
- Psychology 201, 203, 204, 205, 206, 230, 231, 250; Honors 121, 203, 231
- Sociology 101, 201, 202, 204, 205, 210, 250

Courses must be taken in more than one academic discipline.

**D.** Humanities – 8 to 9 credits

- Art 101, 102, 200, 201, 202, 203, 204
- English 201, 203, 204, 205, 206, 208, 209, 210, 211, 214, 215, 216, 217, 220; Honors 208, 256, 258
- Foreign Language\* 101-202 (excluding FORL 123, 124), 211, 212, 221, 222, 251
- Humanities 105, 201, 207, 208, 209, 210, 211, 212, 213, 221, 294
- Music 109, 187, 213, 214
- Philosophy 101, 102, 215, 250
- Communication 101
- Drama 201

Courses must be taken in more than one academic discipline.

NOTE: See Honors Courses listed under Course Descriptions.



# Credit for Experiential Learning (CEL)

We value the experience that you bring with you when you attend Lake Michigan College. You may even be able to earn college credit for some of your experiences and accomplishments outside of the college classroom. The following options are approved pathways for CEL credit:

**1) Portfolio course** – Students may enroll in a credit for experiential learning portfolio course in which the student produces a portfolio of evidence documenting the rationale for their request, as well as evidence of experiential learning. The portfolio course is designed to guide students in analyzing and documenting acquired knowledge that demonstrates college level learning. The portfolio is evaluated by a faculty member in the discipline for which the credit is being requested. Tuition and fees apply.

**2) Council for Adult and Experiential Learning (CAEL)/Learning Counts**

Students may submit transcripts from the Council for Adult and Experiential Learning (CAEL) for evaluation by the Registrar's Office. Credit awarded through the evaluation of CAEL transcripts is treated as transfer credit.

Students may also register for the CAEL 150 Credit for Experiential Learning Portfolio course (tuition and fees of \$250 apply). Students must build their portfolio based on the LMC course they are seeking credit for and submit the portfolio for evaluation within six months of the start date of the CAEL 150 course. Students will receive either a pass or fail grade. However, only a passing grade will result in receiving credit for the course the portfolio is based on.

**3) Military training evaluation** – Current and former military service members may submit a military transcript for evaluation by the Registrar's Office. Transcript evaluation is based on recommendations by the American Council on Education (ACE). Credit awarded through the evaluation of military transcripts is treated as transfer credit. There is no charge by the College for this evaluation service.

**4) Nationally standardized assessments** – The College may award credit for certain nationally standardized tests, such as CLEP and DSST. A list of acceptable standardized assessments, required scores, and testing fees is available in the Testing Center.

**5) Industry-recognized licensing or certification credential** – Industry-recognized credentials are evaluated by a faculty member in the discipline for which the credit is being requested with recommendations to the appropriate Dean or Director for credit equivalencies. A list of common industry-recognized credentials that align with College courses is available in the Advising Office. Fees may apply.

**6) LMC Challenge Exams** – LMC departments may offer departmental challenge exams for some courses. A list of available challenge exams, required scores, and fees (if applicable) is available in the Advising Office and the Testing Center. Fees may apply.

**Notes regarding CEL credit:**

- You must be admitted to Lake Michigan College to apply for credit for experiential learning.
- You must complete the "Experiential Learning Credit Request" form.
- Fees may apply and are paid to the Cashier's Office before credit is posted to the transcript.
- Credit is indicated on the transcript as experiential learning credit, the equivalent course and number, and the number of semester hours granted.
- Grades and honor points are not given; therefore, credit for experiential learning does not affect the grade point average. An "N" grade will be assigned to Experiential Learning credits.
- Experiential Learning credit is accepted at Lake Michigan College but may not be transferable to other institutions. If you intend to transfer to another college or university, you should discuss the ramifications of such credit with a Lake Michigan College academic or faculty advisor and your transfer institution.

- Lake Michigan College recognizes the College Board Advanced Placement Program (AP). College course credit may be granted if you have participated in the AP program through your high school. For advanced placement consideration, you must pass the Advanced Placement examinations with a score of three or higher and submit a College Action Report to the Records Office.
- Foreign language credit will be awarded solely on the basis of the results of the CLEP examinations and these rules, regardless of your native language.
- General examinations are not acceptable for transfer credit.
- If you have earned credit for a higher level class at Lake Michigan College and successfully complete a CLEP examination for a lower level course, that credit will NOT be applicable toward transfer credit or graduation credit.

For further information regarding CLEP credit, contact an academic advisor.

### **Transfer Students**

If you are coming to Lake Michigan College from another college or university, you may receive a maximum of 120 transfer credits. College coursework completed with a grade of "C" (2.0) or higher at regionally accredited, post-secondary institutions, may be considered for transfer. If you want prior coursework reviewed for possible transfer credit, apply for admission to Lake Michigan College and have an official transcript of your previous academic transcripts sent to the Records Office. An official transcript is one sent to the Lake Michigan College Records Office directly from the sending institution. The Registrar's Office will only use an official transcript from a regionally accredited institution to evaluate for transfer credit.

### **Academic Advising**

Prior to registering as a new student, you should meet with an academic advisor for assistance in planning your first semester schedule and in creating a Student Educational Plan (SEP). Students placing into two or more transitional studies classes will meet with an academic advisor for success planning prior to registration for each semester until the student meets the English (E), Math (M), and Reading (R) proficiencies. Students are encouraged to see an academic advisor anytime they have questions or concerns.

Some specific areas where assistance is provided are:

- Assistance with academic opportunities and choices
- Major selection
- Academic program planning
- Transfer planning
- Referrals for personal counseling
- Student resources available on campus, i.e. disability services, grants, career assessment and tutoring. Appointments with an academic advisor should be made through Student Services. Walk-in advising is offered during peak registration periods near the beginning of each semester or term on a first-come, first-served basis.

Contact Student Services to schedule an advising session; call **(269) 927-8128** for the Napier Campus, **(269) 695-1391** for the Niles Campus at Bertrand Crossing and **(269) 637-7500** for the South Haven Campus.

# Credential Completion and Graduation

Several requirements must be met both to complete a Lake Michigan College (LMC) degree or certificate and to officially graduate from a program. These requirements, as outlined below, must be satisfactorily met prior to credential conferral and will be verified for each student who applies for a degree or certificate.

## **Credential Completion:**

Lake Michigan College offers associate degrees and certificates. Each level of credential requires the following:

### **1. Associate Degree**

To earn an associate degree, a student must satisfactorily complete a minimum of 60 credit hours which apply directly to the degree. This degree has a residency requirement of 20 credit hours; i.e., a minimum of 20 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by exam.

### **2. Certificate**

To earn a certificate, a student must satisfactorily complete 1-59 credit hours, depending on the certificate program, which apply directly to the certificate. Certificates requiring 30 credits or more have a residency requirement of 15 credit hours; i.e., a minimum of 15 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by exam. Certificates requiring less than 30 credit hours do not have a residency requirement, nor are they eligible for Honors recognition.

For any credential earned, the following requirements apply:

1. All credits earned toward a credential must be at or above 100-level coursework.
2. The student must have an active admission application on file and must be considered certificate or degree-seeking.
3. The student must have a cumulative LMC GPA of at least 2.00.

4. All degree and/or certificate program requirements, including transfer credits used toward program completion, must be completed by the last day of the semester in which the student is graduating, for fall and summer graduation applicants. Spring applicants may finish any requirements during the immediately following summer term. Students who do not complete requirements by the end of the immediately following summer term must reapply for graduation. The College does not back-date degree or certificate conferrals.

All credentials which bear academic credit must be formally approved through the College's curriculum process and must be awarded through the graduation process in accordance with this policy and administered by the Registrar's Office.

## **Graduating from a Program:**

A student may graduate from a program under the catalog in effect at the time of matriculation or any subsequent catalog. However, no student may graduate from a program under a catalog that is more than 5 academic years old at the time of graduation.

Students who have completed, or are near completion of, their program requirements must apply for graduation by the published deadline in order to have their degree or certificate award conferred and receive their diploma. This requirement applies regardless of a student's intent to participate in the Commencement Ceremony.

A commencement ceremony is held once per year in May. Summer and fall graduates are invited to participate in the May ceremony.

**Graduating with Honors:**

Honors status for graduation is based upon the student's cumulative LMC GPA and awarded according to the following scale:

Honors: 3.25-3.74 cumulative LMC GPA

High Honors: 3.75-3.99 cumulative LMC GPA

Highest Honors: 4.00 cumulative LMC GPA

Honors status as announced at the Commencement Ceremony does not include the current spring semester, as final grade processing occurs after the ceremony takes place. A final Honors status will be determined at the time of degree conferral.

**Additional Associate Degrees:**

A student may earn subsequent associate degrees if all requirements for the degree have been successfully completed, and provided the following conditions are met:

1. A minimum of 15 additional credit hours of coursework which applies specifically to the additional degree.
2. The additional degree is completed under the requirements in effect at the time of graduation (i.e. the current catalog) and in accordance with all applicable policies.

**Credential Conferral:**

In order to maintain federal reporting compliance, all awards conferred will be posted within 30 calendar days of the end of the semester in which the student completes graduation requirements.

# Work-Based Learning

Work-Based Learning at Lake Michigan College gives you the opportunity to gain work-related experience by applying what you learn in the classroom to real-life situations. Local businesses are looking for motivated, responsible LMC students who would benefit from:

- Cooperative education (co-op)
- Internships
- Job shadowing

## What is Co-op?

Cooperative education (co-op) combines work experience with college instruction. This unique learning opportunity is designed to develop your skills and provide hands-on experience by combining classroom study with planned, supervised work experience. At LMC, co-op positions can be paid or unpaid and you will earn college credit.

## Co-Op Criteria

- 2.0 overall GPA
- Must have completed at least 70% of overall coursework and 50% of major coursework for specific program of study
- Must work a minimum of 150 hours/semester (LMC strongly recommends that students do not work more than 20 hours per week.), or
- Permission of program faculty

## What is an Internship?

An internship gives you the opportunity to gain valuable work experience, build your resume, and network with local professionals in your chosen area of study. At LMC, an internship can be paid or unpaid. In some cases, you may earn college credit.

## Internship Criteria

- 2.0 overall GPA
- Must work a minimum of 30 hours total (LMC strongly recommends that students do not work more than 20 hours per week.)
- Position must span a period of at least two weeks, or
- Permission of program faculty

## What is Job Shadowing?

Job shadowing is the perfect way for you to explore different career interests by accompanying or shadowing an experienced professional in the field throughout a typical workday. You will gain a better understanding of what it is really like to work in that particular field. At LMC, a job shadowing experience is short-term, unpaid, and does not lead to college credit.

To learn more about the Work-Based Learning opportunities at LMC, please contact the Director of Workforce Outreach, call (269) 926-4293 or email [workandlearn@lakemichigancollege.edu](mailto:workandlearn@lakemichigancollege.edu), or visit [lakemichigancollege.edu/workandlearn](http://lakemichigancollege.edu/workandlearn).

# Institutional and General Education Outcomes for Graduates of Lake Michigan College

A core component of Lake Michigan College's strong academic program are the General Education Outcomes. All associate degree graduates of Lake Michigan College must meet outcomes in seven general categories. These outcomes 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. Quantitative Literacy**

Demonstrate the ability to reason and solve quantitative problems in a wide array of contexts; to understand and create sophisticated arguments supported by quantitative evidence; and to clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate)

## **2. Scientific Literacy**

Demonstrate how basic principles of science apply to life and an understanding of our universe. A key component of scientific literacy is the application of the methods of scientific inquiry and research to problem-solving.

## **3. Communication Competence**

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

## **4. Culture and Society**

Demonstrate an awareness of factors and systems that shape human behaviors across time and their implications for people's lives and the earth's sustainability.

## **5. Arts and Humanities**

Demonstrate an awareness of the breadth, diversity, and creativity of the human experience as expressed through the arts and humanities.

## **6. Critical Thinking**

Demonstrate the ability to make decisions on the basis of evidence and logical argument.

## **7. Professional and Life Skills**

Demonstrate an understanding of those skills and activities that enhance both civic and social engagement such as wellness, lifelong learning, ethical and professional values, and teamwork.

# General Education Requirements for Graduates of Lake Michigan College

The General Education requirements\* for graduates of Lake Michigan College are as follows:

## **AA, AS, and ABA Degrees**

2 courses (6 credits) in English/Communications

- Must take English 101 or Honors 250 – AND
- English 102 or Honors 251 – OR – Communication 101

1 course (at least 3 credits) in Mathematics

- Mathematics 123, 128, 129, 130, 135, 151, 201, 202, 216, 252; Business Administration 216

2 courses (at least 8 credits) in Natural Sciences (from at least two academic disciplines)

- Agriculture 110
- Biology 101, 108, 110, 111, 112, 120, 204, 205, 206, 210, 212; Honors 101, 111, 112
- Chemistry 101, 102, 104, 111, 112, 203, 204
- Physical Science 101, 104, 205
- Physics 101, 102, 104, 201, 202

2 courses (at least 6 credits) in Social Sciences (from at least two academic disciplines)

- Must take Political Science 101 or 102 – OR – History 201 or 202
  - 2<sup>nd</sup> course must be from a different discipline chosen from the following:
  - Business Administration (Economics) 200, 203, 204
  - Geography 100, 101, 102
  - History 101, 102, 201, 202, 204, 205, 207, 209, 210; Honors 214, 215
  - Political Science 101, 102, 202, 203, 204, 250, 260; Honors 141, 143
  - Psychology 201, 203, 204, 205, 206, 230, 231, 250; Honors 121, 203, 231
  - Sociology 101, 201, 202, 204, 205, 210, 250; Honors 130, 209

2 courses (at least 6 credits) in Humanities/Fine Arts (from at least two academic disciplines)

- Art 101, 102, 200, 201, 202, 203, 204

- English 201, 203, 204, 205, 206, 208, 209, 210, 211, 214, 215, 216, 217, 220; Honors 204, 208, 256, 258
- Foreign Language 101-202 (excluding FORL 123, 124), 211, 212, 221, 222, 251; Honors 122, 195, 196
- Humanities 105, 201, 207, 208, 209, 210, 211, 212, 213, 221, 294
- Music 109, 187, 213, 214
- Philosophy 101, 102, 215, 250; Honors 171, 175
- Drama 201

1 course (at least 1 credit) in Physical Education & Wellness

- Must take Physical Education 200 or 212 or 214

## **AAS and AGS Degrees**

2 courses (6 credits) in English/Communications

- Must take English 101 (or Honors 250) – AND
- English 102 (or Honors 251) or English 103 or Communication 101

1 course (at least 3 credits) in Mathematics

- Any 100-level course or higher in the Mathematics discipline (including Business Administration 216)

1 course (at least 3 credits) in Natural Sciences

- Any 100-level course or higher in one of the following disciplines:
  - Agriculture (AGRI 110 only)
  - Biology (or Honors 101, 111, 112)
  - Chemistry
  - Physical Science
  - Physics

1 course (at least 3 credits) in Social Sciences

- Must take Political Science 101 or 102 (or Honors 141, 143) – OR – History 201 or 202 (or Honors 214, 215)

1 course (at least 3 credits) in Humanities/Fine Arts

- Any 100-level course or higher in one of the following disciplines:
  - Art
  - Any 200-level English course (or Honors 204, 208, 256, 258)
  - Foreign Language (or Honors 122, 195, 196)
  - Humanities
  - Music
  - Philosophy (or Honors 171, 175)
  - Drama



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\*Certificate Options Available

# Accounting

## Associate in Applied Science Degree *Program Code ACCT*

Advisor: Danny Langston, (269) 927-8968, [dlangston@lakemichigancollege.edu](mailto:dlangston@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition .....	3
Humanities/ Fine Arts.....	3
Math 122, Intermediate Algebra, or Math 123, Quantitative Reasoning .....	4
Natural Sciences .....	3
Social Science.....	3

#### Major Requirements

Business 201, Principles of Accounting I .....	4
Business 202, Principles of Accounting II .....	4
Business 203, Principles of Economics (Macro).....	3
Business 204, Principles of Economics (Micro).....	3
Business 205, Business Law I .....	3
Business 212, Accounting Applications on Computers .....	3
Business 213, Cost Accounting I.....	3
Business 218, Intermediate Accounting I.....	3
Business 219, Intermediate Accounting II.....	3
Business 224, Income Tax Accounting .....	3
Computer Information Systems 108, Office Information Systems .....	3

#### Program Electives (Select 6 Credit Hours)

Business 103, Introduction to Business .....	3
Business 130, Professionalism in the Workplace .....	1
Business 150, Job Search Seminar .....	1
Business 211, Principles of Management .....	3
Business 214, Cost Accounting II.....	3
Business 215, Business Communications.....	3
Business 265, Accounting Co-Op I .....	3
Business 266, Accounting Co-Op II .....	3
Computer Information Systems 100, Foundations of Information Technology .....	3
Computer Information Systems 202, Data Reporting & Analysis.....	3

You should notify your advisor of your intention to take BUSA 265 and BUSA 266 before beginning your second-year classes.

### About the Area of Study

With a two-year degree in accounting, you will be prepared for entry-level accounting positions including bookkeeper, accounts payable, payroll clerk, or assistant to an accountant. You will compute, classify, record, and verify financial data, and develop and maintain financial records.

### Associate Degree

Upon completion of the 60-credit Accounting program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program Sequences

An advisor will help you make necessary changes to these recommended sequences.

### Associate Degree Program

Semester 1	Semester 2	Semester 3
BUSA 201	BUSA 202	BUSA 204
CIS 108	BUSA 203	BUSA 205
ENGL 101	ENGL 102	BUSA 218
MATH 122 or MATH 123	Humanities/ Fine Arts	BUSA 224
Semester 4	Semester 5	
BUSA 212	Elective	
BUSA 213	Natural Science	
BUSA 219		
Social Science		
Elective		

# Art

## Associate in Art Degree – TRANSFER PROGRAM *Program Code 031*

Advisor: Brandon Pierce, (269) 927-8767, [pierce@lakemichigancollege.edu](mailto:pierce@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts.....	6
**Mathematics .....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences .....	3

#### Major Requirements

At least one course in ART .....	3
General Electives .....	27

#### The following Art courses are offered at LMC:

Art 101, Art Appreciation I .....	3
Art 102, Art Appreciation II .....	3
Art 105, Watercolor I .....	2
Art 106, Watercolor II .....	2
Art 109, Basic Design (2-D).....	3
Art 110, Basic Design (3-D).....	3
Art 111, Art Education .....	3
Art 115, Painting I .....	3
Art 116, Painting II .....	3
Art 120, Ceramics I.....	3
Art 121, Ceramics II.....	3
Art 122, Drawing I .....	3
Art 123, Drawing II .....	3
Art 130, Beginning Glassblowing.....	3
Art 200, History of Art I.....	3
Art 201, History of Art II.....	3
Art 203, 20 <sup>th</sup> Century Art History: 1900-1945.....	3
Art 204, 20 <sup>th</sup> Century Art History 1945-present .....	3
Art 212, Sculpture I .....	3
Art 213, Sculpture II.....	3
Art 251, Studio Problems: Painting.....	3
Art 252, Studio Problems: Ceramics .....	3
Art 253, Studio Problems: Sculpture.....	3
Art 254, Studio Problems: Watercolor .....	2
Art 260, Studio Problems: Drawing.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4, or 5 credits.

### About the Area of Study

Study and courses in art can help you develop an appreciation for the visual arts as well as expand your expertise and understanding in the field. You will study art theory and history, and work directly with a given medium in a studio environment in coursework such as design, drawing, painting, photography, ceramics, glassblowing, printmaking and sculpture.

Also of great importance will be building your portfolio that represents all of your work prior to transfer. Students who complete this program will receive an Associate in Art degree. Courses are open to all students.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Automation Engineering

## Associate in Applied Science Degree *Program Code AENG*

Advisor: Kevin Kreitner, (269) 927-1000, ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

Business 203, Macro Economics .....	3
English 101, English Composition .....	3
English 103, Technical Writing .....	3
Mathematics 100, Applied Mathematics .....	4
Philosophy 102, Introduction to Logic .....	3
Physics 110, Technical Physics .....	4

#### Major Requirements

Electronics 100, DC Electricity .....	4
Electronics 106, AC Electricity .....	3
Engineering 113, Engineering Design & Graphics .....	4
Engineering 210, Advanced CAD Techniques .....	3
Industrial Maintenance 204, Basic Hydraulics & Pneumatics .....	2
Manufacturing Technology 120, Fundamentals of Programmable Controllers .....	2
Manufacturing Technology 122, Introduction to Robotics .....	2
Manufacturing Technology 260, Automation for Manufacturing .....	3
Manufacturing Technology 261, Automation for Manufacturing II .....	3
Mathematics 110, Technical Mathematics .....	4

#### Choose One Track:

##### Electrical Controls Track

Computer Information Systems 140, Networking Foundations .....	3
Electronics 151, Transformers and Motor Controls .....	4
Electronics 152, Transformers and Motor Controls II .....	4
Manufacturing Technology 123, Advanced Programmable Controller .....	2
Manufacturing Technology 222, Industrial Robotics .....	4

##### Mechanical Track

Drafting and Design 102, Machine Drawing .....	3
Drafting and Design 211, Machine Design .....	3
Engineering 205, Descriptive Geometry .....	3
Machine Tool Technology 110, Machine Tool I .....	3
Machine Tool Technology 120, Machine Tool II .....	3
Trade Related Instruction 134, Metallurgy and Heat Treatment .....	3

### About the Area of Study

The purpose of the Automation Engineering program is to prepare individuals to apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions for research, production and operations, and applications to specific engineering specialties. The Automation Engineering program concentrates on product design principles, materials, and manufacturing processes. The primary program objective is to prepare students to assist and support engineers with projects and research and development. Students will be trained in skills and techniques related to branches of engineering, with practical understanding of general engineering concepts.

### Associate Degree

When you complete the Automation Engineering program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Biology

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 061*

Advisors: Dr. Jessica Beachy, (269) 927-8878, [jbeachy@lakemichigancollege.edu](mailto:jbeachy@lakemichigancollege.edu)  
Dr. Melissa Howse-Kurtz, (269) 927-8623, [mhowse@lakemichigancollege.edu](mailto:mhowse@lakemichigancollege.edu)  
Dr. Susan Balmes, (269) 927-8624, [sbalmes@lakemichigancollege.edu](mailto:sbalmes@lakemichigancollege.edu)  
Dr. Fran Miles, (269) 927-1000 ext. 7157, [miles@lakemichigancollege.edu](mailto:miles@lakemichigancollege.edu)  
Frank Stijnman, (269) 927-8862, [stijnman@lakemichigancollege.edu](mailto:stijnman@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Biology 111, Principles of Biology I .....	4
Chemistry 111, General Chemistry I .....	4
English 101, English Composition .....	3
English 102, English Composition .....	3
*Humanities/Fine Arts.....	6
Mathematics 151, Calculus I .....	5
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences .....	3

#### Major Requirements

Biology 112, Principles of Biology II .....	4
Chemistry 112, General Chemistry II .....	4
Students are required to take 2 out of the 4 following Biology classes:	
Biology 205, Human Anatomy, or Biology 206, Human Physiology, or Biology 210, Microbiology, or Biology 212, Genetics.....	8
General Electives .....	12

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

Biology deals with living organisms and vital processes, including microbial, plant, and animal life. Your study in biology may include coursework in areas such as environmental biology, plant biology, ecology, evolution, human anatomy, human physiology, cell biology, molecular biology, biotechnology, microbiology and genetics.

A biology concentration consists of a minimum of 16 hours of coursework in the discipline.

There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Business

## Associate in Applied Science Degree *Program Code BUSI*

Advisor: Joe Zwiller, (269) 927-1000 ext. 5003, [jzwiller@lakemichigancollege.edu](mailto:jzwiller@lakemichigancollege.edu)  
Kristi Lafrenz, (269) 927-8766, [klafrenz@lakemichigancollege.edu](mailto:klafrenz@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing .....	3
Humanities/Fine Arts.....	3
Mathematics 123, Quantitative Reasoning .....	4
Natural Science .....	3
Social Science .....	3

#### Major Requirements

Business 101, Business Accounting I, or Business 201, Principles of Accounting I.....	3-4
Business 103, Introduction to Business .....	3
Business 203, Principles of Economics (Macro) or Business 200, Introduction to Economics.....	3
Business 209, Principles of Marketing.....	3
Business 215, Business Communication.....	3
Business 216, Business Statistics.....	3
Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 202, Data Reporting & Analysis.....	3
Mathematics 129, Finite Mathematics.....	4

#### Program Electives (16 credits)

##### Sales & Customer Service Track

Business Administration 104, Salesmanship .....	3
Business Administration 105, Retailing.....	3
Business Administration 115, Principles of Customer Service .....	3
Business Administration 130, Professionalism in the Workplace .....	1
Business Administration 207, Small Business Management .....	3
Business Administration 261, Distributive Ed Co-op I, or Business Administration 262, Distributive Education Co-op II, or Business Administration 211, Principles of Management .....	3

##### Small Business Management Track

Business Administration 104, Salesmanship.....	3
Business Administration 115, Principles of Customer Service .....	3
Business Administration 130, Professionalism in the Workplace .....	1
Business Administration 205, Business Law I.....	3
Business Administration 207, Small Business Management .....	3
Business Administration 261, Distributive Ed Co-op I, or	

#### Program Electives, continued

##### Supervisory Skills Track

Business Administration 108, Supervisory Skills.....	3
Business Administration 115, Principles of Customer Service .....	3
Business Administration 130, Professionalism in the Workplace .....	1
Business Administration 225, Personnel Management .....	3
Business Administration 261, Distributive Ed Co-op I, or Business Administration 262, Distributive Education Co-op II, or Business Administration 211, Principles of Management .....	3
Psychology 201, Introduction to Psychology .....	3

##### Computer Information Systems

Business Administration 130, Professionalism in the Workplace .....	1
Computer Information Systems 100, Foundations of Information Technology .....	3
Computer Information Systems 111, Database Systems.....	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 158, Geospatial Technologies or 255, Structured Query Language or 264, Advanced C++ Programming .....	4
Computer Information Systems 295, Project Management .....	3

# Business, continued

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## About the Area of Study

The A.A.S. in Business program prepares graduates for entry-level and managerial positions in business. The emphasis is on preparing professionals who will contribute immediately in an office environment. For those students currently employed, the degree can provide the foundation for future growth in their business careers. The program is designed to help students develop functional business knowledge, apply professional and effective business communication, develop analytical and problem solving skills, understand and use computer-based information systems, recognize and analyze ethical problems, exhibit professional behaviors and acquire an appreciation for diverse perspectives. Students find employment across a wide spectrum of industries in entry-level and managerial positions that can represent customer service, sales, administration and executive assistants.

## Degree Options

By completing the 63-credit program in Business, you may apply for an Associate in Applied Science degree.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

## Sample Program Sequences

An advisor will help you make necessary changes to this recommended sequence.

### Associate Degree Program

#### Semester 1

BUSA 103  
ENGL 101  
Humanities/  
Fine Arts  
MATH 123  
CIS 108

#### Semester 2

ENGL 102  
MATH 129  
BUSA 215  
CIS 202  
BUSA 209

#### Semester 3

BUSA 201  
BUSA 216  
BUSA 200  
TRACK ELECTIVE  
TRACK ELECTIVE

#### Semester 4

NATURAL SCIENCE  
SOCIAL SCIENCE  
BUSA 130  
TRACK ELECTIVE  
TRACK ELECTIVE

NOTE: You should notify your program advisor and the co-op coordinator of your intention to take BUSA 261 or 262 before beginning your second-year classes.



# Business

Certificate of Achievement – Computer Information Systems *Program Code COIS*

Certificate of Achievement – Sales and Customer Service *Program Code SACS*

Certificate of Achievement – Small Business Management *Program Code SMBU*

Certificate of Achievement – Supervisory Skills *Program Code SUSK*

Advisor: Joe Zwiller, (269) 927-8100, ext. 5003, [jzwiller@lakemichigancollege.edu](mailto:jzwiller@lakemichigancollege.edu)

Kristi Lafrenz, (269) 927-8766, [klafrenz@lakemichigancollege.edu](mailto:klafrenz@lakemichigancollege.edu)

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## Certificate Requirements ..... Credit Hours

### Computer Information Systems

Business Administration 130, Professionalism in the Workplace.....	1
Computer Information Systems 100,	
Foundations of Information Technology.....	3
Computer Information Systems 111, Database Systems .....	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 158, Geospatial Technologies or	
255, Structured Query Language or	
264, Advanced C++ Programming .....	4
Computer Information Systems 295, Project Management.....	3

### Sales & Customer Service Track

Business Administration 104, Salesmanship .....	3
Business Administration 105, Retailing .....	3
Business Administration 115, Principles of Customer Service.....	3
Business Administration 130, Professionalism in the Workplace.....	1
Business Administration 207, Small Business Management.....	3
Business Administration 261, Distributive Ed Co-op I, or	
Business Administration 262, Distributive Education Co-op II, or	
Business Administration 211, Principles of Management.....	3

### Small Business Management Track

Business Administration 104, Salesmanship .....	3
Business Administration 115, Principles of Customer Service.....	3
Business Administration 130, Professionalism in the Workplace.....	1
Business Administration 205, Business Law I .....	3
Business Administration 207, Small Business Management.....	3
Business Administration 261, Distributive Ed Co-op I, or	
Business Administration 262, Distributive Education Co-op II, or	
Business Administration 211, Principles of Management.....	3

### Supervisory Skills Track

Business Administration 108, Supervisory Skills .....	3
Business Administration 115, Principles of Customer Service.....	3
Business Administration 130, Professionalism in the Workplace.....	1
Business Administration 225, Personnel Management.....	3
Business Administration 261, Distributive Ed Co-op I, or	
Business Administration 262, Distributive Education Co-op II, or	
Business Administration 211, Principles of Management.....	3
Psychology 201, Introduction to Psychology.....	3

# Business Administration

## Associate in Business Administration Degree – TRANSFER PROGRAM *Program Code 150*

Advisors: Lisa Augustyniak, (269) 927-7181, [augustyn@lakemichigancollege.edu](mailto:augustyn@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Business 203, Principles of Economics (Macro) .....	3
English 101, English Composition.....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	6
Mathematics 128, Pre-Calculus Algebra, or Mathematics 129, Finite Mathematics .....	4
Natural Sciences .....	6
Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	3
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3

#### Major Requirements

Business 103, Introduction to Business.....	3
Business 201, Principles of Accounting.....	4
Business 202, Principles of Accounting II... 4	
Business 204, Principles of Economics (Micro) .....	3
Business 209, Principles of Marketing .....	3
Business 215, Business Communication .....	3
Business 216, Business Statistics.....	3
Business 220, Organizational Behavior .....	3
Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 202, Data Reporting and Analysis .....	3

### About the Area of Study

The Business Administration program is a transfer program that will help you learn business and communication principles that can lead to careers in accounting, economics, finance, general business, management, marketing, human resource administration, and public relations.

### Associate Degree

Upon completion of the 63-credit hour Business Administration program, you may apply for an Associate in Business Administration degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program Sequences

An advisor will help you make necessary changes to this recommended sequence.

### Associate Degree Program

Semester 1	Semester 2
BUSA 103	MATH 129
CIS 108	ENGL 102
ENGL 101	HUMANITIES
HUMANITIES	PHSC 101
BIOL 101 CIS 202	

Semester 3	Semester 4
BUSA 201	BUSA 202
BUSA 215	BUSA 209
BUSA 216	BUSA 204
POSC 101	BUSA 220
BUSA 203	PHED 200

# Casino Management – Four Winds

## Advanced Certificate *Program Code 313*

Advisor: Chris Woodruff, (269) 927-8868, [woodruff@lakemichigancollege.edu](mailto:woodruff@lakemichigancollege.edu)

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### Certificate Requirements ..... Credit Hours

#### General Education Requirements

Communication 101, Introduction to Public Speaking .....	3
CIS 108, Office Information Systems .....	3

#### Major Requirements

Business 103, Introduction to Business .....	3
Business 201, Principles of Accounting I .....	4
Business 211, Principles of Management .....	3
Business 220, Organizational Behavior .....	3
Hospitality Management 201, Restaurant Operations .....	3
Hospitality Management 202, Introduction to Casino Management .....	3
Hospitality Management 253, Tourism .....	3
Hospitality Management 255, Hotel Management & Operations .....	3

### About the Area of Study

Graduates of the Casino Management program may select from a variety of management careers in gaming, marketing, security and surveillance, hotels, resorts, restaurants and event planning.

Some careers include assistant casino manager, table games manager, slot machines manager, director of security, director of surveillance, and convention services manager. In all of these positions, strong guest service, leadership, human resources, problem solving, and math skills are required.

This degree is currently offered exclusively to Four Winds Casino employees. Please see the program advisor for any questions concerning this degree.

### Certificate & Associate Degree

Upon completion of the 31-credit program, you may apply for an Advanced Certificate.

Upon completion of the 60-credit program, you may apply for an Associate in Applied Science degree. Certificate requirements may be applied to the degree program.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Certificate Program

Semester 1	Semester 2
CIS 108	COMM 101
BUSA 103	BUSA 201
BUSA 211	BUSA 220
HOSP 202	HOSP 201
HOSP 255	HOSP 253

# Casino Management – Four Winds

Associate in Applied Science Degree *Program Code 314*

Advisor: Chris Woodruff, (269) 927-8868, [woodruff@lakemichigancollege.edu](mailto:woodruff@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 123, Quantitative Reasoning .....	4
Natural Sciences .....	3
Psychology 201, Introduction to Psychology, or Sociology 101, Principles of Sociology .....	3

### Major Requirements

Business 103, Introduction to Business .....	3
Business 115, Principles of Customer Service .....	3
Business 201, Principles of Accounting I .....	4
Business 203, Principles of Economics (Macro).....	3
Business 211, Principles of Management .....	3
Business 220, Organizational Behavior .....	3
Hospitality Management 201, Restaurant Operations .....	3
Hospitality Management 202, Introduction to Casino Management.....	3
Hospitality Management 251, Marketing of Hospitality Services .....	3
Hospitality Management 252, Supervisory Skills & Human Relations .....	3
Hospitality Management 253, Tourism .....	3
Hospitality Management 254, Hospitality Cost Control Systems .....	3
Hospitality Management 255, Hotel Management & Operations .....	3
General Elective .....	1

## About the Area of Study

Graduates of the Casino Management program may select from a variety of management careers in gaming, marketing, security and surveillance, hotels, resorts, restaurants and event planning.

Some careers include assistant casino manager, table games manager, slot machines manager, director of security, director of surveillance, and convention services manager. In all of these positions, strong guest service, leadership, human resources, problem solving, and math skills are required.

This degree is currently offered exclusively to Four Winds Casino employees. Please see the program advisor for any questions concerning this degree.

## Associate Degree

Upon completion of the 60-credit program, you may apply for an Associate in Applied Science degree. Certificate requirements may be applied to the degree program.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

## Associate Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103 or
BUSA 103	COMM 101
BUSA 211	HOSP 201
HOSP 202	HOSP 253
HOSP 255	Humanities/Fine Arts
	MATH 123
Semester 3	Semester 4
BUSA 115	PSYC 201 or
HOSP 251	SOC 101
HOSP 252	BUSA 220
Natural	BUSA 201
Sciences	HOSP 254
BUSA 203	Elective

# Chemistry

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 064*

Advisors: Dr. Bal Barot, (269) 927-8754, [barot@lakemichigancollege.edu](mailto:barot@lakemichigancollege.edu)  
Dr. John Beck, (269) 927-1000 ext. 2986, [jbeck@lakemichigancollege.edu](mailto:jbeck@lakemichigancollege.edu)  
Leah Parkinson (269) 927-8769, [lparkinson@lakemichigancollege.edu](mailto:lparkinson@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Biology 111, Principles of Biology I .....	4
Chemistry 111, General Chemistry I .....	4
English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts.....	6
Mathematics 151, Calculus I .....	5
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present .....	3
*Social Sciences .....	3

#### Major Requirements

Chemistry 112, General Chemistry II .....	4
Chemistry 203, Organic Chemistry I .....	4
Chemistry 204, Organic Chemistry II .....	4
Mathematics 201, Calculus II .....	5
Physics 201, Engineering Physics I .....	5
Physics 202, Engineering Physics II .....	5
General Electives.....	1

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

Chemistry deals at the atomic level with the material of which the world is composed. As a chemist, you will study these materials along with their compositions, structures, and changing properties. Hands-on laboratory experiences will allow you to develop experimental techniques and provide you with opportunities to apply the chemical principles that you have learned. Industry, agriculture, education, medicine, and government offer opportunities for employment in chemistry. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [www.lakemichigancollege.edu/transfer](http://www.lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Child Development

Advanced Certificate – Child Development *Program Code CHDE*

Associate in Applied Science Degree – TRANSFER PROGRAM *Program Code CHDV*

Advisors: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)

Nicole Hatter, (269) 927-8185, [nhatter@lakemichigancollege.edu](mailto:nhatter@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

*English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking .....	3
*Mathematics 123 Quantitative Reasoning, or Higher .....	3
Music 200, Music for the Elementary Teacher .....	3
Natural Science .....	3
Social Sciences .....	3

### Major Requirements

*Art 111, Art Education .....	3
English 214, Children's Literature.....	3
*Child Development 110, Introduction to Child Development Theories and Practices.....	3
*Child Development 111, Early Childhood Learning Environments.....	2
*Child Development 112, Curriculum and Assessment for Young Children .....	3
*Child Development 113, Guiding Young Children's Social Development .....	3
Child Development 210, Curriculum and Assessment for Young Children, II .....	3
Child Development 211, Diversity in Child Development.....	3
Child Development 212, Administration of Early Childhood Programs .....	3
Child Development 213, Current Issues and Advocacy in the Early Childhood Field.....	3
*Psychology 201, Introduction to Psychology.....	3
*Psychology 203, Human Development.....	3
*Education 101, Foundations of Education.....	3
*Physical Education 208, Introduction to Elementary Physical Education .....	2
General Electives.....	2

\* Courses are required for the Advanced Certificate.

### Sample Program Course Sequence

Fall Semester	Spring Semester	Summer Semester
ENGL 101	MATH 123 or higher	PSYC 203
EDUC 101	PSYC 201	
CHDV 110	ART 111	
CHDV 111	CHDV 113	
CHDV 112	PHED 208	
<b>Fall Semester</b>	<b>Spring Semester</b>	
ENGL 102 OR COMM 101	PHSC 205 OR BIOL 101 OR CHEM 101 OR BIOL 204	
ENGL 214	SOC 101 OR POSC 101 OR HIST 201 OR BUSA 200	
MUSI 200		
CHDV 211	CHDV 210	
CHDV 212	CHDV 213	
	Elective	

## About the Area of Study

The growing field of early childhood education (birth through age 8) includes many different job opportunities. As a child development major, you might enjoy a variety of career options after you graduate including a child care teacher, an assistant director or director of a child care facility, a private preschool teacher, nanny, director of a preschool program, an elementary school assistant, or Head Start assistant.

Lake Michigan College offers students two program options, an Advanced Certificate and an Associate of Applied Science degree. Upon completion of the Associate degree, LMC graduates have the option to move into their career path or, if they want to earn a Bachelor degree, transfer to a four-year institution's Child Development and Family Studies program.

The child development program also offers courses for those seeking application for their Child Development Associate (CDA) credential through the state of Michigan. The CDA credential is the most widely recognized credential in early childhood education and is a key stepping stone on the path of career advancement. LMC does not award the CDA credential, but information on requirements and application for the CDA can be found online at <http://www.cdacouncil.org/credentials/apply-for-cda>

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. The curriculum for students planning to transfer to a 4-year institution varies considerably. LMC has developed articulation agreements/partnerships with many colleges and universities. Agreements are designed to facilitate the transfer of credits from LMC to these Colleges of Education. See your Academic Advisor for assistance in developing your Student Education Plan or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Computed Tomography (CT)

## Certificate of Achievement *Program Code COTG*

Advisors: Ildiko Widman, (269)-927-5102, [widman@lakemichigancollege.edu](mailto:widman@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

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### Program Prerequisites

There are special admission requirements for the Computed Tomography (CT) program. Acceptance into this program is competitive and based on a point system and verification of a valid licensure in Radiologic Technology, Radiation Therapy, OR Nuclear Medicine. All accepted students are required to pass a criminal background check and drug screen prior to admission into the program. Contact Academic Advising at ext. 8128 for an appointment or the Health Sciences office at ext. 8768 for complete details.

### Certificate Requirements ..... Credit Hours

#### Certificate Requirements

Computed Tomography 210, Patient Care and Safety .....	1
Computed Tomography 215, Principles of CT .....	1
Computed Tomography 220, CT Instrumentation .....	2
Computed Tomography 230, CT Procedures and Pathophysiology 1 .....	3
Computed Tomography 231, CT Procedures and Pathophysiology 2 .....	3
Computed Tomography 240, Clinical Practice 1.....	3
Computed Tomography 241, Clinical Practice 2.....	3

### About the Area of Study

Computed Tomography (CT) Technologists are highly skilled professionals trained to operate CT equipment, which produces cross-sectional images of bones, organs, and tissue that are used to diagnose medical conditions in medical facilities and outpatient centers under the direct supervision of a health care provider. The CT program is aligned with standards and requirements of the American Registry of Radiologic Technology (ARRT). Upon completion of the CT program, graduates will be eligible to take the ARRT-CT exam. Upon passing the CT exam, Radiologic Technologists have earned their RT(R)(CT).

The CT program is offered through a partnership with other Michigan Community Colleges in the Michigan Radiologic and Imaging Science (MiRIS) Consortium. Each college enrolls students in the program under their admission criteria and awards the degree according to the college's completion requirements.

### Certificate and Degree Options

Upon completion of the 16-credit program students may apply for a Certificate of Achievement.

### Sample Program Sequence

Semester 1	Semester 2
Fall	Spring
CTG 210	CTG 220
CTG 215	CTG 231
CTG 230	CTG 241
CTG 240	

# Computer Information Systems

Advanced Certificate – CISCO *Program Code 165*

Certificate of Achievement –

Geospatial Information Science & Technology (GIST) *Program Code GIST*

Advisors: Shawn Hisle, (269) 927-8166, [shisle@lakemichigancollege.edu](mailto:shisle@lakemichigancollege.edu)

Jay Keeler, (269) 927-8772, [jkeeler@lakemichigancollege.edu](mailto:jkeeler@lakemichigancollege.edu)

Kyle Kelly, (269) 927-4568, [kkelly@lakemichigancollege.edu](mailto:kkelly@lakemichigancollege.edu)

## Certificate Requirements ..... Credit Hours

### CISCO

Computer Information Systems 100, Foundations of Information Technology, or Computer Information Systems 106, Operating Systems Foundations, or Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 140, Network Foundations .....	3
Computer Information Systems 155, Comparative Operating Systems.....	3
Computer Information Systems 156, Computer Security .....	3
Computer Information Systems 200, IT Support .....	3
Computer Information Systems 226, Routing & Switching .....	3
Computer Information Systems 227, Connecting Networks .....	3
Computer Information Systems 228, Scaling Networks.....	3
Computer Information Systems 242, Windows Server .....	3
English 101, English Composition .....	3

### Geospatial Information Science & Technology

Computer Information Systems 158, Geospatial Technologies .....	3
Computer Information Systems 237, Geographic Information Systems.....	3
Computer Information Systems 238, Remote Sensing .....	3
Computer Information Systems 239, Field Methods in GIS .....	3
Computer Information Systems 277, Advanced GIS .....	3
Computer Information Systems 278, GeoDatabase Design & Web GIS .....	3
Computer Information Systems 279, GIS Customization & Programming .....	3

## About the Area of Study - CISCO

The CIS CISCO option will allow you to develop skills using the de facto network standard throughout the world. This certificate aligns students for the following professional certifications: Compia A+/Security+, Cisco CCENT/CCNA, and Microsoft MCSA.

### Advanced Certificate Program

Semester 1	Semester 2
CIS 100 or 108	CIS 156
CIS 140	CIS 226
CIS 200	ENGL 101
Semester 3	Semester 4
CIS 155	CIS 227
CIS 228	CIS 242

## About the Area of Study - GIST

Identified by the U.S. Department of Labor as one of the top three growth sectors in the workplace, GIST provides multi-disciplinary tools to collect, manage, analyze and present information that is spatial, or has a “where” component. This certificate is offered as a stand-alone program or a complement to several degree programs.

Applications include business and marketing analysis, demographic studies, emergency management, urban planning, crimes analysis, homeland security, and natural resource management. Because uses for geospatial technology are so widespread and diverse, the market is growing at an annual rate of over 35%, with the commercial subsection of the market expanding at the rate of over 100 percent each year (Source: Geospatial Information & Technology Association).

### Certificate of Achievement Program

Semester 1	Semester 2
CIS 158	CIS 237
	CIS 238
Semester 3	Semester 4
CIS 239	CIS 278
CIS 277	CIS 279



# Computer Information Systems

Certificate of Achievement – Information Technology *Program Code 161A*

Certificate of Achievement – Web Development *Program Code 161D*

Advisors: Shawn Hisle, (269) 927-8166, [shisle@lakemichigancollege.edu](mailto:shisle@lakemichigancollege.edu)

Jay Keeler, (269) 927-8772, [jkeeler@lakemichigancollege.edu](mailto:jkeeler@lakemichigancollege.edu)

Kyle Kelly, (269) 927-4568, [kkelly@lakemichigancollege.edu](mailto:kkelly@lakemichigancollege.edu)

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## Certificate Requirements ..... Credit Hours

### Information Technology

Computer Information Systems 106, Operating Systems Foundations .....	3
Computer Information Systems 100, Foundations of Information Technology, or Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 119, Programming Logic and Design.....	3
Computer Information Systems 140, Network Foundations .....	3
Computer Information Systems 156, Computer Security .....	3
Computer Information Systems 200, IT Support.....	3
Computer Information Systems 240, Systems Analysis & Design.....	3

### Web Development

Computer Information Systems 100, Foundations of Information Technology .....	3
Computer Information Systems 111, Database Systems.....	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 119, Programming Logic and Design, or Computer Information Systems 164, C++ Programming .....	3
Computer Information Systems 219, Client-Side Web Development.....	3
Computer Information Systems 220, Web Programming.....	3
Computer Information Systems 221, Server-Side Scripting.....	3

## About the Area of Study – Information Technology

The CIS Information Technologies option emphasizes the overall business support function of computer information systems. It can lead to careers working a help desk and computer support specialist.

### Certificate of Achievement Program

Semester 1	Semester 2
CIS 100 or 108	CIS 106
CIS 119	CIS 118
CIS 140	CIS 156
CIS 200	CIS 240

## About the Area of Study – Web Development

The Web Development certificate is offered as a stand-alone program or a complement to several degree programs. This program will allow you to develop skills in a variety of popular web design and programming languages. Web designers and programmers can be found in almost every industry including telecommunications, financial institutions, educational institutions, government agencies, and management firms. Web design and maintenance are regular features of any business whether large or small.

### Certificate of Achievement Program

Semester 1	Semester 2	Semester 3
CIS 100	CIS 219	CIS 221
CIS 111	CIS 220	
CIS 118		
CIS 119		

# Computer Information Systems

## Associate in Applied Science Degree – Applications Development

Program Code APDV

Advisors: Jay Keeler, (269) 927-8772, [jkeeler@lakemichigancollege.edu](mailto:jkeeler@lakemichigancollege.edu)  
Shawn Hisle, (269) 927-8166, [shisle@lakemichigancollege.edu](mailto:shisle@lakemichigancollege.edu)  
Kyle Kelly (269) 927-4568, [kkelly@lakemichigancollege.edu](mailto:kkelly@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing .....	3
Humanities/ Fine Arts .....	3
Math 123, Quantitative Reasoning, or Higher, excluding MATH 200, MATH 210 or MATH 265 .....	4
Natural Sciences .....	3
Social Sciences .....	3

#### Major Requirements

Computer Information Systems 100, Foundations of Information Technology, or Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 106, Operating System Foundations	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 119, Programming Logic and Design	3
Computer Information Systems 140, Network Foundations .....	3
Computer Information Systems 156, Computer Security .....	3
Computer Information Systems 164, C++ Programming .....	3
Computer Information Systems 240, Systems Analysis & Design .....	3
Computer Information Systems 264, Advanced C++ Programming ...	3
Computer Information Systems 266, Java Programming .....	3
Computer Information Systems 268, C# Programming .....	3
Computer Information Systems 291, Software Engineering .....	3

#### Electives (Select 6 Credit Hours)

Computer Information Systems 111, Database Systems .....	3
Computer Information Systems 155, Comparative Operating Systems .....	3
Computer Information Systems 158, Geospatial Technologies .....	3
Computer Information Systems 170, Unix/Linux Operating Systems	3
Computer Information Systems 200, IT Support .....	3
Computer Information Systems 202, Data Reporting & Analysis .....	3
Computer Information Systems 208, Adv. Microcomputing Apps .....	3
Computer Information Systems 219, Client-Side Web Development .	3

#### Electives (Select 6 Credit Hours), continued

Computer Information Systems 220, Web Programming .....	3
Computer Information Systems 221, Server-Side Scripting .....	3
Computer Information Systems 226, Routing & Switching .....	3
Computer Information Systems 227, Connecting Networks .....	3
Computer Information Systems 228, Scaling Networks .....	3
Computer Information Systems 237, Geographic Information Systems .....	3
Computer Information Systems 238, Remote Systems .....	3
Computer Information Systems 239, Field Methods in GIS .....	3
Computer Information Systems 242, Windows Server .....	3
Computer Information Systems 250, Adv. Topics/Comp. Info. Syst. ....	3
Computer Information Systems 255, Structured Query Language .....	3
Computer Information Systems 261, Co-Op I .....	3
Computer Information Systems 262, Co-Op II .....	3
Computer Information Systems 277, Advanced GIS Application .....	3
Computer Information Systems 278, Web GIS/GeoDatabase Design ..	3
Computer Information Systems 279, GIS Customization & Programming .....	3
Computer Information Systems 295, Project Management .....	3

# Computer Information Systems, continued

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## About the Area of Study

Information technology (IT) professionals are in consistently high demand, and those who can apply their technical and problem-solving skills in Application Development (programming) can look forward to some of the highest entry-level and median incomes among all career areas.

Hands-on learning opportunities are provided in computer labs using state-of-the-art equipment, and commercial development tools. Students learn how to read and write code, the elements of program design, prototyping, debugging, revision control, compliance, quality assurance, and project management.

The curriculum is grounded in current technology, based on market demand, and aligned with third-party certification. The core program establishes a solid theoretical foundation, yet provides room for electives that allow the student to focus on areas such as Databases, Geospatial Information Science, Networking, Operating Systems, or Web Development.

## Associate Degree

When you complete the 60-credit program, you may apply for an Associate in Applied Science degree.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your CIS Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

## Sample Program Sequences

A CIS advisor will help you make necessary changes to these recommended sequences.

### Associate Degree Program

#### Semester 1

CIS 100 or 108  
CIS 106  
CIS 119  
CIS 140  
ENGL 101

#### Semester 2

CIS 118  
CIS 156  
CIS 164  
ENGL 102 or 103  
MATH 123 or higher

#### Semester 3

CIS 264  
CIS 266  
CIS Elective  
Social Science  
Natural Science

#### Semester 4

CIS 240  
CIS 268  
CIS 291  
CIS Elective  
Humanities/Fine Arts

# Computer Information Systems

## Associate in Applied Science Degree - Networking *Program Code NETW*

Advisors: Shawn Hisle, (269) 927-8166, [shisle@lakemichigancollege.edu](mailto:shisle@lakemichigancollege.edu)  
Jay Keeler, (269) 927-8772, [jkeeler@lakemichigancollege.edu](mailto:jkeeler@lakemichigancollege.edu)  
Kyle Kelly, (269) 927-4568, [kkelly@lakemichigancollege.edu](mailto:kkelly@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing .....	3
Humanities/Fine Arts.....	3
Math 123, Quantitative Reasoning, or Higher Excluding MATH 200, MATH 210 or MATH 265 .....	4
Natural Sciences .....	3
Social Science .....	3

#### Major Requirements

Computer Information Systems 100, Foundations of Information Technology, or Computer Information Systems 108, Office Information Systems .....	3
Computer Information Systems 106, Operating System Foundations .....	3
Computer Information Systems 118, Web Dev. & Design Foundations .....	3
Computer Information Systems 119, Programming Logic and Design, or Computer Information Systems 164, C++ Programming.....	3
Computer Information Systems 140, Network Foundations .....	3
Computer Information Systems 155, Comparative Operating Systems.....	3
Computer Information Systems 156, Computer Security .....	3
Computer Information Systems 226, Routing & Switching .....	3
Computer Information Systems 227, Connecting Networks .....	3
Computer Information Systems 228, Scaling Networks .....	3
Computer Information Systems 240, Systems Analysis & Design.....	3
Computer Information Systems 242, Windows Server.....	3

#### Electives (Select 8 Credit Hours)

Computer Information Systems 111, Database Systems .....	3
Computer Information Systems 158, Geospatial Technologies .....	3
Computer Information Systems 164, C++ Programming .....	3
Computer Information Systems 170, Unix/Linux Operating Systems .....	3
Computer Information Systems 200, IT Support .....	3
Computer Information Systems 202, Data Reporting & Analysis.....	3
Computer Information Systems 208, Adv. Microcomputing Apps .....	3
Computer Information Systems 219, Client-Side Web Development .....	3
Computer Information Systems 220, Web Programming .....	3
Computer Information Systems 221, Server-Side Scripting .....	3
Computer Information Systems 237, Geographic Information Systems .....	3
Computer Information Systems 238, Remote Systems .....	3
Computer Information Systems 250, Adv. Topics/Comp. Info. Syst. ....	3
Computer Information Systems 255, Structured Query Language .....	4
Computer Information Systems 261, Co-Op I .....	3
Computer Information Systems 262, Co-Op II .....	3

### About the Area of Study

Students preparing for a career in information technology learn analytical and critical thinking skills, as well as the technical skills necessary to be successful IT professionals. At Lake Michigan College, hands-on learning opportunities are provided in computer labs using state-of-the-art hardware and software. In addition, students build important soft skills such as interpersonal communications, problem-solving, team-building and project management.

### Associate Degree

When you complete the 60-credit program, you may apply for the Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program Sequences

A CIS advisor will help you make necessary changes to these recommended sequences.

### Associate Degree Program

Semester 1	Semester 2
CIS 100 or 108	CIS 118
CIS 106	CIS 156
CIS 119	CIS 226
CIS 140	ENGL 102 or 103
ENGL 101	MATH 123 or higher
Semester 3	Semester 4
CIS 155	CIS 227
CIS 228	CIS 240
CIS Elective	CIS 242
Social Science	CIS Elective
Natural Science	Humanities/Fine Arts

# Computer Science

## Associate in Applied Science Degree *Program Code COSC*

Advisors: James Larson, (269) 927-8962 ext. 5148, [larson@lakemichigancollege.edu](mailto:larson@lakemichigancollege.edu)  
Shawn Hisle, (269) 927-8166, [shisle@lakemichigancollege.edu](mailto:shisle@lakemichigancollege.edu)  
Jay Keeler, (269) 927-8772, [jkeeler@lakemichigancollege.edu](mailto:jkeeler@lakemichigancollege.edu)  
Kyle Kelly, (269) 927-4568, [kkelly@lakemichigancollege.edu](mailto:kkelly@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Chemistry 111, General Chemistry .....	4
English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking .....	3
Humanities/Fine Arts.....	3
Mathematics 151, Calculus I .....	5
Social Sciences .....	3

#### Major Requirements

Computer Information Systems 164, C++ Programming .....	4
Computer Information Systems 264, Advanced C++ Programming .....	3
Engineering 113, Engineering Design & Graphics .....	4
Mathematics 201, Calculus II .....	5
Mathematics 202, Calculus III .....	5
Mathematics 252, Differential Equations .....	4
Philosophy 102, Introduction to Logic .....	3
Physics 201, Engineering Physics I .....	5
Physics 202, Engineering Physics .....	5
Elective .....	1

### About the Area of Study

Students preparing for a career in information technology learn analytical and critical thinking skills, as well as the technical skills necessary to be successful IT professionals. At Lake Michigan College, hands-on learning opportunities are provided in computer labs using state-of-the-art hardware and software. In addition, students build important soft skills such as interpersonal communications, problem-solving, team-building, and project management.

### Associate Degree

When you complete the 60-credit program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program Sequences

An advisor will help you make necessary changes to these recommended sequences.

### Associate Degree Program

#### Semester 1

ENGL 101  
MATH 151  
ENGR 113  
PHIL 102

#### Semester 2

ENGL 102 or 103  
MATH 201  
Humanities/Fine Arts  
CIS 119 - Elective

#### Semester 3

CIS 164  
MATH 202  
PHYS 201  
POSC 101

#### Semester 4

CIS 264  
MATH 252  
PHYS 202  
CHEM 111

# Criminal Justice

## Associate in Applied Science Degree *Program Code CRJU*

Advisors: Joe Zwiller, (269) 927-1000 ext. 5003, [jzwiller@lakemichigancollege.edu](mailto:jzwiller@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition .....	3
Humanities/Fine Arts .....	3
Mathematics 123, Quantitative Reasoning .....	4
Natural Sciences .....	3
Social Science .....	3

#### Major Requirements

Corrections 160, Introductions to Corrections .....	3
Corrections 161, Institutional Operations .....	3
Corrections 162, Institutional Populations .....	3
Corrections 163, Concepts of Rehabilitation .....	3
Corrections 164, Legal Issues in Corrections .....	3
Corrections 264, Case Studies in Rehabilitation .....	3
Law Enforcement 140, Introduction to Criminal Justice .....	3
Law Enforcement 142, Police Organization and Administration .....	3
Law Enforcement 144, Criminology .....	3
Law Enforcement 250, Juvenile Delinquency and Behavior .....	3
Law Enforcement 251, Seminar in Criminal Justice and Public Safety .....	3
Law Enforcement 252, Criminal Procedures .....	3
Psychology 201, Introduction to Psychology .....	3
Sociology 101, Principles of Sociology .....	3

You may select a law enforcement or corrections course as a program elective.  
Before taking Seminar in Criminal Justice and Public Safety, please see the program advisor.

### About the Area of Study

The Criminal Justice program trains students for jobs in corrections, probation, parole, law enforcement, and related fields. These are typically found at county, state, or federal jails, prisons or juvenile centers.

### Sample Program Sequences

An advisor will help you make necessary changes to this recommended sequence.

### Associate Degree

Upon completion of the 61-credit hour Criminal Justice program, you may apply for an Associate in Applied Science degree.

#### Semester 1

CORR 160  
LAW 144  
ENGL 101  
SOC 101  
Humanities

#### Semester 2

CORR 162  
CORR 264  
LAW 140  
LAW 251  
PSYC 201

#### Semester 3

CORR 163  
CORR 161  
LAW 142  
LAW 252  
Social Science

#### Semester 4

CORR 164  
LAW 250  
ENGL 102  
Natural Science  
MATH 123

## Criminal Justice, continued

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### Transfer Options

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements.

This program will transfer on a 3 + 1 basis to Ferris State University. Transferability to other four-year institutions in Michigan may be possible.

See your Academic Advisor for assistance in developing your Student Education Plan or visit <https://www.lakemichigancollege.edu/home/services-for-students/student-resources/college-and-university-transfer-information> for more information on transferring.

### Employment

Employment in Law Enforcement is subject to the employment standards for each state. For Michigan Law Enforcement Standards please visit:

<http://www.michigan.gov/mcoles/0,4607,7-299--150169--00.html>. If you have questions about these standards, please contact an Academic Advisor prior to starting the Criminal Justice program.

**\*\*Students must take and pass the MCOLES Reading and Writing test and the Physical Skills test prior to tracking in semester III.**

To be hired as a Corrections Officer, you must comply with the following State of Michigan requirements:

1. Before being hired, an applicant must pass a physical fitness test given by the Michigan Department of Corrections (MDOC).
2. An applicant must have acceptable vision, hearing, general good physical health, and pass a drug screen.
3. Any individual who has been convicted of a felony cannot be hired, in accordance with Public Act 140 of 1996. In addition, no individual can be hired who has pending felony or misdemeanor charges (includes deferred sentences), or who has a controlled substance violation in any jurisdiction, including military controlled substance-related discharges. In addition, an individual who has been convicted of any misdemeanor shall not be eligible for employment until one year after satisfactorily completing any sentence imposed, including probation. Also, an individual who has been convicted of domestic violence cannot be hired into any position which requires the possession or use of weapons or ammunition. Any individual hired into a position by the Department of Corrections must successfully pass a drug screen. If you have questions about these restrictions, please contact an Academic Advisor prior to starting the Criminal Justice program.
4. An applicant who has been convicted of any misdemeanor will not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

### Michigan Police Academies

A law enforcement career can lead you to be a police officer in almost any geographic area of the country. As a police officer in a rural area, you may perform a wide variety of activities including directing traffic at the scene of a crime, investigating a burglary, or giving first aid to an accident victim. In a larger police department, your duties may be more specific.

Most police academies in Michigan are operated by community colleges. Some of the larger departments in the state, such as the Wayne County Sheriff's Office or Detroit Police Department also operate their own academies.

For a comprehensive list of Michigan Police Academies, visit:

<http://policelink.monster.com/content/become-a-cop-in-michigan-police-academy-directory>.

# Culinary Management

## Associate in Applied Science Degree *Program Code 312*

Advisor: Luis Amado, (269) 927-4951, [lamado@lakemichigancollege.edu](mailto:lamado@lakemichigancollege.edu)  
Chris Woodruff, (269) 927-8868, [woodruff@lakemichigancollege.edu](mailto:woodruff@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Communication 101, Introduction to Public Speaking .....	3
English 101, English Composition .....	3
Humanities/Fine Arts.....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Natural Sciences .....	4
Social Science .....	3

#### Major Requirements

Business 101, Business Accounting I or *Business 201, Principles of Accounting I (4 Credits) .....	3
Culinary Management 120, Professional Cooking I .....	3
Culinary Management 163, Sustainable Cooking Practices .....	3
Culinary Management 200, Culinary Management Internship.....	1
Culinary Management 210, Café and Restaurant Operations .....	3
Culinary Management 220, Professional Cooking II .....	3
Culinary Management 280, Garde Manger.....	3
Culinary Management 285, Fundamentals of Baking.....	3
Culinary Management 286, Advanced Pastry Techniques .....	3
Culinary Management 290, Food Technology .....	3
Hospitality 110, Sanitation.....	1
Hospitality 111, Responsible Beverage Service .....	1
Hospitality 130, Table Service.....	3
Hospitality 153, Nutrition.....	3
Hospitality 252, Supervisory Skills & Human Relations .....	3
Hospitality 254, Hospitality Cost Control Systems .....	3

\*Transferring students are encouraged to take Business 201

### About the Area of Study

Graduates of the Culinary Management program may select a variety of management- and staff-related careers in restaurants, hotels, resorts, catering and events, personal food service and artisanal food production.

Careers include sous chef, catering chef, pastry chef, personal chef, executive chef, and restaurant owner/operator. In all of these positions, strong guest service, leadership, human resources, problem solving, and math skills are required.

### Degree Options

By completing the 62-credit program in Culinary Management, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program Sequences

An advisor will help you make necessary changes to this recommended sequence.

Semester 1	Semester 2
CULI 120	CULI 220
CULI 163	CULI 285
HOSP 110	ENGL 101
HOSP 153	MATH 122 or
COMM 101	MATH 123
HOSP 130	Social Sciences

Semester 3	Semester 4
CULI 210	CULI 280
CULI 286	CULI 290
HOSP 252	CULI 200
Humanities/ Fine Arts	HOSP 254
HOSP 111	Natural Sciences
BUSA 101 or	
BUSA 201	



# Dental Assisting (Registered)

Advanced Certificate – Dental Assisting *Program Code 231*

Associate in Applied Science Degree *Program Code 230*

Advisors: Maryann McCarthy, (269) 927-8197, [mmccarthy@lakemichigancollege.edu](mailto:mmccarthy@lakemichigancollege.edu)

Julie Centala Uribe, (269) 695-2947, [juribe@lakemichigancollege.edu](mailto:juribe@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

Biology 110, Biological Science or Biology 205, Human Anatomy .....	4
English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking .....	3
Humanities/Fine Arts.....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Psychology 201, Introduction to Psychology .....	3

### Major Requirements

**Dental Assisting 165, Introduction to Dental Assisting.....	3
**Dental Assisting 166, Chairside I.....	3
**Dental Assisting 167, Chairside II.....	3
**Dental Assisting 168, Chairside III.....	3
**Dental Assisting 169, Chairside V.....	3
**Dental Assisting 170, Introduction to Dental Office Assisting.....	2
***Dental Assisting 171, Introduction to Dental Radiography .....	3
**Dental Assisting 172, Medical Issues in Dental Office .....	2
**Dental Assisting 173, Clinical I.....	6
**Dental Assisting 174, RDA I.....	3
**Dental Assisting 175, RDA II.....	3
**Dental Assisting 176, Clinical II.....	5
***Dental Assisting 180, Dental Radiography.....	2

\*\* Classes required for Advanced Certificate program

+ Courses are open to all employed dental assistants

### Program Accreditation

The program in Dental Assisting is accredited by the Commission on Dental Accreditation of the American Dental Association, (CODA), 2111 East Chicago Avenue, Chicago, IL 60611, Phone: 312-440-4653 a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the U.S. Department of Education. The program is also accredited by the Michigan State Board of Dentistry.

## About the Area of Study

The Registered Dental Assisting Program prepares students for entry-level dental assisting positions in a variety of settings such as private dental offices, dental schools, the military, and dental insurance offices. The program also prepares students' skills that include: chairside, receptionist, and laboratory duties, as well as inventory control, infection control, and equipment maintenance. While in the program students will obtain clinical experience in local dental offices. Upon completion of the program, students will be able to take the Michigan state board exam for Registered Dental Assistants (RDA). Graduates are also eligible to take the Dental Assisting National Board (DANB) examination for the Certified Dental Assistant credential.

## Sample Course Sequences

### Certificate

Semester 1	Semester 2	Semester 3
DENT 165	DENT 168	DENT 171
DENT 166	DENT 169	DENT 172
DENT 167	DENT 170	DENT 180

### Semester 4

DENT 174	DENT 173
DENT 175	DENT 176

### Semester 5

### Associate Degree

Semester 1	Semester 2	Semester 3
MATH 122 or 123	DENT 167	DENT 169
DENT 165	DENT 168	DENT 170
DENT 166	DENT 172	BIOL 110
ENGL 101	ENGL 102 or 103 or COMM 101	DENT 171
Semester 4	Semester 5	Semester 6
DENT 171	DENT 174	DENT 173
DENT 180	DENT 175	DENT 176
PSYC 201	Humanities/Fine Arts Elective	

\*Due to the self-paced/open lab format, these sequences may not work for every student. Some students may complete all courses in more or less time than indicated. Please see an advisor to establish your course sequence.

# Diagnostic Medical Sonography

Associate in Applied Science Degree *Program Code 225*

Advisors: Elizabeth Zak, (269) 927-8870, [bzak@lakemichigancollege.edu](mailto:bzak@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

## Program Prerequisites

There are special admission requirements for the Diagnostic Medical Sonography program. Acceptance into this program is competitive and based on a point system. Applicants are awarded points based on grades earned in program specific prerequisite coursework. All accepted students are required to pass a criminal background check and drug screen prior to admission into the program. Contact Academic Advising at ext. 8128 or the Health Sciences office at ext. 8768 for complete details. An Academic Advisor will help you determine prerequisites that are required and designed to prepare you for training in the program.

## Degree Requirements ..... Credit Hours

### General Education Requirements

Biology 110, Human Anatomy & Physiology.....	4
English 101, English Composition.....	3
English 102, English Composition.....	3
Humanities/Fine Arts .....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Psychology 201, Introduction to Psychology .....	3

### Major Requirements

Diagnostic Medical Sonography 100, Introduction to Diagnostic Medical Sonography .....	3
Diagnostic Medical Sonography 101, General Sonography I Abdomen .....	4
Diagnostic Medical Sonography 102, General Sonography I OB/GYN.....	4
Diagnostic Medical Sonography 103, Sonography Lab Applications I .....	3
Diagnostic Medical Sonography 104, Clinical Experience A.....	2
Diagnostic Medical Sonography 200, General Sonography II Abdomen .....	3
Diagnostic Medical Sonography 201, General Sonography II OB/GYN.....	3
Diagnostic Medical Sonography 202, Sonography Lab Applications II .....	3
Diagnostic Medical Sonography 203, Sonographic Physics I .....	3
Diagnostic Medical Sonography 204, Clinical Experience B.....	2
Diagnostic Medical Sonography 213, Sonographic Physics II .....	3
Diagnostic Medical Sonography 214, Clinical Experience C.....	5
Diagnostic Medical Sonography 224, Clinical Experience D.....	5
Diagnostic Medical Sonography 230, Introduction to Vascular Sonography & Lab Applications.....	4
Diagnostic Medical Sonography 234, Clinical Experience E .....	3
Diagnostic Medical Sonography 240, Sonographic Registry Review .....	2
Physical Science 101, Physical Science: Chemistry and Physics .....	4
Reading 110, Medical Terminology Vocabulary or Health 103, Medical Terminology.....	1

## Program Accreditation

Accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography, located at 6021 University Boulevard, suite 500, Ellicott City, MD 21043; Phone 443-973-3251; [jrcdms.org](http://jrcdms.org). The program is also accredited by the Commission on Accreditation of Allied Health Education Programs, located at 1361 Park Street, Clearwater, FL 33756; Phone 727-210-2350; [caahep.org](http://caahep.org).

## Diagnostic Medical Sonography Program Handbook

In addition to the rules stated in this catalog, Ultrasound students are required to abide by the rules stated in the *Diagnostic Medical Sonography Program Handbook*.

## About the Area of Study

The Diagnostic Medical Sonography program trains you to become a diagnostic medical sonographer. This program includes five (5) consecutive programmatic semesters. You will obtain clinical experience at local healthcare facilities in addition to formal classroom instruction provided on campus.

Diagnostic medical sonographers are employed in hospitals, clinics, commercial imaging laboratories and physician offices where they use sophisticated imaging equipment that is dependent upon sound wave technology. In addition to preparing patients and operating equipment, diagnostic medical sonographers also work with radiologists, referring physicians and hospital management to assure quality patient care and diagnosis.

Diagnostic medical sonographers also serve in capacities such as departmental managers, technical advisors and applications specialists, sales and service for ultrasound equipment manufacturers, and as educators.

# Diagnostic Medical Sonography, continued

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## Associate Degree

Upon completion of the 77-credit Diagnostic Medical Sonography program, graduates may apply for an Associate in Applied Science degree.

## Certification Examination

Qualified graduates are eligible to sit for the American Registry for Diagnostic Medical Sonography (ARDMS) or The American Registry of Radiologic Technologists (ARRT) ultrasound credentialing exam.

## Sample Course Sequence

An advisor will help you make necessary changes to this recommended sequence.

### Associate Degree Program

Semester 1	Semester 2	Semester 3
DMSO 100	DMSO 101	DMSO 200
Humanities/ Fine Arts	DMSO 102	DMSO 201
ENGL 102	DMSO 103	DMSO 202
PSYC 201	DMSO 104	DMSO 203
		DMSO 204
Semester 4	Semester 5	Semester 6
DMSO 214	DMSO 224	DMSO 213
		DMSO 230
		DMSO 234
		DMSO 240

# Emergency Medical Services

## Non-Degree and Specialty Certificate Course

Advisors: LaToya Mason, (269) 926-4086, [lmason@lakemichigancollege.edu](mailto:lmason@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

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### Program Prerequisites

Proficiency in reading, English, and mathematics on the assessment or successful completion of recommended classes.

### Certificate Requirements ..... Credit Hours

Basic Emergency Medical Technician 162.....8

Course offered in Fall and Spring semester.

### About the Area of Study

The Emergency Medical Technician course trains students for emergency medical technician (EMT-Basic) positions in pre-hospital emergency care for sick and injured individuals. Students will obtain classroom, lab and clinical education experience during this course. Emergency medical technicians provide medical care to patients in times of crisis and emergency. EMTs respond to emergency calls, performing medical services and transporting patients to medical facilities. A certificate of completion is awarded upon successful completion of this course. Successful completion of the course will allow the student to sit for the National Registry of Emergency Medical Technicians examination.

All students are required to pass a criminal background check and drug screen prior to admission into the program.

# Energy Production/HPRP

## Associate in Applied Science Degree *Program Code HPRP*

Advisor: Steve Karsten, (269) 927-1000 ext. 3080, [skarsten@lakemichigancollege.edu](mailto:skarsten@lakemichigancollege.edu)  
Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition.....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Science .....	3

#### Major Requirements

Chemistry 101, Introductory Chemistry I.....	4
Energy Production Technology 100, Energy Industry Fundamental Concepts .....	3
Energy Production Technology 200, Power Plant Materials .....	3
*Energy Production Technology 205, Energy/Power Field Experience.....	2
Energy Production Technology 210, Radiation Detection and Protection.....	3
Energy Production Technology 223, Radiation Monitoring.....	3
Energy Production Technology 225, Reactor Theory, Safety and Design .....	3
Energy Production Technology 230, Thermo Fluid Science .....	3
Energy Production Technology 233, Dosimetry .....	3
Energy Production Technology 235, Power Plant Components .....	3
Energy Production Technology 243, Radiation Materials and Control .....	3
Energy Production Technology 249, Safety Response.....	3
Energy Production Technology 253, Radiation Protection Capstone .....	3
Mathematics 128, Pre-Calculus Algebra.....	4
Trade Related Instruction 138, Industrial Safety.....	1

#### Program Electives (Suggested but not required)

Energy Production Technology 111, Intro to Energy Production Distribution .....	3
Energy Production Technology 116, Chemistry and Radiation Protection Fundamentals .....	3
Energy Production Technology 120, Energy Plant Drawings .....	3

\*All field experience must be scheduled through an advisor.

### About the Area of Study

A solid knowledge of science and math, strong communication skills, the ability to problem solve and attention to detail are critical to being successful in the energy production field.

After completion of the associate degree program at LMC, those who enter the field should expect a career that will involve on-going, extensive on-the-job training. In fact, local nuclear plants can often invest up to \$2 million per employee in training during an entire career.

### Associate Degree

When you complete the 64-credit Energy Production Technology program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Course Sequence

An advisor will help you develop course program sequences.

# Energy Production Line Worker

## Advanced Certificate - *Program Code 368*

Advisor: Steve Karsten, (269) 927-1000 ext. 3080, [skarsten@lakemichigancollege.edu](mailto:skarsten@lakemichigancollege.edu)  
Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### Major Requirements

Electronics Technology 100, DC Electricity .....	4
Electronics Technology 106, AC Electricity .....	3
Electronics Technology 151, Transformers and Motor Controls .....	4
Energy Production Technology 111, Energy Generation & Distribution .....	3
Energy Production Technology 185, Line Worker Orientation .....	1
Energy Production Technology 188, Line Worker Field Experience .....	2
Energy Production Technology 190, Introduction to the Utility Industry .....	3
Energy Production Technology 191, Climbing & Working in Elevated Work Sites .....	3
Energy Production Technology 192, Utility Construction Fundamentals .....	3
Energy Production Technology 193, Energy Production Technology .....	3
Trade Related Instruction 138, Industrial Safety .....	1
Trade Related Instruction 144, Blueprint Reading & Sketching .....	4
Trade Related Instruction 156, Industrial Rigging .....	2

### About the Area of Study

The primary goal of the Line Worker certificate program is to prepare the student for employment as an entry-level utility worker. This two-semester program has been developed to meet the utility industry's need for trained, entry-level employees. The college's certificate program is designed to prepare individuals to install and repair business and residential electrical, telephone and telegraph transmission systems. Students complete 36 credit hours of practical theory and hands-on training using actual equipment and materials in classroom, laboratory and field settings.

### Certificate Options

When you complete the 36-credit Line Worker certificate program, you may continue on an Associate in Applied Science degree in General Technology. See the General Technology degree page for details.

# Energy Production Technology

## Associate in Applied Science Degree *Program Code EPTE*

Advisor: Steve Karsten, (269) 927-1000 ext. 3080, [skarsten@lakemichigancollege.edu](mailto:skarsten@lakemichigancollege.edu)  
Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition.....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Science .....	3

#### Major Requirements

Electronics Technology 100, DC Electricity.....	4
Electronics Technology 106, AC Electricity .....	3
Electronics Technology 151, Transformers and Motor Controls .....	4
Energy Production Technology 111, Intro to Energy Production Distribution .....	3
Energy Production Technology 116, Chemistry and Radiation Protection Fundamentals.....	3
Energy Production Technology 200, Power Plant Materials .....	3
*Energy Production Technology 205, Energy/Power Field Experience.....	2
Energy Production Technology 225, Reactor Theory, Safety and Design, or Energy Production Technology 182, Boiler Theory, Safety, and Design Systems .....	3
Energy Production Technology 230, Thermo Fluid Science .....	3
Energy Production Technology 235, Power Plant Components .....	3
Energy Production Technology 250, General Maintenance Systems & Components .....	3
Industrial Maintenance Technology 204, Basic Hydraulics & Pneumatics.....	2
Industrial Maintenance Technology 240, Predictive and Preventive Maintenance .....	3
Mathematics 128, Pre-Calculus Algebra, or Mathematics 130, Pre-Calculus Trigonometry.....	3
Trade Related Instruction 138, Industrial Safety.....	1

\*All field experience must be scheduled through an advisor.

### About the Area of Study

A solid knowledge of science and math, strong communication skills, the ability to problem solve, and attention to detail are critical to being successful in the energy production field.

After completion of the associate degree program at LMC, those who enter the field should expect a career that will involve ongoing, extensive on-the-job training. In fact, local nuclear plants can often invest up to \$2 million per employee in training during an entire career.

### Associate Degree

When you complete the 63-credit Energy Production Technology program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Course Sequence

An advisor will help you develop course program sequences.

# Engineering

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 082*

Advisor: John Stahl, (269) 927-8184, [jstahl@lakemichigancollege.edu](mailto:jstahl@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics 151, Calculus I.....	5
*Natural Sciences.....	4
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Physics 201, Engineering Physics I.....	5
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences.....	3

#### Major Requirements

Mathematics 201, Calculus II.....	5
Mathematics 202, Calculus III.....	5
Mathematics 252, Differential Equations.....	4
Physics 202, Engineering Physics II .....	5
General Electives .....	8

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

This program is designed to cover most of the freshman and sophomore pre-engineering requirements in a typical bachelor's engineering program. The curriculum is intensively mathematical and has challenging performance requirements. The level of rigor will lay the foundation in analytical reasoning and problem solving required to succeed in an engineering discipline. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.



# Engineering Technology

## Associate in Applied Science Degree *Program Code ENTC*

Advisor: Kevin Kreitner, (269) 927-1000, ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

Chemistry 101, Introductory Chemistry I, or Chemistry 104, Fundamentals of General, Organic, and Biochemistry.....	4
English 101, English Composition .....	3
English 103, Technical Writing.....	3
Humanities/Fine Arts.....	3
Mathematics 123, Quantitative Reasoning .....	4
Social Science .....	3

#### Major Requirements

Chemistry 111, General Chemistry I .....	4
Electricity 100, DC Electricity.....	4
Electricity 106, AC Electricity.....	3
Engineering 113, Engineering Design & Graphics .....	4
Engineering 210, Advanced CAD Techniques .....	3
Industrial Maintenance Technology 204, Basic Hydraulics & Pneumatics .....	2
Machine Tool Technology 110, Machine Tool I .....	3
Machine Tool Technology 120, Machine Tool II.....	3
Machine Tool Technology 140, Introduction to Numerical Control (NC) Computer Numerical Control (CNC).....	2
Machine Tool Technology 150, Introduction to CAM .....	2
Manufacturing Technology 120, Fundamentals of Programmable Controllers .....	2
Manufacturing Technology 122, Introduction to Robotics .....	2
Manufacturing Technology 222, Industrial Robotics .....	4
Manufacturing Technology 224, Robotics IR Systems .....	2
Mathematics 135, Pre-Calculus Algebra/Trig.....	5
Physics 101, General Physics I .....	5

### About the Area of Study

The Engineering Technology program concentrates on product design principles, materials, and manufacturing processes. The primary program objective is to prepare students to assist and support engineers with projects and research and development. Students will be trained in skills and techniques related to branches of engineering, with practical understanding of general engineering concepts.

### Associate Degree

When you complete the 70-credit engineering technology program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Course Sequence

An advisor will help you develop course program sequences.

# English

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 041*

Advisors: Nick Brittin, (269) 927-8759, [brittin@lakemichigancollege.edu](mailto:brittin@lakemichigancollege.edu)  
Chuck Jordan, (269) 927-8966, [jordanc@lakemichigancollege.edu](mailto:jordanc@lakemichigancollege.edu)  
Lia McCoskey, [lmccoskey@lakemichigancollege.edu](mailto:lmccoskey@lakemichigancollege.edu)  
Sean Newmiller, (269) 927-8741, [snewmiller@lakemichigancollege.edu](mailto:snewmiller@lakemichigancollege.edu)  
Dr. Sarah Smith, (269) 927-8872, [ssmith@lakemichigancollege.edu](mailto:ssmith@lakemichigancollege.edu)  
Dr. Janice Zerfas, (269) 927-8871, [zerfas@lakemichigancollege.edu](mailto:zerfas@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences.....	3

#### Major Requirements

Required at least one course in ENGL (Excluding ENGL 101 or ENGL 102 or ENGL 103) .....	3
General Electives .....	27

#### The following English courses are offered at LMC:

English 101, English Composition .....	3
English 102, English Composition .....	3
English 103, Technical Writing.....	3
English 201, Gender Studies.....	3
English 203, Masterpieces of English Literature I.....	3
English 204, Masterpieces of British Literature II.....	3
English 205, Introduction to Shakespeare .....	3
English 206, Modern Drama.....	3
English 208, Literary Interpretation .....	3
English 209, American Novel.....	3
English 210, American Literature to 1865.....	3
English 211, American Literature 1865 to Present.....	3
English 214, Children's Literature .....	3
English 215, Poetry .....	3
English 216, Literature of Black America.....	3
English 217, Creative Writing.....	3
English 220, Contemporary Fiction.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4, or 5 credits.

### About the Area of Study

Students pursuing a bachelor's degree in English will be able to complete their first two years of college with courses at Lake Michigan College. All courses in English and other recommended courses are transferable to other institutions in Michigan and elsewhere.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Foreign Language

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 042*

Advisor: Nick Brittin, (269) 927-8759, [brittin@lakemichigancollege.edu](mailto:brittin@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking .....	3
*Humanities/Fine Arts.....	6
Mathematics.....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences .....	3

#### Major Requirements

Requires at least one course in Foreign Language .....	3
General Electives .....	27

#### The following Foreign Language courses may be offered at LMC Contact the Department Chair or an Advisor for more information.

Foreign Language 101, Elementary French I.....	4
Foreign Language 102, Elementary French II.....	4
Foreign Language 121, Elementary Spanish I.....	4
Foreign Language 122, Elementary Spanish II.....	4
Foreign Language 123, Spanish for the Workplace I.....	4
Foreign Language 124, Spanish for the Workplace II.....	4
Foreign Language 181, Elementary Russian I.....	4
Foreign Language 182, Elementary Russian II.....	4
Foreign Language 188, Elementary Japanese I.....	4
Foreign Language 189, Elementary Japanese II.....	4
Foreign Language 195, Elementary Italian I.....	4
Foreign Language 196, Elementary Italian II.....	4
Foreign Language 221, Intermediate Spanish I.....	4
Foreign Language 222, Intermediate Spanish II.....	4
Foreign Language 251, Advanced Oral and Written Spanish.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4 or 5 credits.

### About the Area of Study

This program will help you succeed if you plan to use a foreign language as a primary skill in teaching, interpreting, translating or business. The courses broaden your background knowledge and awareness of the world and its interdependent people. You are strongly urged to gain a good understanding of the cultural heritage of the foreign language you study.

Wider employment opportunities are available if you combine knowledge of a foreign language with professional programs like business administration, journalism, travel, tourism, hospitality and education. Courses in French and Spanish are offered in regular classroom instruction format. Courses in Arabic, Mandarin Chinese, Italian, Japanese, Polish and Russian are offered in the self-instructional language program format.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# General

## Associate in Applied Science General—Program Code AASG

Advisor: David Blumberg, (269) 926-2124, [dblumberg@lakemichigancollege.edu](mailto:dblumberg@lakemichigancollege.edu)  
Kevin Kreitner, (269) 927-1000 x3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, English Composition, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics .....	3
Natural Sciences .....	3
Social Sciences .....	3

#### Electives

General Electives .....	42
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These are courses taken in the Career and Workforce Education or Health Sciences area. Please work with your Academic Advisor for assistance.

### About the Area of Study

The Associate in Applied Science General degree is an appropriate degree for students who have taken or plan to take applied courses in diverse areas of the college without designating a major area of study. Please work with an academic advisor as you plan your program.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# General Studies

## Associate in General Studies – TRANSFER PROGRAM *Program Code 005*

Advisor: Dr. Gary C. Roberts, (269) 927-8771, [roberts@lakemichigancollege.edu](mailto:roberts@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, English Composition, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts.....	3
Mathematics .....	3
Natural Sciences .....	3
Social Sciences .....	3

#### Electives

General Electives .....	42
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### About the Area of Study

The Associate in General Studies degree is an appropriate degree for students who have taken or plan to take courses in diverse areas of the college without designating a major area of study. The Associate in General Studies meets all general education requirements at Lake Michigan College.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# General Technology

## Associate in Applied Science Degree *Program Code GENT*

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, English Composition, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts.....	3
Math 100, Applied Mathematics, or Math 122, Intermediate Algebra, or Math 123, Quantitative Reasoning .....	4
Physics 110, Technical Physics .....	4
Social Sciences .....	3

#### Major Requirements

Mathematics 110, Technical Mathematics I, or Mathematics 130, Pre-Calculus Trigonometry, or Mathematics 135, Pre-Calculus Algebra/Trig .....	3
Business 103, Introduction to Business .....	3

At least 34 hours of credit from the Industrial Technology and Business areas are required. These courses should be part of a planned program of study as designed by the advisor to meet your interests and your employer's needs.

### About the Area of Study

With a two-year degree focused in your general technology area of study, you could be prepared for entry-level positions including assistant manager, basic electrical, CNC machinist, business, maintenance and welding.

### Associate Degree

When you complete the 60-credit General Technology program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Course Sequence

An advisor will help you develop course program sequences.

# Graphic Design

## Certificate of Achievement - *Program Code 394*

Advisor: Brandon Pierce, (269) 927-8767, [pierce@lakemichigancollege.edu](mailto:pierce@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

<b>Certificate Requirements</b>	
Art 109, Basic Design I, 2D .....	3
Art 122, Drawing I .....	3
Art 123, Drawing II .....	3
Graphic Design 101, Digital Studio I .....	3
Graphic Design 130, Photography I .....	3
Graphic Design 131, Photography II .....	3
Graphic Design 200, Principles of Typography.....	3
Graphic Design 220, Digital Studio II .....	3

### About the Area of Study

Graphic design is the intermingling of traditional art and design elements with leading edge computer technology. The Graphic Design program will prepare you for local employers and to serve as a freelance graphic designer. Graphic designers often work for marketing, public relations, and advertising firms; commercial printing; newspapers; and other publishing organizations.

Mac-based instruction using tools such as Adobe Creative Cloud and other industry-standard image editing, page layout, and vector-based illustration software is featured in the program.

### Certificate Options

Upon completion of the 24-credit program you may apply for a Certificate of Achievement. The certificate coursework can be applied to the Associate in Arts degree transfer program.

# Graphic Design

## Associate in Arts Degree *Program Code 395*

Advisor: Brandon Pierce, (269) 927-8767, [pierce@lakemichigancollege.edu](mailto:pierce@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts.....	6
Mathematics.....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences .....	3

#### Major Requirements

Requires at least one course in Graphic Design (GRDN) .....	3
General Electives .....	27

#### The following Graphic Design courses are offered at LMC:

Graphic Design 101, Digital Studio I.....	3
Graphic Design 110, Introduction to Graphic Design .....	3
Graphic Design 130, Photography I .....	3
Graphic Design 131, Photography II .....	3
Graphic Design 140, Production Skills for Graphic Design.....	3
Graphic Design 200, Principles of Typography.....	3
Graphic Design 201, Typography II.....	3
Graphic Design 220, Digital Studio II .....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

Graphic design is the intermingling of traditional art and design elements with leading edge computer technology. The Graphic Design program will prepare you for local employers and to serve as a freelance graphic designer. Graphic designers often work for marketing, public relations, and advertising firms; commercial printing; newspapers; and other publishing organizations.

Mac-based instruction using tools such as Adobe Creative Cloud and other industry-standard image editing, page layout, and vector-based illustration software is featured in the program.

### Certificate Option

It is recommended students complete the one-year Certificate of Completion for completion of the Associate in Arts degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas

### Program Sequence

Students are strongly encouraged to take the following studio classes in their first year:

ART 109, Basic Design 1, 2D (Fall)  
ART 110, Basic Design 2, 3D (Spring)  
ART 122, Drawing 1 (Fall, ideally)  
ART 123, Drawing 2 (Spring, ideally)  
GDRN 101, Digital Studio 1 (Fall or Spring)



# Health

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 053*

Advisor: Dan Meyer, (269) 927-8745, [meyer@lakemichigancollege.edu](mailto:meyer@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

Communication 101, Introduction to Public Speaking .....	3
English 101, English Composition .....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Psychology 201, Introduction to Psychology .....	3

#### Major Requirements

Biology 205, Human Anatomy.....	4
Physical Education and Wellness 145, Total Fitness I .....	1
Sociology 101, Principles of Sociology.....	3
Requires at least one additional course in Mathematics .....	4
General Electives .....	22

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

The courses offered in Health are for students interested in personal and community health. Students have the opportunity to become certified in life-saving techniques or first-aid procedures, investigate various health career options, or evaluate their own levels of healthful living and develop plans toward more health-filled lifestyles. Consult a faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# History

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 021*

Advisor: Dr. Chris Paine, (269) 927-8607, [paine@lakemichigancollege.edu](mailto:paine@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences.....	3

#### Major Requirements

Requires at least one additional course in HIST.....	3
General Electives .....	27

#### The following History courses are offered at LMC:

History 101, History of Western Civilization .....	4
History 102, History of Western Civilization .....	4
History 201, American History to 1865.....	3
History 202, American History 1865 to Present .....	3
History 204, Modern East Asia .....	3
History 205, African American History .....	3
History 209, Women in the Western World .....	3
History 120, The Civil War and Reconstruction .....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

History is a branch of knowledge that records and explains past events. If you plan to obtain a bachelor's degree in History, you may complete the first two years of your studies at Lake Michigan College. All of the History courses are transferable to other Michigan colleges as well as other four-year colleges and universities.

History majors find employment in areas such as teaching, library/archival fields and government service. Along with Political Science, a bachelor's degree in History is regarded as a stepping stone to law school. Students are strongly urged to complete two semesters of German, French, or Spanish. Consult a faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Honors Curriculum – Transfer Program

Advisor: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### Sample Transfer Program

#### Fall Semester, Year I

Honors 241 Honors Colloquium .....	1
Honors 250 Honors English Composition.....	3
Honors 121 Honors Intro to Psychology .....	4
Honors 141 Honors National Government.....	3
Elective.....	3
TOTAL: 14	

#### Spring Semester, Year I

Honors 241 Honors Colloquium .....	1
Honors 251 Honors English Composition.....	3
Honors 215 Honors American History .....	3
Honors 101 Honor Biological Science .....	4
Elective.....	3-4
TOTAL: 14-15	

#### Fall Semester, Year II

Honors 241 Honors Colloquium .....	1
Honors 150 Honors Calculus I.....	5
Honors 221 Honors Human Development.....	3
Honors 175 Honors Logic.....	3
Elective.....	3-4
TOTAL: 15-16	

#### Spring Semester, Year II

Honors 241 Honors Colloquium .....	1
Honors 258 Honors Literary Interpretation.....	3
Honors 130 Honors Sociology.....	3
Honors Foreign Language .....	3
Elective.....	3
Elective.....	3
TOTAL: 16	

## Admissions Requirements for the Honors Program

### High School Graduates or Early College Students

3.5 high school GPA, 25 composite ACT, 1200 SAT or Accuplacer scores: Writeplacer>7, Math>27.5, Writing/Language>29

### College Students

3.5 GPA for minimum of 12 hours of college credit, or Accuplacer scores: Writeplacer>7, Math>27.5, Writing/Language>29

Once admitted, honors students are expected to attend honors colloquium each semester and the expectation is that students will maintain full time status.

Exceptions at the discretion of the director of the Honors program.

## Transfer Opportunities

Lake Michigan College has partnerships with Western Michigan University and Grand Valley State University that allows LMC students to waive the first two years of honors program requirements if they have fulfilled LMC honors program requirements.

If you are interested in attending a school not listed here, please work with the Honors program director and your Academic Advisor to build a program that will meet the requirements of your chosen school.

## About the Area of Study

Honors courses allow students to work closely with their instructors on projects designed to further their academic interests and skills.

The Honors program offers many additional opportunities to students in the areas of community service, public speaking skills, transfer preparedness, internships, fellowships and scholarship potential.

## Transfer Resources

### Sample Transfer Program

It is essential that you consult with a counselor or Academic Advisor for the specific requirements of the college you plan to attend.

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Hospitality Management

Advanced Certificate – Hospitality Management *Program Code 315*

Associate in Applied Science Degree *Program Code 316*

Advisor: Chris Woodruff, (269) 927-8868, [woodruff@lakemichigancollege.edu](mailto:woodruff@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking .....	3
Humanities/Fine Arts.....	3
Math 122, Intermediate Algebra, or Math 123, Quantitative Reasoning .....	4
Natural Sciences .....	4
Social Sciences .....	3

### Major Requirements

Business 101, Business Accounting, or *Business 201, Principles of Accounting I (4 credits).....	3
Hospitality Management 110, Sanitation .....	1
Hospitality Management 111, Responsible Beverage Service .....	1
Hospitality Management 115, Safety & Legal Overview .....	3
Hospitality Management 117, Introduction to Meetings and Events.....	3
Hospitality Management 130, Table Service.....	3
Hospitality Management 150, Introduction to Hospitality Careers.....	3
Hospitality Management 153, Nutrition.....	3
Hospitality Management 200, Hospitality Management Internship .....	3
Hospitality Management 201, Restaurant Operations .....	3
Hospitality Management 250, Food Preparation Skills.....	2
Hospitality Management 251, Marketing of Hospitality .....	3
Hospitality Management 252, Supervisory Skills & Human Relations .....	3
Hospitality Management 253, Tourism .....	3
Hospitality Management 254, Hospitality Cost Control Systems .....	3
Hospitality Management 255, Hotel Management & Operations .....	3
Hospitality Management 275, Beverage Management .....	3

### Electives (Optional)

Foreign Language 123, Spanish in the Workplace .....	4
Hospitality Management 202, Introduction to Casino Management .....	3

\*Transferring students are encouraged to take BUSA 201

## About the Area of Study

Graduates of the Hospitality Management program may select from a variety of management and staff-related careers in hotels, restaurants, resorts, clubs, event planning, casinos, and travel and tourism. Some careers include hotel general manager, restaurant general manager, executive housekeeper, guest services manager, food and beverage manager, and convention services manager. In all of these positions, strong guest service, leadership, human resources, problem solving, and revenue management skills are required.

## Certificate & Associate Degree

Upon completion of the 40-credit certificate program, you may apply for an Advanced Certificate. Upon completion of the 66-credit program, you may apply for an Associate in Applied Science degree. Certificate requirements may be applied to the degree program.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

## Sample Program Sequences

An advisor will help you make necessary changes to these recommended sequences.

### Advanced Certificate Program

Semester 1		Semester 2	
HOSP 110	HOSP 251	HOSP 111	HOSP 201
HOSP 115	HOSP 252	HOSP 117	HOSP 250
HOSP 130	HOSP 255	HOSP 153	HOSP 253
HOSP 150	HOSP 275	HOSP 200	HOSP 254

### Associate Degree Program

Semester 1	Semester 2	Semester 3
HOSP 110	HOSP 117	HOSP 251
HOSP 111	HOSP 201	HOSP 252
HOSP 115	ENGL 102 or	HOSP 255
HOSP 130	ENGL 103 or	HOSP 275
HOSP 150	COMM 101	BUSA 101 or
HOSP 153	MATH 123	BUSA 201
ENGL 101	Human./Fine Arts	
Semester 4		
Social Science	HOSP 253	HOSP 250
HOSP 254	HOSP 200	Natural Science

# Humanities

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 024*

Advisors: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)  
Terra Rasmussen Lenox, (269) 927-8964, [trasmussenlenox@lakemichigancollege.edu](mailto:trasmussenlenox@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts.....	6
**Mathematics .....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
**Social Sciences .....	3

#### Major Requirements

Requires at least one course in humanities.....	3
General Electives .....	27

#### The following Humanities courses are offered at LMC:

Humanities 105, Awareness of the Fine Arts .....	1
Humanities 201, Introduction to the Arts .....	3
Humanities 207, Introduction to Story and Media.....	3
Humanities 208, Interpreting Film and Fiction .....	3
Humanities 209, Introduction to the Art of Cinema.....	6
Humanities 210, Arts in the Modern World .....	3
Humanities 211, Studies in Film Art.....	3
Humanities 212, Arts and Ideas I .....	3
Humanities 213, Arts and Ideas II .....	3
Humanities 221, Portraits of the Artist.....	3
Humanities 294, Field Experience in the Fine Arts.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

Programs in the Humanities refer to interdisciplinary study including, but not limited to, modern and classical languages, linguistics, literature, history, jurisprudence, philosophy, archaeology, comparative religion, ethics, history/criticism/theory of the arts, and aspects of the sciences that have humanistic content and employ humanistic methods. If you want to pursue a bachelor's degree in Humanities, you may complete your first two years of college courses at Lake Michigan College. All Humanities courses are transferable to other institutions in Michigan and elsewhere.

Courses listed under Art, Communication, English, Foreign Languages, History, Humanities, Music, Philosophy, and Theatre with transferable Humanities credits may be taken as electives for a humanities concentration. Competency in a foreign language is not a degree requirement at Lake Michigan College; however, Humanities majors are urged strongly to complete at least two semesters of French, German, or Spanish. As a Humanities major, you should seek a broad-based education through careful selection of courses under general electives. Consult a faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Liberal Arts

## Advanced Certificate – TRANSFER PROGRAM *Program Code LIBA*

Advisor: Dr. Gary C. Roberts, (269) 927-8771, [roberts@lakemichigancollege.edu](mailto:roberts@lakemichigancollege.edu)

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### Certificate Requirements ..... Credit Hours

<b>Certificate Requirements</b>	
English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts.....	6
Mathematics .....	3
Natural Sciences .....	8
Physical Education and Wellness.....	1
Social Sciences .....	6

### About the Area of Study

This Advanced Certificate enables students who do not earn an Associate's degree to obtain a certificate that demonstrates their commitment toward the completion of a program/ degree. Under the Michigan Transfer Agreement, students are allowed to earn up to 30 hours of general education courses (designated by each institution) which can then be transferred to 4-year colleges and/ or universities.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Program

This certificate is extremely flexible, it is essential that you work with your Academic Advisor to develop an individualized program that meets your specific needs.

# Machine Tool Technology

Advanced Certificate – Program Code 346

Associate in Applied Science Degree Program Code MATT

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts.....	3
*Mathematics 100, Applied Mathematics, or Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Sciences .....	3

### Major Requirements

*Engineering 113, Engineering Design & Graphics .....	4
*Machine Tool Technology 110, Machine Tool I.....	3
*Machine Tool Technology 120, Machine Tool II.....	3
*Machine Tool Technology 130, Precision Inspection .....	3
*Machine Tool Technology 140, Introduction to Numerical Control (NC) Computer Numerical Control (CNC).....	2
*Machine Tool Technology 150, Introduction to CAM.....	2
Machine Tool Technology 241, CNC Programming I.....	2
Machine Tool Technology 242, CNC Programming II.....	2
*Manufacturing Technology 111, Manufacturing Processes I.....	3
Manufacturing Technology 122, Introduction to Robotics.....	2
*Mathematics 110, Technical Mathematics I, or Mathematics 130, Pre-Calculus Trigonometry, or Mathematics 135, Precalculus Algebra/Trig.....	3
*Trade Related Instruction 134, Metallurgy and Heat Treatment.....	3
*Trade Related Instruction 144, Blueprint Reading & Sketching.....	4
Welding 101, Fabrication I .....	2
*Welding 103, Gas Metal Arc Welding I, or Welding 202, Gas Tungsten Arc Welding (GTAW).....	2

\* Classes required for Advanced Certificate program.

Some courses may be offered in Open Entry/Open Exit (OE/OE) format. See course descriptions.

## About the Area of Study

The Machine Tool Technology program provides basic and advanced machining skills. Class time is spent in the classroom as well as working in the lab on traditional metal cutting machinery and computer-numerically-controlled machines.

If you have previous machining experience from a vocational high school program or industrial experience, you may qualify for advanced standing. Journeymen in the machine field are able to apply previous course work and experience toward an associate degree. Career opportunities include CNC operator, CNC programmer, machine builder, machinist, and tool and die maker.

## Certificate and Degree Options

Upon completion of the Machine Tool Technology certificate program, you may apply for the Advanced Certificate. This allows you to enter the job market with basic, entry-level skills. Credit earned can be applied toward your associate degree.

When you complete the 60-credit Machine Tool Technology program, you may apply for an Associate in Applied Science degree.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Machine Tool Technology

Certificate of Achievement – Machine Tool *Program Code 347*

Certificate of Achievement – Manufacturing Production *Program Code 366*

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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## Degree Requirements ..... Credit Hours

### Machine Tool Technology Certificate Requirements

Engineering 103, Beginning Engineering Drawing, or Engineering 113, Engineering Design & Graphics.....	4
Machine Tool Technology 110, Machine Tool I.....	3
Machine Tool Technology 120, Machine Tool II.....	3
Manufacturing Technology 111, Manufacturing Processes I.....	3
Mathematics 100, Applied Mathematics.....	4
Trade Related Instruction 134, Metallurgy and Heat Treatment.....	3
Trade Related Instruction 144, Blueprint Reading & Sketching.....	4

### Manufacturing Production Certificate Requirements

Machine Tool Technology 110, Machine Tool I.....	3
Manufacturing Technology 111, Manufacturing Processes I.....	3
Manufacturing Technology 120, Fundamentals of PLC.....	2
Trade Related Instruction 138, Industrial Safety.....	1
Trade Related Instruction 143, Introduction to Mold Making.....	3
Trade Related Instruction 144, Blueprint Reading & Sketching.....	4

## About the Area of Study

The Machine Tool Technology program provides basic and advanced machining skills. Class time is spent in the classroom as well as working in the lab on traditional metal cutting machinery and computer-numerically-controlled (CNC) machines. If you have previous machining experience from a vocational high school program or industrial experience, you may qualify for advanced standing. Career opportunities include CNC operator, CNC programmer, machine builder, machinist, and tool and die maker.

## Certificate Options

Upon completion of the listed Machine Tool Technology certificate requirements, you will be eligible for a Certificate of Achievement. The certificate allows you to enter the job market with basic, entry-level skills needed to be effective in the workforce. Credit earned can be applied toward your associate degree.

Upon completion of the listed Manufacturing Production Technology certificate requirements, you will be eligible for a Certificate of Achievement. Credit earned can be applied toward your associate degree.



# Magnetic Resonance Imaging (MRI)

Advanced Certificate – Magnetic Resonance Imaging *Program Code 242*

Associate in Applied Science Degree *Program Code 240*

Advisors: Ildiko Widman, (269)-927-5102, [widman@lakemichigancollege.edu](mailto:widman@lakemichigancollege.edu)

Academic Advising, (269) 927-8128

## Program Prerequisites

There are special admission requirements for the Magnetic Resonance Imaging (MRI) program. Acceptance into this program is competitive and based on a point system. Applicants are awarded points based on grades earned in program specific prerequisite coursework. All accepted students are required to pass a criminal background check and drug screen prior to admission into the program. Contact Academic Advising at ext. 8128 for an appointment or the Health Sciences office at ext. 8768 for complete details. An advisor will help you determine prerequisites that are required and designed to prepare you for training in the program.

## Degree Requirements ..... Credit Hours

### General Education Requirements

Biology 101, Biological Science, or	
Biology 110, Human Anatomy & Physiology, or	
Biology 111, Principles of Biology I, or	
Biology 112, Principles of Biology II.....	4
*English 101, English Composition.....	3
English 102, English Composition, or	
English 103, Technical Writing, or	
Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	3
*Mathematics 122, Intermediate Algebra, or	
Mathematics 123, Quantitative Reasoning.....	4
*Psychology 201, Introduction to Psychology .....	3

### Major Requirements

*Biology 205, Human Anatomy.....	4
*Magnetic Resonance Imaging 100, Preclinical Preparation .....	3
*Magnetic Resonance Imaging 101, Professional Prospectus.....	1
*Magnetic Resonance Imaging 102,	
MRI Procedures and Pathophysiology I.....	3
*Magnetic Resonance Imaging 103, MRI Physics I.....	3
*Magnetic Resonance Imaging 105, Clinical Experience I.....	3
*Magnetic Resonance Imaging 106,	
MRI Procedures and Pathophysiology II.....	3
*Magnetic Resonance Imaging 107, MRI Physics II.....	3
*Magnetic Resonance Imaging 108, Image Analysis.....	3
*Magnetic Resonance Imaging 109, Clinical Experience II.....	3
*Magnetic Resonance Imaging 111, Clinical Experience III.....	3
*Magnetic Resonance Imaging 113, Registry Review	
(Certificate Program Elective).....	3
*Magnetic Resonance Imaging 114, Applied Sectional Anatomy .....	3
*Magnetic Resonance Imaging 115,	
Computer Applications in Medical Imaging .....	3
*Physical Science 101, Physical Science: Chemistry and Physics .....	4
*Reading 110, Medical Terminology Vocabulary, or	
Health 103, Medical Terminology.....	1

\*Courses required for Advanced Certificate program

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## About the Area of Study

Magnetic Resonance Imaging (MRI) is a diagnostic modality that uses high-definition, three-dimensional pictures of organs and tissues inside the body. MRI scanners use powerful magnetic fields, radio waves, and computers to create high-resolution images of the structure and function of the body. MRI technologists are highly trained and possess scientific and technical expertise, and critical thinking and effective communication. MRI technologist operate magnetic resonance imaging (MRI) scanners, monitor patient safety and comfort, explain the MRI procedures, conduct quality control, and patient records.

The MRI program is offered through a partnership with other Michigan Community Colleges in the Michigan Radiologic and Imaging Science (MiRIS) Consortium. Each college enrolls students in the program under their admission criteria and awards the degree according to the college's completion requirements.

## Program Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182; Phone 312-704-5300. [jrcert.org](http://jrcert.org).

# Magnetic Resonance Imaging (MRI), continued

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## Certificate and Degree Options

Upon completion of the 59-credit program students may apply for an Advanced Certificate.

Upon completion of the 66-credit program students may apply for an Associate in Applied Science degree.

Qualified graduates are eligible to sit for the ARRT's MRI certification exam. See the program advisor for details.

## Sample Course Sequence

### Advanced Certificate

Semester 1	Semester 2
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MRIT 100	MRIT 102
MRIT 101	MRIT 103
MRIT 114	MRIT 105
	MRIT 115

Semester 3	Semester 4
------------	------------

MRIT 106	MRIT 111
MRIT 107	MRIT 113
MRIT 108	Humanities/Fine Arts
MRIT 109	

### Associate Degree

Semester 1	Semester 2
------------	------------

ENGL 102 or	MRIT 102
ENGL 103 or	MRIT 103
COMM 101 or	MRIT 105
MRIT 100	MRIT 115
MRIT 101	
MRIT 114	

Semester 3	Semester 4
------------	------------

MRIT 106	MRIT 111
MRIT 107	MRIT 113
MRIT 108	PSYC 201
MRIT 109	Humanities/Fine Arts

# Mathematics

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 052*

Advisors: Chris Bendixen, (269) 927-8755, [bendixen@lakemichigancollege.edu](mailto:bendixen@lakemichigancollege.edu)  
Dr. Gerry Cox, (269) 927-1000 ext. 5078, [cox@lakemichigancollege.edu](mailto:cox@lakemichigancollege.edu)  
Jim Larson, (269) 927-8962, [larson@lakemichigancollege.edu](mailto:larson@lakemichigancollege.edu)  
Peter Brown, (269) 927-8760, [pbrown@lakemichigancollege.edu](mailto:pbrown@lakemichigancollege.edu)  
Brenda Shepard, (269) 927-8781, [bshepard@lakemichigancollege.edu](mailto:bshepard@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics 151, Calculus I.....	5
*Natural Sciences.....	4
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Physics 201, Engineering Physics I.....	5
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences.....	3

#### Major Requirements

Mathematics 201, Calculus II.....	5
Mathematics 202, Calculus III.....	5
Mathematics 252, Differential Equations.....	4
Physics 202, Engineering Physics II .....	5
General Electives .....	8

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

Mathematics is an art, science, and language that encompasses the beauty of pattern and structure, the challenge of uncertainty and abstraction, and the excitement of solving problems. It provides a foundation for much of modern human society. Courses cover basic mathematical functions to more advanced work with calculus, statistics and differential equations. Mathematics students hone their ability to reason effectively and write clearly.

Many careers are open to Mathematics majors. Some pursue graduate degrees or become teachers, and others choose among several professions. Potential fields include law, medicine, business, communication, actuarial science, academic or industrial research, consulting, writing, editing, computer science, statistics and operations research. Consult a faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Mechatronics Technology

## Certificate of Achievement – Mechatronics Technology *Program Code MCTR*

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### Mechatronics Technology Certificate Requirements

Electronics 100, DC Electricity .....	4
Electronics 106, AC Electricity.....	3
Manufacturing Technology 120, Fundamentals of Programmable Controllers .....	2
Manufacturing Technology 122, Introduction to Robotics.....	2
Manufacturing Technology 222, Industrial Robotics .....	4
Manufacturing Technology 224, Robotics Infra-red Systems .....	2

Some courses may be offered in Open Entry/Open Exit (OE/OE) format.  
See course descriptions.

### About the Area of Study

The Mechatronics Technology program provides comprehensive instruction and hands-on experience with mechanical systems, electronics, fluid power, automation and robotics. Combining science and technology, the mechatronics technology program provides students a comprehensive array of job-ready skills that involve integrating technologies and systems-thinking required to effectively problem solve, program, operate and maintain electromechanical and automated equipment.

### Certificate

Upon completion of the listed Mechatronics Technology certificate requirements, you will be eligible for a Certificate of Achievement. This allows you to enter the job market with basic, entry-level skills. Credit earned can be applied toward your associate degree.

# Mechatronics Technology

## Associate in Applied Science Degree *Program Code MECT*

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 100, Applied Mathematics, or Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Sciences .....	3

#### Major Requirements

Electronics 100, DC Electricity .....	4
Electronics 106, AC Electricity.....	3
Electronics 111, Semiconductors.....	4
Electronics 113, Digital Electronics .....	3
Electronics 151, Transformers, Motors and Motor Controls .....	4
Electronics 152, Electrical Motor Controls II .....	4
Industrial Maintenance Technology 204, Basic Hydraulics and Pneumatics.....	2
Machine Tool Technology 110, Machine Tool I.....	3
Manufacturing Technology 120, Fundamentals of Programmable Controllers .....	2
Manufacturing Technology 122, Introduction to Robotics.....	2
Manufacturing Technology 222, Industrial Robotics .....	4
Manufacturing Technology 224, Robotics Infra-red Systems .....	2
Mathematics 110, Technical Mathematics, or Mathematics 130, Pre-Calculus Trigonometry, or Mathematics 135, Pre-Calculus Algebra/Trig .....	3
Trade Related Instruction 138, Industrial Safety.....	1

#### Program Electives (Suggested but not required)

Electronics 109, Introduction to Residential Wiring.....	4
Electronics 211, Soldering.....	1
Industrial Maintenance Technology 240, Predictive and Preventive Maintenance .....	3
Trade Related Instruction 129, Electrical Code Study.....	2

### About the Area of Study

The Mechatronics Technology program provides comprehensive instruction and hands-on experience with mechanical systems, electronics, fluid power, automation and robotics. Combining science and technology, the Mechatronics program provides students a comprehensive array of job-ready skills that involve integrating technologies and systems-thinking required to effectively problem solve, program, operate and maintain electromechanical and automated equipment.

### Associate Degree

When you complete the 61-credit mechatronics technology program, you may apply for an Associate in Applied Science degree.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

### Sample Course Sequence

An advisor will help you develop course program sequences.

# Medical Assisting

Advanced Certificate *Program Code 207*

Associate in Applied Science Degree *Program Code MEAS*

Advisors: LaToya Mason, (269) 926-4086, [lmason@lakemichigancollege.edu](mailto:lmason@lakemichigancollege.edu)

Academic Advising, (269) 927-8128

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## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition .....	3
Humanities/Fine Arts .....	3
Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Psychology 201, Introduction to Psychology .....	3
200-Level Biology or 100-Level Chemistry .....	4

### Major Requirements

*Biology 110, Human Anatomy & Physiology.....	4
*Health 101, Introduction to Allied Healthcare Careers.....	2
*Health 103, Medical Terminology .....	2
*Medical Assisting 102, Law & Ethics for Medical Assisting .....	3
*Medical Assisting 104, Medical Office Procedures I.....	3
*Medical Assisting 201, Communications for Health Professionals .....	2
*Medical Assisting 202, Human Disease Overview.....	3
*Medical Assisting 203, Pharmacology for Medical Assisting.....	3
*Medical Assisting 204, Medical Assisting Clinical Lab I .....	4
*Medical Assisting 211, Medical Office Procedures II.....	3
*Medical Assisting 212, Medical Coding.....	3
*Medical Assisting 213, Phlebotomy .....	2
*Medical Assisting 214, Medical Assisting Clinical Lab II .....	4
*Medical Assisting 221, Medical Assistant Externship.....	3
*Medical Assisting 222, Medical Assistant Certification Review .....	3

\*Courses required for the Advanced Certificate program

## About the Area of Study

The Medical Assisting program prepares students for highly skilled, entry-level positions as medical assistants in the health care industry. Students will learn the administrative and clinical skills that are expected of medical assistants. Upon completion of the program, students are eligible to take the Certified Medical Assistant (CMA, AAMA) examination offered by the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) examination offered by the American Medical Technologists (AMT).

All students in the Medical Assisting program are required to pass a criminal background check and drug screen prior to participating in the Medical Assisting program courses.

## Certificate and Degree Options

Upon completion of the 44-credit program students may apply for an Advanced Certificate.

Upon completion of the 64-credit program students may apply for an Associate in Applied Science degree.

## Program Accreditation

The certificate in Medical Assisting is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350. [caahep.org](http://caahep.org)

# Medical Assisting, continued

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## Sample Program Sequence

### Advanced Certificate Program

Semester 1	Semester 2	Semester 3
BIOL 110	MEDA 201	MEDA 211
HEAL 101	MEDA 202	MEDA 212
HEAL 103	MEDA 203	MEDA 213
MEDA 102	MEDA 204	MEDA 214
MEDA 104		

### Semester 4

MEDA 221  
MEDA 222  
ENGL 101

### Associate Degree Program

Semester 1	Semester 2	Semester 3
BIOL 110	MEDA 201	MEDA 211
HEAL 101	MEDA 202	MEDA 212
HEAL 103	MEDA 203	MEDA 213
MEDA 102	MEDA 204	MEDA 214
MEDA 104		

### Semester 4

MEDA 221  
MEDA 222  
ENGL 101

### Semester 5

ENGL 102  
MATH 123  
PSYC 201

### Semester 6

HUMN 105  
BIOL 205

# Music

## Associate in Applied Science Degree *Program Code 215*

Advisors: Kristopher Zook, (269) 927-6588, [kzook@lakemichigancollege.edu](mailto:kzook@lakemichigancollege.edu)  
Dr. Rob Lunn, (269) 927-8100, [rlunn@lakemichigancollege.edu](mailto:rlunn@lakemichigancollege.edu)

### Degree Requirements .....Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics .....	3
Natural Sciences .....	4
Social Sciences .....	3

#### Major Requirements

Music 100+ or 200+, Beginning Applied Music.....	8
Music 101, Concert Choir or Music 103, Symphonic Wind Ensemble-Southshore Concert Band.....	8
Music 114, Piano Class I .....	2
Music 115, Piano Class II .....	2
Music 162, Basic Music I .....	3
Music 163, Basic Music II .....	3
Music 164, Aural Comprehension I .....	1
Music 165, Aural Comprehension II .....	1
Music 213, Music History I .....	3
Music 214, Music History II .....	3
Music 262, Basic Music III .....	3
Music 263, Basic Music IV .....	3
Music 264, Aural Comprehension III .....	1
Music 265, Aural Comprehension IV .....	1

Completion of the Michigan Transfer Agreement (MTA) requires 30 credits of coursework in the 5 MTA distribution areas.

### Career Options

The field of music offers many possibilities for a fulfilling and rewarding career. Job opportunities exist in diverse areas such as music education, performance, therapy, and technology, as well as church music, songwriting, publishing, licensing, the business of music, instrument building and repair and many others. Completing an associate degree with a Music concentration can provide the first step in preparing for a career as a musician.

### About the Area of Study

The Music curriculum prepares you for opportunities that require a four-year degree and provides an opportunity to hone your performance skills. Coursework is available if you are interested solely in advancing your music skills or earning the first two years of a four-year degree in Music leading to a Bachelor of Arts, Bachelor of Music Education, or Bachelor of Science degree.

Applied Music courses give you direct contact with performance faculty who help you improve your technical competence on your instrument or in voice. Music theory and history are offered for a better appreciation of the art form. Ensembles include Jazz Band, Rock/Pop Music Ensemble, Symphonic Wind Ensemble, Concert Choir, String Ensemble, and "Voices" LMC vocal ensemble.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [\*\*lakemichigancollege.edu/transfer\*\*](http://lakemichigancollege.edu/transfer).



# Music

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 035*

Advisors: Kristopher Zook, (269) 927-6588, [kzook@lakemichigancollege.edu](mailto:kzook@lakemichigancollege.edu)  
Dr. Rob Lunn, (269) 927-8100, [rlunn@lakemichigancollege.edu](mailto:rlunn@lakemichigancollege.edu)

### Degree Requirements .....Credit Hours

#### General Education Requirements

English 101, English Composition.....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
**Mathematics .....	3
*Natural Sciences .....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health .....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present .....	3
Social Sciences.....	3

#### Major Requirements

Requires at least one course in Music (MUSI) .....	3
General Electives .....	27

**Please refer to the pages with the Music course descriptions for a complete list of courses that are offered at LMC.**

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4 or 5 credits.

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

### Career Options

The field of music offers many possibilities for a fulfilling and rewarding career. Job opportunities exist in diverse areas such as music education, performance, therapy, and technology, as well as church music, songwriting, publishing, licensing, the business of music, instrument building and repair, and many others. Completing an associate's degree with a Music concentration can provide the first step in preparing for a career as a musician.

### About the Area of Study

The Music curriculum prepares you for opportunities that require a traditional degree and provides an outlet for your performance skills. Coursework is available if you are interested solely in advancing your music skills or earning the first two years of a four-year degree in Music leading to a Bachelor of Arts, Bachelor of Music Education, or Bachelor of Science degree.

Applied music courses give you direct contact with performance faculty who help you improve your technical competence on your instrument or in voice. Music theory and history are offered for a better appreciation of the art form. Ensembles include Jazz Band, Rock/Pop Music Ensemble, Symphonic Wind Ensemble, Concert Choir, String Ensemble, and "Voices" LMC vocal ensemble.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Nursing (Registered)

## Associate in Applied Science Degree *Program Code 210*

Pre-Nursing Advisors: Academic Advising, **(269) 927-8128**

Health Sciences Administrative Coordinator, Erin McGuire, **(269) 927-8768**,  
[healthsciences@lakemichigancollege.edu](mailto:healthsciences@lakemichigancollege.edu)

### Program Prerequisites

There are special admission requirements for the Nursing program. Acceptance into this program is competitive and based on a point system. Applicants are awarded points based on grades earned in program specific prerequisite coursework. All accepted students are required to pass a criminal background check and drug screen prior to admission into the program. Contact Academic Advising at ext. 8128 or the Health Science office at ext. 8768 for complete details.

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Biology 101, Biological Science, or	
Biology 110, Basic Human Anatomy & Physiology .....	4
English 101, English Composition .....	3
English 102, English Composition .....	3
Humanities/Fine Arts .....	3
Mathematics 122, Intermediate Algebra, or	
Mathematics 123, Quantitative Reasoning.....	4
Psychology 201, Introduction to Psychology .....	3

#### Major Requirements

Biology 205, Human Anatomy.....	4
Biology 206, Principles of Human Physiology.....	4
*Chemistry 104, Fundamentals of General, Organic and Biochemistry .....	4
Nursing 130, Nursing Pharmacology I.....	2
Nursing 135, Nursing Pharmacology II.....	2
Nursing 180, Nursing Fundamentals.....	6
Nursing 185, Maternal and Newborn Health .....	3
Nursing 186, Medical-Surgical Nursing I .....	3
Nursing 187, Medical-Surgical Nursing II .....	3
Nursing 280, Community Mental Health .....	3
Nursing 281, Medical-Surgical Nursing III .....	3
Nursing 282, Medical-Surgical Nursing IV .....	3
Nursing 285, Children's Health.....	3
Nursing 286, Medical-Surgical Nursing V .....	3
Nursing 287, Medical-Surgical Nursing VI.....	3
Nursing 288, Current Issues in Nursing or	
Nursing 289, Current Issues in Nursing (Online) .....	1

Note: Students must have at least a "C" grade in all courses required for the nursing degree. There is also a ten-year time limit on science and math courses accepted for program entrance.

\*Chemistry 105, Fundamentals of Inorganic Chemistry, if taken prior to Fall 2010, may be substituted for Chemistry 104 requirement. Chemistry 111 or a transfer equivalent may also be substituted for Chemistry 104.

Entrance into each semester of Nursing classes requires completion of all courses, including General Education courses, from the previous semester, according to the course sequence. General Education courses may be taken earlier, but not later, than listed.

### Sample Course Sequence

The following course sequences are recommended if you want to complete the entire AAS RN in two years. It is a rigorous schedule and many students prefer to ease the load by completing some or all of the general education requirements prior to beginning nursing classes. An advisor will help you make necessary changes to this sample schedule.

#### Associate Degree

Pre-Program	Semester 1	Semester 2
BIOL 101	PSYC 201	ENGL 102
MATH 123	NURS 180	NURS 185
BIOL 205	NURS 130	NURS 186
CHEM 104		NURS 187
BIOL 206		NURS 135
ENGL 101		
Semester 3	Semester 4	
Humanities	NURS 285	
NURS 280	NURS 286	
NURS 281	NURS 287	
NURS 282	NURS 288 or 289	

### Program Accreditation

The associate degree Nursing program is approved by the Accreditation Commission for Education in Nursing, Inc., (ACEN), 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326, Phone: 404-975-5000 [acenursing.org](http://acenursing.org). This agency is a resource for information about length of programs and required tuition and fees. There is a 70-credit degree requirement needed for graduation.

# Nursing (Registered) Continued

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## About the Area of Study

The associate degree nursing (ADN) program qualifies graduates to take the National Council Licensure Exam (NCLEX-RN) leading to state licensure as a registered nurse (RN).

Licensed practical nurses (LPNs) who meet advanced standing requirements (see nursing student handbook or program advisor) may enter the second year of the nursing program after completing the support courses from the first year of the program and qualifying for admission to the associate degree program.

Nursing program applicants should be aware that the Michigan Department of Licensing and Regulatory Affairs in its Nursing Practice Act, states that it can deny a license to an applicant if any of the following are true:

1. Has been convicted of a criminal offense in a court of law.
2. Is habitually intemperate in the use of alcoholic beverages.
3. Is addicted to, or has improperly obtained, possessed, used or distributed habit-forming drugs or narcotics.
4. Is guilty of dishonesty or unethical conduct.
5. Has violated or aided or abetted others in violation of any provision of this act.

This is not an inclusive list. If there are questions about a situation, please call the Michigan Board of Nursing at 517-335-0918.

## Clinical Assignments

In addition to classroom work, students must participate in clinical assignments. The clinical shifts are scheduled during days, evenings and weekends at facilities throughout the region and attendance is required. Because clinical schedules are not flexible, students will need to work their schedule around these times and have access to dependable transportation in order to travel to the assignments. Students should also plan for additional time outside of the printed schedule for skills practice, clinical preparation and study.

## Nursing Program Handbook

In addition to the rules stated in this catalog, Lake Michigan College nursing students are required to abide by rules stated in the Nursing Student Handbook. Students can view a copy of the Nursing Student Handbook by contacting the Health Sciences Advisor or the Nursing Department.

As a student in the nursing program, students should expect costs greater than the average LMC student. These additional costs will include a greater number of textbooks, school-approved uniforms, a pre-program physical exam, immunization for specified communicable diseases, ID badges, testing and background checks.

## Transfer Options

LMC's Nursing program is designed to transfer to and has articulation relationships with, Bethel College, Chamberlain College, University of Michigan-Flint, University of Wisconsin-Green Bay, and Western Michigan University which operate degree completion programs for a bachelor's degree in Nursing, or to other four-year institutions depending on their policies. Talk to the Health Sciences Advisor for more information about transferring credit.

# Pharmacy Technician

Advanced Certificate *Program Code PHTC*

Associate in Applied Science Degree *Program Code PHAR*

Advisors: LaToya Mason, (269) 926-4086, [lmason@lakemichigancollege.edu](mailto:lmason@lakemichigancollege.edu)

Academic Advising, (269) 927-8128

## Degree Requirements ..... Credit Hours

### General Education Requirements

*Biology 110, Human Anatomy & Physiology, or Biology 205, Human Anatomy, or Biology 206, Principles of Human Physiology .....	4
*English 101, English Composition .....	3
*English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
*Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Psychology 201, Introduction to Psychology .....	3

### Major Requirements

Biology 205, Human Anatomy, or Biology 206, Principles of Human Physiology .....	4
*Business 115, Principles of Customer Service.....	3
*Business 215, Business Communications.....	3
*Chemistry 104, Fundamentals of General, Organic and Biochemistry .....	4
*Health 101, Introduction to Allied Healthcare Careers.....	2
*Health 103, Medical Terminology .....	2
*Health 113, Nutrition and Diet Therapy .....	3
*Pharmacy Technician 201, Pharmacy Tech Foundations .....	3
*Pharmacy Technician 211, Pharmaceutical Concepts & Calculations.....	3
*Pharmacy Technician 212, Prescription Processing & Simulations.....	4
*Pharmacy Technician 221, Pharmacy Tech Clinical I .....	3
*Pharmacy Technician 222, Pharmacy Tech Exam Review .....	3
*Pharmacy Technician 223, Pharmacy Tech Exam Clinical II.....	3

\*Classes required for the Advanced Certificate program

## About the Area of Study

The Pharmacy Technician program prepares students for entry level pharmacy technician positions in hospitals and retail stores. Students will gain valuable hands-on experience that will prepare them to work under the supervision of a pharmacist.

## Certificate and Degree Options

Upon completion of the 50-credit program you may apply for an Advanced Certificate.

Upon completion of the 60-credit program you may apply for an Associate in Applied Science degree.

All students in the Pharmacy Technician program are required to pass a criminal background check and drug screen prior to participating in the Pharmacy Technician program courses.

## Sample Program Sequences

### Advanced Certificate Program

Semester 1	Semester 2	Semester 3
CHEM 104	PHAR 211	BUSA 115
ENGL 101	PHAR 212	BUSA 215
MATH 122 or MATH 123	ENGL 102 or ENGL 103	PHAR 221
PHAR 201	HEAL 113	

### Semester 4

PHAR 222  
PHAR 223

### Associate Degree Program

Semester 1	Semester 2	Semester 3
CHEM 104	PHAR 211	BUSA 115
ENGL 101	PHAR 212	BUSA 215
MATH 122 or MATH 123	ENGL 102 or ENGL 103	PHAR 221
PHAR 201	HEAL 113	

### Semester 4

PHAR 222  
PHAR 223

### Semester 5

BIOL 205, or BIOL 206  
BIOL 210  
PSYC 201  
Humanities/Fine Arts

# Philosophy

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 022*

Advisors: Dr. Amy Scrima, (269) 927-8777, [scrima@lakemichigancollege.edu](mailto:scrima@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
**Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one course in Philosophy (PHIL).....	3
General Electives .....	27

#### The following Philosophy courses are offered at LMC:

Philosophy 101, Introduction to Philosophy.....	3
Philosophy 102, Introduction to Logic.....	3
Philosophy 215, Introduction to Religious Thought.....	3
Philosophy 250, Sophomore Seminar in Philosophy.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4, or 5 credits.

### About the Area of Study

Philosophy is a discipline that deals with all learning exclusive of technical precepts and the practical arts. Courses include study in areas such as logic, ethics, religious thought, and issues with technology, business, and medicine.

If you are pursuing a bachelor's degree in Philosophy, you may complete your first two years of coursework at Lake Michigan College. Philosophy courses are transferable to other institutions in Michigan and elsewhere.

Well-prepared Philosophy majors have done well consistently in the Graduate Record Examination (GRE) and Law School Aptitude Test (LSAT).

You may complete the requirements for an Associate in Arts degree. Competency in a foreign language is not a degree requirement. However, Philosophy majors are strongly urged to complete at least two semesters of French, German, or Spanish. As a Philosophy major, you should seek a broad-based education through careful selection of courses. Consult the faculty advisor for specific guidance.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Phlebotomy Technician

## Certificate of Achievement *Program Code PHLB*

Advisors: LaToya Mason, (269) 926-4086, [lmason@lakemichigancollege.edu](mailto:lmason@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

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### Degree Requirements ..... Credit Hours

#### Certificate Requirements – 12 Credit Hours

Biology 110, Human Anatomy and Physiology.....	4
Health 101, Introduction to Allied Healthcare Careers.....	2
Health 103, Medical Terminology .....	2
Health 130, Phlebotomy Technician .....	5
Health 131, Phlebotomy Technician Externship.....	3

### About the Area of Study

Phlebotomy technicians are employed in various health care settings such as hospitals, acute care centers, medical groups, and outpatient clinics. The Phlebotomy Technician program provides hands-on classroom experience that will prepare students for employment in a laboratory setting. Upon successful completion of the course, students are eligible to take the National Healthcareers Association certification examination.

All students in the Phlebotomy Technician program are required to pass a criminal background check and drug screen prior to clinical placement.

### Sample Program Sequence

#### Advanced Certificate Program

Semester 1	Semester 2
BIOL 110	HEAL 131
HEAL 101	
HEAL 103	
HEAL 130	

# Physical Education and Wellness

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 091*

Advisor: Dan Meyer, (269) 927-8745, meyer@lakemichigancollege.edu

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition .....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences .....	8
**Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	3
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Psychology 201, Introduction to Psychology .....	3

#### Major Requirements

Biology 205, Human Anatomy.....	4
Biology 206, Principles of Human Physiology.....	4
Communication 101, Introduction to Public Speaking .....	3
Physical Education 201, Foundations of Physical Education.....	3
Physics 101, General Physics.....	5
Psychology 203, Human Development .....	3
General Electives .....	6

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4, or 5 credits.

### About the Area of Study

The Physical Education and Wellness program offers instruction and opportunities to participate in fitness-related activities, recreational and lifetime activities, and wellness promotion opportunities.

The professional program offers instruction in physical education skills, programs, philosophy, and administration. It is open to students planning to complete a major or minor in physical education, recreation, or coaching for their bachelor's degree program.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet MTA transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Physical Science

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 063*

Advisor: Dr. Cole Lovett, (269) 927-8744, [lovett@lakemichigancollege.edu](mailto:lovett@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

Chemistry 111, General Chemistry I.....	4
English 101, English Composition.....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics 151, Calculus I.....	5
** Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Physical Science 104, Physical Geology.....	4
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences.....	3

#### Major Requirements

Chemistry 112, General Chemistry II.....	4
Physics 101, General Physics.....	5
Physics 102, General Physics II.....	5
General Electives .....	14

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3 4, or 5 credits.

### About the Area of Study

Physical Science offers an introduction to the physical sciences (chemistry, geology, and physics). The program provides coursework for you to complete towards your general education requirements in science and provides initial preparation work in a science field. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.



# Physics

## Associate in Science Degree – TRANSFER PROGRAM *Program Code 063*

Advisor: John Stahl, (269) 927-8184, [jstahl@lakemichigancollege.edu](mailto:jstahl@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

Chemistry 111, General Chemistry I.....	4
English 101, English Composition.....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics 151, Calculus I.....	5
** Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Physics 201, Engineering Physics I.....	5
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences.....	3

#### Major Requirements

Chemistry 112, General Chemistry II.....	4
Mathematics 201, Calculus II.....	5
Mathematics 202, Calculus III.....	5
Mathematics 252, Differential Equations.....	4
Physics 202, Engineering Physics II.....	5
General Electives .....	4

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

Physics is a rigorous program applying mathematics to the fundamental concepts governing the natural world. You will develop a solid foundation in analytical reasoning and problem solving. Hands on laboratories are used to enhance the lecture material and introduce you to the laboratory environment. The Physics curriculum is an intensive and challenging program intended to prepare you for transfer into a bachelor's program at most institutions. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Political Science

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 014*

Advisor: Dr. Tiffany Bohm, (269) 927-8877, [tbohmlakemichigancollege.edu](mailto:tbohmlakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition.....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
**Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
*Social Sciences.....	3

#### Major Requirements

Requires at least one course in Political Science.....	3
General Electives .....	27

#### The following Political Science courses are offered at LMC:

Political Science 101, National Government.....	3
Political Science 102, State Government.....	3
Political Science 202, Comparative Government .....	3
Political Science 203, International Relations .....	3
Political Science 204, Political Parties .....	3
Political Science 250, Introduction to Social Science Research.....	3
Political Science 260, Introduction to Public Policy .....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

Political Science is the study of local, state, national, and international governments and their impact upon human society. If your goal is to pursue a bachelor's degree in political science, you may complete your first two years of coursework at Lake Michigan College. Political Science courses are transferable to other institutions in Michigan and elsewhere. Political Science is recommended if you are interested in government service, elective politics or a law degree. Consult the faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your academic advisor for assistance in developing your student education plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Psychology

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 012*

Advisors: Dr. Denise Scameheorn, (269) 927-8775, [scameheo@lakemichigancollege.edu](mailto:scameheo@lakemichigancollege.edu)  
Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
**Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one course in Psychology.....	3
General Electives .....	27

#### The following Psychology courses are offered at LMC:

Psychology 201, Introduction to Psychology .....	3
Psychology 203, Human Development .....	3
Psychology 204, Child Development and Personality.....	3
Psychology 205, Interpersonal Relations .....	3
Psychology 206, Social Psychology .....	3
Psychology 230, Psychology of Stereotyping and Prejudice .....	3
Psychology 231, Abnormal Psychology .....	3
Psychology 250, Introduction to Social Science Research.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

### About the Area of Study

Psychology is the scientific study of behavior. Through research and critical thought we will explore the biological, behavioral, developmental and social processes that shape and govern human behavior. If you plan to major in Psychology at a four-year university, you may complete the first two years of your program at Lake Michigan College.

You have a unique opportunity to conduct research in Psychology 250. Research projects that qualify are published in *The Lake Michigan College Journal of Psychology*. Students may be eligible for membership in Psi Beta, the national honor society for Psychology students at community and junior colleges. Consult a faculty advisor for specific guidance. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your academic advisor for assistance in developing your student education plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Radiologic Technology

## Associate in Applied Science Degree *Program Code 221*

Advisors: Ildiko Widman, (269)-927-5102, [widman@lakemichigancollege.edu](mailto:widman@lakemichigancollege.edu)  
Academic Advising, (269) 927-8128

### Program Requirements

There are special admission requirements for the Radiologic Technology program. Acceptance into this program is competitive and based on a point system. Applicants are awarded points based on grades earned in program specific prerequisite coursework. All accepted students are required to pass a criminal background check and drug screen prior to admission into the program. Contact Academic Advising at ext. 8128 for an appointment or the Health Sciences office at ext. 8768 for complete details. An advisor will help you determine prerequisites that are required and designed to prepare you for training in the program.

### Degree Requirements ..... Credit Hours

#### General Education Requirements

+Biology 101, Biological Science, or Biology 110, Human Anatomy & Physiology, or Biology 111, Principles of Biology I, or Biology 112, Principles of Biology II.....	4
+English 101, English Composition.....	3
+English 102, English Composition.....	3
+Humanities/Fine Arts .....	3
+Mathematics 123, Quantitative Reasoning .....	4
+Psychology 201, Introduction to Psychology .....	3

#### Major Requirements

+Biology 205, Human Anatomy .....	4
+Physical Science 101, Physical Science: Chemistry and Physics .....	4
Radiologic Technology 130, Introduction to Radiography .....	3
Radiologic Technology 131, Radiographic Positioning I .....	6
Radiologic Technology 134, Radiographic Physics.....	4
Radiologic Technology 138, Clinical Experience I .....	2
Radiologic Technology 139, Common Equipment and Procedures .....	4
Radiologic Technology 140, Radiographic Positioning II .....	3
Radiologic Technology 141, Contract Studies.....	3
Radiologic Technology 143, Clinical Experience II .....	3
Radiologic Technology 144, Radiographic Positioning III .....	3
Radiologic Technology 145, Radiographic Protection and Biology .....	2
Radiologic Technology 228, Computer Applications in Medical Imaging .....	3
Radiologic Technology 229, Clinical Experience III .....	4
Radiologic Technology 232, Clinical Experience IV.....	3
Radiologic Technology 240, Radiographic Quality .....	4
Radiologic Technology 241, Sectional Anatomy .....	3
+Reading 110, Medical Terminology, or Health 103, Medical Terminology.....	1
+Must be completed BEFORE admittance into the program	

### Radiologic Technology Program Handbook

In addition to the rules stated in this catalog, Radiologic Technology students are required to abide by the rules stated in the *Radiologic Technology Program Handbook*, which may be reviewed in the college library.

### About the Area of Study

The Radiologic Technology program trains you to become a radiologic technologist. This 21-month program includes a summer semester of courses. You will obtain clinical experience at local healthcare facilities in addition to formal classroom instruction provided on campus and online.

Radiologic technologists are employed in hospitals, clinics, commercial x-ray laboratories, and physician offices where they use radiation to produce images of the bones and organs of the human body. In addition to preparing patients and operating equipment, radiologic technologists also work with electronic medical records and may prepare exam schedules, evaluate equipment purchases, or manage a radiology department.

### Program Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182; Phone 312-704-5300. [jrcert.org](http://jrcert.org), and [email@jrcert.org](mailto:email@jrcert.org).

### Associate Degree

Upon successful completion of the Radiologic Technology program, you may apply for an Associate in Applied Science degree.

### Certification Examination

Graduates are eligible to apply to sit for the American Registry of Radiologic Technologists (ARRT) national certification examination. Any applicant who has been convicted of a felony and some misdemeanors should pre-apply to ARRT for determination of eligibility to sit for the national certification examination.

### Sample Course Sequence

An advisor will help you make necessary changes to this recommended sequence.

#### Associate Degree Program

Semester 1	Semester 2	Semester 3
RADT 130	RADT 138	RADT 143
RADT 131	RADT 139	RADT 144
RADT 134	RADT 140	
	RADT 141	
Semester 4	Semester 5	
RADT 145	RADT 232	
RADT 228	RADT 240	
RADT 229	RADT 241	

# Skilled Trades Technology

Advanced Certificate *Program Code 382*

Associate in Applied Science Degree *Program Code SKTT*

Advisor: Kevin Kreitner, (269) 927-1000 ext. 3033, [kkreitner@lakemichigancollege.edu](mailto:kkreitner@lakemichigancollege.edu)

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## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts.....	3
Mathematics 100, Applied Mathematics, or Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Sciences .....	3

### Major Requirements

Mathematics 110, Technical Mathematics, or Trade Related Instruction 107, Applied Geometry/Trigonometry .....	4
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At least 36 hours of credit from a Department of Labor (DOL) registered apprenticeship is required. These courses should be part of a planned program of study as designed by an employee sponsor to meet their specific needs. Please see the Program Advisor for specific related technical instruction (RTI).

## About the Area of Study

In cooperation with local employers, Lake Michigan College provides training for men and women enrolled in formal apprenticeship agreements approved by the U.S. Department of Labor, Office of Apprenticeship and Training. Such training programs include academic instruction as well as on-the-job training and usually take a minimum of two to four years to complete.

## Associate Degree

An apprentice who has completed the academic requirements of a U.S. Department of Labor Registered Apprenticeship and completed a minimum of 30 credit hours may apply for an Advanced Certificate from Lake Michigan College.

The associate degree is designed for those apprentices that have received a Completion Certificate from the U.S. Department of Labor or possess a journeyman card. The degree incorporates the courses taken during the student's apprenticeship training, additional advanced level courses, and general education courses. Upon completion of the degree program with a minimum of 60 credit hours, a student may apply for an Associate in Applied Science degree.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

# Sociology

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 011*

Advisors: Dr. Michelle Stone, (269) 927-8619, [stone@lakemichigancollege.edu](mailto:stone@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one course in SOC.....	3
General Electives .....	27

#### The following Sociology courses are offered at LMC:

Sociology 101, Principles of Sociology.....	3
Sociology 201, Modern Social Problems .....	3
Sociology 202, Marriage and the Family .....	3
Sociology 204, The Field of Social Work .....	3
Sociology 205, Race and Ethnic Relations.....	3
Sociology 210, Sociology of Aging.....	3
Sociology 250, Introduction to Social Science Research.....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4 or 5 credits.

### About the Area of Study

The discipline of Sociology is concerned with the social and cultural life of humans. Sociologists study the organization, functions, and problems of human societies and groups. The dynamics of human relationships are of primary interest along with the analysis of culture, social systems, socialization, social classes, poverty, minorities and majorities, population, social institutions and social change.

Occupations in sociology/social work usually require a bachelor's or master's degree. The Sociology discipline at Lake Michigan College provides you with the first two years of a bachelor's program. You should work with your advisor to check with four-year colleges and universities regarding specific requirements. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Teacher Education

## Associate in Applied Science Degree – TRANSFER PROGRAM *Program Code TEED*

Advisors: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)  
Nicole Hatter, (269) 927-8185, [nhatter@lakemichigancollege.edu](mailto:nhatter@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition .....	3
Political Science 101, National Government .....	3
Mathematics 200, Mathematics for Elementary Teachers.....	4
Biology 170, Life Science for Elementary Teachers I.....	3
Humanities 201, Introduction to the Arts .....	3

#### Major Requirements

History 201, American History.....	3
Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	3
Psychology 201, Introduction to Psychology .....	3
Psychology 203, Human Development or Psychology 204, Child Development and Personality .....	3
Mathematics 210, Geometry for Elementary Teachers .....	4
Mathematics 265, Probability and Statistics for Elementary/Middle School Teachers .....	4
Physical Science 180, Physical Science in Elementary Education .....	3
Physical Science 190, Earth Science for Elementary/Middle School Teachers I .....	3
Physical Science 280, Physical Science for Elementary Teachers II .....	3

### Program Electives (12-15 credits required, depending on track)

#### Early Childhood Elementary (Pre K-5<sup>th</sup> Grade Certification) Track

Geography 100, World Regional Geography .....	4
Business 200, Introduction to Economics .....	3
Physical Education 208, Introduction to Elementary Physical Education .....	2
Child Development 212, Administration of Early Childhood Programs .....	3

#### Elementary (K-8<sup>th</sup> Grade Certification) Track

Art 111, Art Education or Music 200, Music for the Elementary Teacher.....	3
History 202, American History .....	3
History 204, Modern East Asia.....	3
Physical Science 290, Earth Science for Elementary/Middle School Teachers.....	3
Choose One Content Area Major Course: Biology 270, Life Science for Elementary Teacher II Chemistry 101, Introductory Chemistry I English 208, Literary Interpretation English 214, Children's Literature English 215, Poetry English 216, Literature of Black America Physics 104, Introduction to the Sky and Solar System Political Science 102, State Government.....	3

#### Special Education Track

Geography 100, World Regional Geography .....	4
Business 200, Introduction to Economics .....	3
Physical Education 208, Introduction to Elementary Physical Education .....	2
Education 101, Foundations of Education.....	3

# Teacher Education, continued

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## About the Area of Study

Lake Michigan College's Teacher Education Associate in Applied Science program prepares students to transfer to Western Michigan University to pursue their Bachelor of Science with a major in Early Childhood Elementary Education, Elementary Education or Special Education.

LMC's curriculum will meet the general education requirements toward transfer and introduce students to the field of education with emphasis on their specific program track. The program provides students with carefully constructed courses that are based on sound theoretical foundations. Courses at all levels include field experiences in a variety of settings with diverse populations. Students work with an academic planning advisor to create an individualized program.

With successful completion of the Bachelor of Science degree at Western Michigan University, students will meet state requirements for a Michigan Provisional Teacher's Certificate.

*Those seeking transfer to a different 4-year institution should instead follow the Teacher Education Associate of Arts program guide.*

## Transfer Resources

Students wishing to pursue a career in education at WMU will need to meet with an LMC Teacher Education program advisor for assistance in developing an individualized Student Education Plan (SEP).

In discussions with their advisor, students will determine the teaching certification/grade level they are interested in pursuing, their college selection, and an academic content major area for additional endorsements. With several course options in this program, it is important that students choose courses based on their career and transfer goals.

## Test Scores Required for Admission into WMU's College of Education

The state of Michigan requires that teacher candidates demonstrate basic skills in reading, writing and mathematics before they can begin their education coursework at a 4-year institution. SAT scores may now be used in place of the Professional Readiness Exam to meet the Michigan basic skills examination requirement. Scores acceptable for admission will be:

- Evidence-Based Reading and Writing: 480 or higher
- Mathematics: 530 or higher

Students must meet the minimum test scores to be admitted into WMU's College of Education. Please see your LMC Education advisor for additional information.



# Teacher Education

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 037*

Advisors: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)  
Nicole Hatter, (269) 927-8185, [nhatter@lakemichigancollege.edu](mailto:nhatter@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking .....	3
Humanities/ Fine Arts .....	6
Mathematics .....	3
*Natural Sciences .....	8
Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health .....	3
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present .....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one course in Education (EDUC) .....	3
General Electives .....	25

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics courses have 3, 4, or 5 credits.

#### Colleges of Education:

Andrews University .....	<a href="http://www.andrews.edu/sed">www.andrews.edu/sed</a>
Central Michigan University .....	<a href="http://www.ehs.cmich.edu">www.ehs.cmich.edu</a>
Eastern Michigan University .....	<a href="http://www.emich.edu/coe">www.emich.edu/coe</a>
Ferris State University .....	<a href="http://www.ferris.edu">www.ferris.edu</a>
Grand Valley State University .....	<a href="http://www.gvsu.edu/soe">www.gvsu.edu/soe</a>
Indiana University South Bend .....	<a href="http://www.iusb.edu/~edud/">www.iusb.edu/~edud/</a>
Michigan State University .....	<a href="http://www.educ.msu.edu">www.educ.msu.edu</a>
Northern Michigan University .....	<a href="http://www.nmu.edu/education">www.nmu.edu/education</a>
University of Michigan .....	<a href="http://www.soe.umich.edu">www.soe.umich.edu</a>
Western Michigan University .....	<a href="http://www.wmich.edu">www.wmich.edu</a>
Western Michigan University-Southwest .....	<a href="https://wmich.edu/southwest">https://wmich.edu/southwest</a>

If you are interested in attending a school not listed here, please work with one of the Teacher Education program advisors to build a program that will meet the requirements of your chosen school.

#### Test Scores Required for Admission into a College of Education

The state of Michigan requires that teacher candidates demonstrate basic skills in reading, writing and mathematics before they can begin their education coursework at a 4-year institution. SAT scores may now be used in place of the Professional Readiness Exam to meet the Michigan basic skills examination requirement. Scores acceptable for admission will be:

- Evidence-Based Reading and Writing: 480 or higher
- Mathematics: 530 or higher

Students must meet the minimum test scores to be admitted into WMU's College of Education. Please see your LMC Education advisor for additional information.

### About the Area of Study

Lake Michigan College's Teacher Education Associate in Arts program prepares students to transfer to a 4-year institution's teacher preparation bachelor's degree program.

LMC's curriculum will meet the general education requirements toward transfer and introduce students to the field of education. The program provides students with carefully constructed courses that are based on sound theoretical foundations. Courses at all levels include field experiences in a variety of settings with diverse populations. Students work with their Teacher Education program advisor to create an individualized program.

### Transfer Resources

Students wishing to pursue a career in Education will need to continue their schooling at a 4-year institution. The curriculum for students preparing to become elementary teachers varies considerably among transfer institutions. If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

LMC has developed several articulation agreements/partnerships with colleges and universities in Teacher Education. These agreements are designed to facilitate the transfer of credits from LMC to these Colleges of Education. Students must meet with a program advisor before their first semester for the specific requirements of the college or university they are planning to attend.

In discussions with their advisor, students will determine the teaching certification/grade level they are interested in pursuing, their college selection, and an academic content major area for additional endorsements. With several course options in this program, it is important that students choose courses based on their career and transfer goals.

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Theatre

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code 046*

Advisors: Dr. Amy Scrima, (269) 927-8777, [ascrima@lakemichigancollege.edu](mailto:ascrima@lakemichigancollege.edu)  
Paul Mow, (269) 927-8627, [pmow@lakemichigancollege.edu](mailto:pmow@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
**Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one course in Drama .....	3
General Electives .....	27

#### The following Theatre courses are offered at LMC:

Drama 110, Principles of Practices of Acting I .....	3
Drama 110, Principles of Practices of Acting II .....	3
Drama 112, Stagecraft .....	3
Drama 113, Musical Theatre Performance .....	3
Drama 175, Summer Theatre Workshop .....	6
Drama 201, Introduction to Theatre .....	3
Drama 202, Theatre Practicum .....	3
Drama 220, Introduction to Theatre for Young Audiences and Creative Dramatics .....	3

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, MATH courses have 3, 4, or 5 credits.

### About the Area of Study

Theatre courses help you develop an appreciation of the discipline as well as to expand your personal and professional enrichment through study in acting and stagecraft. The curriculum is comprised of courses dealing with dramatic theory and appreciation, design and technical theatre, and performance. Courses are open to all students.

Credits apply toward the Associate in Arts degree. If you are planning to transfer to a four-year school you should obtain degree requirements for the freshman and sophomore years at your selected school and consult with the Theatre program advisor to plan your individualized program. There is a 60-credit degree requirement needed for graduation.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit [lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Undecided

## Associate in Arts Degree – TRANSFER PROGRAM *Program Code UAAT*

Advisor: Dr. Gary C. Roberts, (269) 927-8771, [roberts@lakemichigancollege.edu](mailto:roberts@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one additional course in Social Science.....	3
Requires at least one additional course in Humanities/Fine Arts .....	3
General Electives .....	24

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, Mathematics (MATH) courses have 3, 4, or 5 credits.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

**[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).**

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Undecided

## Associate in Science Degree – TRANSFER PROGRAM *Program Code UAST*

Advisor: Dr. Gary C. Roberts, (269) 927-8771, [roberts@lakemichigancollege.edu](mailto:roberts@lakemichigancollege.edu)

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### Degree Requirements ..... Credit Hours

#### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or Communication 101, Introduction to Public Speaking.....	3
*Humanities/Fine Arts .....	6
Mathematics .....	3
*Natural Sciences.....	8
**Physical Education 200, Healthful Living, or Physical Education 212, Health and Fitness, or Physical Education 214, Personal Health.....	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History to 1865, or History 202, American History 1865 to Present.....	3
Social Sciences .....	3

#### Major Requirements

Requires at least one additional course in Natural Science.....	4
Requires at least one additional course in Mathematics .....	3
General Electives .....	23

\*From at least two academic disciplines.

\*\*Credit hours listed are based on minimum earned. For example, mathematics (MATH) courses have 3, 4, or 5 credits.

### Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your Academic Advisor for assistance in developing your Student Education Plan (SEP) or visit

**[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).**

Please see catalog for courses that have Honors equivalents and meet Michigan Transfer Agreement (MTA) transfer guidelines. Completion of the MTA requires 30 credits of coursework in the 5 MTA distribution areas.

# Welding Production Technology

## Certificate of Achievement – Welding Production Technology *Program Code WEPT*

Advisor: Nathan Kramb, (269) 927-4244, [nkramb@lakemichigancollege.edu](mailto:nkramb@lakemichigancollege.edu)

### Degree Requirements ..... Credit Hours

#### Welding Production Technology Certificate Requirements

Machine Tool 110, Machine Tool I .....	3
Trade Related Instruction 134, Metallurgy and Heat Treatment.....	3
Welding Production Technology 101, Fabrication.....	2
Welding Production Technology 102, SMAW (Shielded Metal Arc Welding) I.....	2
Welding Production Technology 103, GMAW (Gas Metal Arc Welding) I.....	2
Welding Production Technology 104, Welding Blueprint Reading & Symbols .....	2
Welding Production Technology 105, Welding Fabrication I.....	2
Welding Production Technology 202, GTAW (Gas Tungsten Arc Welding) I.....	2

Some courses may be offered in Open Entry/Open Exit (OE/OE) format.  
See course descriptions.

### About the Area of Study

The Welding Production Technology program prepares students for employment in the construction, manufacturing, and utilities industries. The program provides instruction in the most common manual welding and cutting processes. Training includes welding with "TIG," "Stick," "MIG," and flux cored wires for most common materials. Cutting is done both manually and mechanized with plasma and oxy-fuel systems. Training is geared to provide the skill base, knowledge, and professional attitude required to eventually become a highly skilled welder.

### Certificate Options

Upon completion of the listed Welding Production Technology certificate requirements, you will be eligible for a Certificate of Achievement. This allows you to enter the job market with basic, entry-level skills. Credit earned can be applied toward your associate degree.

# Welding Production Technology

Associate in Applied Science Degree *Program Code WDPT*

Advisor: Nathan Kramb, (269) 927-4244, [nkramb@lakemichigancollege.edu](mailto:nkramb@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

English 101, English Composition .....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 100, Applied Mathematics, or Mathematics 122, Intermediate Algebra, or Mathematics 123, Quantitative Reasoning.....	4
Physics 110, Technical Physics .....	4
Social Sciences.....	3

### Major Requirements

Machine Tool Technology 110, Machine Tool I.....	3
Machine Tool Technology 120, Machine Tool II .....	3
Machine Tool Technology 140, Introduction to Numerical Control (NC) Computer Numerical Control (CNC).....	2
Manufacturing Technology 111, Manufacturing Process I.....	3
Manufacturing Technology 122, Introduction to Robotics.....	2
Mathematics 110, Technical Math, or Mathematics 130, Pre-Calculus Trigonometry, or Mathematics 135, Pre-Calculus Algebra/Trig .....	3
Trade Related Instruction 134, Metallurgy and Heat Treatment.....	3
Trade Related Instruction 138, Industrial Safety.....	1
Welding Production Technology 101, Fabrication.....	2
Welding Production Technology 102, SMAW (Shielded Metal Arc Welding) I.....	2
Welding Production Technology 103, GMAW (Gas Metal Arc Welding) I .....	2
Welding Production Technology 104, Welding Blueprint Reading & Symbols .....	2
Welding Production Technology 105, Welding Fabrication I.....	2
Welding Production Technology 200, Welding Fabrication II.....	2
Welding Production Technology 201, GMAW Welding II .....	2
Welding Production Technology 202, GTAW (Gas Tungsten Arc Welding) I.....	2
Welding Production Technology 203, GMAW Welding Production .....	2
Welding Production Technology 204, SMAW Welding Production.....	1
Welding Production Technology 205, GTAW Welding Production .....	1

Some courses may be offered in Open Entry/Open Exit (OE/OE) format.  
See course descriptions.

## About the Area of Study

The welding production technology program prepares students for employment in the construction, manufacturing, and utilities industries. The program provides instruction in the most common manual welding and cutting processes. Training includes welding with "TIG," "Stick," "MIG" and flux cored wires for most common materials. Cutting is done both manually and mechanized with plasma and oxy-fuel systems. Training is geared to provide the skill base, knowledge, and professional attitude required to eventually become a highly skilled welder.

## Associate Degree

When you complete the 60-credit Welding Technology program, you may apply for an Associate in Applied Science degree.

## Transfer Resources

If you are planning to transfer to a four-year college or university, you should become familiar with your chosen school's requirements. See your academic advisor for assistance in developing your Student Education Plan (SEP) or visit

[lakemichigancollege.edu/transfer](http://lakemichigancollege.edu/transfer).

## Sample Course Sequence

An advisor will help you develop course program sequences.

# Wine and Viticulture Technology

Associate in Applied Science Degree *Program Code WINE*

Advisor: Michael Moyer, (269) 927-8617, [mmoyer@lakemichigancollege.edu](mailto:mmoyer@lakemichigancollege.edu)

## Degree Requirements ..... Credit Hours

### General Education Requirements

Agriculture 110, Agriculture Chemistry, or Chemistry 104, Fundamentals of General, Organic & Biochemistry, or Chemistry 111, General Chemistry.....	4
English 101, English Composition.....	3
English 102, English Composition, or English 103, Technical Writing, or Communication 101, Introduction to Public Speaking.....	3
Humanities/Fine Arts .....	3
Mathematics 123, Quantitative Reasoning, or Mathematics 122, Intermediate Algebra .....	4
Social Sciences.....	3

### Major Requirements

Biology 120, Plant Biology .....	4
Business 207, Entrepreneurship or Business 208, Advertising and Sales Promotion.....	3
Enology 101, Introduction to Viticulture and Enology.....	3
Enology 105, Wines of the World and Sensory Analysis .....	1
Enology 106, Wines of the World II.....	1
Enology 110, Winery Hospitality Co-Op I .....	1
Enology 111, Winery Hospitality Co-Op II .....	1
Enology 190, Enology Co-Op I .....	2
Enology 191, Enology Co-Op II .....	2
Enology 210, Wine Analysis and Quality Control .....	4
Enology 211, Winemaking and Fermentation .....	3
Enology 220, Winery Operations Management .....	3
Enology 290, Enology Co-Op III.....	4
Viticulture 110, Establishing a Vineyard .....	3
Viticulture 120, Maintaining a Vineyard.....	3
Viticulture 220, Vineyard Diseases and Insects.....	3
Viticulture 291, Viticulture Co-Op II .....	2

### Sample Course Sequence

Fall	Spring	Summer
First Year	First Year	First Year
MATH 123	AGRI 110 or	ENOL 210
VITI 110	CHEM 104 or	VITI 220
ENOL 101	CHEM 111	VITI 291
ENOL 105	VITI 120	ENOL 111
ENOL 190	BIOL 120	
	ENGL 101	
	ENOL 191	
Fall	Spring	
Second Year	Second Year	
ENOL 290	BUSA 208	
ENGL 102 or	Humanities/Fine Arts	
ENGL 103 or	ENOL 106	
COMM 101	ENOL 220	

## About the Area of Study

The Michigan wine industry is growing rapidly and is ripe with opportunity. It is currently home to over 100 wineries and 3,000 acres of wine grapes, which produce more than 1.3 million gallons of wine annually. Michigan is the fifth-ranked state in the U.S. in terms of wine grape production. Bolstered by the population centers and consumer markets within and surrounding Michigan, the Michigan wine industry continues to thrive.

The AAS degree in Wine and Viticulture Technology emphasizes hands-on learning, where the college's vineyard blocks and teaching winery serve as classrooms. Areas of study include:

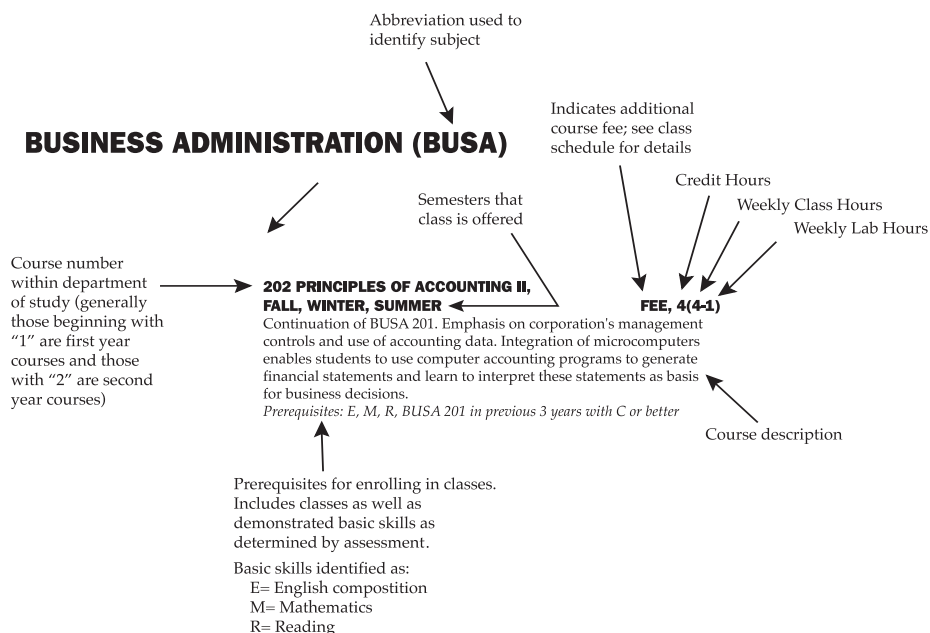
- Vineyard site selection
- Vineyard establishment
- Canopy management
- Pest and disease control
- Harvest operations and fruit processing
- Fermentation management
- Wine chemistry and analysis
- Filtration and fining
- Bottling
- Business of wine
- Marketing & distribution
- Regulatory compliance

Future careers in the wine industry include, but are not limited to:

- Viticulturists and vineyard managers
- Winemakers and enologists
- Tasting room managers and event coordinators
- Equipment sales, barrels sales, and other suppliers
- Equipment manufacturing and metal fabrication
- Custom crush
- Bulk wine sales and brokering
- Warehousing and logistics
- Wine distribution and sales

# Course Descriptions

## How to Read Course Descriptions



**Concurrent** - may take course(s) at the same time

**Co-requisite** - must take course(s) at the same time

**Equivalent** - determined by department, chair, or full-time faculty

## English, Math, and Reading Prerequisite Requirements

### "E" English Minimum Score

ACT English 18  
Compass Writing 78  
Old Accuplacer Writing 80  
Next Generation Accuplacer: WritePlacer 6  
or  
WritePlacer 5 + Next Gen Writing 250  
"Old" SAT Verbal 490  
New SAT 26

### "M" Math Minimum Score\*

\* "M" exempts students from Math 090 only.  
ACT Math 18  
Compass Pre-Algebra 46  
Old Accuplacer Arithmetic 58  
Next Generation Quantitative 237  
(Numeracy scores may also be used to move students up to Math 095 with or without 095A.)  
"Old" SAT Quantitative 440  
New SAT Math 23

### "R" Reading Minimum Score

ACT Reading 17  
Compass Reading 78  
Old Accuplacer Reading 80  
"Old" SAT Verbal 490  
New SAT Reading 26  
Nelson Denny 11.8 (this test is no longer given, but scores do not expire for nursing program applications)

Test*	E (English/Writing)	R (Reading)	M (Math)
<b>ACT</b>	English=18	Reading=17	Math=18
<b>SAT (2016 and after)</b>	Writing/Language Test Score=27 or 5 in all 3 essay subsections (SAT Reading, SAT Analysis & ' SAT Writing Essays) or Pre-2016 Verbal=490	Reading Test Score=26 <b>or</b> Pre-2016 Verbal=490	Math Test Score=24 <b>or</b> Math Section=530 <b>or</b> Pre-2016 Quantitative=440
<b>Next Generation Accuplacer</b>	WritePlacer≥6 <b>Or</b> Next Generation Reading=263 and high school GPA 2.75-3.49 <b>Or</b> WritePlacer=5 and Next Generation Writing=250	Next Generation Reading=263	Next Generation Quantitative/Algebra/Statistics=237
<b>Compass</b>	Writing=78	Reading=78	Pre-Algebra=46

ALL PREREQUISITE COURSES REQUIRE A GRADE OF "C" OR BETTER UNLESS OTHERWISE NOTED. \*  
A high school GPA of 3.5 after junior year meets both E and R.



## AGRICULTURE (AGRI)

### 110 AGRICULTURAL CHEMISTRY

FALL

FEE 4 (3-3)

This is a fundamental course in chemistry. Topics include an overview of basic inorganic, organic and biochemistry with applications to agriculture.

*Prerequisites: E, R and MATH 095 or pass algebra proficiency test*

## ART (ART)

### 101 ART APPRECIATION I FALL

3 (3-0)

Introduction to appreciation of visual arts. Study of artistic styles that explains ideas about visual art and architecture through discussion and field trips. Open to all students.

### 102 ART APPRECIATION II SPRING

3 (3-0)

Explores visual arts through studio projects, slides, lectures and discussion. Work in basic elements of design and form organization through various two-dimensional and three-dimensional media. Open to all students.

### 105 WATERCOLOR I SPRING

2 (0-4)

Survey of painting techniques and issues of compositional problem solving through emphasis on elements of design--line, value, texture, color, form and space. Open to all students.

*Recommended Prerequisites: ART 102, ART 103 and/or ART 112 or equivalents*

### 106 WATERCOLOR II SPRING

2 (0-4)

Advanced study in watercolor through investigation of elements of design for personal expression. Open to all students.

*Prerequisite: ART 105*

### 109 BASIC DESIGN (2-D) FALL

3 (0-6)

A thorough investigation of the elements of design (line, texture, value, color, etc.) and principles of form organization to establish the visual language of the two-dimensional arts. Open to all students. Required for Art majors.

### 110 BASIC DESIGN (3-D) SPRING

3 (0-6)

Focus on visual fundamentals of three-dimensional design and study of form as means of expression. Open to all students. Required for Art majors.

### 111 ART EDUCATION SPRING

3 (2-2)

Explores a wide range of visual experiences. Emphasis on understanding child growth and development against a background of various painted, drawn and sculptured images. For students interested in teaching.

*Prerequisites: E, R*

### 115 PAINTING I

SPRING

3 (0-6)

Fundamentals of form and their relationships in painting. Range of subject matter includes portrait and figure studies. Open to all students.

### 116 PAINTING II

SPRING

3 (0-6)

Further study in structural concerns of painting. Emphasis on discipline and integration of personal expression through principles of form, organization, movement, repetition, proportion, balance, etc. Open to all students.

*Prerequisite: ART 115*

### 120 CERAMICS I

FALL, SPRING

FEE 3 (0-6)

Focus on materials, tools and special equipment used in working with clay. Investigation of firing procedures, preparation of clay and glazes and fundamentals of throwing pottery on wheel. Open to all students.

### 121 CERAMICS II

FALL, SPRING

FEE 3 (0-6)

Advanced course in study of clay. Hand-building and/or wheel-throwing problems according to individual interests. Experiments in glazing. Open to all students.

*Prerequisite: ART 120*

### 122 DRAWING I

FALL, SPRING

3 (0-6)

Explores the fundamentals of drawing. Investigation of the elements of design and other ideas underlining a successful drawing. Includes drawing portraits. Open to all students. Required for Art majors.

### 123 DRAWING II

FALL, SPRING

3 (0-6)

Continued study in drawing. Emphasis on development of personal expression through use of line and value. Open to all students. Required for Art major.

*Prerequisite: ART 122*

### 130 BEGINNING GLASSBLOWING

FALL, SPRING

FEE 3 (2-4)

A studio course designed in partnership with Waterstreet Glassworks to introduce the novice to the art of glass blowing and fusing. This is a team-taught, hands-on format that focuses on basic skills, techniques and studio operations that will give the novice an insight to hot glass and prepare them to progress to more in-depth instruction. The class will take place at the Waterstreet Glassworks facility at 138 Water Street in the Arts District in Benton Harbor.

### 200 HISTORY OF ART I FALL (ODD YEARS)

3 (3-0)

Lecture course that discusses a historical survey of architecture, sculpture and painting from Prehistoric Period to Gothic Period. Includes study of Egyptian, Greek, Roman and Romanesque art. Open to all students.

*Prerequisites: E, R*

**201 HISTORY OF ART II FALL (EVEN YEARS) 3 (3-0)**

Lecture course that discusses a historical survey of architecture, sculpture and painting from Renaissance to Twentieth Century. Focus on important aspects of Baroque, Neo-classical and Romantic art culminating in Modern Movement. Open to all students.

*Prerequisites: E, R*

**202 TWENTIETH-CENTURY ART SPRING 3 (3-0)**

Lecture course that addresses contemporary trends in painting and sculpting. Lectures supplemented with slides and videos engage students with major movements and developments in Europe and United States. Includes study of Impressionism and Post-Impressionism as foundations for understanding twentieth-century ideas. Open to all students.

*Prerequisites: E, R*

**203 20TH CENTURY ART HISTORY: 1900-1945 SPRING (EVEN YEARS) 3 (3-0)**

Art from 1900 to 1945 will be discussed in terms of its origins, trends and the contributions of culture and technology. Major developments to be covered include Fauvism, Cubism, Expressionism, Dadaism, Surrealism and Abstract Expressionism. Photography and Architecture will be discussed, too. Open to all students.

**204 20TH CENTURY ART HISTORY 1945-PRESENT SPRING (ODD YEARS) 3 (3-0)**

Major developments in Art from 1945 to Present, including Abstract Expressionist, Pop Art, Minimalism, Conceptual Art, Photo Realism, Neo-Expressionism and the Post-Modern era are discussed alongside the associated disciplines of Photography, Architecture and Graphic Design. Open to all students.

**212 SCULPTURE I FALL FEE 3 (0-6)**

Basic sculpture forming techniques; investigation of form relationships through use of clay and other media. Emphasis on developing skills in manipulation of materials. Open to all students.

**213 SCULPTURE II FALL FEE 3 (0-6)**

Advanced exploration of ideas and materials used in sculpture. Choice of wood, metal, or plaster for study. Emphasis on developing skills in articulating form. Open to all students.

*Prerequisite: ART 212*

**251 STUDIO PROBLEMS: PAINTING SPRING FEE 3 (0-6)**

Advanced study in acrylic and/or oil painting, emphasis on development of technical skills according to individual student interest.

*Prerequisites: ART 115, ART 116*

**252 STUDIO PROBLEMS: CERAMICS****FALL, SPRING FEE 3 (0-6)**

Advanced study in ceramics with more individualized directions. Hand-building and wheel-thrown objects as well as experiments with glaze compounds.

*Prerequisites: ART 120, ART 121*

**253 STUDIO PROBLEMS: SCULPTURE FALL FEE 3 (0-6)**

Advanced study in sculpture, with emphasis on improving individual directions in clay, plaster, metal, or wood.

*Prerequisites: ART 212, ART 213*

**254 STUDIO PROBLEMS: WATERCOLOR****SPRING 2 (0-4)**

Advanced study in watercolor to explore color and form according to individual interests.

*Prerequisites: ART 105, ART 106*

**260 STUDIO PROBLEMS: DRAWING****FALL, SPRING 3 (0-6)**

Advanced course in drawing. Exploration of different directions of expression through personal experimentation.

*Prerequisites: ART 122, ART 123*

**BIOLOGY (BIOL)****101 BIOLOGICAL SCIENCE****FALL, SPRING FEE 4 (3-2)**

Introduction to basic principles and concepts of biology as well as related laboratory experiences. Areas of emphasis include ecology, evolution, unity and diversity of life, molecular biology, genetics, cell biology, biotechnology and behavior. NOTE: Students with two (2) or more years of high school biology are recommended to take BIOL 111, BIOL 112, or BIOL 204.

*Prerequisites: E, M, R*

**109 ENVIRONMENTAL BIOLOGY FALL FEE 4 (3-2)**

The study of basic concepts and applications of ecology. Emphasis on how basic ecological concepts relate to current environmental problems. Laboratory work includes field and laboratory studies and field trips to areas of ecological and environmental interest.

*Prerequisites: E, M, R*

**110 HUMAN ANATOMY & PHYSIOLOGY****FALL, SPRING FEE 4 (3-2)**

A lecture and laboratory course designed for students interested in a health science program of study. Structure-function relationships of the eleven organ systems of the human body are emphasized at the cell, tissue, organ and system levels. NOTE: Students with one year of high school biology (with a C or better within the last 5 years) and one year of high school anatomy and physiology (with a C or better with the last 5 years) may be placed in BIOL 205 with Natural Science Chair approval.

*Prerequisites: E, M, R*

**111 PRINCIPLES OF BIOLOGY I FALL FEE 4 (3-3)**

Emphasizes molecular biology, cell chemistry, cell structure and function, physiology, growth and development and genetics. For Biology majors and minors, or students planning to transfer to pre-professional programs requiring Biology. Includes a three-hour laboratory experience per week. NOTE: Students with two years of high school biology, or one year of high school biology and one year of chemistry will serve as BIOL 101 prerequisite.

*Prerequisites: E, M, R, BIOL 101 (or recommend 2 years of high school biology, or one year of high school biology and one year of chemistry all with a grade of C or better)*

**112 PRINCIPLES OF BIOLOGY II SPRING FEE 4 (3-3)**

Emphasizes diversity of organisms, animal and plant structure, animal behavior, and ecology. For Biology majors and minors, or those students planning to transfer to pre-professional programs requiring Biology. Includes a three-hour laboratory experience per week. Students with two years of high school biology, or one year of high school biology and one year of high school chemistry will serve as BIOL 101 prerequisite.

*Prerequisites: E, M, R, BIOL 101 or BIOL 111*

**120 PLANT BIOLOGY SPRING FEE 4 (3-2)**

A basic course in plant science designed to provide a practical understanding of plant morphology along with the processes involved in plant growth and development.

*Prerequisites: E, M, R*

**170 LIFE SCIENCE FOR ELEMENTARY TEACHERS I FALL FEE 3 (2-3)**

The first of a two course laboratory based biology sequence designed for prospective elementary school science teachers. This course is intended to acquaint students with the important concepts of biology and why it is important for children to learn biology and how to help them become independent and creative investigators of nature. This course will explore the practice of science rather than a body of revealed knowledge to be memorized. This course is specifically designed to transfer to Western Michigan University's Elementary Education program and may not transfer to other institutions.

*Prerequisites: E, M, R and computer literacy*

**205 HUMAN ANATOMY FALL, SPRING, SUMMER FEE 4 (3-2)**

A lecture and laboratory course in which the human body is studied at the histological and gross levels of structure. Laboratory work includes organ dissection and the application of cadaver software and anatomical models illustrating the musculoskeletal, neuroendocrine, cardiopulmonary and urogenital systems. Out of class testing is required. Two years of high school biology with a C or better within the last 5 years may substitute for the biology prerequisite with instructor's permission.

*Prerequisites: E, R, BIOL 101 or BIOL 108 or BIOL 110 or BIOL 111 or BIOL 112 with a grade of C or better*

**206 PRINCIPLES OF HUMAN PHYSIOLOGY FALL, SPRING, SUMMER FEE 4 (3-3)**

A lecture and laboratory course covering the basic principles and concepts of human physiology. Online and classroom lectures are used to present core content. Computer simulations and hands-on laboratories are integrated with discussions and provide opportunity to apply basic physiological principles. Case studies are designed to help students make connections between knowledge of physiology and real-world situations. Testing outside scheduled class time required. Two years of high school math and 1 year of high school chemistry within the last 5 years may substitute for the chemistry prerequisite.

*Prerequisites: E, M, R, BIOL 205 and CHEM 101 or CHEM 104 or PHSC 101 or CHEM 111 or CHEM 203 with a grade of C or better*

**210 MICROBIOLOGY FALL, SPRING FEE 4 (3-3)**

This is a basic microbiology course that introduces students to the principles of microbiology with an additional emphasis on health career applications. Instructor and student-led discussion sessions present the principles of microbiological morphology, physiology, reproduction and pathology, with special attention given to human disease. Laboratory exercises are integrated with discussion sessions and develop standard microbiology lab skills in the identification, culture, control and assay of microorganisms.

*Prerequisites: E, M, R, BIOL 101 or BIOL 111, CHEM 101 or CHEM 104 or CHEM 111 all with a grade of C or better*

**212 GENETICS SPRING FEE 4 (3-3)**

This discussion based course (both instructor and student-led) includes the following sections: Mendelian genetics, DNA and chromosomes; gene transmission; linkage and recombination; genes and enzymes; the genetic code; mutations and variations; recombinant DNA; introduction to genomics; gene regulation; developmental, population, quantitative and evolutionary genetics. Lab experiences include statistical analysis, molecular techniques such as polymerase chain reaction (PCR) and gel electrophoresis, RNA interference in *Caenorhabditis elegans* and various computer exercises in bioinformatics.

*Prerequisites: E, M, R, BIOL 101 or BIOL 111 both with a grade of C or better*

**270 LIFE SCIENCE FOR ELEMENTARY TEACHER II SPRING FEE 3 (2-3)**

This is a laboratory-based course specifically designed for prospective elementary and middle school teachers. The objectives of the course are to aid students in developing meaningful and functional understanding of key biological concepts and their interrelationships; to provide students with open-ended problem solving environments that facilitate insight in the nature of science as an intellectual activity; to explore alternative conceptions of scientific phenomena; to help students develop more positive attitudes about science and increase their confidence in their ability to do science.

*Prerequisites: E, M, R*

**210 MICROBIOLOGY FALL, SPRING 4 (3-3)**

This is a basic microbiology course that introduces students to the principles of microbiology with an additional emphasis on health career applications. Instructor and student-led discussion sessions present the principles of microbiological morphology, physiology, reproduction and pathology, with special attention given to human disease. Laboratory exercises are integrated with discussion sessions and develop standard microbiology lab skills in the identification, culture, control and assay of microorganisms.

*Prerequisites: E, M, R, BIOL 101 or BIOL 110 OR BIOL 111, CHEM 101 or CHEM 104 or CHEM 111*

**BUSINESS ADMINISTRATION (BUSA)****100 BUSINESS MATHEMATICS FALL, SPRING 3 (3-0)**

Fundamentals of addition, subtraction, division and multiplication with whole numbers, common fractions and percentages, and their application in business transactions.

*Prerequisites: MATH 095 or a Group Ic course, with a C or better or associated placement test score*

**101 BUSINESS ACCOUNTING I FALL, SPRING 3 (3-0)**

Accounting course for office workers, small-business accountants and owners, and those interested in the double-entry accounting system. Work includes development of basic principles underlying accounting procedures and discussion of techniques and records used in analyzing, classifying, recording, summarizing and reporting business transactions. Computers and other materials as appropriate will be utilized in the course.

*Prerequisites: M, R*

**103 INTRODUCTION TO BUSINESS FALL, SPRING 3 (3-0)**

Survey, orientation and background course acquaints students with role of business enterprise. Deals with various areas of business and is designed to help students decide their field of specialization.

*Prerequisite: R*

**104 SALESMANSHIP 3 (3-0)**

Principles of sales-force organization, operation and selling techniques, with special emphasis given to personal selling and its part in marketing structure.

*Prerequisites: E, M, R*

**105 PRINCIPLES OF RETAILING 3 (3-0)**

Overview of field of retailing, which covers types of institutions, store location, fixtures and equipment, store organization, and retail sales.

*Prerequisites: E, M, R*

**108 SUPERVISORY SKILLS FALL, SPRING 3 (3-0)**

Fundamental skills of supervision and communication, focusing on the topics of performance standards, improvement and assessment, problem solving, and leadership.

*Prerequisites: E, R*

**115 PRINCIPLES OF CUSTOMER SERVICE 3 (3-0)**

Applies basic business knowledge and skills to develop customer-focused strategies necessary to maintain a competitive edge in the business world, with emphasis on fundamentals, skill-building and practical ideas to keep satisfied customers.

*Prerequisite: BUSA 103 or PHAR 201*

**116 FUNDAMENTALS OF QUALITY CUSTOMER SERVICE 1 (1-0)**

Defines QCS, discusses importance, describes necessary infrastructure and helps students recognize moments of truth, to gain understanding of customer-focused company.

*Prerequisite: BUSA 103*

**117 CUSTOMER COMMUNICATION 1 (1-0)**

Effective communication skills are the basis of customer service programs. Students learn active listening skills, assertive verbal communication and the impact of non-verbal language in this communication process as well as writing policies and procedures that support quality customer services.

*Prerequisite: BUSA 103*

**118 SPECIAL CUSTOMER SERVICE SKILLS 1 (1-0)**

Elderly customers and customers with physical disabilities require sensitivity and special attention. Students learn how to overcome common feelings of awkwardness and the do's and don'ts in providing customer services.

*Prerequisite: BUSA 103*

**130 PROFESSIONALISM IN THE WORKPLACE SPRING 1 (1-0)**

Professionalism in the Workplace prepares students to enter the workplace with the attitudes and soft skills required in a professional setting. Designed as a capstone experience for students enrolled in career programs, or for students preparing to transfer, this straightforward and motivating course teaches the missing basics of professionalism including: integrity, work ethic, time management, taking initiative, engagement, resourcefulness, self-awareness and oral and nonverbal communication. Students actively interact with practical tools and techniques for identifying blind spots, setting personal goals and mastering core competencies that relate to career success. Guest speakers emphasize how careers are rarely limited by a shortfall of technical expertise, but by deficiencies in self-management, communication and social behaviors. 1 credit hybrid.

**150 JOB SEARCH SEMINAR FALL, SPRING 1 (1-0)**

Introduction to techniques of locating and obtaining employment. Includes practice letter- and resume-writing skills and discussion of interviewing skills, utilizing library and outside resources.

*Prerequisites: E, R*

**151 MARKETING CAREER DEVELOPMENT 1 (1-0)**

Enhances the value of education in marketing, merchandising and management, which contributes to occupational competence. Promoting appreciation for responsibilities of citizenship in a free, competitive enterprise system. For students preparing for careers in management, sales, advertising, finance, retailing, wholesaling, insurance, real estate, fashion merchandising and other marketing-oriented occupations. Can be repeated up to four semester hours.

*Corequisite: Membership in SIFE*

**200 INTRODUCTION TO ECONOMICS SPRING 3 (3-0)**

Introduction to Economics is a survey course that covers foundational principles of economics and their application in both macro and micro economic theory. The course focuses on gaining an understanding of how economic principles can be applied as a method of reasoning to analyze issues and problems faced by individuals, firms and society in the allocation of scarce resources. Microeconomic topics include the interaction of people and firms in the marketplace, including market structures and how individuals and firms make decisions. Macroeconomic topics include trade, inflation, unemployment, business cycles, growth, government spending, monetary and fiscal policy and taxation.

*Prerequisites: E, M, R*

**201 PRINCIPLES OF ACCOUNTING I FALL, SPRING, SUMMER 4 (4-0)**

Basic theoretical framework of accounting is presented to enable students to understand accounting principles and concepts as developed for sole proprietorship and partnership. Integration of microcomputers enables students to experience computers in accounting.

*Prerequisites: E, M, R*

**202 PRINCIPLES OF ACCOUNTING II FALL, SPRING, SUMMER 4 (4-0)**

Continuation of BUSA 201. Emphasis on corporations' management controls and use of accounting data. Integration of microcomputers enables students to use computer accounting programs to generate financial statements and learn to interpret these statements as basis for business decisions.

*Prerequisites: E, M, R, BUSA 201 in previous 3 years with C or better*

**203 PRINCIPLES OF ECONOMICS (MACRO) FALL, SPRING, SUMMER 3 (3-0)**

Emphasizes general principles of macroeconomics. Topics include supply and demand, inflation, unemployment, economic growth, business cycles, money, taxes, government spending, gross national product, price indexes, technology, wages, fiscal and monetary policy, interest rates, deficit and national debt, and international trade.

*Prerequisites: E, M, R*

**204 PRINCIPLES OF ECONOMICS (MICRO) FALL, SPRING, SUMMER 3 (3-0)**

Emphasizes general principles of microeconomics. Topics include supply and demand, consumer behavior, cost theory, market structures, pricing factors of production, unions, poverty, government regulation and international trade.

*Prerequisites: E, R, MATH 122 or MATH 128 or MATH 129 or MATH 130 or MATH 135 or MATH 151 or MATH 201 or MATH 202 or MATH 252 with a C or better*

**205 BUSINESS LAW I FALL, SPRING 3 (3-0)**

Promotes understanding of laws covering business transactions encountered in everyday life and small businesses. Areas covered include simple contracts and negotiable instruments.

*Prerequisites: E, R*

**206 BUSINESS LAW II SPRING 3 (3-0)**

Basic legal matters pertaining to sales, real property and lease, and partnerships and corporations.

*Prerequisites: E, R, BUSA 205 or permission of instructor*

**207 SMALL BUSINESS MANAGEMENT FALL 3 (3-0)**

For small business managers and entrepreneurs. Analytical approach embodies sound basic principles of good management. Business functions of sales, production, procurement, personnel, finances and managerial functions of planning, organizing, actuating and controlling. Actual case problems related to small business management.

*Prerequisites: E, R*

**207A ENTREPRENEURSHIP A FALL FEE 1 (1-0)**

This course provides an examination of an individual's opportunity to achieve their entrepreneurial goals through understanding entrepreneurship and its relation to small business in the economy. Examination of business opportunities as they relate to small business success factors and their place within the local and global markets will be evaluated. The process of understanding and developing a business plan will be analyzed in respect to the goal of obtaining financial assistance. Types of business ownership will be studied as well as their place in the economy as determined by market analysis.

*Prerequisites: E, M, R*

**207B ENTREPRENEURSHIP B FALL FEE 1 (1-0)**

This course continues evaluating the entrepreneurial opportunities discussed in track A by exploring family business, franchising and business startup or purchase. Further development of the business plan including financial data and how it is delivered will be discussed. Continued examination of selection of organizational format and the management team will be included. The marketing plan will be refined so that the financial issues will be understood within the parameters of selection of funding sources and facilities location. Customer loyalty and product strategies such as pricing, promotion and distribution will be examined.

*Prerequisites: E, M, R*

**207C ENTREPRENEURSHIP C FALL 1 (1-0)**

This course continues evaluating the entrepreneurial opportunities discussed in tracks A & B by exploring the ethical issues faced by new business owners and their implications concerning success. Growth and its management will be examined regarding the aspects of human resources, information technology, quality and operations. This class will provide an analysis of assessing performance through financial evaluation, risk and asset management. Opportunities for the future including the sale of the business entity will be discussed.

*Prerequisites: E, M, R*

**208 ADVERTISING AND SALES PROMOTION SPRING 3 (3-0)**

Analysis of principles and practices of advertising and promoting merchandise with the study of organization and sales practices within industry and business.

*Prerequisites: E, M, R*

**209 PRINCIPLES OF MARKETING FALL, SPRING, SUMMER 3 (3-0)**

Analysis of the marketing task, with various essential functions performed in marketing and numerous and varied types of institutions performing the role of marketing.

*Prerequisites: BUSA 103*

**211 PRINCIPLES OF MANAGEMENT FALL, SPRING, SUMMER 3 (3-0)**

Principles of management and organization in modern business and industry; deals with standards, methods and problems in management.

*Prerequisites: E, M, R*

**212 ACCOUNTING APPLICATIONS ON COMPUTERS SPRING, ODD YEARS 3 (2-2)**

Computer applications for accounting including general ledger, accounts receivable, accounts payable, depreciation and payroll, and spreadsheet accounting.

*Prerequisites: E, M, R, CIS 108, BUSA 201 or BUSA 101, BUSA 202 or BUSA 102 (BUSA 202 or BUSA 102 may be taken concurrently with this class)*

**213 COST ACCOUNTING I SPRING 3 (3-0)**

Fundamentals of cost accounting procedures including job cost principles and practices, with a basic course in manufacturing accounting and problem solving.

*Prerequisites: E, M, R, BUSA 201, BUSA 202 in previous 3 years with C or better*

**214 COST ACCOUNTING II SPRING 3 (3-0)**

Continuation of BUSA 213. Major topics include budgeting procedures, flexible budget, standard costs, gross profit analysis, direct costing, break-even analysis, differential and comparative cost, capital budgeting and control, profit performance measurements, and linear programming.  
*Prerequisites: E, M, R, BUSA 201, BUSA 202, BUSA 213 in previous 3 years with C or better*

**215 BUSINESS COMMUNICATIONS FALL, SPRING 3 (3-0)**

Business success today depends on effective communication. It requires professionals to be thoughtful senders and receivers of information with customers, employees, regulators and managers around the globe. Business communication includes a spectrum of activity, from complex presentations to personal meetings and group email. This course focuses on how to approach communication strategically; students learn to write, speak and listen effectively for improved results. Students study communications from the perspective of both the sender and receiver - to more skillfully analyze a situation, adapt to the sender/receiver, and channel and communicate effectively. Students begin by exploring principles of communication before examining oral and written communication, visual aids, formed presentations and interviewing.

*Prerequisites: ENGL 101, BUSA 103 OR PHAR 211 OR PHAR 212 OR BUSA 201*

**216 BUSINESS STATISTICS FALL, SPRING, SUMMER 3 (3-0)**

Statistical decision-making is surveyed. The topics covered include: sampling techniques, tabular and graphical data, measures of central tendency and variability, simple probability, probability distributions (binomial, normal, t, chi-square and F), Central Limit Theorem, correlation and regression, estimation, hypothesis testing and analysis of variance.

*Prerequisites: E, R, MATH 122 or MATH 123 or MATH 128 or MATH 129 or equivalent*

**218 INTERMEDIATE ACCOUNTING I FALL 3 (3-0)**

Definition and valuation of current assets and liabilities, income measurements, balance sheet, cash flow, inventory valuation methods, plant assets, intangible assets and present-value methods.

*Prerequisites: E, M, R, BUSA 201, BUSA 202 in previous 3 years with C or better*

**219 INTERMEDIATE ACCOUNTING II SPRING 3 (3-0)**

Stockholder's equity, treasury stock, long-term liabilities, income tax allocation, investments, statement of cash flow, analysis of financial statements, price level changes, pension fund provisions and leases.

*Prerequisites: E, M, R, BUSA 201, BUSA 202, BUSA 218 in previous 3 years with C or better*

**220 ORGANIZATIONAL BEHAVIOR FALL, SPRING 3 (3-0)**

This course provides an examination of individual, interpersonal, group and organization processes faced by employees. Current theory, research and practice regarding variables that influence human behavior are discussed. Emphasis is placed on learning relevant to goal setting, managing change, team processes, reward structures, human productivity and career management in organization settings.

*Prerequisites: E, M, R*

**221 INTRODUCTION TO GLOBAL BUSINESS SPRING, SUMMER 3 (3-0)**

An introductory course which explores global business in order to provide students a foundation for operating in an international environment or for future international business courses. Topics include the implications of crossing cultures; differing political, legal, financial, and economic structures and forces; trade theory; ethics; and considerations for marketing; operations; and human resource management.

*Prerequisites: E, M, R, BUSA 103*

**224 INCOME TAX ACCOUNTING FALL 3 (3-0)**

Federal and state income tax laws as applied to individual, partnership and corporation returns.

*Prerequisites: E, M, R, BUSA 201 in previous 3 years with C or better*

**225 PERSONNEL MANAGEMENT ON DEMAND 3 (3-0)**

The organizational and administrative role of personnel in organizations and internal and external factors that influenced the evolution of personnel.

*Prerequisites: E, M, R*

**261 DISTRIBUTIVE EDUCATION CO-OP I FALL, SPRING FEE 3 (1-15)**

Classroom and supervised on-the-job training in approved jobs obtained in retailing, wholesaling, marketing or service outlets. Includes classroom lectures, research and work experience in related business organization. Requires minimum 15 hours of work per week. Application must be placed with coordinator to participate in class.

*Prerequisites: E, M, R, advanced standing for marketing and retailing majors, 2.00 GPA or higher in all previous college work, approval of Co-op Coordinator and signature of marketing program advisor*

**262 DISTRIBUTIVE EDUCATION CO-OP II SPRING FEE 3 (1-15)**

For those students who successfully complete BUSA 261. Requires minimum 15 hours of work per week. Application must be placed with coordinator to participate in class.

*Prerequisites: E, M, R, BUSA 261 or equivalent*

### **263 MANAGEMENT TRAINEE CO-OP I**

**FALL, SPRING**

**FEE 3 (1-15)**

Classroom and cooperative training includes supervised, on-the-job managerial experience in business and industry. Requires minimum 15 hours of work per week. Application must be placed with coordinator to participate in class.

*Prerequisites: E, M, R, advanced standing in management trainee program, 2.00 GPA or higher in all previous college work, approval of Co-op Coordinator and signature of Management Program Advisor*

### **264 MANAGEMENT TRAINEE CO-OP II**

**SPRING**

**FEE 3 (1-15)**

For students who successfully complete BUSA 263. Requires minimum 15 hours of work per week. Application must be placed with coordinator to participate in class.

*Prerequisites: E, M, R, BUSA 263 or equivalent, approval of Co-op Coordinator and signature of management program advisor*

### **265 ACCOUNTING CO-OP I**

**FALL, SPRING**

**FEE 3 (1-15)**

Students work in approved accounting position to gain on-the-job training. Requires minimum 15 hours of work per week. Each student meets one hour per week with advisor in related class.

*Prerequisites: E, M, R, completion of all first year courses in Accounting program with minimum GPA of 2.00, approval of Co-op Coordinator and signatures of Accounting Program Advisor and on other full-time Business Administration instructor*

### **266 ACCOUNTING CO-OP II**

**SPRING**

**FEE 3 (1-15)**

For students who successfully complete BUSA 265, requires minimum 15 hours of work per week. Application must be placed with coordinator to participate in class.

*Prerequisites: E, M, R, BUSA 265, approval of Co-op Coordinator and signatures of Accounting program coordinator and one other full-time Business Administration instructor*

## **CREDIT FOR EXPERIENTIAL LEARNING (CAEL)**

### **150 CREDIT FOR EXPERIENTIAL LEARNING PORTFOLIO**

**FALL, SPRING, SUMMER**

**FEE 1 (1-0)**

This course is designed to provide an expedited introduction and overview to Prior Learning Assessment (PLA) portfolio development. This course will utilize readings, structured activities and procedural documentation to help students demonstrate comprehension and appreciation of life/work experiences and how those relate to acquire learning. Upon completion of the course, students will be able to submit a final portfolio for college credit evaluation based on the work completed throughout the course. A grade of C or better in this course is necessary to submit portfolio for additional

course credit. This course is offered in collaboration with the Credit for Adult and Experiential Learning.

*Prerequisites: ENGL 101, Approval from lead instructor or Department Chair*

## **CHEMISTRY (CHEM)**

### **101 INTRODUCTORY CHEMISTRY I**

**FALL, SPRING, SUMMER**

**4 (3-3)**

For students with little or no background in chemistry. Concepts of energy and matter; properties of gases, liquids and solids; structure of atoms; periodic table; chemical bonds; formulas and equations; stoichiometry; and solutions. Laboratory includes introduction to qualitative analysis. Credits apply toward Associate Degree. May transfer for science credit but usually not as General Chemistry (depends on specific school and program).  
*Prerequisites: E, R, M, (or one year of high school algebra, with C or better)*

### **104 FUNDAMENTALS OF GENERAL, ORGANIC AND BIOCHEMISTRY**

**FALL, SPRING, SUMMER**

**4 (3-3)**

Intense introductory course that integrates topics from general, organic and biochemistry and is geared toward Allied Health students. Measurements, conversions, atomic structure, bonding, states of matter, chemical reactions, stoichiometry, gas laws, acid/base chemistry, nuclear chemistry, functional groups, organic/biochem structures, isomers, nomenclature, enzymatic activity and basic biochemical/metabolism reactions are all topics covered. Includes integrated laboratory experiences. Out-of-class assessment is part of the course.

*Prerequisites: E, R, MATH 095/125 or pass algebra proficiency test*

### **111 GENERAL CHEMISTRY I**

**FALL**

**FEE 4 (3-3)**

The first course in a two-term sequence of General Chemistry. Fundamental principles of chemistry are explored, including elements and compounds, naming, chemical bonding, reaction types, stoichiometry, thermochemistry, solution chemistry, gas laws, acid-base chemistry and molecular geometry. Integrated laboratory exercises reinforce concepts. One (1) year high school chemistry, can serve as the chemistry prerequisite with permission of the instructor.

*Prerequisites: E, R, MATH 122 OR (MATH 200 and MATH 210 and MATH 265), CHEM 101 with a grade of C or better or CHEM 104 all with a grade of C or better*



**112 GENERAL CHEMISTRY II FALL FEE 4 (3-3)**

The second course in a two term sequence of General Chemistry. Topics include chemical kinetics, equilibrium chemistry, acid-base, pH, buffers, titrations, thermodynamics, redox and electrochemistry, nuclear chemistry, basic organic structure and biological molecules. Integrated laboratory exercises reinforce concepts.

*Prerequisites: E, R, MATH 122, CHEM 111 with a grade of C or better*

**203 ORGANIC CHEMISTRY I FALL FEE 4 (3-3)**

Chemistry of compounds of carbon. Meets requirements for majors in chemistry, biological science, chemical engineering and health science. Includes nomenclature, structure, isomerism, synthesis, functional groups and mechanisms. Problems and laboratory work for each unit.

*Prerequisites: E, M, R, CHEM 112 or CHEM 102 with consent of instructor*

**204 ORGANIC CHEMISTRY II SPRING FEE 4 (3-3)**

Continuation of CHEM 203. Includes additional functional groups and mechanisms plus introduction to biochemistry. Laboratory includes qualitative analysis and use of infrared spectrometer, gas chromatograph, polarimeter, and refractometer.

*Prerequisites: E, M, R, CHEM 203*

**CHILD DEVELOPMENT (CHDV)**

**\*\*Previously Named Early Childhood Education (ELCH)\*\***

**110 INTRODUCTION TO CHILD DEVELOPMENT THEORIES AND PRACTICES FALL, SPRING, SUMMER 3 (3-0)**

This course provides an overview of early childhood programming for aspiring child care center and preschool lead teachers, assistant teachers, directors and day care providers. Focusing on the development of children from infancy through age eight, this course provides historical and current theories, types of early childhood programming, family communication and collaboration, and developmentally appropriate environmental experiences. An overview of Michigan's Early Childhood Standards of Quality for Infant/Toddler and Preschool and the licensing and accreditation of child care centers, day care and preschool settings will also be reviewed. Students will spend a minimum of 10 hours of observation in diverse early childhood settings. This course is a required introduction for students interested in the Child Development program. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

**111 EARLY CHILDHOOD LEARNING ENVIRONMENTS FALL, SPRING, SUMMER 2 (2-0)**

In this course, students will learn how to create high quality, early childhood environments and assess educational settings in child care, preschool, and before and after school programs offered in elementary schools. The importance of creating caring and safe spaces for learning through play will be emphasized. Students will spend a minimum of 10 hours of observation in diverse early childhood settings using current Environmental and Care Rating scales. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

**112 CURRICULUM AND ASSESSMENT FOR YOUNG CHILDREN FALL, SPRING, SUMMER 3 (3-0)**

This course provides an overview of the planning, preparation, and delivery of a developmentally appropriate curriculum for young children. Students will plan, implement, and assess multiple lessons supporting the development of the whole child. This course will include 10 hours of observation and involvement in diverse early childhood settings. Students will teach created lessons to children in area child care and preschool settings using Michigan's Early Childhood Standards of Quality Early Learning Expectations in their curriculum planning and program evaluation. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

**113 GUIDING YOUNG CHILDREN'S SOCIAL DEVELOPMENT FALL, SPRING, SUMMER 3 (3-0)**

This course explores specific strategies and methods that guide children's social development and their behavior. Students will learn techniques for listening and talking to children, guiding children's problem solving and choices, and strategies to promote growth and internal self-control. Weekly field experiences with children will provide opportunities to observe the social skills young children need to learn. This course is designed for students in the Child Development program. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

**210 CURRICULUM AND ASSESSMENT FOR YOUNG CHILDREN II**      **FALL, SPRING, SUMMER**      **3 (3-0)**

This course emphasizes the six developmental domains used in curriculum planning for young children. Students will learn to plan and implement effective small and large group instruction using developmentally appropriate practice. Assessing and evaluating children's learning through informal and formal assessments will also be included in the study of curriculum planning. This course will include 10 hours of observation and involvement in diverse early childhood settings where students will present their created and comprehensive unit plans. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R, ELCH 110 and ELCH 112*

**211 DIVERSITY IN EARLY CHILDHOOD EDUCATION**      **FALL, SPRING, SUMMER**      **3 (3-0)**

Diversity can have a profound influence on children's development and learning. Students in this course explore areas of diversity, including developmental and learning needs, sexuality, ethnicity as well as the impact of living in poverty. Students will reflect on their own prejudices and biases and become aware of how messages of bias are passed on to children. Students will learn how to create an environment that fosters an appreciation of diversity, recognizes unfairness, and develops skills to act against prejudice. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

**212 ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS**      **FALL, SPRING, SUMMER**      **3 (3-0)**

This course addresses the administrative responsibilities of operating an early childhood program. Topics addressed include developing a program philosophy and budget, choosing a site and designing the environment, hiring and supervising staff, planning curriculum, and involving parents. Students will interact with a program administrator to better understand that role and work in groups to design a model program. This course will include 10 hours of field observation/shadowing a program center director in an early childhood education setting. This course is designed as a capstone course for students in the Child Development program in their final year. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R, ELCH 110 and ELCH 111 or BIOL 170*

**213 CURRENT ISSUES AND ADVOCACY IN THE EARLY CHILDHOOD FIELD**      **FALL, SPRING, SUMMER**      **3 (3-0)**

This course explores current issues in the field of early childhood and assists students in forming research-based responses to these issues. Current topics that will be addressed include child health risks, media and technology, child abuse and neglect, working with a diverse population of families, quality in childcare, kindergarten readiness, and recent brain research. Students will also learn strategies for advocating on critical issues that affect young children and their families. Note: This course is not a part of the Teacher Education programming sequence.

*Prerequisites: E, R*

## **COLLEGE LIFE STUDIES (CLS)**

**100 COLLEGE & CAREER SUCCESS**      **FALL, SPRING, SUMMER**      **1(1-0)**

Designed to increase student success by offering a comprehensive orientation to the Lake Michigan College experience. Students will be introduced to college web-based resources and services including WaveLink and Canvas, technology-based program planning and transfer information, and library research databases. Additional topics include career/major decision-making, understanding college expectations, time management, and effective study and learning strategies, and living and working in a diverse global society.

**102 COLLEGE LEARNING AND SUCCESS STRATEGIES**      **SUMMER**      **2(2-0)**

An introduction to student success strategies designed to equip students with the information, resources and experiences necessary to be prepared for college. This class will include an overview of college level expectations with a focus on preparation for successful academic and transitional outcomes.

**103 HIGHER LEARNING STRATEGIES**      **FALL, SPRING**      **3(3-0)**

An introduction to learning strategies designed to increase student success by offering an applied approach for increased comprehension and retention of course content. This class will focus on developing inquiry-based skills through application to current and future course work.

**104 APPLIED LEARNING STRATEGIES**      **FALL, SPRING**      **1(1-0)**

This course will help students apply the learning strategies from CLS103 to both current and future coursework. Instructional support and application scenarios will be practiced for all applicable course content areas.

*Co-requisite: CLS 103*

## **110 CAREER DECISION MAKING**

### **FALL, SPRING 2(2-0)**

Realistic career decision making and planning important to any stage of life. Students learn career paths most appropriate now and in the future. Students examine resources, values and abilities through testing and computerized search processes. Students identify three to five career opportunities appropriate to aptitude and skills. Not intended for transfer.

### **114 FUNDAMENTALS FOR SUCCESS SUMMER 3(3-0)**

Apply physiological, social and psychological principles to success in college, the world of work and life. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Discover strategies for lifelong learning by identifying your learning style and applying psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques.

### **216 STRESS MANAGEMENT FALL, SPRING 2(2-0)**

This course assists the student in understanding the physiological responses to stress and assists in developing techniques for better stress management.

### **217 SELF ESTEEM FALL, SPRING 1(1-0)**

Assists in growth in ability to love and care for oneself and others. Techniques practiced daily to enhance self-esteem and a variety of self-esteem issues is presented.

## **COMMUNICATION (COMM)**

### **101 INTRODUCTION TO PUBLIC SPEAKING FALL, SPRING 3(3-0)**

Beginning course in public speaking dealing with application of basic principles and practices of effective speaking. Coursework includes oral presentations and practical applications of speech communication theory.

*Prerequisites: E, R*

## **COMPUTER INFORMATION SYSTEMS (CIS)**

### **100 FOUNDATIONS OF INFORMATION TECHNOLOGY FALL, SPRING, SUMMER FEE 3(3-0)**

This survey course is a general introduction to computers and information technology and is designed to provide computer literacy in the digital age. A broad range of topics is covered, including hardware, software, the networking of computer systems, the internet, e-commerce, information

security and careers available in the industry. Topics will also include different types of information systems, database design and administration, systems analysis and the use of programming languages in software development.

### **106 OPERATING SYSTEM FOUNDATIONS FALL, SPRING, SUMMER FEE 3(3-0)**

This course is a survey of current operating systems. Topic coverage will include the newest versions of Windows, Linux, Mac OS and Android, as well as basics in computer security, wireless and cloud computing.

### **108 OFFICE INFORMATION SYSTEMS FALL, SPRING, SUMMER FEE 3(3-0)**

Students will learn the most common applications for Word, Excel, Access and PowerPoint used in business and industry. While developing a foundational fluency in Microsoft Office, this course will introduce and teach students how to solve the most common word processing, spreadsheet, and presentation and database problems. This is the first course in a two-course sequence aligned with Microsoft Office Specialist (MOS) certification.

### **111 DATABASE SYSTEMS FALL FEE 3(3-0)**

This course introduces the basics of database management and the SQL language by implementing simple databases. Tasks include creating, querying, sorting, indexing and manipulating a database file and generating reports and labels. Normalization techniques will also be introduced. Students will create custom screens and work with multiple database files, forms and report structures to demonstrate understanding of the knowledge and skills acquired in this course. Commercial software will be used. This course prepares students for industry certification exam(s).  
*Prerequisites: E, M, R*

### **118 WEB DEVELOPMENT & DESIGN FOUNDATIONS FALL, SPRING FEE 3(3-0)**

This class introduces students to the wide range of concepts and technologies related to the web development and design process. Topics include discussion and demonstration of multimedia and web technologies, site functionality, web development languages (such as HTML, CSS and PHP), internet ethics, security, networking, marketing and management. Students will use commercial development tools.

### **119 PROGRAMMING LOGIC & DESIGN FALL, SPRING FEE 3(3-0)**

This is an introductory course in computer programming logic. The student will learn concepts applicable to all programming languages. Topics include data types, arrays, logic control structures, algorithms, structured programming methods, and report generation, memory addressing schemes, functions and modules. Program logic will be developed using flowcharts and pseudocode.

**140 NETWORK FOUNDATIONS****FALL, SPRING****FEE 3 (2-2)**

This course covers basic computer networking terminology, topologies, systems, protocols, devices and management. Course content is updated regularly to reflect current topics in computer networking. Typical topics include: IP (including subnetting) and data link network access layer addressing, encapsulation, basic networking device operation and function, basic network troubleshooting skills and basic network device configuration. Aligned with industry certifications.

**155 COMPARATIVE OPERATING SYSTEMS****FALL****FEE 3 (2-2)**

This course is designed for students wishing to develop an understanding of current operation systems, their differences and similarities, user interfaces and application considerations. Students will develop a proficiency installing current operating systems. They will also use the command line (shell), access and change BIOS, system and administrative tools.

*Prerequisites: CIS 106*

**156 COMPUTER SECURITY****FALL, SPRING****FEE 3 (2-2)**

The purpose of this course is to provide students with a comprehensive overview of computer and network security issues including the numerous types of attacks to which computers are vulnerable; the types of attacker profiles; education, training and awareness regarding computer/network use; and the hardware and software defense solutions available. It covers topics from configuring personal virus detection to the function/operation of firewalls, VPNs, access control lists, etc. Students will gain an appreciation and better understanding of the terms, devices and software employed in securing computers and networks in homes, small businesses and large businesses. Aligned with CompTIA Security+ certification.

**158 GEOSPATIAL TECHNOLOGIES****FALL, SPRING, SUMMER****FEE 3 (3-0)**

This survey course is designed to introduce several aspects of geospatial technologies. Topics include cartography and map design, geospatial data and GPS, geographic information systems (GIS), remote sensing (RS) and geospatial applications. This course will provide hands-on experience and a solid foundation that leads to more specialized courses leading to a CIS degree in GIS. Home computer access recommended.

**164 C++ PROGRAMMING****FALL, SUMMER****FEE 3 (3-0)**

This course introduces the fundamental concepts and implementations of a modern C programming language in a business environment. Major topics include general programming tools for business applications and fundamentals of business programming such as language syntax, declaration and data types, variables and constants, arrays, statements and expressions, conditions, programming structures (i.e. sequence, selection, iteration) and modularity of business applications. Commercial development tools will be used.

*Prerequisite: CIS 119*

**170 UNIX/LINUX OPERATING SYSTEMS****SPRING****FEE 3 (3-0)**

An introductory course that will introduce students to the basic concepts of the UNIX/Linux operating system. Topics include essential UNIX/Linux commands, login and logout sequences, setting passwords, e-mail, fundamentals of the vi editor, piping and redirection, security and process control, the Kernel, file system, shell programming, X windows and basic system administration. Shell scripts will also be covered. This course is aligned with Linux+ / LPIC 1 certification.

*Prerequisite: CIS 106*

**200 IT SUPPORT****FALL, SPRING****FEE 3 (2-2)**

This course covers personal computer system operation, maintenance and repair. Various hardware components will be examined in detail. Installation, configuration and troubleshooting will be performed. In addition, Microsoft operating systems will be covered from a PC repair technician perspective. Topics include how the operating system interacts with the PC's hardware, the boot process, troubleshooting and interaction with application software. The student will experience hands-on interactive labs with actual hardware as well as various operating systems and application installations. This course covers the hardware and software concepts necessary for CompTIA A+ certification.

**202 DATA REPORTING & ANALYSIS****FALL, SPRING****FEE 3 (3-0)**

This course is designed to give students comprehensive skills and in-depth knowledge to plan, design and deliver business reports that will help management analyze and interpret complex business information. Business report solutions that range from personal productivity software to full-scale reporting systems will be covered.

*Prerequisites: CIS 108*

**208 INTERMEDIATE OFFICE INFORMATION SYSTEMS  
SPRING FEE 3 (3-0)**

This course is a continuation of CIS 108 with advanced experience in office productivity software. Intermediate-level concepts and exercises in word processing, spreadsheets, databases and presentation graphics, with emphasis on advanced use of application software in a business environment. This is the second course in a two-course sequence aligned with Microsoft Office Specialist (MOS) certification.

*Prerequisite: CIS 108*

**219 CLIENT-SIDE WEB DEVELOPMENT  
FALL, SPRING FEE 3 (2-2)**

This is a skill-based course to help students refine the techniques and functionality introduced in the foundations course. Advanced topics will be covered, particularly the use of multimedia and responsive design, to create professional web pages. Advanced software tools will be used. This course is aligned with industry certification.

*Prerequisite: CIS 118*

**220 WEB PROGRAMMING  
FALL, SPRING FEE 3 (2-2)**

This course teaches dynamic web page development with JavaScript through detailed lectures and hands-on laboratory assignments. Students design, code, test and debug web-based applications. The components of web page development and the basic aspects of web page creation, utilizing commonly used HTML5 elements and CSS3 properties are covered, as well as advanced topics including object-oriented programming, the Document Object Model (DOM), touch and mobile interfaces and Ajax. After completing this course, students will be able to use JavaScript to build professional quality web applications.

*Prerequisites: CIS 118 and CIS 119*

**221 SERVER-SIDE SCRIPTING FALL FEE 3 (2-2)**

Server based scripting languages are used to develop powerful applications. Database applications using current scripting languages will be discussed and used. Advanced software tools will be used. This course leads to industry certification.

*Prerequisites: CIS 118 and CIS 119*

**226 ROUTING & SWITCHING  
SPRING, SUMMER FEE 3 (2-2)**

This course covers LAN technologies and operation, WAN devices, explaining and selecting appropriate administrative tasks required for WLANs, identifying security threats and methods to mitigate them, implementing small routed networks, small switched networks, being able to implement and verify WAN links, implementing an IP addressing scheme and IP services to meet network requirements for a small branch office, subnetting, routed and routing protocols, and components of and boot sequence of a Cisco router. Students will configure routers and routing protocols and switches. Aligned with Cisco CCENT Exam.

*Prerequisites: E, M, R, CIS 140*

**227 CONNECTING NETWORKS FALL FEE 3 (2-2)**

This course covers LAN technologies, WAN protocols, VLSM, bridging, switching and routing protocols. Students will configure routers and switches, including VLANs with trunking and ACLs as required by the Cisco CCNA exam. See [cisco.com](http://cisco.com) - certifications for specific topics. Aligned with Cisco CCNA certification.

*Prerequisite: CIS 226*

**228 SCALING NETWORKS FALL FEE 3 (2-2)**

This course is the capstone course for the CIS Networking program. It will focus on security of networks that include a minimum of switches, routers and servers and how to secure these devices. An introduction of wireless networking and some of the more complex topics of computer networking, including scaling networks, LAN redundancy, link aggregation, OSPF routing, etc., will be covered. Students will securely configure switches, routers and routing protocols and devices such as VPNs, switches and firewalls.

*Prerequisite: CIS 226*

**237 GEOGRAPHIC INFORMATION SYSTEMS  
FALL, SPRING FEE 3 (2-2)**

This course introduces the basic principles and application of geographic information systems (GIS), map design and interpretation and the nature and use of spatial data. Students gain hands-on experience in the various uses of geographic information and the methods for collection, management, exploration, analysis and presentation of vector and raster data. Mainstream commercial software will be used.

*Prerequisite: CIS 158*

**238 REMOTE SENSING****FALL, SPRING****FEE 3 (2-2)**

This course introduces concepts and procedures used in aerial and satellite image processing. Topics covered include sensor properties, image analysis and classification, image transformations and enhancement, applications and integration with GIS. Students will utilize commercial image software to perform basic image manipulation, analysis and display.

*Prerequisite: CIS 158*

**239 FIELD METHODS IN GIS****FALL, SUMMER****FEE 3 (2-2)**

This course introduces concepts and techniques of field mapping and data collection using Global Positioning Systems (GPS) and Mobile GIS, including a detailed study of the technology and applications of GPS. Lab exercises require fieldwork and teamwork. Instruction will include the fundamentals of operating a hand-held GPS unit. Students will utilize pre-planning, field and post-processing procedures to create GIS data. Methods for maximizing data quality and accuracy will be emphasized. Commercial hardware and software will be used.

*Prerequisites: CIS 158*

**240 SYSTEMS ANALYSIS & DESIGN****SPRING****FEE 3 (3-0)**

Understand the process of developing information systems that effectively use hardware, software, data, processes and people to support the company's business objectives.

*Prerequisites: CIS 100, CIS 119 and CIS 140*

**242 WINDOWS SERVER SPRING****FEE 3 (2-2)**

This course covers the fundamentals of Windows server technologies and many of the objectives required for the most current Microsoft Server Certification Exams 70-410 thru 70-412. Hands-on labs supplement the classroom activities. Aligned with Microsoft MCSA certification.

*Prerequisites: CIS 140, CIS 155*

**250 SELECTED TOPICS IN CIS****ON DEMAND****FEE 3 (3-0)**

Information Technology is a dynamic, rapidly changing field. This course is designed to explore current trends and topics in Computer Information Systems. Topics and prerequisites will vary. Students can repeat this course when different topics are offered. This course may be used to fulfill CIS degree program requirements.

**255 STRUCTURED QUERY LANGUAGE****SPRING****FEE 3 (3-0)**

Structured Query Language (SQL) is standard language for query databases. Most database tools offer varying menus and functions and share a common underlying SQL engine interface. Experience creating and running independent databases in SQL. Commercial software will be used. This course is aligned with industry certification.

*Prerequisite: CIS 111*

**261 COMPUTER INFORMATION SYSTEMS CO-OP I****FALL, SPRING****FEE 3 (1-15)**

This course integrates a student's academic studies with work experience in an approved data processing job that the student has obtained and in which the student earns credits for satisfactory data processing experience. A minimum of 15 hours per week is required. Each student meets one hour per week with the coordinator in a related class. To participate in the class, application must be placed with the coordinator.

*Prerequisites: advanced standing in the data processing program, a 2.00 GPA or higher in all previous college work and approval of the co-op coordinator, the Computer Information Systems program coordinator and one of the full-time Business Administration faculty; E, M, R*

**262 COMPUTER INFORMATION SYSTEMS CO-OP II****SPRING****FEE 3 (1-15)**

This is an elective course for those students who have successfully completed CIS 261. A minimum of 15 hours of work per week is required. Each student meets one hour per week with the coordinator in a related class. To participate in the class, application must be placed with the coordinator.

*Prerequisites: E, M, R, CIS 261 and approval of the co-op coordinator*

**264 ADVANCED C++ PROGRAMMING****FALL****FEE 3 (3-0)**

This course is a continuation of CIS164 with more emphasis on top-down, modular, structured design and techniques involved in the production of large computer programs. Advanced language features such as web application, database, file access, object-oriented programming, graphics and animation are covered. A team programming project will be assigned.

*Prerequisite: CIS 164*

**266 JAVA PROGRAMMING FALL****FEE 3 (3-0)**

An intermediate course that introduces the Java programming language and object oriented programming. Topics will include control statements and methods, arrays, inheritance, string handling, graphics generation, file input/output and multi-threading. Students will design, code, test and debug several Java applets using objects in the standard Java libraries.

*Prerequisite: CIS 164*

**268 C# PROGRAMMING SPRING****FEE 3 (3-0)**

An advanced course for students who have a basic understanding of arrays, pointers, structures and object oriented programming. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. The course focuses on C# program structure, language syntax and implementation details. Commercial development tools will be used.

*Prerequisite: CIS 264*

**277 ADVANCED GIS APPLICATIONS****FALL, SPRING****FEE 3 (2-2)**

This course explores the practice of using a geographic information system (GIS) to perform advanced geoprocessing to solve spatial problems and support decision making. Topics include a review of underlying geographic concepts (coordinate systems and projections), map design and outputs, geodatabases, importing spatial and attribute data, geocoding, spatial data processing and advanced spatial analysis. Additional topics include map algebra, modeling, geostatistical and network analysis, and 3D display. Students will be able to customize their lab exercises by choosing projects using real-world data taken from several disciplines. Students will follow a structured workflow using commercial GIS software to examine data, develop process summary, perform analyses, create maps and write reports that communicate results successfully to a broad audience.

*Prerequisite: CIS 237*

**278 WEB GIS/GEODATABASE DESIGN****FALL, SPRING****FEE 3 (2-2)**

Introduction to the fundamental concepts underlying the geodatabase, the various approaches for representing and managing geographic information and how geodatabases are used in cloud and server GIS applications. Students will survey database models, spatial data and spatial database systems. Topics include vector modeling and topography, linear modeling and referencing, geocoding, cell modeling, surface modeling, temporal modeling and multiuser geodatabase editing. Students will also be introduced to Web GIS system architecture, geospatial web services, mashups, customized web-based mapping applications, Mobile GIS and the development of distributed web services for GIS. Integrated lab exercises offer an opportunity to gain hands-on experience using commercial GIS software to plan, create and implement a Web GIS application.

*Prerequisite: CIS 237*

**279 GIS CUSTOMIZATION & PROGRAMMING****FALL, SPRING****FEE 3 (2-2)**

Introduces design, coding and implementation of GIS-based software and models to GIS users who have no prior programming experience. Covers the fundamentals of geoprocessing, ModelBuilder and the Python language. Students will learn how to write scripts that work with spatial data, run tools in Python and automate tasks in ArcGIS. Topics include map scripting, debugging and error handling, and the creation of Python functions and object classes. Integrated lab exercises offer an opportunity to gain hands-on experience using commercial GIS software to process real-world data. Students will conceptualize, plan, implement and document the results of GIS mapping applications, customizations, automations and extensions.

*Prerequisite: CIS 237*

**291 SOFTWARE ENGINEERING****SPRING****FEE 3 (2-2)**

Advanced course covering topics in software design and implementation, including development paradigms, project requirements and specifications, object-oriented development, graphical user interface (GUI) design, event-driven systems, CASE tools, and the maintenance and management of systems software. UML will be used to model the phases of the software engineering process and exercises will emphasize a hands-on approach to object-oriented software development.

*Prerequisite: CIS 264 or CIS 266*

**295 PROJECT MANAGEMENT****SPRING****FEE 3 (3-0)**

Students will understand the genesis of project management; its concepts, skills, tools and techniques; and its importance to improving the success of information technology projects.

*Prerequisites: E, M, R, CIS 108 or CIS 208*

# COMPUTERIZED TOMOGRAPHY (CTG)

## **210 PATIENT CARE AND SAFETY 1 (1-0)**

This course prepares the CT student to safely practice within the hospital or ambulatory care setting. Students will discuss the importance of patient assessment. Emphasis will be placed on radiation safety and contrast administration. Students must be accepted into the CT program or have permission of the program coordinator to register for this course.

*Prerequisites: E, M, R*

## **215 PRINCIPLES OF CT 1 (1-0)**

This course provides a historical overview of the CT profession. Students will explore the principles of digital imaging. Emphasis will be placed on the physical principles of computed tomography, data acquisition and data processing. Students must be accepted into the CT program or have permission of the program coordinator to register for this course.

*Prerequisites: E, M, R*

## **220 CT INSTRUMENTATION 1 (1-0)**

This course provides an introduction of the CT operating system. Students will review radiation physics and discuss factors affecting dose in CT. Emphasis will be placed on artifact recognition, artifact reduction, and image quality. Students must be accepted into the CT program or have permission of the program coordinator to register for this course.

*Prerequisites: E, M, R, CTG 210, CTG 215, CTG 230, CTG 240*

## **230 CT PROCEDURES AND PATHOPHYSIOLOGY I 3 (3-0)**

This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore common pathologies found on CT images. Emphasis will be placed on contrast usage, imaging processes, and positioning considerations. Students must be accepted into the CT program or have permission of the program coordinator to register for this course.

*Prerequisites: E, M, R*

## **231 CT PROCEDURES AND PATHOPHYSIOLOGY II 3 (3-0)**

This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to special imaging procedures. Students will explore common pathologies found on CT images. Emphasis will be placed on contrast usage, imaging processes, and positioning considerations.

*Prerequisites: E, M, R, CTG 210, CTG 215, CTG 230, CTG 240*

## **240 CLINICAL PRACTICE I**

**3 (0-3)**

This is the first in a series of two clinical courses that provides the necessary supervised clinical education needed for the CT student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors. Students must be accepted into the CT program or have permission of the program coordinator to register for this course.

*Prerequisites: E, M, R*

## **241 CLINICAL PRACTICE II**

**3 (0-3)**

This is the final clinical course in a series of two that provides the necessary supervised clinical education needed for the CT student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

*Prerequisites: E, M, R, CTG 210, CTG 215, CTG 230, CTG 240*

# CORRECTIONS, PROBATION AND PAROLE (CORR)

## **160 INTRODUCTION TO CORRECTIONS FALL 3 (3-0)**

Provides understanding of correctional systems. Topics include history and philosophical development of corrections, legal process, probation, imprisonment and parole, rights of prisoners and community-based corrections. Related responsibilities and vocational opportunities examined. NOTE: To qualify for corrections Officer Academic Certificate, students must achieve at least a C (2.0) in the course.

*Prerequisites: E, R*

## **161 INSTITUTIONAL OPERATIONS FALL 3 (3-0)**

Introductory study of correctional institutions and role in criminal justice process and society. Course includes, but is not limited to, study and discussion of correctional institutions, history, purpose, objectives, study of types of institutions, correctional programs, institutional problems, security procedures, correction and criminal law, management techniques, alternatives to institutionalization and correctional planning. NOTE: To qualify for corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in the course.

*Prerequisites: E, R*



**162 INSTITUTIONAL POPULATIONS SPRING 3 (3-0)**

Basic principles of human and criminal behavior and the role of biological, psychological, environmental and social influences in the development of normal and criminal personalities and individual and group techniques for changing attitudes. Institutionalization and controlled community alternatives to institutionalization are evaluated. NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in the course.

*Prerequisites: E, R*

**163 CONCEPTS OF REHABILITATION FALL 3 (3-0)**

The meaning and function of culture in relationships, minorities and impact of discrimination, attitude formation and professional responses to human behavior. Current theory and practices in rehabilitation in federal, state and municipal systems are discussed. Emphasis on the state program. NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in the course.

*Prerequisites: E, R*

**164 LEGAL ISSUES IN CORRECTIONS SPRING 3 (3-0)**

Explores legal issues in corrections. Topics include constitutional law, law and court process, U.S. and State courts and court cases, Section 42, and prisoner's rights. Cases and statutes read and analyzed for impact on corrections. The role of corrections officers in complying with law is discussed. NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in the course.

*Prerequisites: E, R*

**264 CASE STUDIES IN REHABILITATION SPRING 3 (3-0)**

Modern trends in corrections, such as community-based programs in work-release, halfway houses and contract program planning. Therapeutic community and treatment team concept in institutions described and evaluated. Problems of correctional programming for short-term offender, special emphasis on alcoholism, drug abuse and narcotic problems, prostitution, homeless persons and related problems.

*Prerequisites: E, R, sophomore standing in Corrections, Probation and Parole*

## CULINARY MANAGEMENT (CULI)

**120 PROFESSIONAL COOKING I FEE 3 (1-4)**

This course is designed to give the student an introduction to the professional kitchen and preparation techniques. The student will gain competency in knife skills, food safety practices, fiber component of vegetables, selection and USDA grades of meat, poultry and seafood and their composition, structure and classification; factors affecting tenderness, storage and cooking techniques.

*Prerequisites: HOSP 110, can be taken concurrently*

**163 SUSTAINABLE COOKING PRACTICES FALL FEE 3 (1-4)**

Students will be introduced to multiple aspects of sustainable cooking including local sourcing, farm to table cooking, sustainable food supply and procurement. Students will be introduced to various healthy cooking and food preservation techniques such as sous-vide cooking, curing, dehydrating, fermentation and canning.

*Prerequisites: CULI 120*

**200 CULINARY MANAGEMENT INTERNSHIP FEE 1 (0-2)**

Student will complete an internship in a variety of culinary settings recommended by the internship coordinator site that meets or exceeds American Culinary Federation Accreditation Criteria for a minimum of 400 documented hours. Hotels, Restaurants, Catering Companies are only a few of many establishments expected to be an internship site. Students must meet with Culinary Program faculty prior to enrollment.

*Prerequisites: CULI 220 or CULI 280*

**210 CAFÉ AND RESTAURANT OPERATIONS FEE 3 (1-4)**

This course is designed to give the student an introduction to the requirements and techniques of running a restaurant kitchen. The student will prepare food and cook ala carte items and specials one day a week in our own student run restaurant. The student will rotate throughout a number of cooking stations which require various cooking techniques.

*Prerequisites: CULI 120*

**220 PROFESSIONAL COOKING II FEE 3 (1-4)**

This course reinforces knowledge and skills achieved in Professional Cooking I and helps the student build confidence in techniques of advanced cookery while cooking from menus that exemplify American and regional cuisines. Students participate in food preparation at an advanced level, and attention is given to portion control, plate presentation and team work.

*Prerequisites: CULI 120*

**280 GARDE MANAGER****FEE 3 (1-4)**

This course provides the student with a foundation in Garde Manger including history, ingredients, procedures, culinary terms and equipment. Emphasis is placed on eye appeal, texture, color contrast, artistic touch, harmony of combinations, taste, as well as the processing, production and storage of ingredients, salt dough pieces and mirrors for buffets may be used, and professional competition skills are presented. Speed, timing and teamwork are emphasized in this course.

*Prerequisites: HOSP 110 and CULI 220*

**285 FUNDAMENTALS OF BAKING****FEE 2 (0-4)**

This course reinforces knowledge and skills achieved in Professional Cooking I and helps the student build confidence in techniques of baking from menus that exemplify American and regional pastries. Students participate in baking at a beginning level, and attention is given to portion control, presentation and team work.

*Prerequisites: CULI 120*

**286 ADVANCED PASTRY TECHNIQUES FALL****FEE 3 (1-4)**

This course reinforces knowledge and skills achieved in Introduction to Professional Cookery and helps the student build confidence in techniques of advanced cookery while cooking from menus that exemplify American and regional cuisines. Students participate in food preparation at an advanced level, and attention is given to portion control, plate presentation and team work.

*Prerequisites: HOSP 285*

**290 FOOD TECHNOLOGY****FEE 3 (1-4)**

This course introduces the students to the advantages of incorporating food technology in the designing and making of various food items including food 3-d printing, food packaging and customized presentation devices. Packaging, and special mold making designs will be covered in this hybrid class, which has a lab component.

*Prerequisites: CULI 110 or CULI 185*

**DANCE (DANC)****101 BEGINNING BALLET****1(1-0)**

Basics of classical ballet training. Includes terminology, body positions, movement vocabulary and principles of body alignment. May be repeated for a maximum of four credit hours.

**102 BEGINNING JAZZ****1(1-0)**

Jazz dance and its technique, history and relationship to the fine and performing arts. Includes dance combinations, improvisations and strength and flexibility exercises as well as lectures and video. May be repeated for a maximum of four credit hours.

**DENTAL ASSISTING (DENT)****165 INTRODUCTION TO DENTAL ASSISTING****FALL, SPRING, SUMMER****FEE 3 (2-2)**

Introductory course to dental assisting. Topics include dental teamwork, use of language, listening skills and personal oral hygiene.

*Prerequisites: E, R, acceptance into Dental Assisting Program or permission of Dental Assisting Director. Transitional studies courses can be taken concurrently.*

**166 CHAIRSIDE I****FALL, SPRING, SUMMER****FEE 3 (2-2)**

Introductory course in concepts of four-handed dentistry. Basic dental equipment, instrument identification, sterilization procedures, medical records history, infection control and vital signs presented.

*Prerequisites: E, R, DENT 165 or permission of Dental Assisting Director. Transitional studies courses cannot be taken concurrently.*

**167 CHAIRSIDE II****FALL, SPRING, SUMMER****FEE 3 (2-2)**

Continuation of DENT166; includes identification of handpieces, proper mixing of dental materials, precautions in use of nitrous oxide, and assisting with topical and local anesthetics.

*Prerequisites: E, R, DENT 165, DENT 166 or permission of Dental Assisting Director*

**168 CHAIRSIDE III****FALL, SPRING, SUMMER****FEE 3 (2-2)**

Continuation of DENT167, Chairside II. Topics addressed include performing chairside functions, fabricating custom trays, preparing final impressions, taking bite registrations, pouring and trimming study model, and use of various types of orthodontic appliances.

*Prerequisites: E, R, DENT 167 or permission of Dental Assisting Director*

**169 CHAIRSIDE IV****FALL, SPRING, SUMMER****FEE 3(2-2)**

Introduces the dental assistant's role in oral surgery, endodontics and pediatric dentistry.

*Prerequisites: E, R, DENT 168 or permission of Dental Assisting Director*

**170 INTRODUCTION TO DENTAL OFFICE ASSISTING****FALL, SPRING, SUMMER****FEE 2 (2-0)**

Duties of dental office assisting including appointment maintenance, dental material inventory control, processing insurance forms and preparing professional written communications. Students may also register with permission of Director of Dental Assisting.

*Prerequisites: E, R, DENT 169*

**171 INTRODUCTION TO DENTAL RADIOGRAPHY****FALL, SPRING, SUMMER FEE 3 (2-2)**

Study of the use of x-radiation in dentistry, processing and mounting radiographs, exposure of dental radiographs, radiation dosage and hazards. Protective measures for patient and operator stressed. Students must be 18 years of age or older to enroll in course. Permission of Director of Dental Assisting required.

*Prerequisites: DENT 170*

**172 MEDICAL ISSUES IN THE DENTAL OFFICE****FALL, SPRING, SUMMER 2 (2-0)**

Medical and dental emergencies and drugs encountered in treatment of dental patients.

*Prerequisites: E, R, DENT 170 or permission of Dental Assisting Director*

**173 CLINICAL I****FALL, SPRING, SUMMER FEE 6 (1-15)**

Students assigned in community dental offices for clinical experiences. Includes review for Dental Assisting National Board examination and professional activities. Weekly seminar held with college instructor.

*Prerequisites: E, R, DENT 169, DENT 171 and DENT 172*

**174 REGISTERED DENTAL ASSISTANT I****FALL, SPRING, SUMMER FEE 3 (2-2)**

Advanced functions of Michigan Registered Dental Assistant including placement and removal of temporaries and rubber dams. Students study state and national guidelines in infection control, hazard communication and waste disposal.

*Prerequisites: E, R, successful completion and/or current enrollment in DENT 173 or permission of Dental Assisting Director*

**175 REGISTERED DENTAL ASSISTANT II****FALL, SPRING, SUMMER FEE 3 (2-2)**

Continuation of RDA I includes advanced charting, extraoral and intraoral examination, suture removal and application of periodontal dressing, topical fluoride, and pit and fissure sealants. Ethics and jurisprudence presented. Simulated RDA written and clinical board given at end of course.

*Prerequisites: E, R, DENT 174 or permission of Dental Assisting Director*

**176 CLINICAL II FALL, SPRING, SUMMER FEE 5 (1-12)**

Students assigned to community dental offices for clinical experience in expanded functions. Weekly seminar held with college instructor.

*Prerequisites: E, R, successful completion of all dental assisting courses*

**180 DENTAL RADIOGRAPHY****FALL, SPRING, SUMMER FEE 2 (1-2)**

Application of skills and radiographic principles developed in DENT 171 by exposing radiographs on patients with emphasis on patient management and film placement techniques.

*Prerequisites: DENT 171*

## DIAGNOSTIC MEDICAL SONOGRAPHY (DMSO)

**100 INTRODUCTION TO DIAGNOSTIC MEDICAL SONOGRAPHY FEE 3 (3-0)**

Introduction to the physical and mathematical principles of ultrasonography. Review of: historical background; basic patient care skills; legal documentation; ethical principles and personal workplace safety.

*Prerequisites: E, M, R, Entrance into the program.*

**101 GENERAL SONOGRAPHY I ABDOMEN 4 (4-0)**

This course provides the student with abdominal sonographic cross sectional anatomy and pathology demonstrated in the transverse, longitudinal and coronal planes.

*Prerequisites: E, M, R, DMSO 100*

**102 GENERAL SONOGRAPHY I OB/GYN FALL 4 (4-0)**

Introduction to: fetal and maternal cross-sectional anatomy and pathology; biological effects of fetal ultrasonography, prenatal diagnoses and syndromes.

*Prerequisites: E, M, R, DMSO 100*

**103 SONOGRAPHY LAB APPLICATIONS I FALL FEE 3 (0-6)**

This course provides the student with lab applications in general abdominal and OB GYN sonographic cross sectional anatomy and pathology demonstrated in the transverse, longitudinal and coronal planes.

*Prerequisites: E, M, R, DMSO 100*

**104 CLINICAL EXPERIENCE A FALL FEE 2 (0-16)**

The first in a five-semester sequence of scanning applications and techniques, for imaging related to abdomen, pelvic, small parts and gravid uterus.

*Prerequisites: E, M, R, DMSO 100*

**200 GENERAL SONOGRAPHY II ABDOMEN SPRING 3 (3-0)**

Intermediate to advanced identification and interpretation of anatomy and pathology of the abdomen, venous system and small parts. Emphasis will be on abnormal anatomy/pathology with hepatic and renal transplant.

*Prerequisites: E, M, R, DMSO 100, DMSO 101, DMSO 102, DMSO 103, DMSO 104*

**201 GENERAL SONOGRAPHY II OB/GYN****SPRING****3 (3-0)**

A continuation of DMSO 102. Intermediate to advanced identification of an interpretation of cross sectional anatomy and pathology of the female pelvis and fetal and placental development.

*Prerequisites: E, M, R, DMSO 101, DMSO 102, DMSO 103, DMSO 104*

**202 SONOGRAPHY LAB APPLICATIONS II****SPRING****FEE 3 (0-6)**

A continuation of DMSO 103, with lab applications in general abdominal, small parts and OB/GYN sonographic cross sectional anatomy and pathology demonstrated in the transverse, longitudinal and coronal planes.

*Prerequisites: E, M, R, DMSO 101, DMSO 102, DMSO 103, DMSO 104*

**203 SONOGRAPHIC PHYSICS I SPRING****3 (3-0)**

The fundamental principles of acoustical physics; how sound is produced, manipulated and reacts with various mediums. Discussion and mathematical problem solving will be stressed in this course.

*Prerequisites: E, M, R, DMSO 101, DMSO 102, DMSO 103, DMSO 104*

**204 CLINICAL EXPERIENCE B SPRING****FEE 2 (0-2)**

Second in a five-semester sequence of clinical application involving intermediate scanning techniques including trauma and critical care patients, with imaging related to abdomen, pelvic, small parts and gravid uterus.

*Prerequisites: E, M, R, DMSO 101, DMSO 102, DMSO 103, DMSO 104*

**213 SONOGRAPHIC PHYSICS II SPRING****3 (3-0)**

Focus will be a review of the Doppler Effect, in addition to fluid dynamics, hemodynamics, harmonics, artifacts and developing a quality assurance program.

*Prerequisites: E, M, R, DMSO 224*

**214 CLINICAL EXPERIENCE C SUMMER****FEE 5 (0-40)**

Third in a five semester sequence of clinical application involving advanced scanning techniques including trauma and critical care patients with imaging related to abdomen, pelvic, small parts and gravid uterus.

*Prerequisites: E, M, R, DMSO 200, DMSO 201, DMSO 202, DMSO 203, DMSO 204*

**224 CLINICAL EXPERIENCE D****SUMMER, FALL****FEE 5 (0-40)**

The fourth in a five-semester sequence of clinical application. Students will be expected to perform completed exams within departmentally allowed timeframes. Introduction to peripheral vascular scanning as time allows.

*Pre-requisites: E, M, R, DMSO 214*

**230 INTRODUCTION TO VASCULAR SONOGRAPHY & LAB APPLICATIONS****4 (3-2)**

Introduction to non-invasive vascular scanning with focus on terminology, basic anatomy, generic protocols and enhanced lab applications.

*Prerequisites: E, M, R, DMSO 224*

**234 CLINICAL EXPERIENCE E FALL****FEE 3 (0-24)**

The final in a five-semester sequence of clinical application. Students will be expected to perform advanced exams within departmentally allowed timeframes. Introduction to peripheral vascular scanning as time allows.

*Prerequisites: E, M, R, DMSO 224*

**240 SONOGRAPHIC REGISTRY REVIEW****2 (2-0)**

This course provides the student with review and self-examination in preparation for the American Registry of Diagnostic Medical Sonography Examinations.

*Prerequisites: E, M, R, DMSO 213, DMSO 230, DMSO 234*

**DRAFTING & DESIGN (DRAF)****102 MACHINE DRAWING****SPRING****FEE 3 (1-4)**

In this course, instruction will focus on mechanical concepts and the use of CAD to generate drawings and projects.

Units of instruction will include sectional views, auxiliary views, threads/fasteners, weldments, advanced dimensioning/part tolerancing, geometric dimensioning and tolerancing, working drawings, assembly drawings and exploded views.

*Prerequisites: ENGR 103 or ENGR 113*

**201 TOOL DESIGN I****SPRING****FEE 4 (2-4)**

A course concerned with the theory, principles and techniques for the design of cutting tools, jigs and fixtures, and related tooling. The use of current ANSI standards will be applied to all designs. The use of on-line part libraries, handbooks and various catalogs will be used. Students will construct all working and assembly drawings for their designs and be able to defend their design intent.

*Prerequisite: ENGR 103 or ENGR 113*

**202 TOOL DESIGN II****SPRING****FEE 3 (1-4)**

Theory and practice of designing metal presswork dies, plastic injection molds or plastic compression molds. Students design and build individual designs. Course must be taken concurrently with MACH 220. May be offered in alternate formats.

*Prerequisites: E, M, R, ENGR 103, DRAF 102, MACH 110*

## **203 DESCRIPTIVE GEOMETRY**

### **SPRING**

**FEE 3 (1-4)**

Comprehensive study of combinations of points, lines, planes, injections, true sizes and shapes of plane areas, tangent planes measurement of angles and development of surfaces.

*Prerequisites: ENGR 103*

## **205 ARCHITECTURAL DRAWING SPRING FEE 4 (2-4)**

Theory and practice of designing metal presswork dies, plastic injection molds or plastic compression molds. Students design and build individual designs. Course must be taken concurrently with MACH 220. May be offered in alternate formats.

*Prerequisites: ENGR 103 or ENGR 113*

## **207 CAD-MECHANICAL DESIGN SPRING FEE 3 (1-4)**

Students will learn the basics of 3D parametric solid part modeling and detailing. Students will also learn to create a rapid prototype part in this course.

*Prerequisite: ENGR 103 or ENGR 113*

## **208 CAD-MECHANICAL DETAILING**

### **SPRING**

**FEE 3 (1-4)**

This course will build upon the skills gained in DRAF 207. Students will design and construct 3D parametric models of various working machine products. Students will construct all necessary working drawings, assembly drawings and exploded views of their design intent. Current ANSI drafting standards will be applied. Students will also be offered the ability to create one of their designs using the rapid prototype equipment.

*Prerequisites: DRAF 207*

## **211 MACHINE DESIGN SPRING**

**FEE 3 (1-4)**

Exit level course engages student in development of mechanical devices. Students will be involved with engineering of machinery and designing of mechanism, components and analysis of a project of their choosing. Student will create written proposals and problem statements as well as all necessary working drawings, assembly drawings, and parts manuals for their design. May be offered in alternate formats.

*Prerequisites: ENGR 103 or ENGR 113, DRAF 102*

## **DRAMA (DRAM)**

### **110 PRINCIPLES AND PRACTICE OF ACTING I 3 (2-2)**

Principles of acting for the stage. Emphasis on performing through exercises and scene work. Movement and voice work covered. Brief study of general theatre language and terms.

*Prerequisite: R*

### **111 PRINCIPLES AND PRACTICES OF ACTING II 3 (2-2)**

Techniques and problems of a stage actor. Emphasis on performing scenes. Stresses character development and ensemble acting. Students develop audition pieces.

*Prerequisites: DRAM 110 with a C or better*

### **112 STAGECRAFT SPRING 3 (2-2)**

Basics of technical theatre production. Study of set design and construction, basic lighting and sound principles and scenery styles. Work required on department productions. Course may be repeated once for additional credit.

### **113 MUSICAL THEATRE PERFORMANCE I FALL 3 (3-0)**

This is an introduction to the process of song, dance and text preparation for actors in the presentation of musical theatre performances. Emphasis will be given to the synthesis of text, song and dance in the communication of ideas as they are presented in a story, song, play or work of art.

*Prerequisites: E, R*

### **175 SUMMER THEATRE WORKSHOP 6 (6-0)**

Experience as part of a professional production company. An array of tasks and duties as part of a company. It is highly recommended that students not enroll in other classes during this 7-week period.

### **201 INTRODUCTION TO THEATRE FALL 3 (3-0)**

General theatre practice, dramatic types (comedy, tragedy, farce, etc.), areas of production, responsibilities and theatre history. Study of various dramatic types and periods, and attendance at theatrical performances. Semester culminates with class production of a project.

*Prerequisites: E, R*

### **202 THEATRE PRACTICUM FALL, SPRING 3 (3-0)**

Supervised experience in one or more areas of theatre. The nature of involvement is determined by student theatre contract. Students may add class within one week after casting. Course may be repeated for credit.

### **220 INTRODUCTION TO THEATRE FOR YOUNG AUDIENCES & CREATIVE DRAMATICS 3 (3-0)**

This course introduces students to the depth and possibilities of creative dramatics and the art of children's theatre. Students will learn about the history and significance of children's theatre/Theatre for Young Audiences and creative dramatics and conclude the course with a practical immersion in a facsimile classroom setting. This class is open to all majors.

*Prerequisites: E, R*

## EARLY CHILDHOOD EDUCATION (ELCH)

**\*\*Name Changed to Child Development (CHDV)\*\***

## EDUCATION (EDUC)

### 101 FOUNDATIONS OF EDUCATION

**FALL, SPRING**

**3 (3-0)**

This is an introductory and exploratory course for students thinking about pursuing careers as teachers or paraprofessionals. Students will study a variety of topics, including the history of American education, the nature of American schools, social class and ethnic backgrounds of students, curriculum, disciplinary practices, teacher roles and responsibilities and current issues and problems in education.

*Prerequisites: E, R*

## ELECTRONICS (ELEC)

### 100 DC ELECTRICITY FALL, SPRING

**FEE 4 (3-2)**

Fundamentals of direct current (DC) electricity. Concepts include voltage, current, resistance, power, Ohm's Law, electromagnetism and identification, and operation and characteristics of passive components. Circuit analysis introduced using Ohm's and Kirchoff's Voltage and Current Laws involving series, parallel and compound circuits. Circuit construction from schematics and use of basic test equipment in lab.

*Prerequisites: R, M*

### 106 A.C. ELECTRICITY FALL, SPRING

**FEE 3 (2-2)**

Beginning course in alternating current (AC) electricity. Topics include average, effective, peak, period and frequency of sine wave. Reactance, impedance and phase relationship of current and voltage in R-C, R-L and RLC circuits. Resonance, time constants and complex numbers covered. Use of oscilloscope and meters in lab.

*Prerequisites: R, M, ELEC 100*

### 108 ELECTRONICS TECHNOLOGY

**FALL, SPRING**

**FEE 2 (2-0)**

Study of theory of semiconductor devices, OP-Amp basics and applications, digital circuits. Concepts will include P-N junction, diodes and power supply circuits, BJT, FET and thyristor basics; op-amp basics, operation, characteristics and applications; number systems, logic gates, logic circuit simplification, flip-flop and counter circuits.

*Prerequisites: E, M, R, ELEC 100*

### 109 INTRODUCTION TO RESIDENTIAL WIRING AND CABLING FALL, SPRING

**4 (2-3)**

The course will introduce the students to electrical safe practices associated with residential wiring and cabling. Subjects include: electrical safety, service entrance, receptacles and switch circuits, the National Electrical Code, and cable installation and terminations.

*Prerequisites: ELEC 100*

### 111 SEMICONDUCTORS FALL, SPRING

**FEE 4 (0-5)**

Study of commonly used solid state devices including diodes, special application diodes, bipolar function transistors, field effect transistors, MOSFET, UJT, triac, thyristors and power control circuits. Discussion of most commonly used semiconductor devices and their theory of operation. Emphasis on characteristics of operation and application. Includes troubleshooting.

*Prerequisites: E, M, R, ELEC 100, ELEC 106*

### 113 DIGITAL ELECTRONICS

**FALL, SPRING**

**FEE 3 (2-2)**

Study of basic building blocks of modern digitally operated electronic equipment, operation of digital logic gates, number systems, flip-flops, TTL/CMOS, ripple counter, synchronous counter, shift register and other sequential logic operations. Various digital equipment, basic computer operations and troubleshooting included.

*Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111*

### 116 LINEAR ELECTRONICS

**FALL, SPRING**

**FEE 3 (2-2)**

Study of operational amplifiers, filter, voltage comparators, drivers and converters. Typical op-amp circuits include inverting and non-inverting amplifiers, integrators and comparators. Filter circuits covered include low, high and band pass; typical oscillator circuits covered will be wien-bridge, LC and multivibrators. Power supply circuits such as rectifiers, regulators and filtering are part of course.

*Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111*

### 142 INTRODUCTION TO OPERATIONAL AMPLIFIERS

**FALL, SPRING**

**FEE 3 (2-2)**

This course introduces the student to the theory of operation, the design and application of circuits containing integrated circuit (IC) operational amplifiers (op-amps). Typical op-amp circuits covered include: inverting and non-inverting amplifiers, summing and difference amplifiers.

*Prerequisites: ELEC 100 and ELEC 106 with a C or better*

**151 TRANSFORMERS, MOTORS AND MOTOR CONTROLS  
SPRING FEE 4 (3-2)**

Generation of AC voltage, transformers action and principles of AC motors. Delta and wye transformer connection, and single-phase and three-phase motor controls. Students read and interpret motor and transformer electrical diagrams. Laboratory exercises provide theory/practical application relationships.

*Prerequisites: ELEC 100, ELEC 106*

**152 ELECTRICAL MOTOR CONTROLS II  
FALL, SPRING FEE 4 (3-2)**

Course will continue to build upon knowledge and skills obtained in ELEC 151 Transformers, Motors and Controls with a focus on advanced principles and applications of motor control common in the electrical industry. Students will develop and interpret complex ladder diagrams. Students will be introduced to the operation and use of programmable logic controllers (PLCs) and variable frequency drives (VFDs) in motor control. Students will complete lab exercises to provide a hands-on learning experience to establish relationships between the theory and practical application of the material presented.

*Prerequisites: ELEC 151, MANU 120*

**153 DIGITAL SIGNAL PROCESSOR  
FALL, SPRING, SUMMER FEE 3 (0-3.75)**

Study of digital signal processor, CPU architecture, central arithmetic logic unit, program execution, addressing and peripherals. Hardware and software features for program control and use of DSP as FIR filter covered.

*Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 113, ELEC 208 or equivalent.*

**160 INSTRUMENTATION AND PROCESS CONTROL  
FALL, SPRING 3 (2-2)**

This course is designed to provide students with basic operational knowledge and skills in working with industrial instrumentation and the principles of instruments, instrumentation diagrams and control. This course consists of classroom instruction and hands-on laboratory activities designed to reinforce the learning process and prepare students to perform basic manipulation of the fundamental controls of temperature, pressure, level and flow instrumentation.

*Prerequisites: ELEC 100, ELEC 106 both with a C or better*

**208 MICROPROCESSORS  
FALL, SPRING FEE 4 (0-5)**

Microprocessors, architecture, programming, internal function blocks and troubleshooting. Typical microprocessor systems covered. Use of assembly language applications to control stepper motors, AD and DA conversion and other peripheral hardware.

*Prerequisite: E, M, R, ELEC 100, 106, 111, 113*

**211 SOLDERING FALL, SPRING FEE 1 (1-0)**

Survey course about terminology and types of solder, techniques of soldering and unsoldering terminals and components to circuit boards, and various tools used in soldering process. Assembly of sample circuit board used to practice proper techniques.

*Prerequisite: E, M, R*

**214 PC MAINTENANCE FALL, SPRING FEE 4 (0-5)**

Personal computer system operation, maintenance and repair. Systems covered include computer, keyboard, monitors, disk drives and printers. Instruction on use of diagnostic software, POST and setting up system is part of course. Students required to troubleshoot, identify and replace defective elements of system.

*Prerequisite: M, R, ELEC 113*

**216 SOLDERING II - SURFACE MOUNT TECHNOLOGY (SMT)**

**FALL, SPRING FEE 1 (0-2)**

This survey course will cover terminology, as well as the soldering and de-soldering techniques applied to removing or attaching surface mount devices (SMD) to printed circuit boards. This course also covers the various tools and procedures, component identification and proper placement, as well as applicable industry standards used in the process. Assembly of an SMT circuit board provides practical application of covered material.

*Prerequisites: ELEC 211*

**230 INDUSTRIAL ELECTRONICS**

**FALL, SPRING FEE 4 (0-5)**

Study of control devices such as switches, relays (electromechanical and solid state), timers and motor controls. Also covers transducers and sensors such as t/c's, strain gauges and thermistors. Introduction to analog controllers and closed loop systems.

*Prerequisite: E, M, R, ELEC 100, 106, 111*

**231 COMMUNICATION ELECTRONICS**

**FALL, SPRING FEE 4 (0-5)**

Methods, circuits and devices used for transmission and receiving of information. Modulation concepts, satellite, two-way and optical communications. Introduction to principles and concepts of microwave and fiberoptic transmission of data.

*Prerequisites: E, M, R, ELEC 100, 106, 111*

## **264 PROCESS CONTROL APPLICATIONS**

**FALL, SPRING**

**FEE 3 (2-2)**

This course is designed to build upon the students' fundamental knowledge and skills by exploring advanced operational characteristics of industrial instrumentation and control instruments, instrumentation diagrams and control. This course consists of classroom instruction and hands-on laboratory activities designed to reinforce the learning process and prepare students to perform advanced manipulation and the instrumentation and controls of temperature, pressure, level and flow systems.

*Prerequisites: ELEC 150 with a C or better*

## **EMERGENCY MEDICAL SERVICES (EMT)**

### **162 BASIC EMERGENCY MEDICAL TECHNICIAN**

**FALL, SPRING**

**FEE, 8 (6-6)**

This entry level course in emergency medical services teaches patient assessment, access, stabilization and treatment of patients, communication basics and transportation considerations. 32 hours arranged clinical time are required. Lab time includes 9 Saturdays.

*Prerequisites: E, M, R*

## **ENERGY (ENGY)**

### **100 NUCLEAR INDUSTRY FUNDAMENTALS CONCEPTS**

**FALL, SPRING**

**3 (3-0)**

This course introduces fundamental concepts used throughout the nuclear industry as an integral part of daily operations. Topics include: human performance enhancement (HPE) fundamentals; an introduction to the systematic approach to training (SAT); conduct of on-the-job training (OJT) and task performance evaluation (TPE); foreign material exclusion (FME); and an overview of the First Energy Nuclear Operating Corporation (FENOC) safety manual.

*Pre-requisites: E, M, R*

## **111 ENERGY GENERATION & DISTRIBUTION**

**FALL, SPRING**

**3 (3-0)**

This course is designed to introduce students to the energy industry by examining the industry from a production to consumption view. Students will explore the industry from a historical perspective by studying the evolution of energy production, as well as the transmission and distribution aspects of providing power to civilization. Current energy industry production and distribution technology, methods and fundamental concepts will be studied. In addition, students will examine present and future energy options to meet the needs of society by exploring renewable resources such as wind, geothermal, solar and other emerging energy sources. Students will examine the operation of the "machine" that is the energy grid and begin to understand the many parts and entities involved with controlling the machine. Students will be introduced to some of the governing bodies associated with the energy industry such as the Federal Energy Regulatory Commission (FERC), the Nuclear Regulatory Commission (NRC) and the Department of Energy (DOE).

*Prerequisites: E, M, R*

### **116 CHEMISTRY & RADIATION PROTECTION**

**FUNDAMENTALS**

**FALL, SPRING**

**3 (3-0)**

This course will explain and apply the basic concepts of water chemistry control and reactor water chemistry, explain the principles of radiation detection and monitors, and the effects of radiation on matter, including body tissue. Students will perform calculations involving time, distance, shielding and dose rate, and describe the methods used for limiting radiation exposure and contamination.

*Prerequisites: ENGY 100 or ENGY 111 with a grade of C or better*

### **120 ENERGY PLANT DRAWINGS**

**FALL, SPRING**

**3 (2-2)**

This course covers the use of and relationship among typical drawings found at a power plant. Topics include using mechanical, electrical and isometric drawings; the information contained in the lead sheet of a set of drawings; the use of notes and legends; standard symbology used in engineering drawings; and the use of various types of drawings together in order to perform work, locate components, or use for other typical applications.

*Prerequisites: ENGY 100 or ENGY 111 with a grade of C or better*

### **150 CODES & STANDARDS**

**FALL, SPRING**

**FEE 3 (3-0)**

Studying the interpretation and application of codes and standards in wind energy.

*Prerequisites: M, R*



**155 WIND ENERGY APPLICATION****FALL, SPRING****FEE 3 (2-2)**

Explaining and applying the basic concepts of wind energy applications.

*Prerequisites: M, R and ENGY 150 with a C or better (may be taken concurrently)*

**160 WIND INSTALLATION****FALL, SPRING****FEE 3 (1-3)**

This course introduces fundamental concepts used to install small wind components.

*Prerequisites: M, R, ENGY 155 with a C or better (classes may be taken concurrently)*

**165 SMALL WIND MAINTENANCE****FALL, SPRING****FEE 3 (1-3)**

Troubleshooting, preventative maintenance and repair methods for small wind maintenance systems common to the field of wind energy.

*Prerequisites: M, R and ENGY 160 with a C or better (classes may be taken concurrently)*

**182 BOILER THEORY, SAFETY and DESIGN SYSTEMS****FALL, SPRING****FEE 3 (3-0)**

This course provides an understanding of the concepts related to boiler design, boiler and boiler auxiliary equipment protection, combustion, heat production, steam production, boiler efficiency and operation.

*Prerequisites: MATH 110 or MATH 122 and ENGY 111 and PHYS 110 all with a C or better.*

**184 FOSSIL FUEL CYCLE FALL, SPRING****(3-0)**

This course provides an understanding of the fuel handling and preparation processes used at a fossil fuel-electric generating station; the byproducts created as a result of combustion; the equipment put in place to measure and control those byproducts; and the regulatory requirements in place to protect the general public, the environment and site workers.

*Prerequisites: MATH 110 or MATH 122 and PHYS 110 and CHEM 101 and ENGY 111 with a C or better.*

**185 LINE WORKER ORIENTATION SUMMER****1 (1-0)**

This course provides prospective line worker apprenticeship candidates with an overview of the work they will be required to do as an apprentice and journeyman line worker. Students are introduced to the physical aspects and mental discipline required to perform the duties of a line worker with demonstrations and physical tests.

**186 LINE WORKER SUMMER****FEE 12 (12-4)**

This course is designed to provide students with basic knowledge, pole climbing skills and basic Ground Worker/Utility Worker knowledge necessary to progress through the Line Worker certificate program.

*Prerequisite: ENGY 185*

**188 LINE WORKER FIELD EXPERIENCE****SUMMER****2 (0-2)**

This field experience is a planned work activity that is designed to introduce the student to the primary technical areas of the line worker field. This will help the student select possible career paths for full-time employment upon graduation.

*Prerequisites: ENGY 185, 186*

**190 INTRODUCTION TO THE UTILITY INDUSTRY****SUMMER****3 (2-2)**

This course will provide a basic understanding of the overall electric power system, utility safety and basic use of line worker tools; pole climbing will also be introduced.

*Prerequisites: ENGY 185, may be taken concurrently with ENGY 191, ENGY 192, ENGY 193.*

**191 CLIMBING & WORKING IN ELEVATED WORK SITES****SUMMER****3 (2-2)**

This course focuses on how to safely and effectively ascend and descend wooden poles using pole climbing gaffs, hooks, belts, fall arrest systems and associated equipment and ladders.

*Prerequisites: ENGY 185, May be taken concurrently with ENGY 190, ENGY 192, ENGY 193*

**192 UTILITY CONSTRUCTION FUNDAMENTALS****SUMMER****3 (2-2)**

This course orients students, in an outdoor lab setting, to the proper and safe construction and maintenance of overhead electric systems. Focus will include diagnostic equipment of transformer function, installation, selection and troubleshooting.

*Prerequisites: ENGY 185, May be taken concurrently with ENGY 190, ENGY 191, ENGY 193*

**193 ENERGY PRODUCTION TECHNOLOGY****SUMMER****3 (2-2)**

Proper overhead construction techniques will be demonstrated and practiced. Topics will include tool selection, pole selection and setting, rigging, safety procedures and maintenance techniques.

*Prerequisites: ENGY 185, may be taken concurrently with ENGY 190, ENGY 191, ENGY 192*

**200 POWER PLANT MATERIALS****FALL, SPRING****3 (2-2)**

This course provides students with an understanding of the various materials used in the construction and operation of a nuclear power plant. Topics include metals and alloys; effect of environment, process fluid type and radiation on the selection of materials; an overview of fracture mechanics and brittle fracture; design margin; and hazards associated with reactor plant materials.

*Prerequisites: ENGY 100 or ENGY 111 and MATH 122 and PHYS 110 all with a C or better*

**205 ENERGY FIELD EXPERIENCE****FALL, SPRING****2 (2-0)**

This field experience is a planned work activity that is designed to introduce the student to the primary technical areas within a power plant. During the field experience, students will have introductory instruction in the general operations of a power plant. They will then experience the various technical areas by rotating through the departments at the power plant. This will help the student select possible career paths for full-time employment upon graduation. Students will spend a minimum of 30 hours in the plant.

*Prerequisites: ENGY 100 with a grade of C or better or ENGY 111 with a grade of C or better and ENGY 116 with a grade of C or better*

**210 RADIATION DETECTION & PROTECTION****FALL, SPRING****FEE 3 (2-2)**

This course presents an overview of the physics and chemistry of radiation and radioactive materials. The course will consist of descriptions of a number of different applications of radiation, their associated radionuclides, context(s) and rationale(s) of use, interactions with matter, shielding and energetic decay products, and their production in reactors or accelerators. Included in the course will be appropriate mathematics, such as unit conversions and exponentials.

*Prerequisites: ENGY 100 or ENGY 111 with a grade of C or better and MATH 122 with a grade of C or better and PHYS 110 with a grade of C or better*

**223 RADIATION MONITORING****FALL, SPRING****FEE 3 (2-2)**

This course presents scenarios in which radiation protection technicians (RPTs) monitor sources of radiation. A focus of this course will be on theory and operation of radiation monitors, maintenance and calibration of these systems, proper selection and use of various monitoring systems for evaluation of radioactive hazards and the interpretation and reporting of such evaluations. Laboratory exercises are included.

*Prerequisites: ENGY 100 or ENGY 111 with a C or better and ENGY 200, ENGY 205, ENGY 210, ENGY 225, ENGY 230, ENGY 235 all with a grade of C or better*

**225 REACTOR THEORY, SAFETY & DESIGN SYSTEMS****FALL, SPRING****FEE 3 (3-0)**

This course provides an understanding of the concepts related to reactor plant protection, including fission process product barriers, limiting conditions for operation and safety limits, the basic concepts related to accident analysis, transient prevention, mitigation of core damage and accident management. Basic information about major industry operating experience is included.

*Pre-requisites: ENGY 100 or ENGY 111 with a C or better and MATH 122 with a C or better and PHYS 110 with a C or better*

**230 THERMO-FLUID SCIENCE****FALL, SPRING****FEE 3 (3-0)**

This course presents basic concepts of thermodynamics, heat transfer and fluid dynamics as they apply to power plant applications. It covers the topics of energy, entropy, thermodynamic cycles, heat transfer and fluid dynamics. The course also discusses the basics of important pieces of equipment such as turbines, heat exchangers, pumps and valves.

*Prerequisites: ENGY 100 or ENGY 111 with a C or better and MATH 122 with a C or better and PHYS 110 with a C or better*

**233 DOSIMETRY****FALL, SPRING****FEE 3 (2-2)**

A study of radiation biology, radiation effects on simple chemical systems, biological molecules, cells, organisms and humans. Stochastic vs. deterministic effects, units of exposure, dose and dose equivalent, external dosimetry, internal dosimetry, control of external and internal exposure, detector and instrumentation systems for measuring dose are included.

*Prerequisites: ENGY 223 with a grade of C or better*

**235 POWER PLANT COMPONENTS****FALL, SPRING****3 (3-0)**

This course introduces students to fundamental components and pieces of equipment that are used throughout electrical power generating facilities such as pumps, valves, heat exchangers, motors and generators. It will cover the purpose, construction, theory of operation and typical maintenance requirements of these devices.

*Prerequisites: ENGY 100 or ENGY 111 with a grade of C or better and MATH 122 with a grade of C or better and PHYS 110 with a grade of C or better*

**240 CAPSTONE & CASE STUDY IN ENERGY PRODUCTION TECHNOLOGY****FALL, SPRING****FEE 2 (2-0)**

This is a capstone course that will utilize topics that were covered throughout the curriculum. A large portion of the course will examine case studies from the power generation industry. It will also examine case studies of incidents from other industries. The course will discuss precursors to poor decision making and how the proper use of human performance enhancement (HPE) and event free tools can minimize the risks of accidents. This course will also introduce students to pre-job interviewing and testing.

*Prerequisites: ENGY 100 with a grade of C or better or ENGY 111 with a grade of C or better and ENGY 116, ENGY 200, ENGY 205, ENGY 225, ENGY 230, ENGY 235, all with a grade of C or better*

**243 RADIATION MATERIALS AND CONTROL****FALL, SPRING 3 (2-2)**

The course presents scenarios in which RPT's are required to provide safe control, movement, use, storage, transportation and disposal of radioactive materials.

*Prerequisites: ENGY 233 with a grade of C or better*

**249 SAFETY RESPONSE FALL, SPRING 3 (2-2)**

Practical applications and demonstrations of radiation protection and health physics. Radiological survey & analysis instruments, radiation monitoring systems, sample collection equipment, calibration sources and equipment, radiological protection standards, contamination control, monitoring of radiological work, radiological incident evaluation and control, decontamination, radioactive materials control, and environmental monitoring will be introduced.

*Prerequisites: ENGY 233 with a C or better*

**250 GENERAL MAINTENANCE SYSTEMS & COMPONENTS FALL, SPRING FEE 3 (3-0)**

The topics build on general systems and components knowledge. Component types and characteristics, common failure mechanism and operation principles of plant components will be included.

*Prerequisites: ENGY 100 or ENGY 111 with a C or better and ENGY 116, ENGY 200, ENGY 205, ENGY 230, ENGY 235 all with a grade of C or better*

**253 RADIATION PROTECTION CAPSTONE FALL, SPRING 3 (3-0)**

The course is a capstone course using a problems-based approach to learning. This course will present radiation protection problems embedded in different radiation contexts, the majority of which are nuclear power reactor-based. Participants will be tasked with solving such problems as providing radiological coverage of jobs and high-risk and low-risk activities (e.g. outages), planning for protection from hazardous radiation, monitoring of activities in radioactive zones and responding to emergencies.

*Prerequisites: ENGY 223, ENGY 233, ENGY 243, ENGY 249, all with a grade of C or better.*

**255 MECHANICAL MAINTENANCE SYSTEMS & COMPONENTS FALL, SPRING 3 (2-2)**

The topics build on mechanical systems and components knowledge. Mechanical component types, characteristics and applications will be included.

*Prerequisites: ENGY 100 OR ENGY 111, ENGY 116, ENGY 200, ENGY 205, ENGY 225, ENGY 230, ENGY 235, ENGY 250 all with a C or better*

**257 ELECTRICAL SYSTEMS & COMPONENTS****MAINTENANCE FALL, SPRING 3 (2-2)**

These topics build on the electrical systems and components knowledge that are required for electrical maintenance personnel.

*Prerequisites: ENGY 100 OR ENGY 111, ENGY 116, ENGY 200, ENGY 205, ENGY 225, ENGY 230, ENGY 235, ENGY 250 all with a C or better.*

**259 INSTRUMENT & CONTROL MAINTENANCE SYSTEMS & COMPONENTS****FALL, SPRING 3 (2-2)**

The topics build on instrument and control systems and components knowledge.

*Prerequisites: ENGY 100 or ENGY 111, ENGY 116, ENGY 200, ENGY 205, ENGY 225, ENGY 230, ENGY 235, ENGY 250 all with a C or better*

**270 MECHANICAL OPERATIONS FALL FEE 3 (2-2)**

This course covers the construction, application and operation of mechanical components in the power plant.

*Prerequisites: ENGY 100 or ENGY 111 with a C or better and ENGY 116, ENGY 200, ENGY 205, ENGY 225, ENGY 230, ENGY 235, ELEC 100, ELEC 106 all with a C or better*

**274 ELECTRICAL & HVAC OPERATIONS FALL, SPRING FEE 3 (2-2)**

This course covers the basic operation of electrical and HVAC systems associated with a power plant. It also describes basic construction, application and operation of basic electrical and HVAC power plant components.

*Prerequisites: ENGY 270 with a C or better*

**278 OPERATION OF POWER PLANT COMPONENTS FALL, SPRING 3 (2-2)**

This course provides basic knowledge needed to operate and monitor components associated with various systems in the power plant.

*Prerequisites: ENGY 274 with a grade of C or better*

# ENERGY PRODUCTION AND DISTRIBUTION MANAGEMENT (EPDM)

## 300 ENERGY PRODUCTION TO CONSUMPTION SPRING

3 (3-0)

This course provides an overview of the electric power system life cycle from production to consumption. Students will explore the technology, the marketplace and government regulations associated with electric power systems. Students will study past and present trends in energy production, transmission and consumption including the impact of socio-political, regulatory and economic conditions associated with converting, generating, transporting and consuming energy. Students will also learn to analyze current trend data to project future energy industry challenges and solutions.

## 301 FINANCE AND ACCOUNTING FOUNDATIONS SPRING

4 (4-0)

Finance and accounting are the “languages of business” and managers in all organizations must be fluent in finance and accounting to control operations and participate in planning and decision-making. This course aims to provide an introduction to accounting and financial management in order for managers to execute their responsibilities and work collaboratively with the organization’s finance and accounting professionals. Topics include double-entry accounting, financial statement analysis, discounting, methods of depreciation, and inventory valuation and financial ratios. Students also study the role of accounting and finance in short and long-term operational and capital budgeting, decision-making and analyzing performance to budgets.

*Prerequisites: MATH 128 or MATH 130 or MATH 135, BUSA 216 or MATH 216*

## 310 INTEGRATED COMMUNICATIONS IN BUSINESS FALL

3 (3-0)

Business requires professionals to be thoughtful senders and receivers of information with customers, employees, regulators and managers in a variety of contexts, including crisis and conflict. Business communications include a spectrum of activity from complex presentations to personal meetings, group writing and email. This course teaches students to think strategically about communication in order to write, speak and listen effectively in order to improve results. Students study written and oral communications from the perspective of both the sender and the receiver in order to enhance the student’s ability to analyze a situation, adapt to the sender/receiver, and channel and communicate effectively in any context. Students begin by exploring principles of communication before examining oral and written communication, visual aids, formal presentations and meetings in more detail.

*Prerequisite: ENGL 102 or ENGL 103, COMM 101*

## 315 HUMAN PERFORMANCE SPRING

3 (3-0)

The purpose of this course is to emphasize the importance of human performance in the safe and efficient operation of energy production facilities. Students will learn leadership behaviors that support the development of a human performance culture in the workplace. The course focuses on concepts necessary to anticipate and prevent errors at the job site and learn the skills to discover and eliminate process and cultural weaknesses in the organization. Students will learn methods for organizing, planning and monitoring work activities, and providing feedback to co-workers regarding the interrelationships associated with human performance.

## 320 HUMAN RESOURCES MANAGEMENT SPRING

3 (3-0)

Regardless of their function, all managers work in concert with human resource (HR) professionals to manage and maximize the organization’s human resources. This course aims to familiarize students with fundamental HR principles. It explores the role of managers in recruitment, selection, training, development, appraisal, safety and health, labor relations, problem management, and compensation and benefits in order to drive effectiveness and efficiency in the organization. Additionally, students will investigate the role of strategic HR management as a resource for an organization’s competitiveness in the marketplace and the human resource impact on an organization’s culture and norms.

*Prerequisites: BUSA 211 or BUSA 220*

### **325 LEADERSHIP IN INDUSTRIAL SETTINGS**

**FALL 3 (3-0)**

Leadership is often described as the ability to accomplish objectives through others. Leaders are required, therefore, in all human endeavors from athletic teams to the highest offices in government and business. Leadership does not take the same form in every human endeavor, however, and is a highly contextualized art. This course provides students with an understanding of leadership within the context of a modern power production setting in order to empower the student to act as a leader of diverse work teams in production, maintenance, or operations. Students are exposed to leadership theories, styles and models as well as the common characteristics of leaders in order for students to reflect on their own style and preferences. After exploring their own preferences, students turn their attention to setting the conditions for employee success, including creating a vision; communicating; setting priorities and expectations; role-definition; delegation; employee development; employee empowerment; team effectiveness; and providing employees prompt, supportive and accurate feedback.

### **350 ENERGY ECONOMICS SPRING 3 (3-0)**

Energy is a key input in local, state, regional and national economies and consequently has significant impact on economic growth. This course explores and uses economic models to better understand energy marketplaces. Students will examine the short-run and long-run supply, demand and environmental considerations of oil, natural gas, coal, electricity, nuclear and alternative power sources. This examination requires students to understand local, state, regional, national and international policy implications on supply and demand in energy marketplaces, including regulation/deregulation, taxes, incentives and emissions control on production and consumption, to include consumers and select industries. Students will also study energy security in terms of energy availability, price stability and considerations for an economy to transition sources of energy.

*Prerequisites: BUSA 200*

### **375 APPLIED ETHICS IN BUSINESS FALL 3 (3-0)**

Applied Ethics in Business offers an introduction to the subject of ethical behavior in business. This course will prepare students for their roles as ethical leaders among employees and other stakeholders. The course explores common personal, social and professional ethical issues and presents analytical frameworks useful for management decision-making. Students will examine the five approaches to ethical decision-making, as well as strategies for managing ethically.

### **400 LAW AND REGULATORY ISSUES IN ENERGY**

**FALL 3 (3-0)**

All leaders and managers must work within, monitor and often provide guidance in the adherence to and/or implementation of applicable codes, standards, legal and regulatory requirements. This course aims to familiarize students with the purpose and function of the governing or contributing bodies at the state and federal level in producing and enforcing the many laws and regulations associated with power plant operations and maintenance activities. Topics will include: public law, code of federal regulations, the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) regulations, Department of Transportation (DOT) requirements, the Nuclear Regulatory Commission (NRC) and applicable state and local laws. The role of the Institute of Nuclear Power Operations (INPO) will also be discussed.

*Prerequisites: EPDM 350*

### **435 EMPLOYEE TRAINING – A SYSTEMATIC APPROACH SPRING 3 (3-0)**

Responsibility for the safe operation of power production facilities is a line-management function. Well-trained personnel are fundamental to safe plant operation. This course introduces students to the processes used to ensure that training is conducted efficiently and effectively and is directly related to the needs of the job. Students will learn to implement a systematic approach to training and resolve performance problems.

*Prerequisites: EPDM 320*

### **450 MANAGEMENT FOR QUALITY ASSURANCE AND CONTROL FALL 3 (3-0)**

Production and maintenance operations are inherently variable, and variability can increase waste and downtime, decrease reliability and negatively impact quality and safety. Quality assurance and control presents methods to analyze, develop, execute and sustain robust processes and procedures in order to enhance safety and reliability while complying with regulatory requirements. Students are exposed to concepts and tools which enable first-time yield. Students also explore cause-and-effect, root-cause and variation analysis using statistics, probability, control charts and non-destructive examination. Specific emphasis is placed on the importance of line personnel in the execution of a quality assurance and control program.

*Prerequisites: BUSA 216 or MATH 216*

**475 PROJECT MANAGEMENT SPRING 3 (3-0)**

This course presents the tools and techniques utilized by project managers (PMs) to successfully plan, organize, motivate and control resources to achieve specific goals and outcomes associated with a given project. Students will explore concepts and tools that enable PMs to achieve project goals and objectives, while honoring the recognized constraints of scope, time, quality and budget. Emphasis is placed on the process of project management from inception to completion, the role of the PM and the development of applicable knowledge and skills necessary to successfully manage projects throughout their life-cycle. Students will be introduced to computer software typically used in project management.

**495 CAPSTONE IN ENERGY PRODUCTION AND DISTRIBUTION MANAGEMENT SUMMER 3 (3-0)**

This capstone course requires students seeking graduation from the Energy Production and Distribution Management Program to apply their knowledge and skills and present a written paper that includes the following:

- Analyze a case study from the energy production industry. Apply overall knowledge of the energy industry, business fundamentals and leadership/management theories and applications to problems from the energy production industry.
- Summarize five core courses taken as part of the Energy Production and Distribution Management Program and highlight the ways in which the courses prepared the student to work in the energy production industry or related field.
- Describe the internship, outage, or other related work experience completed during the program and how course work related to the experience. Emphasis should be on lessons learned during the work experience.
- Develop written goals for employment in the energy production industry with a comprehensive plan to accomplish your goals.

The final written paper will be presented in standard APA format using proper English, spelling, punctuation, grammar and paragraph structure.

*Prerequisites: Prior completion of all program requirements*

**ENGINEERING (ENGR)****103 BEGINNING ENGINEERING DRAWING****FALL, SPRING FEE 4 (2-4)**

Introductory technical drawing course that includes lettering, geometric construction, sectional views, dimensioning techniques, basic 2D CAD and pictorials. Drawing skills and knowledge gained by students through exercises including text assignments, handout assignments and chapter tests. Students learn to produce and evaluate blueprints.

*Prerequisites: E, M, R*

**113 ENGINEERING DESIGN & GRAPHICS****FALL, SPRING FEE 4 (2-4)**

Beginning engineering drawing course that introduces principles of computer aided drafting, basic 3D solid modeling, orthographic projection, sectional views, dimensioning techniques and auxiliary view construction. Textbook assignments, handout assignments and chapter tests are used to support and access student learning.

*Prerequisites: E, M, R,*

**205 DESCRIPTIVE GEOMETRY SPRING FEE 3 (1-4)**

Problems combining point, line and plane, intersections, developments, warped surfaces and tangent planes.

*Prerequisite: ENGR 103*

**210 ADVANCED CAD TECHNIQUES****FALL, SPRING FEE 3 (1-3)**

Advanced CAD Techniques is a course designed to expose the students to commonly used design software. Topics include threads and fasteners, the application of tolerances, ordinate dimensioning, baseline dimensioning, hole charts, creating a CAD part template and drawing template, and assigning physical properties to a 3-dimensional part.

*Prerequisite: ENGR113*

**ENGLISH (ENGL)****010 FOUNDATIONS OF COLLEGE WRITING****FALL, SPRING, SUMMER 3 (3-1)**

This course focuses on learning and practicing the foundational processes of written communication necessary for college writing, including critical reading and thinking, planning, drafting, incorporating reader feedback, revising, editing, and basic techniques for incorporating sources and citation. Students will be expected to learn how to achieve a high level of quality for complete, well-organized essays that fully communicate a coherent position to readers.

*Prerequisites: Compass writing score of 0-42 and Compass reading score of 50 – 67 or READ 083*

**093 FOUNDATIONS OF COLLEGE WRITING****FALL, SPRING, SUMMER****4 (4-0)**

This course focuses on learning and practicing the foundational processes of written communication necessary for college writing, including critical reading and thinking, planning, drafting, incorporating reader feedback, revising, editing and basic techniques for incorporating sources and citation. Students will be expected to learn how to achieve a high level of quality for complete, well-organized essays that fully communicate a coherent position to readers.

*Prerequisites: Compass Writing of 25 or Asset Writing of 36 or ENGL091 with a C or better AND R or Concurrent Enrollment in READ 087.*

**099A COLLEGE WRITING ENRICHMENT****SPRING****3 (3-0)**

This is a companion course that offers learning and writing support with a linked ENGL 101 class. This class focuses on expository writing and the closely related activities of critical reading and thinking. Primary attention is given to the formal elements of short essays based upon or incorporating documented source material. (Passing this class **and** co-requisite English 101 section allows the student to take English 102 or 103, thus completing the first year English Composition requirement. Compass writing score of 0-42 plus Multiple Measures Assessment. Co-requisite with corresponding ENGL 101 ALP section. Successful completion of 099A and co-requisite ENGL 101 will meet the Reading prerequisite.)

*Prerequisites: Compass writing score of 43-77 and Compass reading score of 68-77 or READ 083; or ENGL 010.*

**101 ENGLISH COMPOSITION****FALL, SPRING, SUMMER****3 (3-0)**

First course in two-semester English sequence focuses on expository writing and closely related activities of critical reading and thinking. Primary attention given to formal elements of short essays based upon or incorporating documented source material. (This sequence can be completed by taking either ENGL 102 or 103).

*Prerequisites: E, R*

**102 ENGLISH COMPOSITION****FALL, SPRING, SUMMER****3 (3-0)**

Extension and intensification of elements of expository writing and critical reading and thinking covered in ENGL 101. Particular emphasis given to formal, stylistic and rhetorical considerations and techniques involved in developing longer critical essays that incorporate documented evidence from broad range of source materials.

*Prerequisite: ENGL 101*

**103 TECHNICAL WRITING****FALL, SPRING, SUMMER****3 (3-0)**

Helps students write with greater skill, confidence and effectiveness on jobs. Writing assignments develop ability to analyze specific organization, purposes and situations and to use appropriate content, organization, style, form and format. Writing assignments include job application letter and resume, summary, process explanation, proposal, various short reports, research report, and a formal report.

*Prerequisites: E, R and ENGL 101*

**201 GENDER STUDIES****ON DEMAND****3 (3-0)**

Explores relationship between self-definition and gender expectations through drama, fiction, poetry and nonfiction; examines process of selfhood and influence of culture and analyzes relationship between narrative form and gender expectations.

*Prerequisites: E, R*

**203 MASTERPIECES OF ENGLISH LITERATURE I****ON DEMAND****3 (3-0)**

Examples of the major types of English literature are studied. The study focuses on appreciation of thought and expression. The work begins with the Anglo-Saxon period and ends with the eighteenth century. Literary types studied include the epic, the ballad, the tale, the allegory and the play.

*Prerequisites: E, R*

**204 MASTERPIECES OF BRITISH LITERATURE II****EVEN YEARS****3 (3-0)**

Study of British literature of the Romantic, Victorian and Modern eras from 1750 to the present. Representative authors' works are read and evaluated to understand background and impact, characteristics and aesthetic value and how they represent their times.

*Prerequisites: E, R*

**205 INTRODUCTION TO SHAKESPEARE****SPRING****3 (3-0)**

Shakespeare's greatest plays and a selection of his sonnets are read intensively and discussed. The universality of Shakespeare's thought will be emphasized, as will the qualities that make his work applicable to the modern day. For instance, characterization will be stressed more than plot. The course will lead to a greater understanding and appreciation of Shakespeare's writing.

*Prerequisites: E, R*

Contemporary dramatic writing by reading modern plays representative of various countries, such as Russia, France, South Africa and Norway as well as England and America. Also, examples of chief dramatic types that have flourished from Ibsen to present day: realism, naturalism, symbolism and expressionism. Develops appreciation of drama and theatre.

Study of literature to develop sensitivity and skill in critical interpretation of poetry, drama and prose fiction. Includes characteristics of different literary genre, their analysis and increased reading and interpretation skills.

Major American novels since 1850 in terms of setting, characterization, plot, tone, point of view, theme, imagery, symbolism and style. Social, historical, psychological and intellectual significance of works are considered. Novels studied include selection of works by authors from 1850 to the present.

Survey of literature of pre-American revolution texts to the Civil War. Emphasis on disclosure of liberty and conquest, and the development of an American voice. Examines American literature in terms of cultural, historical and intellectual roots. Emphasis on the issues of race, gender and class along with the study of writings that reflect major literary and social movements.

A study of major elements of American literature from the Civil War to the present. Emphasis on origins and nature of modern literature. Examines American literature of period in terms of cultural, historical and intellectual roots. Study of writings which reflect major literary and social movements.

Folk and fairy tales, poetry, mythology, realistic fiction and minority group literature appropriate for children.  
Emphasis on selection and presentation of literature appropriate for children of preschool age through junior high level.

Appreciation and understanding of poetry. Study of important aspects of the poem: images, figures, symbols, rhythm, sound and tone. Emphasis on twentieth-century poetry. Recommended for English majors.

Fiction and non-fiction literary works by black American authors (narratives, short stories, essays, poems, speeches, memoirs, plays and novels). These works, from the heritage of black Americans, are part of American literary heritage. Course will feature a thematic or special topic selection of works by a variety of recognized authors.

Imaginative writing, i.e., writing of original poetry, fiction, drama and creative non-fiction (memoir). Study and application of specific techniques in each genre. Conducted on workshop basis. Students expected to produce a portfolio of finished pieces in the four genres.

This advanced language course helps ESL students to improve their writing skills for a college setting by writing well-developed paragraphs and essays. The course is taught using the process writing approach, which includes pre-writing, peer- and self-assessment, drafting, and self-editing. Special focus is paid to sentence types, multi-clause structures, conjunctions, adjective and adverbial clauses, and punctuation to enable students to become more confident self-editors and present their ideas more clearly to an academic reader audience. A working thesis, topic sentences, supporting ideas, and cohesion are reinforced through writing 3 – 5 paragraphs and a formal essay throughout the course. Students must speak English as a second or additional language.

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**092 EAP SPEAKING AND LISTENING 4 (4-0)**

This advanced language course helps ESL students sharpen their listening comprehension skills by teaching them how to prepare for and listen to academic lectures while at the same time acquiring a variety of techniques for taking notes that will promote retention of the material. Additionally, the course focuses on expansion of academic vocabulary and academic discussion skills and strategies to help students gain confidence in their English speaking skills when interacting with classmates, instructors, and support staff.

*Pre-requisites: TOEFL iBT Exam - Overall score: 35-59 and Listening: 4-14 and Speaking: 14-17 or TOEFL PBT Exam: 417- <515 or TOEFL Paper-Delivered Listening 4-14 or IELTS Exam - Overall score: 5.0 or 5.5 and Listening: 5.0 or 5.5 or MELAB Exam - Overall: 55-68 and Speaking: 3*

**093 EAP READING 4 (4-0)**

This is an advanced language course with the primary goal for ESL students to develop reading strategies that enable them to read and comprehend academic materials.

Students will learn reading strategies that enable them to engage and react to different text forms and topics that are both concrete and abstract in nature. Through in-class exercises and a variety of assignments, students learn to use reading skills to infer, analyze and respond to a text in a classroom setting. A focus on academic vocabulary is an important component in the course. Additional projects will include a novel study and/or independent reading.

*Pre-requisites: TOEFL iBT Exam - Overall score: 35-59 and Reading: 4-14 or TOEFL PBT Exam: 417- <515 or TOEFL Paper-Delivered Reading Exam: 4-14 or IELTS Exam - Overall score: 5.0 or 5.5 and Listening: 5.0 or 5.5 or MELAB Exam - Overall: 55-68 and Reading: 53-63*

**ENOLOGY (ENOL)****101 WINEMAKING AND FERMENTATION****FALL 3 (3-0)**

An overview of wine production. Topics include: factors affecting harvest decisions, winery safety, winery sanitation, initial grape processing, red winemaking, white winemaking, fermentation, filtration, fining, and bottling.

*Prerequisites: E, M, R*

**105 WINES OF THE WORLD I FALL FEE 1.5 (0.5-2)**

This course is an overview of the major wine making regions of the world. Students will develop sensory skills through guided tastings. Lectures will focus on grape varieties, climactic considerations, vineyard and winemaking practices, and key laws governing wine production and labeling. Wines from southwest Michigan and other new world wine regions are also presented.

**106 WINES OF THE WORLD IIFEE 1 (0.5-1)**

This course is an overview of the major wine making regions of the world. Students will develop sensory skills through guided tastings. Lectures will focus on grape varieties, climactic considerations, vineyard and winemaking practices, and key laws governing wine production and labeling. Wines from southwest Michigan and other new world wine regions are also presented.

**110 WINERY HOSPITALITY CO-OP I 1 (0-3)**

This work-based learning course consists of participation in tasting room operations and direct to consumer wine sales at an approved local winery.

**111 WINERY HOSPITALITY CO-OP II 1 (0-3)**

This work-based learning course consists of participation in tasting room operations and direct to consumer wine sales at an approved local winery.

**190 ENOLOGY CO-OP I 2 (0-6)**

This work-based learning course consists of participation in harvest and crush operations at Lake Michigan Vintners (the teaching winery), or other approved facility.

**191 ENOLOGY CO-OP II 2 (0-6)**

This work-based course offers hands-on learning while working at a selected winery and receiving supervision from a professional winemaker. Students will gain experience with wine transfers, wine filtration, and bottling. With permission of Wine and Viticulture Technology lead faculty, work site and work site hours may vary.

*Prerequisites: ENOL 101, ENOL 190*

**210 WINE ANALYSIS AND QUALITY CONTROL****FALL FEE 4 (3-2)**

This is an advanced enology course. Students will develop an understanding of wine chemistry and the concepts and methods of wine chemical analysis.

*Prerequisites: E, M, R, AGRI 110 or CHEM 104 and ENOL 101*

**220 WINERY OPERATIONS MANAGEMENT****SUMMER 3 (3-0)**

This course provides an overview of winery management and operations. Topics include legal compliance and record keeping, supply and inventory control, and distribution. Wine marketing is covered at length. The issues surrounding wine production and sales that are unique to Southwest Michigan are investigated. Guest lecturers will be invited to offer relevant presentations during the semester.

*Prerequisites: E, M, R, ENOL 101*

**290 ENOLOGY CO-OP III****4 (0-12)**

This work-based course offers hands on learning while participating in harvest activities at a selected winery and receiving supervision from a professional vintner. Work site hours may vary. Work site approval by the instructor is required.

*Prerequisites: E, M, R, ENOL 101, ENOL 190, ENOL 191, ENOL 210*

**FOREIGN LANGUAGE (FORL)****101 ELEMENTARY FRENCH I FALL****4 (4-0)**

For students with limited background in modern foreign languages. Basic grammatical principles, elementary conversation, simple writing and dictation, some discussion of culture and geography of France. Additional work with tapes or cassettes is required.

*Prerequisites: E, R*

**102 ELEMENTARY FRENCH II SPRING****4 (4-0)**

Continuation of FORL 101. Basic grammatical principles; conversation of more advanced level, continued writing, dictation and cultural study. Continued use of tapes or cassettes required.

*Prerequisites: E, R, FORL 101*

**121 ELEMENTARY SPANISH I FALL****4 (4-0)**

For students with limited or no background in modern foreign languages. Basic grammatical principles, elementary conversation and simple writing. Some additional work with tapes or cassettes. Culture and geography of Spanish-speaking countries.

*Prerequisite: E, R*

**122 ELEMENTARY SPANISH II SPRING****4 (4-0)**

Continuation of FORL 121. Study of basic grammatical principles is completed with continued conversation, writing, dictation and cultural study. Continued audio work required. Successful completion of at least one year high school Spanish with a C or better.

*Prerequisites: E, R, FORL 121 with a C or better.*

**123 SPANISH FOR THE WORKPLACE I  
FALL, SPRING****4 (4-0)**

This course offers an introduction to the Spanish language with particular emphasis on applying acquired knowledge within the realm of the workplace.

**124 SPANISH FOR THE WORKPLACE II  
FALL, SPRING****4 (3-1)**

This course is a continuation of basic Spanish with particular emphasis on applying acquired knowledge within the realm of the workplace.

*Prerequisites: FORL 123 or two years of high school Spanish or one year of College Spanish or permission of the instructor.*

**181 ELEMENTARY RUSSIAN I FEE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R*

**182 ELEMENTARY RUSSIAN II****FEE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R, FORL 181*

**188 ELEMENTARY JAPANESE I****FEE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R*

**189 ELEMENTARY JAPANESE II****FEE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R, FORL 188*

**195 ELEMENTARY ITALIAN I FEE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R*

**196 ELEMENTARY ITALIAN IIFE 4 (2-2)**

Courses concentrate on functional communication with emphasis on outcome-based goals such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R, FORL 195*

**221 INTERMEDIATE SPANISH I FALL 4 (4-0)**

Review of basic grammatical functions, more detailed writing and advanced composition. Reading of selections from Spanish authors. Classes may be conducted in Spanish.

*Prerequisites: E, R, FORL 122 or successful completion of at least two years high school Spanish*

**222 INTERMEDIATE SPANISH II SPRING 4 (4-0)**

Continuation of FORL 221. Emphasizes ability to speak, read and write in Spanish.

*Prerequisites: E, R, FORL 221*

**251 ADVANCED ORAL AND WRITTEN SPANISH ON DEMAND 3 (3-0)**

Concentration on improvement in written and oral expression in Spanish based on selected readings in modern Spanish literature. Lectures, discussion, resumes, student presentations and short papers in Spanish, with extensive and intensive reading assignments. Classes conducted in Spanish.

*Prerequisites: E, R, FORL 222 or equivalent*

**GEOGRAPHY (GEOG)****100 WORLD REGIONAL GEOGRAPHY SPRING 4 (4-0)**

Introductory course for both working knowledge and appreciation of contemporary world geography. Emphasis on geographical characteristics, relative world importance and major problems of selected world regions.

*Prerequisites: E, R*

**101 HUMAN GEOGRAPHY SPRING 4 (4-0)**

Broad approach to human geography that deals with fundamental relationship of humans to land and why people live where they do and as they do. Proposes that each society interprets earth and humans from the viewpoint of its particular culture. Cultural factors studied with examples from modern societies.

*Prerequisites: E, R*

**102 ELEMENTS OF PHYSICAL GEOGRAPHY****FALL, SPRING****4 (3-2)**

Includes study of planetary relations, atmosphere, air masses, climates, water resources, landforms, soils and vegetation. Demonstrates the basic relationship among these topics. Impact of human activities on environment emphasized. Laboratory work integral to course and used to reinforce important topics.

*Prerequisites: E, R*

**GRAPHIC DESIGN (GRDN)****101 DIGITAL STUDIO I FALL, SPRING FEE 3 (2-4)**

This course focuses on developing the skills necessary for producing print-ready communications: graphic design principles, visual comps, print production development, and project management skills (e.g. interviewing and scheduling, peer review and revision). Project activities focus on developing effective communications that can be deployed in print, on the web, or in a video. Students develop a variety of graphics, a logo, a business card and a client advertisement. Students produce supporting design documents and visual comps that clients review. The semester culminates with a portfolio project during which students reflect on the skills and topics covered thus far and begin to explore the career areas that interest them in design.

*Prerequisites: E, M, R*

**110 INTRODUCTION TO GRAPHIC DESIGN FALL, SPRING FEE 3 (2-4)**

This course investigates the graphic design profession. Students engage in simulation of client pitches, participate in group critiques and brainstorming sessions, create design briefs, thumbnail sketches, mood boards and "comps." Conceptual design and client research is emphasized. Students evaluate their career goals through readings and discussion on design specialties and schools.

*Prerequisites: E, R*

**130 PHOTOGRAPHY I FALL, SPRING FEE 3 (2-4)**

Beginning with a basic introduction to black and white photography using chemical methods, the class will then move into digital techniques. Upon completion of this class, students will have a basic knowledge of the chemical darkroom; software for archiving, altering and storage of digital images; the camera; light metering, lighting, and flash use; as well as in-camera, darkroom and digital image manipulation. This course is a foundation course in the creation, use and selection of images for advertising and design.

*Prerequisites: E, M, R*

**131 PHOTOGRAPHY II SUMMER FEE 3 (2-4)**

Students explore the materials, techniques, processes and ideas of advanced experimental photography using film (Silverprints, infrared, photo silk screen) advanced lighting and digital techniques (complex image manipulation, working across multiple programs and media). Previous relevant experience can serve as course prerequisites with permission of the instructor.

*Prerequisites: E, M, R, GRDN 101 Digital Studio with a C or better and GRDN 130 Photography I with a C or better*

**140 PRODUCTION SKILLS FOR GRAPHIC DESIGN SPRING FEE 3 (2-4)**

This course emphasizes the practice of functional design by developing the student's knowledge of the production processes in graphic media. Designing a message to work efficiently within the production process and on budget while employing original thought.

*Prerequisites: E, R, GRDN 101, GRDN 110, GRDN 130, or instructor's consent*

**200 PRINCIPLES OF TYPOGRAPHY FALL FEE 3 (2-4)**

This course is an introductory study to the typographic arts from the invention of writing to the advent of the computer age. It infuses an understanding of the historical and sociological pressures driving the development of written language with practical exercises. Emphasis will be placed initially on understanding type as an abstract design element. Once mastered, this principle will be used to communicate more complex ideas and compositions in real-world applications. Previous relevant experience can serve as course prerequisites with permission of the instructor.

*Prerequisites: E, M, R, GRDN 101 with a C or better and ART 109 with a C or better*

**201 TYPOGRAPHY II SPRING FEE 3 (2-4)**

This course is a continuing study of the typographic arts in the twentieth century and the information age. Emphasis will be placed on the use of type in professional communication, the grid system, information design, international typographic style, type used in digital and other media and the contribution of graphic design as a language for social reform.

*Prerequisites: E, R, GRDN 101, GRDN 110, GRDN 200, ART109 or instructor's consent*

**220 Digital Studio II SPRING 3 (2-4)**

This class builds on the design and development skills of Digital Studio I by focusing on longer projects as well as more in-depth content and advanced computer techniques. Students continue to work in teams producing communications such as brochures, newsletters and annual reports. They develop graphic and print production skills that solve specific communication challenges for clients and audiences. They build technical skills to address project needs and track complex projects. The class culminates with a portfolio redesign using the students themselves as the client and their next step as designers determining the audience. Although not required, it is suggested students complete or take concurrently GDRN 130 and GDRN 200. Previous relevant experience can serve as course prerequisites with permission of the instructor.

*Prerequisites: E, M, R, GRDN 101 Digital Studio I with a C or better and ART 109 Basic Design I with a C or better*

**HEALTH (HEAL)****101 INTRODUCTION TO ALLIED HEALTHCARE CAREERS SPRING 2 (2-0)**

This course provides an overview of the evolving healthcare system in the United States and introduces students to a variety of allied healthcare occupations, including the expectations and demands of each.

*Prerequisites: R*

**103 MEDICAL TERMINOLOGY SPRING 2 (2-0)**

This course will provide the basic terminology required for healthcare professionals. Students will cover the basic structure of medical terms, including prefixes, suffixes, combining forms and plurals as they pertain to various body systems. By the end of the course, students will have a working knowledge of medical vocabulary.

*Prerequisite: R*

**113 NUTRITION AND DIET THERAPY FALL, SPRING, SUMMER 3 (3-0)**

Basic principles of human nutrition including nutrients and allowances for various ages and normal conditions. Use of diet therapy in disease and abnormal conditions. Course directed to students interested in health-related professions including nursing and dietetics.

*Prerequisites: E, M, R*

### **130 PHLEBOTOMY TECHNICIAN**

**FALL, SPRING, SUMMER**

**FEE 5 (3-4)**

This course prepares students for employment as a phlebotomy technician in clinical laboratories. Students will learn law and ethics for phlebotomists, infection control standards and safety guidelines, specimen collection techniques, and quality assurance methods. This course requires the completion of a minimum of 100 hours of supervised clinical practice in addition to classroom lectures and lab demonstrations. Upon successful completion of this course and clinical practice, students will be eligible to sit for the National Healthcareer Association certification exam.

*Co-requisites: HEAL 101, HEAL 103, and BIOL 110*

### **131 PHLEBOTOMY TECHNICIAN EXTERNSHIP**

**FALL, SPRING, SUMMER**

**5 (2-3)**

The Phlebotomy Technician Externship course provides an opportunity for students to expand on the knowledge and skills learned in the Phlebotomy Technician course by working in a laboratory setting with varying patient populations. Students can expect to become proficient in blood drawing skills and interacting with the patient population during this required 100-hour externship. Students will also review material learned in HEAL 130 and prepare for the National Healthcareers Association Certified Phlebotomy Technician (CPT) examination.

*Pre-requisites: HEAL 101, HEAL 103, HEAL 130, BIOL 110*

### **140 ELECTROCARDIOGRAPHY TECHNICIAN (EKG)**

**FALL, SPRING**

**FEE 4 (2-4)**

This course is designed to provide an in depth understanding of the cardiovascular system, vital signs, and EKG techniques and interpretation. Students will learn heart physiology, the most commonly prescribed cardiovascular medications, and how to assess patients while performing an EKG. Students will obtain competency in the basic techniques of EKG application, interpretation of arrhythmias, dysrhythmias, EKG analyses and the effects of ischemia and myocardial infarction on the electrical system of the heart.

*Prerequisites: BIOL 110, HEAL 101, HEAL 103*

## **HISTORY (HIST)**

### **101 HISTORY OF WESTERN CIVILIZATION I**

**FALL**

**4 (4-0)**

Explores evolution of Western cultural heritage from roots in the ancient world to the Italian Renaissance. Examines character and achievements of ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Traces the rise and spread of great Western religions- Judaism, Christianity and Islam. Concludes with analysis of essential features of early and late medieval civilization, and changes wrought in European society by the Renaissance.

*Prerequisites: E, R*

### **102 HISTORY OF WESTERN CIVILIZATION II**

**SPRING**

**4 (4-0)**

Examines developments in the European world from 1500 to 1920. Begins with analysis of forces that shaped early modern society: Protestant Reformation, commercial revolution, rise of absolute monarchies and nation states and the scientific and intellectual revolution of 17th and 18th centuries. Explores the impact of two upheavals; The French Revolution and Industrial Revolution, on events and ideologies of 19th century. Among topics considered are growth of liberalism, socialism, Marxism, nationalism and scientific secularism and their social and political consequences. The study of causes and effects of World War I.

*Prerequisites: E, R*

### **201 AMERICAN HISTORY FALL, SPRING**

**3 (3-0)**

United States history from the colonial period through Reconstruction. Topics include the process and problems of colonization, difficulties encountered in developing workable political structure, the process of democratization, socio-economic change, territorial expansion, rivalries leading to Civil War and the impact of the war. Special attention is paid to the modern legacy from America's past.

*Prerequisites: E, R*

### **202 AMERICAN HISTORY FALL, SPRING**

**3 (3-0)**

United States history from Reconstruction to the present. Topics include conquest of the West, industrialization and its impact, various movements to reform America and the increasingly important role this country plays in the international community. Special attention is paid to the modern legacy from America's past.

*Prerequisites: E, R*

### **204 MODERN EAST ASIA FALL**

**3 (3-0)**

Explores traditional cultures of China and Japan, their interaction with the West in the 19th and 20th centuries, and contemporary events and conditions in both nations. Examines how traditional political systems, social structures, economic systems and religions and philosophies were progressively modified under the impact of modernization but continue to influence contemporary culture. Studies the effects of Western encroachment on East-West relations in the modern period, and features the evolution of Communist China and Japan's imperialist experiment.

*Prerequisites: E, R*

**205 AFRICAN AMERICAN HISTORY 3 (3-0)**

Reviews theories surrounding the early presence of black Africans in Ancient America. Presents an overview of the developments that led to the African slave trade and slave systems in North and South America. The challenges, contributions and culture of African Americans in North America from pre-Revolution to post-World War I are included.

*Prerequisites: E, R*

**208 NON-WESTERN WORLD: LATIN AMERICA ON DEMAND 3 (3-0)**

Latin America's history from its pre-Columbian roots to contemporary patterns. Topics include: Colonial Era discoveries, conquests and traits of Spanish colonization. Problems common to Latin American republics including, social and economic inequalities, recurrent revolutions and relations between U.S. and the Hispanic world.

*Prerequisites: E, R*

**209 WOMEN IN THE WESTERN WORLD SPRING 3 (3-0)**

Examines the experience of women in selected samples of Western cultures from the ancient world to modern times. Explores how societies create and modify definitions of gender-appropriate roles and behavior. Investigates how definitions affect women as family members, workers and participants in society. Analyzes how women respond historically to challenges and constraints of their lives and what insights, past experiences and modern feminist theory offer for an understanding in the present.

*Prerequisites: E, R*

**210 THE CIVIL WAR AND RECONSTRUCTION SPRING 3 (3-0)**

The history of the United States Civil War and Reconstruction period. Topics include the causes of the war, slavery, military history, major battles, the impact of the war on slavery, the politics of Reconstruction and the promise and problems of a biracial South. Special attention is paid to the legacy from the Civil War and Reconstruction on 21st-century America

*Prerequisites: E, R*

**HONORS (HONR)****101 HONORS BIOLOGICAL SCIENCE FALL FEE 4 (3-2)**

Introduction to basic principles and concepts of biology as well as related laboratory experiences. Areas of emphasis include ecology, evolution, unity and diversity of life, organ systems, genetics, cell biology and behavior. NOTE: Students with two (2) or more years of high school biology should take BIOL 111, BIOL 112 or BIOL 204.

*Prerequisites: E, R*

**111 HONORS PRINCIPLES OF BIOLOGY I****FALL FEE 4 (3-2)**

Emphasizes molecular biology, cell chemistry, cell structure and function, physiology, growth and development and genetics. For Biology majors and minors, or students planning to transfer to pre-professional programs requiring Biology. Includes a three-hour laboratory experience per week. NOTE: Students with two years of high school biology, or one year of high school biology and one year of chemistry will serve as BIOL101 prerequisite.

*Prerequisites: E, M, R, BIOL 101 (or recommend 2 years of high school biology, or one year of high school biology and one year of chemistry).*

**112 HONORS PRINCIPLES OF BIOLOGY II****SPRING FEE 4 (3-3)**

Emphasizes diversity of organisms, animal and plant structure, animal behavior and ecology. For Biology majors and minors, or those students planning to transfer to pre-professional programs requiring Biology. Includes a three-hour laboratory experience per week. Students with two years of high school biology, or one year of high school biology and one year of chemistry will serve as BIOL 101 prerequisite.

*Prerequisites: E, M, R, BIOL 101 or HONR 101 with a C or better*

**113 HONORS GENERAL CHEMISTRY II FEE 4 (3-3)**

The second course in a two term sequence of General Chemistry. Topics include chemical kinetics, equilibrium chemistry, acid-base, pH, buffers, titrations, thermodynamics, redox and electrochemistry, nuclear chemistry, basic organic structure and biological molecules. Integrated laboratory exercises reinforce concepts.

*Prerequisites: E, R, MATH 122, CHEM 111 with a grade of C or better*

**120 HONORS ELEMENTARY SPANISH I****FALL 4 (4-0)**

This course is designed for students with limited or no background in modern foreign languages. Basic grammatical principles, elementary conversation and simple writing. Some additional work with tapes or cassettes. Culture and geography of Spanish-speaking countries.

*Prerequisites: E, R*

**121 HONORS INTRODUCTION TO PSYCHOLOGY****FALL 3(3-0)**

Description, understanding and control of human behavior. Two-fold aims: to increase student ability to understand self and others and make more satisfactory adjustments to life and introduction to the field of Psychology.

*Prerequisites: E, R*

**122 HONORS ELEMENTARY SPANISH II****SPRING****4 (4-0)**

Elementary Spanish II is a continuation of Elementary Spanish I, FORL 121. The study of basic grammatical principles is completed and continued in conversation, writing, dictation and cultural study.

*Prerequisites: E, R, FORL 121*

**130 HONORS PRINCIPLES OF SOCIOLOGY****SPRING****3(3-0)**

The study of socio-cultural, economic and physical aspects of aging in the United States and other societies with an emphasis on the diversity of the aging process.

*Prerequisites: E, R*

**141 HONORS NATIONAL GOVERNMENT****FALL, SPRING****3 (3-0)**

The structure and operation of national government, the meaning and practice of democracy, power relationships, civil rights and liberties and the American method of conducting elections, also the role of citizens and their choices.

*Pre-requisites: E, R*

**143 HONORS STATE GOVERNMENT****FALL, SPRING****3 (3-0)**

Examines political decision-making and public policies of state governments, with particular emphasis on Michigan. Analyzes both the relationships of states with the national government as well as each other and contrasts policies and political structures in each state.

*Prerequisites: E, R*

**150 HONORS CALCULUS I FALL****1 (1-0)**

These one-hour Honors Credit courses are open only to those students who have been admitted to the Honors Program. These courses offer additional challenges in the form of lab, or field, or library research or enrichment activities that usually are not part of the regular courses. The student and the instructor agree upon a particular program of study for the semester at the beginning of the semester. To be registered in these additional honors credit courses, the student must either have already successfully completed the regular course or must be concurrently registered in the corresponding regular course. A variety of honors credit courses will be offered each FALL semester.

*Prerequisites: Concurrent enrollment in MATH151 or previous successful completion of MATH151. R, MATH128 and MATH130 with a C or better, or MATH135 with C or better or associated placement scores(s).*

**171 HONORS INTRODUCTION TO PHILOSOPHY****FALL, SPRING****3 (3-0)**

The nature of Philosophy by consideration of major types of philosophical questions, such as: principles of rational belief, the existence of God, pursuit of a good life, the nature of knowledge, the problem of truth and verification and relationship of people to state. Establishes frames of reference so students can begin asking philosophical questions.

*Prerequisites: E, R*

**175 HONORS INTRODUCTION TO LOGIC****FALL, SPRING****3 (3-0)**

Students will explore the ways in which people reason and come to conclusions. Course activities are designed to help students understand and evaluate others' arguments. Students will learn methods for testing the reliability of their own reasoning as well as strategies for constructing sound arguments.

*Prerequisites: E, R*

**195 HONORS ELEMENTARY ITALIAN I****FEE 4 (4-0)**

A National Association for Self-Instructional Language Program course addressing the needs of the beginning student in Italian. Course concentrates on functional communication. Emphasis is on outcome-based goals, such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R*

**196 HONORS ELEMENTARY ITALIAN II****FEE 4 (4-0)**

A National Association for Self-Instructional Language Program courses addressing the needs of beginning students in various languages. Course concentrates on functional communication. Emphasis on outcome-based goals, such as being able to speak in basic sentence patterns, ask questions, engage in telephone conversations, make requests, give orders, etc., in situational introductions of reality. Communication is emphasized; grammar is introduced to support this process.

*Prerequisites: E, R, FORL 195*

**202 HONORS PRINCIPLES OF ECONOMICS (MACRO)**  
**FALL, SPRING** **3 (3-0)**

Emphasizes general principles of macroeconomics. Topics include supply and demand, inflation, unemployment, economic growth, business cycles, money, taxes, government spending, gross national product, price indexes, technology, wages, fiscal and monetary policy, interest rates, deficit and national debt, and international trade. Each of the topics will be analyzed using a specific macroeconomic topic (e.g., Great Recession of 2008).

*Prerequisites: E, M, R*

**203 HONORS HUMAN DEVELOPMENT**  
**FALL, SPRING** **3 (3-0)**

Physical, cognitive, social and emotional development from conception through death. Emphasis upon factors influencing development of personality.

*Prerequisites: E, R, PSYC 201 or HONR 121 with a C or better.*

**204 HONORS MASTERPIECES OF ENGLISH LITERATURE II**  
**FALL, SPRING** **3 (3-0)**

Study of English literature of the Romantic, Victorian and Modern eras from 1750 to the present. Representative authors' works read and evaluated to understand background and impact, characteristics and aesthetic values and how they represent their times.

*Prerequisites: E, R*

**205 HONORS SPECIAL TOPICS IN**  
**POLITICAL SCIENCE** **3 (3-0)**

HONORS: This course provides an opportunity for students to concentrate on developing and implementing research projects on topics of their own choice within the discipline of Political Science and meeting the Honors Program guidance. An in-depth study of specific topics in political science or direct involvement in a politically-oriented project. May be in a seminar format, active learning format or be research focused. Students may be involved in selecting projects and research topics. POSC 205 may be repeated in courses of differing topics for a maximum of 6 credits.

*Prerequisites: POSC 101*

**208 HONORS AMERICAN NOVEL**  
**FALL, SPRING** **3 (3-0)**

Major American novels since 1850 in terms of setting, characterization, plot, tone, point of view, theme, imagery, symbolism and style. Social, historical, psychological and intellectual significance of works are considered. Novels studied include selection of works by authors from 1850 to present.

*Prerequisites: E, R*

**209 HONORS SOCIOLOGY OF AGING**  
**SPRING** **3 (3-0)**

The study of socio-cultural, economic and physical aspects of aging in the United States and other societies with an emphasis on the diversity of the aging process.

*Prerequisites: E, R*

**213 HONORS INTERNATIONAL RELATIONS**  
**SPRING (EVEN YEARS)** **3 (3-0)**

Examines the relations that exist among nation-states. Particular emphasis is placed upon the factors/variables contributing to national power, the instruments used by nation-states to promote their own interests and the methods used to control interstate relations such as international law, balance of power arrangements, pacific settlement of disputes, and international organizations. Honors courses allow students to work closely with their instructors on projects designed to further their academic interests and skills. The Honors program offers many additional opportunities to students in the areas of community service, public speaking, transfer preparedness, internships, fellowships and scholarship potential.

*Prerequisites: E, R*

**214 HONORS AMERICAN HISTORY**  
**FALL, SPRING** **3 (3-0)**

United States history from colonial period through Civil War. Topics include process and problems of colonization, factors promoting independence, difficulties encountered in developing workable political structure, process of democratization, socio-economic change, territorial expansion and rivalries leading to civil war. Special attention paid to the modern legacy from America's past.

*Prerequisites: E, R*

**215 HONORS AMERICAN HISTORY**  
**FALL, SPRING** **3 (3-0)**

United States history from Civil War to present. Topics include Reconstruction, conquest of the West, industrialization and its impact, various movements to reform America and the increasingly important role this country plays in the international community. Special attention paid to the modern legacy from America's past.

*Prerequisites: E, R*

**231 HONORS ABNORMAL PSYCHOLOGY**  
**FALL, SPRING** **3 (3-0)**

Descriptions of cognitive, affective and behavioral disorders. Origins of specific disorders considered along with nature and problem of diagnosis and classification and contemporary modes of treatment.

*Prerequisites: E, R, PSYC 201 with a C or better*



## **241 HONORS COLLOQUIUM**

### **FALL, SPRING**

**1 (1-0)**

The Honors Colloquium, offered every FALL and SPRING semester, involves an intensive study/research on a topic for that year to go along with the theme(s) of the public lectures for that year. All honors students are required to register for the Colloquium every semester they are in the Program. The Colloquium topic will be announced each year. The Colloquium incorporates open discussion of the main theme and mutual criticism and the study/research projects related to the main theme being done by the participants. The Colloquium includes attendance at the public lectures and discussion with these lecturers.

## **250 HONORS ENGLISH COMPOSITION I**

**3 (3-0)**

This course in the two semester English sequence focuses on expository writing and the closely related activities of critical reading and thinking. Primary attention is to be given to the formal elements of short essays based upon or incorporating documented source material.

*Prerequisite: E*

## **251 HONORS ENGLISH COMPOSITION II**

**3 (3-0)**

Extension and intensification of elements writing and critical thinking covered in HONR250. Particular emphasis given to formal, stylistic and rhetorical consideration and techniques involved in developing longer critical essays that incorporate documented evidence from a broad range of source material.

*Prerequisites: ENGL 101 or HONR 241*

## **256 HONORS CREATIVE WRITING**

### **FALL, SPRING**

**3 (3-0)**

Imaginative writing, i.e., writing in original poetry, fiction, drama and creative non-fiction (memoir). Study and application of specific techniques in each genre. Conducted on a workshop basis. Students are expected to produce a portfolio of finished pieces in four genres.

*Prerequisites: E, R*

## **258 HONORS LITERARY INTERPRETATION**

### **SPRING**

**3 (3-0)**

Study of literature to develop sensitivity and skill in critical interpretation of poetry, drama and prose fiction. Includes characteristics of different literary genres, their analysis and increased reading and interpretation skills.

*Prerequisites: E, R, HONR 250 or ENGL 101*

## **HOSPITALITY (HOSP)**

### **110 SANITATION**

#### **FALL, SPRING**

**1 (1-0)**

Sanitation policies necessary to effectively operate a commercial food service facility. Students successful in the course will receive Educational Foundation of National Restaurant Association Certification in Applied Food Service Sanitation and Michigan State Certification.

### **111 RESPONSIBLE BEVERAGE SERVICE**

#### **FALL, SPRING**

**1 (1-0)**

This class explores the service policies and practices necessary to effectively serve alcohol in a hospitality establishment. Upon successful completion, students will receive ServSafe Certification in Applied Alcohol Service Training.

### **115 SAFETY AND LEGAL OVERVIEW**

#### **FALL**

**3 (3-0)**

Course provides awareness of rights and responsibilities that law grants or imposes in the hospitality industry.

*Prerequisites: E, R*

### **117 INTRODUCTION TO MEETINGS AND EVENTS**

#### **SPRING**

**3 (3-0)**

Overview of the planning and implementation of meetings and events that includes types of meetings and events, site selection, marketing, media technology, food and beverage, budget, reservations and evaluation.

### **120 PROFESSIONAL COOKING I**

#### **FEE 2 (1-3)**

This course is designed to give the student an introduction to the professional kitchen and preparation techniques. The student will gain competency in knife skills; food safety practices; fiber component of vegetables; selection and USDA grades of meat, poultry and seafood and their composition, structure and classification; factors affecting tenderness; storage; and cooking techniques.

### **130 TABLE SERVICE**

**3 (3-0)**

This course introduces the student to modern food and beverage service. Classroom lectures focus on the basic beverage techniques, service language and equipment used in modern buffet service. Sanitation, safety, personal hygiene and grooming are emphasized. Table arrangements and setups are taught along with organization and responsibilities of staff within the dining room. Proper dress and service techniques are emphasized.

### **150 INTRODUCTION TO HOSPITALITY CAREERS**

#### **FALL, SPRING**

**3 (3-0)**

Covers career opportunities in restaurants, hotels, institutional feeding, travel and tourism, and hospitality management for those considering the hospitality industry as a career.

**153 NUTRITION FALL 3 (3-0)**

Characteristics, functions and major nutrient groups and how to maximize nutrient retention in food preparation and storage. Students learn nutrient needs through life cycles and apply principles to menu planning and food preparation.

*Prerequisites: E, R*

**200 HOSPITALITY MANAGEMENT INTERNSHIP FALL, SPRING, SUMMER FEE 3 (1-8)**

Supervised work experience integrates academic study with hospitality industry experience in hotel/motel or restaurant work site. Students work 120 hours at assigned hospitality management sites and complete 15 hours of campus class time.

*Prerequisites: E, M, R, HOSP 110, HOSP 115, HOSP 150, HOSP 252, students must meet with coordinator prior to enrollment*

**201 RESTAURANT OPERATIONS SPRING 3 (3-0)**

Overview of restaurant operations that includes menus, cost control, financial operations, training, staffing, equipment and product purchasing, marketing, regulations, sanitation and customer service.

*Prerequisites: E, M, R*

**202 INTRODUCTION TO CASINO MANAGEMENT 3 (3-0)**

This course provides an overview of casino operations and management. Topics include: gaming trends in the United States, government regulations, staffing, credit, security, marketing, entertainment and casino games.

*Prerequisites: E, M, R*

**250 FOOD PREPARATION SKILLS SPRING FEE 2 (0-4)**

Proficiency in tool, equipment usage, standardized recipes found in a commercial kitchen and learn to insure a high level of guest satisfaction. Emphasis on soup, sauces, entrees, salads, fruits and vegetables.

*Prerequisites: M, R*

**251 MARKETING OF HOSPITALITY SERVICES FALL 3 (3-0)**

Marketing mix related to hospitality service sector. Students learn why marketing is a hot topic in the hospitality industry. Implementation of marketing concepts in a competitive climate in the hospitality industry is essential to a successful student.

*Prerequisites: E, M, R*

**252 SUPERVISORY SKILLS AND HUMAN RELATIONS FALL 3 (3-0)**

Prepares students for transition from employee to supervisor. Students evaluate styles of leadership and develop effective skills in human relations and personnel management.

*Prerequisites: E, R*

**253 TOURISM SPRING 3 (3-0)**

Understanding of tourism, its nature, history and organization. Topics include cultural aspects, sociology, psychology and motivation, economics, forecasting demand, consumers, research, and planning and development for tourism industry.

*Prerequisites: E, M, R*

**254 HOSPITALITY COST CONTROL SYSTEMS SPRING 3 (3-0)**

Capstone course in financial control for hospitality student. Areas covered include room, food and beverage control systems, operating budget, income and cost control, menu pricing and practical application.

*Prerequisites: E, M, R, HOSP 150*

**255 HOTEL MANAGEMENT AND OPERATIONS FALL 3 (3-0)**

Provides knowledge of the management of flow of operations to all hotel departments. Includes finance, front office, housekeeping, maintenance, marketing, engineering, information management, security, and food and beverage. Utilizes real-world case studies that correlate management problems with problem solving techniques.

*Prerequisites: E, M, R*

**275 BEVERAGE MANAGEMENT FALL FEE 3 (3-0)**

Overview of beverage management that includes menus, cost control, financial operations, training, staffing, equipment and product purchasing, guest service, marketing, mixology, regulations, sanitation and beverage service.

*Prerequisites: E, M, R*

**HUMANITIES (HUMN)****105 AWARENESS OF THE FINE ARTS FEE 1 (1-0)**

Interdisciplinary study to develop awareness of interrelationships of various fine arts and investigate impact upon contemporary society from variety of perspectives. Various methods of instruction used, including independent reading or research, lecture and discussion, projects associated with field trip, or travel of recognizable educational value. If trip is major thrust of course, includes pre-trip preparation with readings, videos and written assignments and post-trip evaluation such as written assignment, journal or test.

**201 INTRODUCTION TO THE ARTS 3 (3-0)**

This cross-disciplinary course is intended to enhance individual critical sensibility and responsiveness to the arts. This course consists of two complimentary components: the first, an introductory survey of influential theories on criticism and on the nature of art; and the second, a survey of the distinguishing formal characteristics of major artistic media.

*Prerequisites: E, R*

**207 INTRODUCTION TO STORY AND MEDIA****FALL 3 (3-0)**

Explores how nature and substance of stories humankind has used to express and define values have been shaped by various written and visual media used to communicate insights.

*Prerequisites: E, R*

**208 INTERPRETING FILM AND FICTION****FALL 3 (3-0)**

Approaches to find and test meanings in films, short fiction, novels and plays. Particular works in media considered in terms of critical literacies each requires.

*Prerequisites: E, R*

**209 INTRODUCTION TO THE ART OF CINEMA****FALL 3 (3-0)**

The social, cultural and artistic nature and significance of motion pictures, in addition to critical exploration of current films, touch-stone films used to document historical development of cinematic techniques and genres.

*Prerequisites: E, R*

**210 ARTS IN THE MODERN WORLD FALL 3 (3-0)**

Team-taught, cross-disciplinary introduction to major concepts, media and arts that both shape and reflect modern and post-modern culture.

*Prerequisites: E, R*

**211 STUDIES IN FILM ART SPRING 3 (3-0)**

Critical exploration of general concepts of genre, style, theme and technique of related films. Specific focus and films varies each semester, with emphasis indicated in class schedule.

*Prerequisites: E, R, HUMN 209 or consent of instructor*

**212 ARTS AND IDEAS I FALL 3 (3-0)**

Survey of literature and philosophical works that form Western cultural heritage. Works representative of attitudes and artistic expression of major cultural periods examined for what they reveal about values of their cultures and relevance to life in 20th century. Contributions of these cultural periods considered: early Judeo-Christian religious thought and experience; philosophical insights and literary traditions of classical Greece and Rome; medieval synthesis of classical attitudes and Christianity; and culmination of these attitudes in Renaissance Humanism.

*Prerequisites: E, R*

**213 ARTS AND IDEAS II SPRING 3 (3-0)**

Continuation of HUMN212 which is not prerequisite. Contributions of these cultural periods considered: Enlightenment, Romanticism, modern and contemporary times.

*Prerequisites: E, R*

**221 PORTRAITS OF THE ARTIST SPRING 3 (3-0)**

Major concepts that define artists in terms of unique identities, social roles and responsibilities to contemporary audiences and posterity.

*Prerequisites: E, R*

**294 FIELD EXPERIENCE IN THE FINE ARTS 3 (3-0)**

Travel course of interdisciplinary nature where the world of theatre, music, dance and visual arts are explored in a metropolitan setting. Course may visit literary sites and participate in multicultural and international activities. Students assigned pre-trip readings, videos and written assignments; may complete trip journal; and have post-trip written assignment, test or other means of evaluation.

## INDUSTRIAL MAINTENANCE TECHNOLOGY (INMT)

**109 INTRO TO WELDING FALL, SPRING FEE 2 (1-2)**

Basic skills and techniques in oxyacetylene welding and shielded metal arc welding. Introduction to welding for maintenance welders and welding technicians. Instruction and practice in brazing, flame cutting, electrode selection and various types of welds. Techniques of welding in all positions are learned through hands on practice. Safety hazards and safe practices in oxyacetylene welding, cutting and shielded metal arc are emphasized.

**110 MIG/TIG WELDING FALL, SPRING FEE 3 (2-2)**

Considers various gas metal arc welding (MIG) processes, including microwire, flux-core, innershield and submerged arc, with emphasis on metal inert gas welding. Provides extensive experience in gas tungsten arc welding (TIG). Students will demonstrate techniques of welding in MIG and TIG, in all positions, using various gauges of metal.

**120 BASIC HVAC FALL, SPRING 3 (2-2)**

Fundamentals of heating and compression systems used in conditioning of air and controlled spaces. Includes combustion process, heat flow, temperature measurement, gas laws, and heating and refrigeration cycles and components used in systems. Introduces basic service procedures used in industry.

*Pre-requisites: M, R*

**204 BASIC HYDRAULICS AND PNEUMATICS FALL, SPRING FEE 2 (1-2)**

Basic industrial fluid power systems common to field of industrial automation. Course includes basic principles, components, standards, symbols, cylinders, intensifiers, valves, motor circuits and related electrical control.

*Prerequisites: M, R.*

## **205 HYDRAULICS AND PNEUMATICS MAINTENANCE**

**FALL FEE 2 (1-2)**

Troubleshooting, preventive maintenance and repair methods for industrial fluid power systems common to field of industrial automation. Topics include pumps, cylinders, intensifiers, valves, motor circuits and related electrical control.

*Prerequisites: M, R, INMT 204*

## **206 HYDRAULIC AND PNEUMATIC CIRCUITRY**

**SPRING FEE 2 (1-2)**

Practical hydraulic and pneumatic power and control circuitry; selection of control methods and component sizing for desired function, timing, sequence, speed and pressure requirements. Considerations such as cost, efficiency, energy consumption and maintainability with practice in connecting circuits and testing proper function.

*Prerequisites: M, R, INMT 204*

## **240 PREDICTIVE AND PREVENTIVE MAINTENANCE**

**FALL, SPRING FEE 3 (2-2)**

Predictive maintenance, team-driven maintenance tasks, and corrective maintenance to provide comprehensive support for all plant production and manufacturing systems. Emphasize regular evaluation of critical plant equipment, machinery and systems to detect potential problems and develop appropriate maintenance timelines to prevent problems from occurring.

*Prerequisite: E, M, R, INMT 204*

## **LAW ENFORCEMENT (LAWE)**

### **140 INTRODUCTION TO CRIMINAL JUSTICE**

**FALL, SPRING 3 (3-0)**

History, philosophy and mechanics of several elements that comprise the criminal justice system. Related responsibilities and vocational opportunities are discussed. Designed to introduce students to criminal justice system.

*Prerequisites: E, R*

### **142 POLICE ORGANIZATION AND ADMINISTRATION**

**FALL, SPRING 3 (3-0)**

Functional divisions of organization and operation of modern police department functions studied are management operations, communications, budgeting, public relations, recruiting and training.

*Prerequisites: E, R*

### **144 CRIMINOLOGY FALL, SPRING 3 (3-0)**

Nature and development of criminal behavior. Emphasis on examination of leading theories concerning cause of crime, nature of criminal offender and treatment of convicted offenders. Public reaction to crime reviewed.

*Prerequisites: E, R*

## **250 JUVENILE DELINQUENCY AND BEHAVIOR**

**FALL, SPRING 3 (3-0)**

Problems of juvenile delinquency, theories on juvenile delinquency, work of youth agencies, legislative involvement and new approaches to prevention of juvenile crimes.

*Prerequisites: E, R*

## **251 SEMINAR IN CRIMINAL JUSTICE AND PUBLIC SAFETY**

**SPRING 3 (1-4)**

Current problems in criminal justice and public safety area. Special issues discussed and pre-service students assigned to agencies or departments as interns for field experience. Report required.

*Prerequisites: E, R*

## **252 CRIMINAL PROCEDURE SPRING 3 (3-0)**

Study of Anglo-American system for detecting, proving and punishing perpetrators of crime. Legal protection of citizens from improper searches, arrests and coerced confessions by constitution, statute and case law. Rules of evidence in assisting judicial search for truth covered.

NOTE: Only Corrections students should take this course.

## **MACHINE TOOL TECHNOLOGY (MACH)**

### **110 MACHINE TOOL I FALL, SPRING FEE 3 (1-4)**

Introductory course includes machining theory, demonstrations and shop experience. Basics in safety, blueprint reading, layout, band sawing, machine setup, lathe work, milling machine work and surface grinding. Machine theory and machine application comply with National Institute for Metalworking Skills (NIMS) Level I Machining Skill Standards.

### **120 MACHINE TOOL II FALL, SPRING FEE 3 (1-4)**

Advanced course covers metals, their composition and heat treatment, machining of threads and tapers on a lathe, milling of gears and other advanced machining and precision machining techniques will be introduced. Machine theory and machine applications comply with National Institute for Metalworking Skills (NIMS) Level I and Level II Machining Skill Standards.

*Prerequisite: MACH 110*

### **129 USE OF MACHINERY'S HANDBOOK FALL 2 (2-0)**

Selected topics will enable the student to find and interpret information within the Machinery's Handbook and will provide resource information for future reference.

*Prerequisite: M, R*

**130 PRECISION INSPECTION****FALL, SPRING****FEE 3 (2-2)**

Methods of inspecting industrial products. Emphasis on measuring devices such as sine bar, gage blocks, micrometers, vernier scales, electronic comparator and coordinate measuring machine. Students will develop skills in basic blue print reading, geometric dimensioning and tolerancing, understanding datums, and using the inch and metric systems.

*Prerequisites: M, R*

**140 INTRODUCTION TO NUMERICAL CONTROL (NC)  
COMPUTER NUMERICAL CONTROL (CNC)****FALL, SPRING****FEE 2 (1-2)**

Numerically controlled machines for metal cutting. Required course for students enrolled in Machine Tool program, also recommended as introductory experience for employees attending factory training schools in future. Systems studied include microcomputer-controlled machines and CAD/CAM systems.

*Prerequisites: M, R*

**150 INTRODUCTION TO CAM****FALL, SPRING, SUMMER****FEE 2 (1-2)**

Introductory course which included the basic concepts of CAM usage and progresses and Geometric definition, 2D Toolpaths, 3D Contouring and Surface Machining.

*Prerequisites: M, R*

**220 PRESSWORKING OF METALS/MOLD MAKING  
SPRING****3 (1-4)**

Principles of die and mold making. Exit-level course in conventional machining methods. Students apply knowledge learned from previous courses and construct assigned die or mold. Course must be taken concurrently with DRAF 202.

*Prerequisites: M, R, MACH 110, ENGY 103, DRAF 102*

**231 CMM FUNDAMENTALS****FALL, SPRING****2 (1-2)**

Advanced course that focuses on the usage of a Coordinate Measuring Machine and its impact on industry.

*Prerequisites: M, R, MACH 130*

**241 CNC PROGRAMMING I****FALL, SPRING, SUMMER****FEE 2 (1-2)**

Second of three courses in CNC sequence and required for students in Machine Tool program. Course teaches students to program numerically controlled machine tool and machine shape called out on part print. Programs for three axis machines prepared and used to make completed parts. Students learn to select appropriate fixtures, tools, inserts, speeds, FEEDs and depth of cuts. Laboratory concentrates on preparation and debugging of tool path, tool application, selection of speeds and FEEDs and auxiliary machine functions. Employs special features of computerized machining such as contour interpolations, absolute incremental switching, inch/metric selection and tool offsets.

*Prerequisites: M, R, MACH 140*

**242 CNC PROGRAMMING II****FALL, SPRING****FEE 2 (1-2)**

Third of three courses in CNC sequence. An elective course for students in Machine Tool Program. Content designed to provide opportunity for student to gain advanced programming and machining skills. Students will employ special advanced features of computerized machining such as polar coordinate programs and special machine programming functions.

*Prerequisites: M, R, MACH 241*

**251 2D/3D MACHINING****FALL, SPRING, SUMMER****FEE 2 (1-2)**

Advanced course with a focus on CAM concepts such as surface and 3D machining.

*Prerequisites: M, R, MACH 150*

**MAGNETIC RESONANCE  
IMAGING (MRIT)****100 PRECLINICAL PREPARATION  
SUMMER****FEE 3 (3-0)**

Students will explore and discuss the importance of MRI safety and patient assessment. The ability to critically think will be emphasized as students investigate various patient related considerations requiring adaptation to successfully complete the MRI procedure. Basic pharmacology as it relates to the MRI patient will be discussed, as will infection control. Students will be introduced to MRI equipment, quality control and MRI procedures.

*Prerequisites: E, M, R, qualified medical imaging licensure or acceptance into the MRI Program*

## **101 PROFESSIONAL PROSPECTUS**

### **SUMMER**

**1 (1-0)**

This course will explore the integration of magnetic resonance imaging within the health care system. Students will explore the organizations and agencies that drive continual development of the MRI technologist's role and responsibilities. The course also focuses on legal and ethical implications as well as effective communication methods used to provide quality patient care and to reduce risk.

*Prerequisites: E, M, R, qualified medical imaging licensure or acceptance into the MRI Program*

## **102 MRI PROCEDURES AND PATHOPHYSIOLOGY**

### **FALL**

**3 (3-0)**

Provides an overview of imaging techniques related to the central nervous system and the musculoskeletal system. Specific clinical applications, coils available and their use, considerations in scan sequences, specific choices in the protocols and positioning criteria are practiced. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.

*Prerequisites: E, M, R, MRIT 100 and MRIT 101, C or better*

## **103 MRI PHYSICS I**

### **FALL**

**3 (3-0)**

The first in a two semester course that will cover the basic principles of MRI, data acquisition and tissue characteristics (proton spin, relaxation times, phasing and de-phasing) in image formation.

*Prerequisites: E, M, R, MRIT 100 and MRIT 101*

## **105 CLINICAL EXPERIENCE I**

### **FALL**

**FEE 3 (0-24)**

The first of a three semester sequence scanning clinical experience. Head and neck techniques will be applied as well as additional time spent on spine and extremity work.

*Prerequisites: E, M, R, MRIT 100 and MRIT 101, with a C or better*

## **106 MRI PROCEDURES & PATHOPHYSIOLOGY II**

### **SPRING**

**3 (3-0)**

Provides an overview of imaging techniques related to the thorax/abdomen, special imaging techniques (functional MRI, spectroscopy, DWI, heart) and breast. Specific clinical applications, coils available and their use, considerations in scan sequences, specific choices in the protocols, and positioning criteria are practiced. Thoracic and abdominal anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.

*Prerequisites: E, M, R, MRIT 102, MRIT 103, MRIT 105 and MRIT 114, with a C or better*

## **107 MRI PHYSICS II SPRING3 (3-0)**

The second in a two-semester course that provides a comprehensive overview of MRI pulse sequences, imaging parameters and image quality control.

*Prerequisites: E, M, R, MRIT 102, MRIT 103, MRIT 114 and MRIT 105*

## **108 MRI IMAGE ANALYSIS SUMMER**

**3 (3-0)**

Case study analysis and student image portfolios will be utilized to evaluate for optimal diagnostic value. Critical assessment will include principles of quality image formation, identification of anatomy, identification of pathology and parameter adjustments needed for differential diagnosis. Additional discussion will focus quality control procedures, PACS image display, image post processing and image archiving.

*Prerequisites: E, M, R, MRIT 106, MRIT 107, MRIT 109 and MRIT 115, with a C or better*

## **109 CLINICAL EXPERIENCE II SPRING**

**FEE 3 (0-24)**

The second of a three semester sequence of clinical application. Neurological and extremity competency work will continue as well as introductory experience in thoracic and abdominal scanning.

*Prerequisites: E, M, R, MRIT 102, MRIT 103, MRIT 114 and MRIT 105*

## **111 CLINICAL EXPERIENCE III SUMMER**

**FEE 3 (0-24)**

The third in a three semester sequence of clinical application. Neurological, extremity, thoracic and abdominal scanning will continue. Additional experiences will include breast MR and advanced scanning applications such as cardiac, functional and spectroscopy MR.

*Prerequisites: E, M, R, MRIT 106, MRIT 107, MRIT 109, MRIT 115 with a C or better*

## **113 MRI REGISTRY REVIEW SUMMER**

**3 (3-0)**

This course provides the student with instructional review and a self-examination process as preparation for the certification exam in Magnetic Resonance Imaging.

*Prerequisites: E, M, R, MRIT 106, MRIT 107, MRIT 109, MRIT 115, with a C or better*

## **114 APPLIED SECTIONAL ANATOMY**

### **FALL**

**3 (3-0)**

Provides an overview of transverse, coronal and sagittal sectional anatomy of the human body. Special emphasis is placed on a study of the head and brain, thorax, abdomen and pelvis. The shoulder, elbow, hip and knee are also examined. Correlations between cadaver cross-sections, MRIs, CTs and radiographs are explored.

*Prerequisites: E, M, R, MRIT 100 and MRIT 101 with a C or better*

**115 COMPUTER APPLICATIONS IN MEDICAL IMAGING  
SPRING 3 (3-0)**

Computer applications in the radiologic sciences related to image capture, display, storage and distribution. Specific to MR, the content imparts an understanding of the components, principles and operation of digital imaging systems, image data management and data manipulation. Additional content provides basic concepts of patient information management including medical records concerns and privacy and regulatory issues.

*Prerequisites: E, M, R, MRIT 102, MRIT 103, MRIT 105, MRIT 114 with a C or better*

## **MANUFACTURING TECHNOLOGY (MANU)**

**111 MANUFACTURING PROCESSES I  
FALL, SPRING 3 (2-2)**

Introductory course includes historical perspective of manufacturing, materials processing, product development, material selection, and business principles and functions as related to manufacturing. May be offered in alternate formats.

*Prerequisites: M, R*

**112 INTRODUCTION TO FABRICATION  
FALL, SPRING, SUMMER FEE 4 (3-1)**

Students will learn to use commercially available technologies to conceptualize, design, develop, fabricate and test objects. The lab features advanced computer software and contemporary tools for cutting, milling, electronics, engraving and other processes of rapid and automated prototyping. Products and processes are typically individualized but can be developed entrepreneurially for commercial production.

**120 FUNDAMENTALS OF PROGRAMMABLE  
CONTROLLERS FALL, SPRING FEE 2 (1-2)**

Introductory course to familiarize students with programmable controllers. Units include logic, input/output capabilities, programming and entering and editing programs.

*Prerequisites: M, R*

**122 INTRODUCTION TO ROBOTICS  
FALL, SPRING FEE 2 (1-2)**

An introductory course designed to familiarize students with types of robots, axis designation, applications, terminology, drive systems and control systems as related to industrial robots.

**215 FAB LAB I FALL, SPRING, SUMMER FEE 4 (2-2)**

Students will develop science and engineering skills by having hands-on access to high-tech manufacturing processes, specialized embedded software, computer-aided design software and mechanical subsystems. The Fab Lab will provide applied technical opportunities in an industry that is continuously changing and redefining itself.

*Prerequisite: MANU 112*

**222 INDUSTRIAL ROBOTICS  
FALL, SPRING 4 (3-2)**

This course is designed to provide students with basic operational knowledge and skills in working with robots. This course consists of classroom instruction and hands-on laboratory activities designed to reinforce the learning process and prepare students to perform basic robot manipulation.

*Prerequisites: MANU 122*

**224 ROBOTICS INFRA-RED SYSTEMS  
FALL, SPRING 2 (1-2)**

This course is designed to provide students with basic operational knowledge and skills in working with FANUC robots equipped with Infra-Red (iR) Vision navigation capabilities. This course consists of classroom instruction and hands-on laboratory activities designed to reinforce the learning process and prepare students to perform basic robot manipulation. This course covers the basic tasks and procedures required for an operator, technician, engineer or programmer to set up, teach, test and modify iRvision applications on a Robot Controller. This course is intended for the person who must install, set-up, program and troubleshoot a FANUC America iRvision system.

*Prerequisites: MANU 222 with a C or better*

**251 COMPETITIVE ROBOTICS SEMINAR  
FALL FEE 4 (2-4)**

This course provides the theory and background preparation for entry into a robotics competition. Students will focus on the design, programming, engineering and building techniques in robot design. In preparation the team will market and develop funds for the competition, research competition and competitor statistics and work cohesively to gain a broad understanding of robotics concepts.

**260 AUTOMATION FOR MANUFACTURING FEE 3 (2-2)**

This course offers an in-depth study of fundamentals of automation and robotics. Topics of study to include areas such as the physical structure of robots, drive systems, sensors, end effectors, and the programming of industrial robots. Major topics also include: safety issues in automation and sensors in automation. Also covers fixturing and mechanical mechanisms used in automation.  
*Prerequisites: MANU 120, MANU 122*

**261 AUTOMATION FOR MANUFACTURING II FEE 3 (2-2)**

This course offers an in-depth study of fundamentals of automation and robotics. Topics of study to include areas such as the physical structure of robots, drive systems, sensors, end effectors, and the programming of industrial robots. Major topics also include: safety issues in automation and sensors in automation. Also covers fixturing and mechanical mechanisms used in automation.  
*Prerequisites: MANU 260*

**MATHEMATICS (MATH)****\*090 PRE-ALGEBRA****FALL, SPRING, SUMMER 4 (4-0)**

Individualized competency-based or lecture course in basic mathematical skills. Students are placed by assessment results at appropriate levels at beginning of course. Proficiency at 70-percent level must be demonstrated in each unit before progressing to the next unit. Covers whole numbers, fractions, decimals, ratio and proportion, percent, practical geometry and/or introduction to algebra.

*Prerequisites: Compass score of 50 or taken concurrently with READ 083 or READ 083 with a C or better or READ 087 with a C or better or R*

**095 MATH LITERACY FOR COLLEGE STUDENTS****FALL, SPRING, SUMMER 4 (4-0)**

Math Literacy for College Students is a one semester transitional studies math course integrating numeracy, proportional reasoning, algebraic reasoning and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics. Credit earned does not count toward any degree. Upon successful completion of the course, students may take Quantitative Reasoning (MATH 123), or Intermediate Algebra (MATH 122).

*Prerequisite: MATH 090 or a Compass pre-algebra score of 40*

*Co-requisite: MATH 095A for students scoring below the placement score associated with entrance into MATH 095 (Compass score 30-39)*

**095A INTRODUCTORY ALGEBRA-ENRICHMENT****FALL, SPRING, SUMMER 1 (1-0)**

Introductory Algebra-Enrichment is designed to provide structured support for students who have placed into MATH090 through Compass, but who have through alternative assessments been moved into MATH095. Alternately it is available for any 095 student desiring extra class time. This one hour structured class time will provide additional lecture and time on task for these students.

*Prerequisite: Current enrollment in MATH 095*

**100 APPLIED MATHEMATICS FALL 4 (4-0)**

Basic mathematics needed in occupational fields such as machine tool, electronics, industrial manufacturing, service and maintenance, etc. Topics include fractions, percent, decimals, angular measurement, square root, basic geometry, formulas and basic algebra conversions. Practice and practical applications

*Prerequisites: M, R*

**110 TECHNICAL MATHEMATICS I SPRING 4 (4-0)**

Introduction to mathematics applicable to technical areas. Includes topics in dimensional analysis, problem solving, approximate numbers, trigonometry of right angle and oblique triangles, vectors, radian measure, algebra and geometry applications and metric measurement and conversion.

*Prerequisites: M, R, MATH 100 or MATH 128 or MATH 130 or MATH 135 with a grade of C or better*

**122 INTERMEDIATE ALGEBRA****FALL, SPRING, SUMMER 4 (4-0)**

Provides students with sufficient algebraic knowledge and skills for success in subsequent mathematics or science courses. Brief review of four fundamental operations, real number system, factoring, fractions, linear and fractional equations and inequalities, linear and quadratic functions and their graphs, systems of equations, determinants and Cramer's Rule, exponents and radicals, quadratic equations.

*Prerequisites: R, MATH 095 with C or better or associated placement test score(s)*

**NOTE:** This is a renumbering of MATH 101.



**123 QUANTITATIVE REASONING****FALL, SPRING, SUMMER****4 (4-0)**

Quantitative Reasoning is designed to provide students with relevant mathematics and critical thinking skills they will need for their future college courses, their careers and their civic lives. The design provides a thematic, contextual approach that covers the fundamental quantitative skill set in depth. Topics include ratios, rates, percentages, units, descriptive and inferential statistics, linear and exponential modeling, correlation, logic and probability. This project-based course uses Microsoft Excel and emphasizes conceptual understanding and applications. Reading of current newspaper articles and exercises involving personal finance are incorporated to place the mathematics in real-world context.

*Prerequisites:* R, M, MATH 095 with a C or better

**128 PRE-CALCULUS ALGEBRA****FALL, SPRING, SUMMER****4 (4-0)**

This course in college algebra prepares the student for calculus. Topics include: review of exponents and factoring, equations, graphs and functions, composite functions, inverse functions, exponential and logarithmic functions, systems of equations, linear programming, introduction to matrix algebra, complex numbers, sequences, and the binomial theorem.

*Pre-requisite:* MATH 122 or MATH 123 and MATH 128A

*Co-requisite:* MATH 128A

**NOTE:** This is a renumbering of MATH 109.

**128A PRE-CALCULUS ALGEBRA ENRICHMENT****FALL, SPRING, SUMMER****1 (1-0)**

Provides students with structured support to build on algebraic knowledge for success in Pre-Calculus Algebra. Pre-Calculus Algebra enrichment is designed for the student who has taken MATH 123 and has sufficient knowledge in basic algebra, but needs a review of concepts from intermediate algebra, or for students who have successfully taken MATH 122 previously and would benefit from a refresher. Topics include: factoring polynomials, simplifying expressions, solving equations, solving inequalities, functions and their graphs, and systems of equations.

*Prerequisites:* R, AA (Advanced Algebra) 237-249, SAT 27.5, SAT Math Section 550, Accuplacer College Level Math 55, ACT Math 23, Compass Algebra 66, MATH 122, MATH 123

*Co-Requisite:* MATH 128

**129 FINITE MATHEMATICS****FALL, SPRING****4 (4-0)**

Finite Mathematics is designed to give business, economics, management, life science and social science students a firm background in finite math. Topics include: linear Functions; Mathematical Modeling of Linear Functions; Polynomial Functions (quadratic, cubic); Exponential and Logarithmic Functions; Inequalities; Mathematics of Finance; Counting Principals, Linear Programming; Linear Programming using Simplex Method and Revised Simplex Method; Systems of Linear Equations and Matrices; Measures of Central Tendency; Measures of Dispersion; Graphing Statistical Data; Simple Probability - Including Independent Events, Mutually Exclusive Events, Conditional Probabilities; Series and Sequences.

*Prerequisites:* R, MATH 122 or MATH 123

**130 PRE-CALCULUS TRIGONOMETRY****FALL, SPRING****3 (3-0)**

Fundamental concepts of trigonometry and elementary applications of results. Topics include angle measure, fundamental identities, variation and graphs of trigonometric functions, right angle trigonometry, equations and polar coordinates. For students who intend to take calculus, this course may be taken after or concurrently with Math 128.

*Prerequisites:* R, MATH 122 with C or better, or associated placement test score(s)

**NOTE:** This is a renumbering of MATH 105.

**135 PRECALCULUS ALGEBRA/TRIG****FALL, SPRING****5 (5-0)**

This course is designed to provide the student with basic algebraic and trigonometric concepts necessary for calculus. Topics include: real numbers, inequalities, coordinate systems, functions, polynomials, solutions of polynomial equations, exponential and logarithmic functions, trigonometry and trigonometric functions.

*Prerequisites:* R, MATH 122 with C or better or associated placement test score(s)

**151 CALCULUS I****FALL, SPRING****5 (5-0)**

Study of calculus of single variable. Topics include limits, derivative and integral properties of algebraic and transcendental functions and elementary applications of derivatives and integrals.

*Prerequisites:* R, MATH 128 and MATH 130 with C or better or MATH 135 with C or better or associated placement test score(s)

**200 MATHEMATICS FOR ELEMENTARY TEACHERS  
FALL, SPRING 4 (4-0)**  
For students preparing to teach grades K-6. Gives prospective teachers thorough understanding of important mathematical concepts, terminology and relationships. Helps students see how these concepts are presented to children at each grade level. Students expected to observe teaching of elementary children in actual classroom.  
*Prerequisites: R, MATH 095 or associated placement test score(s)*

**201 CALCULUS II SPRING 5 (5-0)**  
Continuation of MATH151. Topics include analytic geometry, techniques and applications of integration, infinite series, polar coordinates and vectors in two space.  
*Prerequisites: R, MATH 151 with C or better.*

**202 CALCULUS III FALL 5 (5-0)**  
Calculus with multiple independent variables. Topics include three dimensional vectors, partial derivatives, multiple integrations and vector analysis.  
*Prerequisites: R, MATH 201 with C or better*

**205 TECHNICAL MATHEMATICS II 4 (4-0)**  
Applied course for students in engineering and industrial technologies. Includes selected topics from analytic geometry, derivatives, integrals and their applications.  
*Prerequisites: MATH 110 or MATH 130*

**210 GEOMETRY FOR ELEMENTARY TEACHERS  
FALL, SPRING 4 (4-0)**  
This course explores the fundamental ideas of planar and spatial geometry. Content includes the analysis and classification of geometric transformations; symmetry and similarity; and an overview of measurement. The course also includes an introduction to the use of computers in the teaching and learning of informal geometry. This course was specifically designed to transfer to Western Michigan University's elementary education program and may not transfer to other institutions.  
*Prerequisites: R, MATH 095 with C or better or Accuplacer 71 on Elem Alg or SAT 530 (26.5) or ACT Math 20 or compass math 46 or pre Alg and 48 Alg.*

**216 INTRODUCTION TO STATISTICS 3 (3-0)**  
Statistical decision-making is surveyed. The topics include sampling techniques, tabular and graphical data, measures of central tendency and variability, simple probability, probability distributions (binomial, normal, t, chi-square and F), Central Limit Theorem, correlation and regression, estimation, hypothesis testing, analysis of variance and index numbers.  
*Prerequisites: E, R, MATH 122 with C or better or equivalent*

**252 DIFFERENTIAL EQUATIONS SPRING 4 (4-0)**  
Ordinary differential equations. Topics include equations with equations separable, homogeneous equations, exact equations, integrating factors, linear equations with constant coefficients, simultaneous linear equations and Laplace transformation. Applications to physics and engineering.  
*Prerequisites: R, MATH 201 with a C or better or MATH 202 with a C or better*

**265 PROBABILITY AND STATISTICS FOR  
ELEMENTARY/MIDDLE SCHOOL TEACHERS  
FALL, SPRING 4 (4-0)**  
This course explores the basic concepts of statistics and probability appropriate for elementary and middle school teachers. Topics include statistical techniques for organizing, summarizing, presenting and interpreting data; sampling techniques; simulation methods; counting techniques; and analytic methods in probability. Graphing calculators are used to reinforce major course ideas. This course is designed specifically to transfer Western Michigan University's elementary education program and may not transfer to other institutions.  
*Prerequisites: R, MATH 200 with a C or better*

## MEDICAL ASSISTING (MEDA)

**102 LAW AND ETHICS FOR MEDICAL ASSISTING  
SPRING 3 (3-0)**  
This course will cover medical law and scope of practice, as well as personal, professional and organizational ethics for Medical Assistants. Students will become familiar with criminal and civil law applicable to the Medical Assisting profession. Students will have the opportunity to examine and defend moral, ethical and legal decisions.  
*Prerequisites: E, R*

**104 MEDICAL OFFICE PROCEDURES I  
SPRING 3 (3-0)**  
In this course students are introduced to the basic administrative procedures utilized in a medical office setting. Computer concepts, telephone techniques, scheduling, patient registration and the daily operations in a medical office environment are covered.  
*Prerequisites: E, R*

**201 COMMUNICATIONS FOR HEALTH PROFESSIONALS  
SUMMER, SPRING 2 (2-0)**  
This course introduces students to various forms of communication in the healthcare setting. Students will learn how to incorporate the communication process (verbal and nonverbal) in interactions with patients and the healthcare team. Compliance with the Health Insurance Portability and Accountability Act (HIPAA) is also addressed.  
*Prerequisites: E, R, HEAL 101, HEAL 103, MEDA 102, and MEDA 104*

**202 HUMAN DISEASE OVERVIEW****SUMMER, SPRING****3 (3-0)**

This course covers common diseases associated with human body systems. Topics will include diagnostic procedures and treatment modalities, and appropriate methods of patient instruction and education as they relate to diseases and disorders. Students will also learn about nutrition and health promotion.

*Prerequisites: E, R, HEAL 101, HEAL 103, MEDA 102, and MEDA 104*

**203 PHARMACOLOGY FOR MEDICAL ASSISTING****SUMMER, SPRING****3 (3-0)**

This course covers theoretical and practical instruction for the administration of medications, identification of commonly administered drugs, their uses and effects on the body, and their interaction with other prescription and non-prescription drugs. Emphasis will be placed on classifications, uses, routes of administration, dosages and side effects. Students will be expected to perform basic math, calculation of drug doses and become familiar with immunization schedules.

*Prerequisites: E, M, R, HEAL 101, MEDA 102, HEAL 103, MEDA 104, all with a C or better*

**204 MEDICAL ASSISTANT CLINICAL LAB I****SUMMER, SPRING****FEE 4 (2-4)**

This course covers basic clinical procedures and fundamental principles utilized in the medical setting. Student will learn how to work with physicians and prepare patients for physical examination. Topics include patient history and assessment, vital signs, infection control and aseptic techniques, safety and first aid, CPR/AED training and patient education.

*Prerequisites: E, M, R, HEAL 101, MEDA 102, HEAL 103, MEDA 104, all with a C or better*

**211 MEDICAL OFFICE PROCEDURES II****FALL, SUMMER****3 (3-0)**

This course is a continuation of Medical Office Procedures I. Students will cover more complex medical office functions, including finances, practice management and banking procedures. Students will acquire and apply knowledge of the electronic health record as it relates to patient accounts, the financial practices of the medical office, human resources management and marketing for the medical office.

*Prerequisites: E, M, R, HEAL 101, MEDA 102, HEAL 103, MEDA 104, MEDA 201, MEDA 202, MEDA 203, MEDA 204, all with a C or better*

**212 MEDICAL CODING FALL, SUMMER****3 (3-0)**

Students will incorporate their knowledge of medical terminology as it relates to disease diagnosis and treatment, management of patient information and medical claims processing. Emphasis will be placed on developing a working knowledge of diagnostic and procedural terms utilizing the International Classification of Disease (ICD) and the American Medical Association's (AMA) current Procedural Terminology (CPT).

*Prerequisites: E, R, HEAL 101, MEDA 102, HEAL 103, MEDA 104, MEDA 201, MEDA 202, MEDA 203, MEDA 204, all with a C or better*

**213 PHLEBOTOMY FALL, SUMMER****FEE 2 (1-2)**

This course will encompass the knowledge and skills needed in blood drawing techniques. Students will learn about blood cell composition, blood sampling procedures and practicing universal precautions. Students will become proficient in drawing blood from multiple sites on the human body and diagnostic testing related to phlebotomy.

*Prerequisites: E, R, MEDA 102, HEAL 103, MEDA 104, MEDA 201, MEDA 202, MEDA 203, MEDA 204, all with a C or better*

**214 MEDICAL ASSISTANT CLINICAL LAB II  
FALL, SUMMER****FEE 4 (2-4)**

Students will continue to build on skills from clinical Lab I and Phlebotomy and learn the Medical Assistants role in coordinating laboratory testing for patients. Students will develop skills necessary to perform diagnostic screening procedures, patient care, assisting with specialized exams and EKG testing.

*Prerequisites: E, M, R, HEAL 101, MEDA 102, HEAL 103, MEDA 104, MEDA 201, MEDA 202, MEDA 203, MEDA 204, all with a C or better*

**221 MEDICAL ASSISTANT EXTERNSHIP****SPRING, FALL****3 (9-3)**

The externship provides an opportunity for the student to experience working in a licensed healthcare practitioner's office or other clinical setting. Students will have the opportunity to work with established partner sites or find their own externship site with approval of the Program Director. The student will be required to perform 200 hours of supervised clinical and administrative medical assisting tasks in an ambulatory care or hospital setting. During the externship, the student will be evaluated by the physician or another qualified designated staff member.

*Prerequisites: HEAL 101, MEDA 102, HEAL 103, MEDA 104, MEDA 201, MEDA 202, MEDA 203, MEDA 204, MEDA 211, MEDA 212, MEDA 213, MEDA 214, all with a C or better*

**222 MEDICAL ASSISTANT CERTIFICATION REVIEW**  
**FALL, SPRING** **FEE 3 (3-0)**

This course is designed to review all Medical Assisting program standards in preparation for the National Certified Medical Assisting Examination.

*Prerequisites: HEAL 101, MEDA 102, HEAL 103, MEDA 104 and BIOL 110*

## **MUSIC (MUSI)**

**100 BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning applied music classes are individual instruction, intended for personal enrichment.

**100A BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning Voice *\*Prerequisite: MUSI113*

Beginning Clarinet

Beginning Trumpet, Cornet

Beginning French Horn

Beginning Trombone, Euphonium, Baritone

Beginning Tuba

Beginning Flute

Beginning Oboe

Beginning Bassoon

**100B BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning Piano *\*Prerequisite: MUSI115*

Beginning Pipe/Electric Organ

Beginning Saxophone

Beginning Percussion

Beginning Violin

Beginning Viola

Beginning Cello

Beginning String Bass

**100C BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning Electric/Acoustic Guitar

May be repeated three times for credit

**100D BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning classical Guitar

*Prerequisites: MUSI185 and MUSI186*

**100E BEGINNING APPLIED MUSIC** **FEE 1 (0-.5)**

Beginning Applied Harp

**101 CONCERT CHOIR** **FALL, SPRING** **2 (0-4)**

Varied range of sacred and secular music for purpose of study and performance. Choir performs in regular concerts each semester. Opportunity for small ensemble participation. Open to all students and community members with vocal ability through audition. May be repeated for credit.

**103 SYMPHONIC WIND ENSEMBLE-SOUTHSHORE**  
**CONCERT BAND** **FALL, SPRING** **FEE 2 (0-4)**

Music ranging from traditional through contemporary styles. Open to all students and community members, through audition, with interest in performing concert band music. May be repeated for credit.

**104 JAZZ BAND** **FALL, SPRING** **1 (0-2)**

Music in all styles of jazz and rock idioms. Includes techniques of rehearsing stage band, playing of student arrangements and performance of jazz compositions and arrangements in concert and various rock idioms. Open to all students by audition. May be repeated for credit.

**106 VOCAL CHAMBER ENSEMBLE** **1 (2-0)**

A varied range of sacred and secular vocal music is covered for the purpose of study and performance. The ensemble performs in regular concerts each semester. Open to all students and community members with vocal ability through audition. May be repeated for credit.

**107 STRING ENSEMBLE** **1 (2-0)**

This group performs string music of various periods and combinations. Open to all students by audition. May be repeated for credit.

**108 SHOW CHOIR** **FALL, SPRING** **FEE 2 (0-2)**

Musical theatre and jazz music; open through audition. Performs regularly during semester, accompanied by small instrumental ensemble. Staging and choreography as important parts of performances. May be repeated for credit.

**109 MUSIC APPRECIATION** **FALL, SPRING** **3 (3-0)**

Exposure to various compositions and techniques from major periods of music history beginning with antiquity, including 20th century contemporary works and a brief look at jazz. For non-Music majors.

*Prerequisites: E, R*

**110 INTRODUCTION TO MUSIC THEORY** **2 (2-0)**

Music notation, sight-reading, keyboard and music terminology. For students to learn fundamentals of music as well as prospective Music majors or minors who have little or no theoretical training.

**113 VOICE CLASS** **FALL, SPRING** **2 (2-0)**

Fundamentals of vocal production including posture, breathing and diction. Students perform in class on regular basis. Open to all students as well as Music majors and minors.

**114 PIANO CLASS I FALL, SPRING 2 (2-0)**

Beginning piano class for students with little or no prior musical experience. Focus on learning to read music as well as harmonization and transposition.

**115 PIANO CLASS II FALL, SPRING 2 (2-0)**

Continuation of Piano Class I, with emphasis on increased keyboard facility through technical study, acquisition of simple repertoire, harmonization and transposition.

*Prerequisite:* MUSI 114

**117 SYMPHONIC WIND ENSEMBLE FALL, SPRING 1 (2-0)**

This group performs regular public concerts. It performs the best in wind ensemble music, with particular emphasis on compositions expressly for the wind and percussion instrument medium. May be repeated for credit.

**118 INTRODUCTION TO MUSIC TECHNOLOGY SPRING 2 (1-1)**

This is an introduction to the use of computer in music and multimedia production including Musical Instrument Digital Interface (MIDI), sequencing, audio recording and synthesis. Transferability of this course is not guaranteed.

*Prerequisites:* E, R

**120 APPLIED VOICE FEE 1 (0-.5)****130 APPLIED PIANO****134 APPLIED PIPE/ELECTRIC ORGAN****140 APPLIED TRUMPET, CORNET****140A APPLIED TRUMPET****142 APPLIED FRENCH HORN****144 APPLIED TROMBONE, EUPHONIUM, BARITONE****146 APPLIED TUBA****150 APPLIED FLUTE****152 APPLIED OBOE****154 APPLIED BASSOON****156 APPLIED CLARINET****158 APPLIED SAXOPHONE****160 APPLIED PERCUSSION****170 APPLIED VIOLIN****172 APPLIED VIOLA****174 APPLIED CELLO****176 APPLIED ELECTRIC BASS****178 APPLIED ACOUSTIC/ELECTRIC GUITAR****180 APPLIED CLASSICAL GUITAR****181 APPLIED STRING BASS****162 BASIC MUSIC I 3 (3-0)**

A study of traditional harmony through analysis and part writing including a review of fundamentals, diatonic triads in inversion, cadences and non-chord tones. For music majors and minors.

*Prerequisites:* E, R, MUSI 110 with a grade of C or better

*Co-requisites:* MUSI 114, MUSI 164

**163 BASIC MUSIC II SPRING 3 (3-0)**

Continuation of MUSI 162. The study of diatonic and chromatic harmony through analysis and part writing, including diatonic and secondary 7th chords, the Neapolitan chord, augmented sixth chords and modulations to foreign keys.

*Prerequisites:* E, R, MATH 095 with a C or better or associated placement test score, MUSI 162 with a grade of C or higher

*Co-requisites:* MUSI 115 and MUSI 165

**164 AURAL COMPREHENSION I 1 (0-2)**

Sight-reading, prepared performance and improvisation of melodies using solfège syllables, dictation, recognition of musical events and ensemble skills. The course concentrates on diatonic melodies, simple and compound divisions of beat, intervals and triads.

*Prerequisites:* Acceptance into MUSI 162

*Co-requisites:* MUSI 114, MUSI 162

**165 AURAL COMPREHENSION II FEE 1 (0-2)**

A continuation of MUSI 164. Sight-reading, prepared performance and improvisation of melodies using solfège syllables, dictation, recognition of musical events and ensemble skills. This course concentrates on diatonic melodies, simple and compound division of the beat, triads and seventh chords and harmonic dictation.

*Prerequisites:* MUSI 164 with a grade of C or better

*Co-requisites:* MUSI 115, MUSI 163

**185 ROCK & FOLK GUITAR FALL, SPRING 1 (1-0)**

Group instruction in guitar fundamentals for the student who has had little or no previous experience. The course will provide basic instruction in using the guitar as an accompanying instrument and as a solo or melody-playing instrument, and will provide the fundamentals of music reading. The student will be required to have access to a Classical or Folk type guitar.

**186 GUITAR CLASS II 1 (1-0)**

A continuation of Guitar Class I. Instruction will be provided on bar chords, transposition, improvisation, tablature and various strumming techniques. The student will be required to have access to a Folk or Classical type guitar.

*Prerequisites:* MUSI 185 or permission of the instructor

**187 HISTORY OF ROCK MUSIC FALL, SPRING 3 (3-0)**

The course seeks to deepen students' understanding of modern society and culture through the examination of rock and roll music. The development and evolution of the music's diverse styles are explored within the context of sociological and political events.

*Prerequisites:* E, R

**188 APPLIED HARP 1 (1-0)**

College level applied music class, requires an audition or permission of instructor to qualify and include individual instruction for Music majors or highly-proficient musicians. All students are required to perform to a jury.

**189 ROCK/POP MUSIC ENSEMBLE FALL, SPRING 1 (0-2)**

This ensemble performs music in all styles of pop and rock idioms. Techniques of popular music performance and student generated arrangements serve as the foundation of this course. Open to all students. May be repeated for credit.

**190 PERCUSSION ENSEMBLE SPRING 1(0-2)**

This course provides students with the opportunity to learn percussion techniques and literature through rehearsal and performance in a chamber setting. The repertoire is diverse, including pieces for keyboard percussion, non-pitched percussion works, jazz oriented music and compositions featuring the entire family of percussion instruments. Open to music majors and non-music majors with an interest and background in percussion. Permission of instructor required.

**200 MUSIC FOR THE ELEMENTARY TEACHER FALL, SPRING 3 (3-0)**

Designed for elementary education majors and assuming little or no musical background, this course will develop skill in the teaching and the performing of music in the elementary classroom setting. Students will develop fundamental musical skills, organize and develop musical activities and lesson plans, as well as explore the integration of music across the curriculum and in specialized areas.

*Prerequisites: E, R*

**213 MUSIC HISTORY I FALL 3 (3-0)**

Survey course of music in the Western world from antiquity through twentieth century. covers Middle Ages, Renaissance, Baroque and early classical periods.

*Prerequisites: E, R*

**214 MUSIC HISTORY II SPRING 3 (3-0)**

Survey course of music in the Western world from antiquity through twentieth century. Covers later classical period, Romantic period and twentieth century. American composers of twentieth century emphasized.

*Prerequisites: E, R*

**220 APPLIED VOICE FEE 2 (0-1)****230 APPLIED PIANO****233 APPLIED PIANO/RHYTHM, JAZZ, BLUES****234 APPLIED PIPE/ELECTRIC ORGAN****240 APPLIED TRUMPET, CORNET****240A APPLIED TRUMPET****242 APPLIED FRENCH HORN****244 APPLIED TROMBONE, EUPHONIUM, BARITONE****246 APPLIED TUBA****250 APPLIED FLUTE****252 APPLIED OBOE****254 APPLIED BASSOON****256 APPLIED CLARINET****258 APPLIED SAXOPHONE****260 APPLIED PERCUSSION****270 APPLIED VIOLIN****272 APPLIED VIOLA****274 APPLIED CELLO****276 APPLIED ELECTRIC BASS****278 APPLIED ACOUSTIC/ELECTRIC GUITAR****280 APPLIED CLASSICAL GUITAR****281 APPLIED STRING BASS****288 APPLIED HARP**

College level Applied Music classes are for Music majors and other accomplished musicians. Successful completion of one-credit hour college class in instrument or permission of instructor a prerequisite for all classes. All students are required to perform for a jury. May be repeated three times for credit.

**262 BASIC MUSIC III 3 (3-0)**

A continuation of MUSI 163. A study of the principles and techniques of organization in tonal music, including fugue, binary and ternary forms, sonata, theme and variation, rondo and one-part forms through analysis and composition.

*Prerequisites: E, R, MUSI 163 with a grade of C or better*

*Co-requisite: MUSI 264*

**263 BASIC MUSIC IV 3 (3-0)**

A continuation of MUSI262. A study of the organizational techniques of 20th century music, including the extension of chromaticism in late 19th century music, impressionism, pandiatonicism, polytonality, modality, 20th century tonality, atonality, serial techniques and minimalism.

*Prerequisites: E, R, MUSI 262 with a C or better*

*Co-requisite: MUSI 265*

**264 AURAL COMPREHENSION III 1 (0-2)**

A continuation of MUSI165. Sight-reading, prepared performance and improvisation of melodies, using solfegge syllables, dictation, recognition of musical events and ensemble skills. This course concentrates on chromatic melodies with modulation, changing and composite meters and harmonic dictation.

*Prerequisites: MUSI 165 with a C or better*

*Co-requisite: MUSI 262*

**265 AURAL COMPREHENSION IV****1 (0-2)**

A continuation of MUSI 264. Sight-reading, prepared performance and improvisation of melodies using solfège syllables, dictation, recognition of musical events and ensemble skills. This course concentrates on modes, asymmetrical meters, altered chords and interval music.

*Prerequisites:* MUSI 264 with a grade of C or better

*Co-requisite:* MUSI 263

## **NURSING (NURS)**

**130 NURSING PHARMACOLOGY I FALL****2 (2-0)**

Nursing 130 is an introduction of the basic principles of nursing pharmacology including; dosage calculations, pharmacodynamics, pharmacokinetics, and legal and ethical issues of pharmacology. These principles are based on integrating concepts of the nursing role which include; patient-centered care, personal/professional development, evidence-based practice, information management, teamwork and collaboration, and quality improvement and safety. Course objectives reflect the nursing program outcomes of nursing judgment, spirit of inquiry, promotion of holism, and professional identity. Acceptance into nursing program or permission by instructor/program director is required for this course.

*Prerequisites:* E, M, R, BIOL 205, BIOL 206, MATH 122 or 123, ENGL 101, CHEM 104

**135 NURSING PHARMACOLOGY II Spring****2 (2-0)**

Nursing 135 continues and expands upon concepts introduced in Nursing 130. This course focuses on the study of selected medication classifications and the nurse's role in safely administering and monitoring their side effects. Principles are based on integrating concepts of the nursing role which include; patient-centered care, personal/professional development, evidenced-based practice, information management, teamwork and collaboration, and quality improvement and safety. Course objectives reflect the nursing program outcomes of nursing judgment, spirit of inquiry, promotion of holism, and professional identity. Acceptance into the nursing program or permission of instructor/program director is required for this course.

*Prerequisites:* E, M, R, CHEM 104, MATH 122/123, BIOL 205, BIOL 206, ENGL 101, NURS 130, NURS 180, PSYC 201.

**180 NURSING FUNDAMENTALS FALL****FEE 6 (4-6)**

The focus in this course is to introduce the concepts of the nursing role which include patient-centered care, personal/professional development, evidence-based practice, information management, teamwork and collaboration, and quality improvement and safety. Students will integrate theoretical concepts, skills, and principles which are fundamental to the care of individuals with common health problems. Beginning medical-surgical concepts are introduced. Application of knowledge includes planned experiences in the classroom and clinical settings, which include the simulation environment as well as acute and long-term care facilities in the community. These experiences provide students the opportunity to demonstrate the skills and attitudes that encompass the role of the nurse. Acceptance into the nursing program or permission of instructor/program director is required.

*Prerequisites:* E, M, R, BIOL 205, 206, MATH 122/123, ENGL 101, and CHEM 104

**185 MATERNAL AND NEWBORN HEALTH  
SPRING****FEE 6 (1.5-4.5)**

Students in this course will continue to interpret concepts of the nursing role introduced in previous nursing courses. Patient-centered care, evidence-based practice, and information management will be applied to the care of maternal and newborn patients. Teamwork and collaboration as well as quality improvement and safety will be incorporated throughout the course. Students will progress in the growth of nursing judgment and in personal/professional development. Clinical learning will take place in simulation and acute care settings, and will focus on core values that embody the knowledge, skills, and attitudes of the nursing profession. Acceptance into the nursing program or permission of instructor/program director is required.

*Prerequisites:* E, M, R, BIOL 205, BIOL 206, MATH 122 or MATH 123, ENGL 101, CHEM 104, NURS 180, NURS 130, and PSYC 201

**186 MEDICAL-SURGICAL NURSING I  
SPRING****FEE 3 (1.5-4.5)**

Students in this course will continue to interpret concepts of the nursing role introduced in previous nursing courses. Patient-centered care, evidence-based practice, and information management will be applied to the care of patients with selected conditions. Teamwork and collaboration as well as quality improvement and safety will be incorporated throughout the course. Students will progress in the growth of nursing judgment and in personal/professional development. Clinical learning will take place in simulation and acute care settings and will focus on core values that embody the knowledge, skills, and attitudes of the nursing profession.

*Prerequisites:* E, M, R, BIOL 205, BIOL 206, CHEM 104, ENGL 101, PSYC 201, MATH 122/123, NURS 130, and NURS 180

**187 MEDICAL-SURGICAL NURSING II****SPRING****FEE 3 (1.5-4.5)**

Students in this course will continue to interpret concepts of the nursing role introduced in previous nursing courses. Patient-centered care, evidence-based practice, and information management will be applied to the care of patients with selected conditions. Teamwork and collaboration as well as quality improvement and safety will be incorporated throughout the course. Students will progress in the growth of nursing judgment and in personal/professional development. Clinical learning provided will take place in simulation and acute care settings, and will focus on core values that embody the knowledge, skills, and attitudes of the nursing profession.

*Prerequisites:* E, M, R, BIOL 205, BIOL 206, MATH 122/123, ENGL 101, CHEM 104, NURS180, NURS130, and PSYC 201

**280 COMMUNITY MENTAL HEALTH****FALL****FEE 6 (1.5-4.5)**

Students in this course will develop nursing judgment and a professional identity based upon a spirit of inquiry and promotion of holism. Building upon the integrating concepts of quality improvement and safety, informatics, and evidence-based practice learned in previous nursing courses, students will continue their personal and professional development by enhancing their knowledge of the care of patients with selected conditions. Clinical learning, provided in the simulation laboratory, acute care, community, and specialty settings, will focus on the utilization of teamwork and collaboration to deliver patient-centered care based on core values that embody the knowledge, skills and attitudes of the nursing profession.

*Prerequisites:* E, M, R; CHEM 104, ENGL 101, PSYC 201, BIOL 205, BIOL 206, MATH 122/123; ENGL 102, NURS 130, NURS 180, NURS 135, NURS 185, NURS 186, NURS 187

**281 MEDICAL-SURGICAL NURSING III****FALL****FEE 3 (1.5-4.5)**

Students in this course will develop nursing judgment and a professional identity based upon a spirit of inquiry and promotion of holism. Building upon the integrating concepts of quality improvement and safety, informatics, and evidence-based practice learned in previous nursing courses, students will continue their personal and professional development by enhancing their knowledge of patients with selected conditions. Clinical learning, provided in the simulation lab, acute care, and community specialty settings, will focus on core values that embody the knowledge skills and attitudes of the nursing profession.

*Prerequisites:* E, M, R, CHEM 104, ENGL 101, ENGL 102, BIOL 205, BIOL 206, PSYC 201, MATH 122/123, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187

**282 MEDICAL-SURGICAL NURSING IV****FALL****FEE 3 (1.5-4.5)**

The focus of this course is on the adult client in a state of wellness through illness. Students in this course will assist adult clients in meeting health care needs in genitourinary, blood dyscrasias, biliary, immunological, neurological, and renal conditions. Students in this course will apply newly acquired theory and skills as a provider of care, manager of care and as a member of a profession for the adult client. In providing client centered care, students will use critical thinking, effective communication skills, and be accountable for providing competent nursing care. Clinical experience is provided for four and one-half weeks in the laboratory, acute care units and community settings.

*Prerequisites:* E, M, R, READ110, BIOL 205, BIOL 206, CIS 102, CHEM 105, ENGL 101, ENGL 102, PSYC 201, PSYC 203, HOSP 113, PHED 200, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187

**285 CHILDREN'S HEALTH SPRING****FEE 3 (1.5-4.5)**

Students in this course will mature in their nursing judgement and demonstrate a professional identity based upon a spirit of inquiry and promotion of holism. Building upon the integrating concepts of quality improvement and safety, informatics, and evidence-based practice established in previous nursing courses, students will continue their personal and professional development by enhancing their knowledge of the care of children with selected conditions. Clinical learning, provided in the simulation laboratory, acute care, community, and specialty settings, will focus on the utilization of teamwork and collaboration to deliver patient-centered care based on core values that embody the knowledge, skills and attitudes of the nursing profession.

*Prerequisites:* E, M, R, CHEM 104, ENGL 101, PSYC 201, BIOL 205, BIOL 206, MATH 122/123, ENGL 102, NURS 130, NURS180, NURS 135, NURS 185, NURS 186, NURS 187, NURS 280, NURS 281, NURS 282, Humanities



**286 MEDICAL-SURGICAL NURSING V****SPRING****FEE 3 (1.5-4.5)**

Students in this course will mature in their nursing judgment and demonstrate a professional identity based upon a spirit of inquiry and promotion of holism. Building upon the integrating concepts of quality improvement and safety, informatics, and evidence-based practice established in previous nursing courses, students will continue their personal and professional development by enhancing their knowledge of the care of multiple patients with selected conditions. Clinical learning, provided in the simulation laboratory, acute care, community, and specialty settings, will focus on the utilization of teamwork and collaboration to deliver patient-centered care based on core values that embody the knowledge, skills and attitudes of the nursing profession.

*Prerequisites:* E, M, R; CHEM 104, ENGL 101, PSYC 201, BIOL 205, BIOL 206, ENGL 102, NURS 130, NURS 180, NURS 135, NURS 185, NURS 186, NURS 187, Humanities, NURS 280, NURS 281, NURS 282, MATH 122/123

**287 MEDICAL-SURGICAL NURSING VI****SPRING****FEE 3 (1.5-4.5)**

Students in this course will mature in their nursing judgment and demonstrate a professional identity based upon a spirit of inquiry and promotion of holism. Building upon the integrating concepts of quality improvement and safety, informatics, and evidence-based practice established in previous nursing courses, students will continue their personal and professional development by enhancing their knowledge of the care of multiple patients with selected conditions. Clinical learning, provided in the simulation laboratory, acute care, community, and specialty settings, will focus on the utilization of teamwork and collaboration to deliver patient-centered care based on core values that embody the knowledge, skills and attitudes of the nursing profession.

*Prerequisite:* E, M, R; CHEM 104, MATH 122/123, ENGL 101, PSYC 201, BIOL 205, BIOL 206, ENGL 102, NURS 130, NURS 180, NURS 135, NURS 185, NURS 186, NURS 187, Humanities, NURS 280, NURS 281, NURS 282

**288 CURRENT ISSUES IN NURSING****SPRING****1 (1-0)**

Current Issues in Nursing is a capstone class intended to expand on the socialization of the student into the role of Member of a Profession. Contemporary trends and issues in nursing are discussed with a brief historical perspective. Levels of educational preparation for nursing with scope of practice for the levels, along with the need for lifelong learning, are presented along with ethical and legal issues. Licensure issues, professional organization and employability skills complete the preparation for the professional role.

*Prerequisites:* E, M, R, READ 110, CIS 102, CHEM 105, BIOL 205, BIOL 206, ENGL 101, ENGL 102, PSYC 201, PSYC 203, NURS 130, 180, 185, 186, 187; NURS 280, 281, 282

**289 CURRENT ISSUES IN NURSING****SPRING****1 (1-0)**

Current Issues in Nursing is a capstone class intended to expand on the socialization of the student into the role of a professional nurse. Contemporary trends and issues in nursing are discussed with a brief historical perspective. Scope of Practice, Code of Ethics, and legal issues are presented and discussed as they apply to current nursing and healthcare issues. Licensure, professional organization membership, employability skills, levels of educational preparation for nursing, and an emphasis for lifelong learning complete the preparation for the professional role. Acceptance into the Nursing Program or permission of the Instructor/Nursing Program Director is required.

*Prerequisites:* E, M, R, MATH 122/123, CHEM 104, BIOL 205, BIOL 206, ENGL 101, ENGL 102, PSYC 201, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, and NURS 187

**PHARMACY TECHNICIAN (PHAR)****201 PHARMACY TECHNICIAN FUNDAMENTALS****SPRING****3 (3-0)**

An introduction to the knowledge, skills, and abilities of a pharmacy technician. Students will learn good communication and interpersonal skills; professional attitudes and behaviors; a methodical, detail-oriented approach to tasks; and a high standard of ethical conduct. Compliance with the Health Insurance Portability and Accountability Act (HIPAA) is also addressed.

*Prerequisites:* E, R, BIOL 110 or BIOL 205, HEAL 101, HEAL 103

**211 PHARMACEUTICAL CONCEPTS & CALCULATIONS****SUMMER****3 (3-0)**

This course will provide practice in pharmacy math calculations, conversions, measurements and equations for preparation of doses, parenteral solutions and compounded products. Pharmacy operations, inventory applications and purchasing needs in a pharmacy environment are covered.

*Prerequisites:* PHAR 201

**212 PRESCRIPTION PROCESSING & SIMULATIONS****SUMMER****FEE 4 (2-4)**

This course covers lab procedures and skills to prepare patient specific medications for distribution. Preparing, storing and distribution of medication products are covered. Topics include application of theoretical and practical aspects of procurement, billing, reimbursement and inventory management in a pharmacy environment.

*Prerequisites:* PHAR 201

**221 PHARMACY TECH CLINICAL I FALL 3 (2-4)**

This course provides an opportunity for the student to experience working in a pharmacy environment where they can practice the use of electronic medication databases, product recalls and shortages, and quality assurance processes.

*Prerequisites: PHAR 211, PHAR 212*

**222 PHARMACY TECH EXAM REVIEW SPRING FEE 3 (3-0)**

This course provides the student with review of key concepts and self-examination in preparation for the Pharmacy Technician Certification Board (PTCB) examination.

*Prerequisites: PHAR 221*

**223 PHARMACY TECH CLINICAL II SPRING 3 (2-4)**

This course provides an opportunity for the student to experience working in a pharmacy environment where they can practice the use of bar-coding, automated dispensing technology, unit-dose packaging and reporting.

*Prerequisite: PHAR 221*

**PHILOSOPHY (PHIL)****101 INTRODUCTION TO PHILOSOPHY FALL, SPRING 3 (3-0)**

Nature of philosophy by consideration of major types of philosophical questions such as the principles of rational belief, the existence of God, pursuit of a good life, nature of knowledge, problem of truth and verification, and relationship of people to state. Establishes frames of reference so students can begin asking philosophical questions.

*Prerequisites: E, R*

**102 INTRODUCTION TO LOGIC FALL, SPRING 3 (3-0)**

Ways people reason and come to conclusions. Helps students to understand and evaluate other people's arguments. Focus on ways to test reliability of own reasoning and construct sound arguments.

*Prerequisites: E, R*

**215 INTRODUCTION TO RELIGIOUS THOUGHT FALL 3 (3-0)**

History, scope, subject matter and goals of world religions. Basic concepts common to most major religions. Recommended for sophomores.

*Prerequisites: E, R*

**250 SOPHOMORE SEMINAR IN PHILOSOPHY SPRING 3 (3-0)**

Special themes within philosophy of interest to non-Philosophy majors. Themes include Problems in Philosophy of Science, Issues in Business Ethics, Introduction to Medical Ethics, Man and Machines - A Philosophy of Technology, or Philosophy of Law. Semester class schedule indicates theme to be covered.

*Prerequisites: E, R sophomore standing or permission of instructor*

**PHYSICAL EDUCATION & WELLNESS (PHED)****102 INTERMEDIATE VOLLEYBALL 1 (0-2)**

For students with experience playing power volleyball. Advanced offenses and defenses. Competitive tournaments run throughout class.

**105 BOWLING SPRING 1 (1-1)**

Emphasis will be placed on fundamental skills including footwork, approach, delivery, timing, release and scoring.

**106 INTERMEDIATE BOWLING SPRING 1 (1-1)**

Designed for the bowler who possesses basic techniques. Emphasis will include spare angles, ball drilling, lane maintenance, ball adjustment for strikes and correction of form.

*Prerequisite: PHED 105*

**107 GOLF 1 (1-1)**

Emphasis will be placed on proper use of irons, woods and putting with proper stance, approach, grip, full swing and body positioning. Opportunity for actual play on golf course will be made available.

**118 PHYSICAL CONDITIONING FALL, SPRING, SUMMER 1 (0-2)**

Knowledge and appreciation of continued state of physical fitness. Personal fitness program developed and implemented. Actual implementation of individual's personal fitness program.

**124 WEIGHTLIFTING FALL, SPRING, SUMMER 1 (0-2)**

Taught in classroom and gym. Classroom portion emphasizes human musculature as related to weight resistive programs. Lifting portion involves both weight training and cardiovascular with emphasis being total fitness.

**125 INTERMEDIATE WEIGHTLIFTING****FALL, SPRING, SUMMER 1 (0-2)**

Continuation of basic course. Individual programs designed based upon student goals. Opportunity to develop strength or body building programs utilizing universal equipment and/or free weights.

*Prerequisite: PHED 124*

**127 INTRODUCTION TO BASKETBALL 1 (0-2)**

Introduction to the sport of basketball. Includes all skills necessary to play the game as well as some defensive and offensive strategies.

**128 INTRODUCTION TO SOFTBALL (ON DEMAND) 1 (0-2)**

This course will give a basic introduction to the sport of softball as a lifetime team sport. It will include all of the skills necessary to play the sport, such as batting, fielding, catching and throwing. The completion of the course will be a tournament held in class.

**130 BACKPACKING 1 (0-2)**

Fundamental knowledge in areas of wilderness ethics, equipment selection and usage, food selection and preparation, physical conditioning, limited first aid, clothing requirements, campsite selection and maintenance, proper fire consideration and trip organization. Students required to take part in weekend backpacking trip.

**131 BASIC SCUBA 1 (0-2)**

Introduction to diving equipment, fundamentals of physics and physiology related to diving. Practical applications emphasized for all necessary basic diving techniques. Upon satisfactory completion of course, NAUI Basic Scuba Certification awarded. Students must have healthy lungs and not be suffering from asthma or any airway-restricting condition. Minimum 12 years of age required.

**133 BEGINNING VOLLEYBALL 1 (0-2)**

Current rules and history, and skill techniques of spike, service, forearm pass, setup, blocking and strategy. Tournaments conducted throughout class.

**134 FUNDAMENTALS OF BASEBALL FALL 1 (0-2)**

This class provides basic instruction in the fundamental skills of baseball including hitting, fielding, catching and throwing. Game-like situations will also be practiced. The student will gain knowledge of the rules of baseball.

**145 TOTAL FITNESS I****FALL, SPRING, SUMMER FEE 1 (0-2)**

This is an individualized course which offers an introduction to and participation in multi-station aerobic super-circuit utilizing sub maximal weights with multiple repetitions. The class utilizes an open lab concept where students satisfy requirements of the class by attending open hours. The average workout time for all stations including warm-up and cool down is 50 minutes. The course is taken for college-credit with a letter grade assigned.

**146 TOTAL FITNESS II****FALL, SPRING, SUMMER FEE 1 (0-2)**

This class is designed for students who have successfully completed PHED 146 Total Fitness I or PHED 212 Health and Fitness and desire to continue to utilize the Wellness Center while earning college credit. This is an individualized course which offers a continuation of exercise with a multi-stations aerobic super-circuit or a specialized individual program.

*Prerequisites: PHED 145 or PHED 212 The average workout time for all stations including warm-up and cool down is 50 minutes. The course is taken for college-credit with a letter grade assigned.*

**147 HIGH INTENSITY INTERVAL TRAINING I 1 (0-2)**

This exercise class focuses on instructor-led, high intensity interval training activities with short recovery time periods between circuit stations. This is a non-traditional strength training class which will help participants in good condition to reach their full cardiovascular and muscular endurance potential. Equipment that will be used includes but is not limited to weighted ropes, sandbags, TRX Trainers, kettle bells, club bells and chains. Participants should be in good physical condition.

**148 HIGH INTENSITY INTERVAL TRAINING II 1 (0-2)**

This exercise class is a continuation of PHED 147 High Intensity Interval Training I and focuses on instructor-led high intensity interval training activities with short recovery time periods between circuit stations. Participants should have experience with HIIT training and be in good physical condition.

*Prerequisite: PHED 147*

**200 HEALTHFUL LIVING****FALL, SPRING, SUMMER 1 (1-1)**

The purpose of this course is to acquaint the student with concepts of wellness and the relationship between physical activity and optimal health and fitness. Topics include CV disease, exercise, nutrition, weight management, behavior modification, stress, cancer, addiction and sexually transmitted infections.

**201 FOUNDATIONS OF PHYSICAL EDUCATION****FALL 3 (2-1)**

Orientation to physical education and recreation as a profession. Emphasis on basic philosophy, principles and interpretation of well-balanced programs. Skill readiness of professional students determined by testing program.

**205 VOLLEYBALL OFFICIATING 1 (1-1)**

For male and female students; considers rules, game situations and officiating techniques. Students gain practical knowledge by officiating in organized athletic events.

**208 INTRODUCTION TO ELEMENTARY PHYSICAL EDUCATION FALL 2 (2-0)**

A study of developmental movement, theories of play, activities, and media necessary to provide for a well-balanced elementary program. Emphasis will also be placed on the role of physical education at the elementary level, and practical experiences in its activities. This course is designed for students interested in becoming elementary classroom and special education teachers. Students completing this course will be able to: identify the developmental stages of children, select appropriate games and activities for different stages of development, develop physical activity that aligns with grade level curriculum, and recognize and plan adaptations for children with special needs.

**209 INTRODUCTION TO COACHING SPORTS FALL 3 (3-0)**

Basic principles and theory of coaching; includes State Athletic Handbook, budgets, scheduling, equipment, administration and organization, conditioning, motivation, public relations, team selection, liability and athletic training.

**210 ATHLETIC TRAINING SPRING 2 (1-2)**

Knowledgeable background and experience in prevention, immediate treatment and rehabilitation of injuries commonly sustained by participants in athletics.

*Prerequisite: E*

**212 HEALTH AND FITNESS FALL, SPRING, SUMMER 3 (2-2)**

This course combines classroom experience and personal exercise. Students establish knowledge of wellness, physical fitness, CV disease, nutrition, weight management, behavior modification, stress, cancer, addiction and sexually transmitted infections. Students implement an individualized exercise program and are required to exercise two days per week in the specified fitness center.

**213 ORGANIZATION & ADMINISTRATION OF INTRAMURAL SPORTS 2 (2-0)**

Philosophy, objectives, rules, policies, regulations and other administrative details of intramural programs. Covers tournament procedures and organization.

**214 PERSONAL HEALTH FALL, SPRING 3 (3-0)**

This course provides an understanding of the responsibility we have for our own health. Topics include CV disease, exercise, nutrition, weight management, behavior modification, stress, cancer, substance abuse, mental and emotional health, sexuality, contraception, infectious and non-infectious disease, personal safety, death and dying.

**216 HEALTH ISSUES: STRESS MANAGEMENT FALL, SPRING 2 (2-0)**

Physiological responses to stress and developing techniques for better stress management.

**217 HEALTH ISSUES: SELF-ESTEEM FALL, SPRING 1 (1-0)**

Assists in growth in ability to love and care for oneself and others. Techniques practiced daily to enhance self-esteem and variety of self-esteem issues presented.

**218 HEALTH ISSUES: WEIGHT MANAGEMENT FEE 1 (0-2)**

This course consists of one session per week in the classroom setting to acquire an understanding of the physiology of fat gain and loss, the side effects of short term solutions and proper weight management techniques. Another session each week will include a support group atmosphere.

*Prerequisite: Students must enroll in Total Fitness Center 145 OR 146 CONCURRENTLY with this class or acquire instructor's permission*

**PHYSICAL SCIENCE (PHSC)****101 PHYSICAL SCIENCE: CHEMISTRY AND PHYSICS FALL, SPRING FEE 4 (3-2)**

Provides students the opportunity to explore the connections of chemistry and physics as it relates to a variety of occupations. Integrated areas covered include the fundamental principles of light, sound, motion, energy, electricity, magnetism, states of matter, semiconductors, digital imaging, instrumentation components and block diagrams, and scientific conversion/units. This course will require some online work and out-of-class testing.

*Prerequisite: E, R and MATH 095 (C or better), or a College assessment score qualifying for MATH 122 or higher*

**104 PHYSICAL GEOLOGY FALL, SPRING FEE 4 (3-2)**

Study of geologic processes. Topics include rock and mineral identification, topographic maps, plate tectonics and rock cycle, earthquakes and earth's interior, role of wind and water, glaciation, deserts, mass wasting, shorelines, resources, geologic time and astrogeology. Includes a two hour laboratory experience per week.

*Prerequisites: E, M, R*

**180 PHYSICAL SCIENCE IN ELEMENTARY EDUCATION  
FALL, SPRING FEE 3 (2-2)**

This is a laboratory-based course specifically designed for prospective elementary teachers. This course will aid students in developing meaningful and functional understanding of key physics concepts and their interrelations.

*Prerequisites: E, M, R*

**190 EARTH SCIENCE FOR ELEMENTARY/MIDDLE SCHOOL  
TEACHERS I FALL FEE 3 (2-3)**

A laboratory-based earth science course designed for pre-science elementary and middle school teachers. The intent of this course is to acquaint future teachers with the important concepts of earth science, and to provide the basic tools of independent, creative inquiry that teachers can take into the classroom. Emphasis will be given to study of the oceans, climate, weather, solar system and space. This course will explore the practice of science by incorporating inquiry-based activities into the pedagogy. This course is specifically designed to transfer to Western Michigan University's Elementary Education program and may not transfer to other institutions.

*Prerequisites: E, M, R*

**205 WEATHER AND CLIMATE SPRING FEE 4 (3-2)**

This laboratory-based course provides students with the opportunity to investigate the causes and the characteristics of the Earth's weather and climate. Topics covered include: earth-sun relations, oceanic circulation, structure of the atmosphere, heating of the atmosphere and surface, global warming and the greenhouse effect, climate change, stability, moisture, cloud formation, precipitation, air pressure and wind, mid-latitude cyclones, global patterns of wind and precipitation, meteorological maps, severe weather, El Nino and La Nina, fronts and air masses, weather forecasting and the scientific process. Students are expected to have the ability to use the internet.

*Prerequisites: E, M, R*

**280 PHYSICAL SCIENCE FOR ELEMENTARY TEACHERS II  
SPRING FEE 3 (2-3)**

This is a laboratory-based course specifically designed for prospective elementary teachers. This course will aid students in developing meaningful and functional understanding of key physics concepts and their interrelations. This course is specifically designed to transfer to Western Michigan University's Elementary Education program and may not transfer to other institutions.

*Prerequisites: E, M, R and computer literacy. PHSC 180 recommended*

**290 EARTH SCIENCE FOR ELEMENTARY / MIDDLE SCHOOL  
TEACHERS II**

**FALL FEE 3 (2-3)**

A laboratory-based earth science course designed for preservice elementary and middle school teachers. The intent of this course is to acquaint future teachers with the important concepts of earth science, and to provide the basic tools of independent, creative inquiry that teachers can take into the classroom. Emphasis will be given to study the geology of Earth. This course will explore the practice of science by emphasizing inquiry-based activities. This course is specifically designed to transfer to Western Michigan University's Elementary Education program and may not transfer to other institutions.

*Prerequisites: E, M, R*

**PHYSICS (PHYS)**

**101 GENERAL PHYSICS I FALL FEE 5 (4-2)**

Principles of Newtonian mechanics and kinetic theory. Recommended for Biology, Pre-Medical and Liberal Arts students. Includes a two hour laboratory experience per week.

*Prerequisites: M, R, MATH 122 or MATH 128 concurrently or consent of instructor*

**102 GENERAL PHYSICS II SPRING FEE 5 (4-2)**

Principles of electricity and magnetism, light and modern physics. Continuation of Physics 101. Includes a two hour laboratory experience per week.

*Prerequisite: PHYS 101*

**104 INTRODUCTION TO THE SKY AND SOLAR SYSTEM  
FALL, SPRING 4 (3-2)**

Introduction to the night sky and our solar system including cycles of the Sun, Moon, planets and constellations; the historical development of astronomy; basic properties of light and telescopes; nature and properties of the planets and the Sun; asteroids, meteorites and comets; and the origin and evolution of the solar system. Includes laboratory component designed to illustrate and explore the topics covered. Includes a two hour laboratory experience per week.

*Prerequisites: E, M, R, MATH 095*

**110 TECHNICAL PHYSICS FALL, SPRING 4 (3-2)**

Topics from general physics for students pursuing a technical program; emphasis on matter, force, power, basic machines, torque, power transmission and topics from heat, sound and light. Includes a two hour laboratory experience per week.

*Prerequisites: M, R, MATH 110 or MATH 128 or MATH 130 or MATH 135 with a grade of C or better*

**201 ENGINEERING PHYSICS I (MECHANICS)****FALL****FEE 5 (4-2)**

Newtonian and Relativistic mechanics, kinetic theory and thermo-dynamics. Designed for Engineering, Mathematics, Physics and Chemistry transfer students. Includes a two hour laboratory experience per week.

*Co-Requisite: MATH 201*

**202 ENGINEERING PHYSICS II (ELECTRICITY AND MAGNETISM)****SPRING****FEE 5 (4-2)**

Electricity, magnetism and light for Engineering, Mathematics, Physics and Chemistry transfer students. Includes a two hour laboratory experience per week.

*Prerequisite: PHYS 201*

**POLITICAL SCIENCE (POSC)****101 NATIONAL GOVERNMENT****FALL, SPRING, SUMMER****3 (3-0)**

Examines the structure and operation of the national government, the meaning and practice of democracy, the various power relationships, civil liberties and civil rights, as well as the American method of conducting elections. The role of citizens and their choices is also examined.

*Prerequisite: E, R*

**102 STATE GOVERNMENT****FALL, SPRING (SUMMER, ON DEMAND)****3 (3-0)**

Examines political decision-making and public policies of state governments, with particular emphasis on Michigan. Analyzes both the relationships of states with the national government as well as each other, and contrasts policies and political structures in each state.

*Prerequisites: E, R*

**202 COMPARATIVE GOVERNMENTS****SPRING (ODD YEARS)****3 (3-0)**

Examines the similarities and differences that exist between the local governments, the public policies, the constitutions as well as the executive, legislative and judicial branches of key central (i.e., national) governments around the world. Particular emphasis is also placed on the literature that underscores the study of comparative governments.

*Prerequisite: E, R*

**203 INTERNATIONAL RELATIONS****SPRING (EVEN YEARS)****3 (3-0)**

Examines the relations that exist among nation-states. Particular emphasis is placed upon the factors/variables contributing to national power, the instruments used by nation-states to promote their own interests and the methods used to control interstate relations such as international law, balance of power arrangements, pacific settlement of disputes and international organizations.

*Prerequisites: E, R*

**204 POLITICAL PARTIES FALL (EVEN YEARS)****3 (3-0)**

Examines the development, organization, function and activities of major and minor political parties, pressure groups (e.g., interest groups) and election administration in the United States.

*Prerequisites: E, R*

**205 POLITICAL SCIENCE- SPECIAL TOPICS****3 (3-0)**

An in-depth study of specific topics in political science or direct involvement in a politically-oriented project. May be in a seminar format, active learning format or be research focused. Students may be involved in selecting projects and research topics. POSC 205 may be repeated in courses of differing topics for a maximum of 6 credits.

*Prerequisites: E, M, R*

**250 INTRODUCTION TO SOCIAL SCIENCE RESEARCH (ON DEMAND)****3 (3-0)**

Examines the research process, from development of hypotheses to report of findings. Research strategies include survey research, experimental designs, interviewing, observation and content analysis. For Social Science majors who plan to transfer.

*Prerequisites: POSC 101 or HONR 141, POSC 102 OR HONR 143, with B or better or instructor permission*

**260 INTRODUCTION TO PUBLIC POLICY****FALL (ODD YEARS)****3 (3-0)**

Examines current political topics within the public policy realm. The student is expected to grasp the issue and/or policy of concern and all of its complexities as well as appreciate its significance to modern everyday life. Topics will vary over time and will be drawn from either an American or international perspective.

*Prerequisites: E; R; POSC 101 or HONR 141 or POSC 102 or HONR 143, with a B or better or permission of instructor*

**PSYCHOLOGY (PSYC)****201 INTRODUCTION TO PSYCHOLOGY****FALL, SPRING, SUMMER****3 (3-0)**

Description, understanding and control of human behavior. Two-fold aims: increase student ability to understand self and others and make a more satisfactory adjustment to life and the introduction to the field of Psychology.

*Prerequisites: E, R*

**203 HUMAN DEVELOPMENT FALL, SPRING****3 (3-0)**

Physical, cognitive, social and emotional development from conception through death. Emphasis upon factors influencing development of personality.

*Prerequisite: PSYC 201 or HONR 121 with C or better*

**204 CHILD DEVELOPMENT AND PERSONALITY****FALL 3 (3-0)**

Physical, social, intellectual and personality development from conception through adolescence. Emphasis upon factors influencing development of personality.

*Prerequisites: E, R, PSYC 201 or HONR 121 with a C or better*

**205 INTERPERSONAL RELATIONS****FALL, SPRING 3 (3-0)**

Interpersonal communication theory and practice to enhance effectiveness in interpersonal relations through better understanding of self and others. Topics include areas such as active listening behaviors, assertive confrontation and conflict resolution.

*Prerequisites: E, R, PSYC 201 or HONR 121*

**206 SOCIAL PSYCHOLOGY SPRING****3 (3-0)**

Topics related to social influences on the individual, emphasizing social psychological research.

*Prerequisites: E, R, PSYC 201 or HONR 121 with a B or better*

**230 PSYCHOLOGY OF STEREOTYPING & PREJUDICE FALL****3 (3-0)**

Reviews theories and research on racial, ethnic and religious stereotyping and prejudice. Examines the developmental roots of these attitudes and beliefs and explores their emotional and behavioral consequences. Conscious and unconscious processes will be discussed. Participation in class will be strongly encouraged.

*Prerequisites: E, R*

**231 ABNORMAL PSYCHOLOGY FALL, SPRING 3 (3-0)**

Descriptions of cognitive, affective and behavioral disorders. Origins of specific disorders considered along with nature and problem of diagnosis and classification, and contemporary modes of treatment.

*Prerequisites: E, R, PSYC 201 or HONR 121 with a C or better*

**250 INTRODUCTION TO SOCIAL SCIENCE RESEARCH SPRING 3 (3-0)**

Research process from development of hypothesis to report of findings. Research strategies include survey research, experimental designs, interviewing, observation and content analysis. For social science majors who plan to transfer.

*Prerequisites: E, R, PSYC 201 or HONR 121 or HONR 141 with B or better or instructor permission*

**RADIOLOGIC TECHNOLOGY (RADT)****130 INTRODUCTION TO RADIOGRAPHY****FALL FEE 3 (3-0)**

Introduction to radiography. Topics covered include historical perspective of radiography, medical ethics, patient care and radiation protection.

*Prerequisites: E, M, R, acceptance into Radiologic Technology program*

**131 RADIOGRAPHIC POSITIONING I****FALL FEE 6 (4-4)**

Radiographic positioning nomenclature used in positioning. Radiographic positioning for chest, abdomen, pelvis, upper extremity, lower extremity and related pathology.

*Prerequisites: E, M, R, acceptance into Radiologic Technology program*

**134 RADIOGRAPHIC PHYSICS FALL****4 (4-0)**

Physics as related to the operation of x-ray equipment.

Topics include atomic theory, x-ray properties, necessary units of measurement, electricity and electromagnetism, basic electrical circuit components and electrical circuitry.

*Prerequisites: E, M, R, acceptance into Radiologic Technology program*

**138 CLINICAL EXPERIENCE I SPRING FEE 2 (0-16)**

Weekly 16-hour rotation through area hospitals during which student applies knowledge/skills learned in lecture and laboratory. Emphasis on patient care, communication and basic positioning skills.

*Prerequisites: E, M, R, RADT 130, RADT 131, RADT 134, all with a grade of C or better*

**139 COMMON EQUIPMENT & PROCEDURES SPRING 4 (4-0)**

Investigates common equipment and procedures employed in diagnostic radiology. Topics include radiographic technique, x-ray production, scatter control, direct and indirect digital imaging equipment, fluoroscopy and film screens.

*Prerequisites: E, M, R, RADT 130, 131, 134, all with a grade of C or better*

**140 RADIOGRAPHIC POSITIONING II SPRING FEE 3 (2-2)**

Routine positioning of thorax, vertebral column, special views of body and related pathology.

*Prerequisites: E, M, R and RADT 130, 131, 134 all with a grade of C or better*

**141 CONTRAST STUDIES SPRING FEE 3 (2-2)**

Anatomy and positioning of gastrointestinal, biliary, genitourinary systems and related pathology.

*Prerequisites: E, M, R and RADT 130, 131, 134, all with a grade of C or better*

**143 CLINICAL EXPERIENCE II SUMMER FEE 3 (0-24)**

Students continue to refine positioning skills from the first clinical semester, adding to their repertoire with positioning thorax, spine, lower extremity and contrast studies.

*Prerequisites: E, M, R and RADT 138, 139, 140, 141, all with a grade of C or better*

**144 RADIOGRAPHIC POSITIONING III SUMMER FEE 3 (2-2)**

Radiographic positioning of skull, facial bones and sinuses and related pathology.

*Prerequisites: E, M, R, RADT 138, 139, 140, 141, with a grade of C or better*

**145 RADIATION PROTECTION AND BIOLOGY SUMMER 2 (2-0)**

Focuses on principles of interaction of radiation with living systems and radiation protection responsibilities of radiographer for patients, personnel and public.

*Prerequisites: E, M, R, RADT 138, 139, 140, 141 all with a grade of C or better*

**228 COMPUTER APPLICATIONS IN MEDICAL IMAGING 3 (3-0)**

Computer applications in the radiologic sciences related to image capture, display, storage and distribution. The content imparts an understanding of the components, principles and operation of digital imaging systems, image data management and data manipulation (post processing). Additional content provides basic concepts of patient information management including medical records management concerns and privacy and regulatory issues.

*Prerequisites: E, M, R, RADT 143, 144, 145 all with a grade of C or better*

**229 CLINICAL EXPERIENCE III FEE 4 (0-32)**

Supervised clinical practicum with emphasis on further gaining experience in fluoroscopy, portable radiography and trauma radiography. Students will be provided with some opportunities for observation in additional imaging modalities.

*Prerequisites: E, M, R, RADT 143, 144, 145 all with a grade of C or better*

**232 CLINICAL EXPERIENCE IV SPRING FEE 3 (0-24)**

Students participate in a supervised clinical practicum which focuses on assisting transition into professional setting. In addition to diagnostic radiography, rotations may include observations in other imaging modalities.

*Prerequisites: E, M, R and RADT 228, 229, all with a grade of C or better*

**240 RADIOGRAPHIC QUALITY SPRING 4 (4-0)**

Lecture/lab course covering principles of radiographic image formation, quality assurance tests and technical variables that affect finished radiographs.

*Prerequisites: E, M, R, RADT 228, 228 all with a C or better*

**241 SECTIONAL ANATOMY & MODALITIES SPRING 3 (3-0)**

This course provides an overview of transverse, coronal and sagittal sectional anatomy of the human body. Special emphasis is placed on a study of the head and brain, thorax, abdomen and pelvis. The shoulder, elbow, hip and knee are also examined. Correlations between sectional CT, MRI and ultrasound images and radiographs are explored. Other radiographic modalities likely to be encountered in a hospital setting are also introduced.

*Prerequisites: E, M, R, RADT 228, 229 with a grade of C or better*

**READING (READ)****083 READING STRATEGIES I FALL, SPRING, SUMMER 4 (4-0)**

Provides techniques and strategies to help develop college-level vocabulary and reading proficiency. Emphasis on learning and practicing a combination of reading skills to improve reading comprehension and fluency. Computer assisted instruction occurs in the Reading Center.

*Prerequisites: Accuplacer Reading 52-69 or Compass Reading 50-67 or Nelson Denny 8.7-10.0*

*With Co-requisite READ 096: Accuplacer Reading 0-51 or Compass Reading 0-49 or Nelson Denny 0-8.6*

**087 READING IMPROVEMENT III FALL, SPRING, SUMMER 4 (4-0)**

Enables learners to acquire competencies needed for success in college courses. Emphasis on strategies necessary to deal with vocabulary required by college curriculum, content comprehension of college texts and other required readings, and ability to apply critical reading principals to reading materials. Computer assisted instruction occurs in the Reading Center.

*Prerequisites: Accuplacer Reading 70-79 or Compass Reading of 68-77 or ND 10.1 or READ 083 with a C. or better*



**093 SUPER SPEED READING I1 (0-2)**

Increases reading speed and comprehension. Utilizes individualized audio-visual techniques to fit needs, interests and abilities of student.

**096 VOCABULARY POWER**

**FALL, SPRING 2 (2-0)**

Incorporates methods and strategies to develop vocabulary necessary to improve reading comprehension and communication skills.

*Prerequisites: Compass Reading Score of 0-49 - Co-requisite with READ 093*

**101 STUDY SKILLS**

**FALL, SPRING, SUMMER 3 (1-2)**

Assists students in developing better study skills. Emphasis on practical study techniques, note taking, textbook marking, test taking skills and time management.

*Prerequisite: R*

**SOCIOLOGY (SOC)****101 PRINCIPLES OF SOCIOLOGY**

**FALL, SPRING 3 (3-0)**

Principles of human association and interaction, with emphasis on interrelationship of heredity, environment, culture, groups and institutions in life of humans and society.

*Prerequisites: E, R*

**201 MODERN SOCIAL PROBLEMS**

**FALL, SPRING 3 (3-0)**

Contemporary social problems and related rehabilitative and ameliorative resources and approaches in solving problems, with emphasis on problems of inter-group and inter-culture conflicts regarding differing beliefs and value systems.

*Prerequisites: E, R*

**202 MARRIAGE AND THE FAMILY**

**SPRING 3 (3-0)**

Personal, social and cultural factors relating to pre-marriage and marriage; emphasis on interpersonal aspects of marriage, parenthood and family living in a changing world. Students with sophomore standing preferred.

*Prerequisites: E, R*

**204 THE FIELD OF SOCIAL WORK**

**FALL, SPRING 3 (3-0)**

The study of social work as a professional field. The philosophy, function, employment opportunities, patterns of specialization and methods of social work are surveyed.

*Prerequisites: E, R*

**205 RACE AND ETHNIC RELATIONS**

**3 (3-0)**

Studies of divisions among people along racial and ethnic heritages in today's American society. Includes various ethnic groups from five categories: 1) European ethnics; 2) Hispanic ethnics; 3) Asian ethnics; 4) historically American subjugated ethnics; and 5) socio-religious ethnic minorities.

*Prerequisites: E, R*

**210 SOCIOLOGY OF AGING**

**FALL, SPRING, SUMMER 3 (3-0)**

The study of the socio-cultural, economic and physical aspects of aging in the United States and other societies with an emphasis on the diversity of the aging process.

*Prerequisites: E, R*

**250 INTRODUCTION TO SOCIAL SCIENCE RESEARCH**

**SPRING 3 (3-0)**

Research process from development of hypotheses to report of findings. Research strategies include survey research, experimental designs, interviewing, observation and content analysis. For social science majors who plan to transfer.

*Prerequisite: SOC 101 with B or better or instructor permission*

**TRADE RELATED INSTRUCTION (TRIN)****105 APPLIED TRIGONOMETRY II**

**FALL, SPRING 2 (2-0)**

Oblique angle trigonometry which incorporates law of sines, cosines, cotangents and right triangles in solving practical shop problems.

*Prerequisites: M, R, MATH 110 OR TRIN 107*

**107 APPLIED GEOMETRY/TRIGONOMETRY**

**FALL, SPRING 4 (4-0)**

Second in series of applied mathematics courses that build upon concepts applicable to machine tool trades. Presents intermediate applications of geometry including propositions and axiom definitions, circles, areas, volume formulas and right angle trigonometry including right angles, interpolation and practical machining problem solving. Follows Duties and Standards for Level 1 Machining Skills as approved by National Institute for Metalworking Skills.

*Prerequisite: MATH 100*

**129 ELECTRICAL CODE STUDY (ON DEMAND)**

**2 (2-0)**

Interpretation and application of State and National Electrical Code.

*Prerequisites: M, R*

**134 METALLURGY AND HEAT TREATMENT****FALL SPRING 3 (3-0)**

Acquaints students with properties of metals and heat treating methods.

*Prerequisite:* M, R

**138 INDUSTRIAL SAFETY FALL, SPRING 1 (1-0)**

Safety rules as applied to industry are discussed. OSHA standards and guidelines are presented.

**143 INTRODUCTION TO MOLD MAKING FALL, SPRING 3 (3-0)**

Course explains the "whys" underlying applied mold making and operation. Essential facts of cutting and forming operation are explained and related to the manner in which molds function. Primary mold components are discussed along with efficient working mold processes through films, videos and plant tours.

*Prerequisites:* M, R

**144 BLUEPRINT READING & SKETCHING FALL, SPRING 4 (3-1)**

Basics of interpreting working drawings, tolerancing, machining symbols, fasteners, sections, auxiliary views, developments, piping drawing, material specifications, casting drawings, assembly drawings, welding drawings and machine elements. Offers approximately one hour of practical interpretive sketching each class period.

**145 GEOMETRIC DIMENSIONING & TOLERANCING FALL, SPRING 2 (2-0)**

This course provides an in-depth study of interpreting geometric tolerancing as it is used on blueprints in today's industrial environment.

*Prerequisite:* TRIN 144

**147 INTRODUCTION TO DIE MAKING FALL FEE 3 (3-0)**

Basic die construction facts around which a successful career in the field of die making can be established. Course will explain the "whys" underlying applied die making and operation. Essential facts of cutting and forming operation are explained and related in the manner in which dies function. Primary die components are discussed along with efficient working die processes through films, videos and plant tours.

*Prerequisite:* M

**156 INDUSTRIAL RIGGING SUMMER 2 (2-0)**

Industrial specialty course for industrial maintenance trades and trades that require basic understanding of techniques, methods and materials needed to perform rigging tasks safely. Basic principles and practices for industrial rigging tools and load configurations, machinery moving, foundations, cranes and hoists, cable, chain and wire rope sling, inspection and maintenance documentation, and OSHA/MIOSHA standards.

*Prerequisite:* M

**159 EMPLOYER-EMPLOYEE RELATIONS SPRING 2 (2-0)**

An introduction to human relations and self-management skills essential for a successful career. Covers some of the rights and responsibilities of the employer and employee and addresses topics to develop and improve employer and employee relations.

*Prerequisites:* E, R

**243 ADVANCED DIE MAKING SPRING 3 (3-0)**

Die press operation, advanced die construction and advanced applied die making practices. Focuses on inverted, compound and progressive dies, secondary operations and drawing operations. Films, video and plant tours provide exposure to working die processes.

*Prerequisites:* M, R, MACH 110, TRIN 144, TRIN 147

**VITICULTURE (VITI)****110 ESTABLISHING A VINEYARD FEE 3 (3-0)**

This course is an introduction to the practices for establishing a vineyard. Topics covered include site selection, the use of climatological data, vine varieties, soil preparation, vineyard layout, equipment and planting methods.

**120 MAINTAINING A VINEYARD SUMMER FEE 3 (2-2)**

This course is designed to give the student a working knowledge to successfully take a producing vineyard from bud break to harvest. Topics covered include canopy management, weed control, irrigation, pest treatment and disease prevention.

*Prerequisites:* VITI 110

**220 VINEYARD DISEASES AND INSECTS SUMMER 3 (3-0)**

This course is an introduction to the identification, life cycles and control of insects and diseases common to grape crops. It focuses on the fundamentals of entomology and plant pathology.

*Prerequisites:* E, M, R and BIOL 120

**291 VITICULTURE CO-OP****2 (0-6)**

This work-based course offers hands-on learning while working at a selected vineyard and receiving supervision from a professional viticulturist. With permission of Wine and Viticulture Technology Lead Faculty, work site and work site hours may vary. Students gain experience in vineyard management, including vine training and trellising, and vine canopy management.

*Prerequisites: VITI 110, VITI 120*

**292 VITICULTURE CO-OP III SUMMER****1 (1-15)**

This work-based course offers hands-on learning while working at a selected vineyard and receiving supervision from a professional viticulturist. Work site hours may vary. Permission of Wine and Viticulture Technology lead faculty is required.

*Prerequisites: E, M, R, VITI 290, VITI 291*

## **WELDING (WELD)**

**101 FABRICATION I FALL, SPRING****FEE 2 (2-1)**

Covers punching, shearing, sawing, drilling and cutting. Sub-assembly parts are produced using various equipment. The parts may be joined, by welding, to complete an assembly. Students work in a team environment to complete an assignment.

**102 SHIELDED METAL ARC WELDING I (SMAW)****FALL, SPRING****FEE 2 (2-1)**

Covers the process commonly known as stick welding. Upon completion of this course, the student will be able to weld in all positions, read some basic weld symbols and have a basic understanding of written welding procedures.

**103 GAS METAL ARC WELDING I (GMAW)****FALL, SPRING****FEE 2 (2-1)**

Demonstrates welding on steel sheet metals and plates. Emphasis is placed on axial spray, pulse spray and short circuit mode of transfer. Upon completion of this course, the student will be able to weld in all positions, read basic weld symbols and have an understanding of written welding procedures.

**104 WELDING BLUEPRINT READING & SYMBOLS****FALL, SPRING****2 (2-1)**

Provides practice in reading blueprints. Topics include orthographic projection, auxiliary views, revolved sections, surface and centerline relationships, scale drawing and tolerances. The student interprets detailed weld symbols using the American Welding Society standard.

**105 WELDING FABRICATION I****FALL, SPRING****2 (2-1)**

Allows students to fabricate a part from a blueprint and weld the assembly with a specified welding process. Cutting and forming may be required prior to assembly. Depending on the size and complexity of the project, students may be asked to work in a team to complete an assignment.

*Prerequisites: WELD 101 or INMT 109 and WELD 104 or INMT 110 all with a C or better*

**106 WELDING METALLURGY****FALL, SPRING****2 (2-0)**

This course is to assist those in welding or related industries to extend their knowledge of metals during welding. The main emphasis is placed on reasons for the various behavioral characteristics of metals. The course will focus on fundamental welding processes and manufacture of steel, structure and metallurgical changes of metals during welding, physical and mechanical properties, stresses, stress relief and annealing and weldability of steel and alloys.

*Prerequisites: WELD 101, WELD 104 with a C or better*

**200 WELDING FABRICATION II****FALL, SPRING****2 (2-1)**

Allows students to fabricate and weld parts from a simple sketch that requires mathematical calculations. Cutting and forming may be required prior to assembly. Depending on the project, students may be asked to work in a team to complete an assignment. As time allows, students may also design and fabricate an individual project.

*Prerequisite: WELD 105 with a C or better*

**201 GAS METAL ARC WELDING (GMAW) II****FALL, SPRING****FEE 2 (2-1)**

Teaches students to weld on stainless steel and aluminum sheet metal and plate. The student will be able to differentiate, select proper electrodes, shielding gases and properly adjust parameters. Emphasis is placed on axial spray, pulse spray and short circuit mode of transfer depending on base metal. Upon completion of this course, the student will be able to weld in all positions, read some basic weld symbols and have a basic understanding of written welding procedures.

*Prerequisites: WELD 103 or INMT 110 with a C or better*

**202 GAS TUNGSTEN ARC WELDING (GTAW)****FALL, SPRING****FEE 2 (2-1)**

Includes study and operation of primarily gas tungsten arc welding on some mild steel, with the majority of work on stainless steel and aluminum. Students will learn about the different types of electrodes and shielding gases used in these processes. Students will be able to weld in all positions, read some basic weld symbols and have a basic understanding of written welding procedures.

**203 GAS METAL ARC WELDING (GMAW) PRODUCTION****FALL, SPRING****FEE 2 (2-1)**

An emphasis on metal cored and flux cored electrodes. The main focus is skill enhancement to set standards set forth in AWAS and steel building construction codes. The testing will consist primarily of 0.375" and 1.00" carbon steel in the 3G and 4G positions.

*Prerequisites: WELD 103 or INMT 109 and WELD 201 or INMT 110 with a C or better*

**204 SHIELDED METAL ARC WELDING (SMAW)****PRODUCTION****FALL, SPRING****FEE 1 (1-2)**

A continuation of SMAW Welding I (WELD 102). The primary emphasis will be in the use of E6010, E7018 and E8018 electrodes within the parameters set forth in the various welding codes. The students will enhance skills to standards set forth in AWS, ASME and steel building codes. The testing will incorporate 3G and 4G positions with both carbon steels and stainless steels.

*Prerequisites: WELD 102 or INMT 109 with a C or better*

**205 GAS TUNGSTEN ARC WELDING (GTAW) PRODUCTION****FALL, SPRING****FEE 1 (1-2)**

A continuation of GTAW Welding (WELD 202). The primary emphasis will be in the use of the various tungsten electrodes being used in industry. The main focus is skill enhancement to standards set forth in AWS, ASME and API codes. The students will be tested in the 3G and 4G plate positions in steel applications, with the greatest emphasis being in the 5G and 6G positions using thin wall stainless steel pipe and tubing and aluminum plate less than 0.315" thick.

*Prerequisites: WELD 202 with a C or better*

# Directory and Contact Information

## Admissions

Website: [lakemichigancollege.edu/admissions](http://lakemichigancollege.edu/admissions)

**Benton Harbor Campus..... (269) 927-8626**

Location: Richard J. Pappas Student Services Center,  
Benton Harbor Campus

## Advising

Website: [lakemichigancollege.edu/advising](http://lakemichigancollege.edu/advising)

Career and academic advising, scheduling, transfer advising, personal advising as it relates to educational goals and objectives. For an appointment or for general advising questions call:

**Benton Harbor Campus..... (269) 927-8128**  
C 207 and C 209

**Niles-Bertrand Crossing Campus ..... (269) 695-1391**

Location: Student Services

**South Haven Campus ..... (269) 637-7500**

Location: Student Services

Prior to registering as a new student, if you are taking six or more credit hours or plan on obtaining an associate degree or certificate, you are strongly encouraged to see an academic advisor or faculty advisor for assistance in planning your schedule for your first semester.

As a current Lake Michigan College student, you are encouraged to meet with a Student Services academic advisor or faculty advisor prior to each semester and anytime you have questions.

Professional advisors are available to assist students with questions regarding academic and career transfer planning as it relates to educational goals and objectives. Some specific areas where assistance is provided are:

- Assistance with academic opportunities and choices
- Academic program planning, including questions regarding required course pre- and co- requisites
- Developing individualized Student Education Plans (SEP)
- Transfer to senior institutions
- Student resources, i.e. disability services, single parent/displaced homemakers, grants, and services

Full- or part-time students are encouraged to see the faculty advisor for their particular area of study during their first semester of classes to review their academic goals. Faculty advisors are available each semester to answer questions and assist students with their academic goals. Please contact faculty advisors directly for an appointment. Contact information for faculty

advisors is available at the top of each program page in the college catalog.

## Athletics

Website: [lakemichigancollege.edu/athletics](http://lakemichigancollege.edu/athletics)

**Benton Harbor Campus..... (269) 927-6172**

Lake Michigan College offers students opportunities to compete in a variety of intercollegiate sports. Baseball, basketball, and soccer are offered for men; basketball, softball, volleyball, and soccer for women. Lake Michigan College is a member of the Michigan Community College Athletic Association and the National Junior College Athletic Association. All full-time students are invited to try out for teams. LMC students get FREE admission to Lake Michigan College intercollegiate events with a current ID. Visit the website for more information.

## Athletic Facilities

**Benton Harbor Campus..... (269) 927-8165**

All students are welcome to use the College's athletic facilities on the Benton Harbor Campus during posted or open hours. Facilities include the gymnasium, located on the first floor in the main academic building. Hours of operation will be posted and include times when classes or athletic teams are not using the facilities. A running track is located west of the west parking area is available for students to use except during scheduled events. Shower rooms are available in the gym when no event is taking place.

## Automatic Teller Machine (ATM)

**Benton Harbor Campus**

An ATM operated by Chemical Bank is available in the main academic building.

## Beckwith Hall

Website: [lakemichigancollege.edu/live](http://lakemichigancollege.edu/live)

**Benton Harbor Campus..... (269) 927-8190**

Beckwith Hall is the student residence hall located on the Benton Harbor Campus. Beckwith Hall features 188 beds, including 41 quad suites and 12 double suites. Amenities include common areas, a fitness room, in-suite washer and dryer, full kitchens, Wi- Fi, and 42" flat panel televisions. Security is provided through 24/7 access control with patrols by campus and community security personnel. Each resident will be provided with a housing handbook detailing policies related to on-campus living. Students who are interested in living in Beckwith Hall are welcome to apply online.

## Bookstores

Website: [lakemichigancollege.edu/bookstore](http://lakemichigancollege.edu/bookstore)

The LMC Bookstore carries textbooks for all courses scheduled through LMC for all campuses and internet courses. In addition to class materials, the bookstore carries school supplies, reference books, general reading books, current bestsellers, convenience items, backpacks and a variety of LMC clothing and merchandise. Barnes and Noble gift cards are available for purchase and are redeemable at this location.

### Benton Harbor Campus

**Ph. (269) 927-6713 • (800) 252- 1562 ext. 6713 or ext. 5165**

The LMC Bookstore is located on the first floor of the academic building on the Napier Avenue Campus, between B and C Wings.

### Bookstore Hours

#### Fall and Spring Semester Hours:

Monday -Thursday: 8:30 a.m. - 6:30 p.m.

Friday: 8:30 a.m. - 1:30 p.m.

Saturday & Sunday: Closed

#### Summer Term Hours:

Monday -Thursday: 9 a.m. - 6 p.m.

Friday: 9 a.m. - 1 p.m.

Saturday & Sunday: Closed

### Niles-Bertrand Crossing Campus

**Ph. (269) 695-2806 • (800) 252-1562 ext. 2806  
Fax (269) 695-5974**

### Bookstore Hours

Hours vary by semester, according to the schedule. Please call to confirm hours.

### South Haven Campus

**Ph. (269) 637-7500 ext. 7116 • (800) 252-1562 ext. 7116  
Fax (269) 639-2319**

A pop-up bookstore will be available the first and last week of each semester. Please contact the Benton Harbor campus bookstore for details and hours of operation.

## To Purchase Books:

### Already Registered?

You can order your books through Wavelink. See View/Order Books for My Courses. You can order with credit and debit cards, financial aid (when available), Barnes and Noble gift cards, and Paypal. If you have not yet registered for classes, you can order books at [lakemichigan.bncollege.com](http://lakemichigan.bncollege.com).

### Textbook Rentals

The bookstore rents most books, excluding custom, digital, workbooks/course-packs, and access codes. Rentals may be used through the end of semester, but must be returned by the due date in re-sellable USED condition (highlighting and nominal note-taking is permitted.)

### Niles-Bertrand Crossing

Hours vary by semester, according to the schedule. Please call to confirm hours.

### South Haven Campus

A pop-up bookstore will be available the first and last weeks of each semester. Please contact the Benton Harbor campus bookstore for details and hours of operation.

### Price Match Promise

Your LMC Bookstore will price match online retailers. Price matches are available for books available to be ordered or rented from Amazon.com or BN.com (excluding marketplace or third party vendors), based on real-time posted price. See store for more details.

### Bookstore Return and Refund Policy

A full refund will be given in your original form of payment if textbooks are returned through the first week of class with a receipt. After the first week, you may receive a full refund with a drop slip and your receipt up to the last day to drop classes for full refund. Receipts are your responsibility; we do not keep copies and there are no refunds without a receipt. Also, textbooks must be in the original condition with all included materials. All merchandise, other than textbooks, may be refunded for up to 30 days from date of purchase, with original receipt as long as that item is in its original condition. Refunds will be given in the original form of payment. Exceptions: All software, CDs, supplies, and course packs may only be returned if those items are unopened and meet the requirements mentioned above. No refunds will be given on gift cards, prepaid cards, phone cards, magazines, opened merchandise and/or used merchandise.

## Buyback

For all textbook buybacks, students are required to produce an LMC ID and the book's receipt. The best time to sell back your textbooks is the week of exams.

## Bulletin Boards

The College has the right to authorize the posting or distribution of on-campus signs, pictures, posters, printed materials, literature, or other displays by individuals or groups. This authorization, whether provided or withheld, is intended to enhance the educational climate and opportunities available to students, faculty, and staff to keep display areas neat and orderly. All posted materials should:

- be clear and accurate.
- not explicitly or implicitly impugn a population or group, or support an activity that would do the same.
- in general intent, support the College's mission of meeting the educational, vocational, cultural, wellness, and recreational needs of the community.

### Benton Harbor Campus

Students wishing to display items on bulletin boards should contact the Student Life Office at **(269) 927-8150**.

### Niles-Bertrand Crossing Campus

Check in the main office prior to posting any materials.

### South Haven Campus

Check at the front desk prior to posting any materials.

## Business Office

Website: **[lakemichigancollege.edu/business-office](http://lakemichigancollege.edu/business-office)**

Tuition payments, billing, refunds, Flex Payment Plan, Dial-A-Ride ticket purchase

**Benton Harbor Campus..... (269) 927-8610**

Location: Richard J. Pappas Student Services Center

**Niles-Bertrand Crossing Campus ..... (269) 695-1391**

Location: Student Services

**South Haven Campus ..... (269) 637-7500**

Location: Student Services area

## Career Center

Website: **[lakemichigancollege.edu/career-center](http://lakemichigancollege.edu/career-center)**

Phone: **(269) 926-4293**

Email: **[workandlearn@lakemichigancollege.edu](mailto:workandlearn@lakemichigancollege.edu)**

Whether you need a part-time job to earn money or an internship or co-op position to complement your education, the Career Center can help. The center's job board is even available after you are ready to find a full-time position in your new career. Sign up at

**[www.collegecentral.com/lakemichigancollege](http://www.collegecentral.com/lakemichigancollege)**.

## Child Care Center

Website: **[www.kidzoneonline](http://www.kidzoneonline)**

**Kidzone Preschool and Child Care Center, L.L.C.**

**Benton Harbor Campus..... (269) 927-6293**

**South Haven Campus ..... (269) 637-7501**

Kidzone Preschool & Childcare Center, L.L.C. is available to college students, employees, and community members with child care, preschool and school age needs. For discounts, tuition rates, and availability, call either location or visit the website.

## Computer Labs

### Benton Harbor Campus

Computers are available in **The William Hessel Library** for open student access during posted library hours.

### Niles-Bertrand Crossing Campus

The Student Open Computer Lab is located in room **BC 102**. Hours will be established and posted at the beginning of each semester.

### South Haven Campus

The Student Open Computer lab is located in room **SH 216**. Hours will be established and posted at the beginning of each semester.

## Computer Lab Procedures

- Labs may be used only by currently enrolled students of Lake Michigan College, staff, and faculty of Lake Michigan College.
- Academic work by current LMC students takes precedence over all other uses of the lab.
- Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws.
- No personal software is allowed on lab computers.
- Cell phones should be turned off, muted, or set to vibrate so they do not compromise the noise level and other lab users.
- A user engaged in non-academic activity may be asked to give up her/ his computer to allow another user to carry out legitimate academic work.
- Lab users may not attach personal hardware (with the exception of personal flash drives for storage of information). Network and computer cables cannot be disconnected from computers, or may not be attached to personal computers or other devices.
- Please save your personal information to a flash drive or a cloud-based storage service. Information saved to any lab PC is subject to being purged.
- Viewing of pornography or other sexually explicit materials in the lab is not appropriate. If you are engaged in such activity, you may be asked to stop the activity immediately and/or leave the computer lab. If you have a legitimate academic need for viewing such materials (as verified by your instructor), please call the Lake Michigan College IT Help Desk (ext. 8189).



- Lab users must adhere to Lake Michigan College's Terms of Use policy posted on the LMC website.

## Copy Machines and Printing

Website: [papercut.lakemichigancollege.edu](http://papercut.lakemichigancollege.edu)

LMC consumes nearly eight million pages a year from print and copier services. To better manage resources, the college has implemented PaperCut, a printer and copier management solution. PaperCut is a software application that manages students' printing and will help us reduce paper and toner consumption.

As a student you will receive a free \$20 print (approximately 400 pages) and copier credit allocation per semester to cover your academic printing and copying needs. You may purchase additional print credits at any campus in \$2 and \$5 increments. You also have the option to print from your personal computing devices (iPad®, notebook) to open lab printers using PaperCut. You can also use PaperCut for making copies in the library.

## Copying and Printing Locations

### Benton Harbor Campus

Students in the library can select from numerous printing stations to use for photocopying and/or Internet printing. A copier is also located in the Hawk's Nest. Students will need their current student ID card to use the swipe box located on these printing stations in order to photocopy or release prints.

### Niles-Bertrand Crossing Campus

Copies are available through the printing station located outside of room 105. Students will need their current student ID card to use the swipe box located on the printing station in order to photocopy or release prints.

### South Haven Campus

Copies are available through the printing station located next to the student computer hub located behind the main front desk. Bring a current LMC ID.

## How does PaperCut work?

- At the start of each semester/term, all students enrolled in at least one class will receive a free \$20 credit allocation in their PaperCut account. A print credit balance will not carry forward between semesters.
- The student's PaperCut account resides on an LMC server and is accessed while printing or copying to a PaperCut managed printer.
- To print from within an open lab, a PaperCut window will appear after selecting the print option from within any Windows application.
- PaperCut shows each student how much they have printed and copied. Print and copy activity is applied against each student's allotment.

- Students will be charged five cents per page for single-side prints, and seven cents for two-sided prints. Please note that printing fees are subject to change. Please see the website for the latest print/copier fee matrix.

## How will I know I am getting low on my copy/print allotment?

PaperCut will display a small box (or widget) when you send a job to the printer.

## Who can use PaperCut?

A student must have a registered LMC email address (WaveLink Account). Campus guests and students not currently enrolled in a class can purchase a print card.

## What are the benefits?

- Students will also have access to print options that include two-sided printing and other options based on the printing device.
- Student documents are secure; print jobs must be manually released at the print station by the student.

## Where can I find more information?

- Visit the PaperCut support page at [papercut.lakemichigancollege.edu](http://papercut.lakemichigancollege.edu). The page includes how-to guides and the latest print/copier fee matrix. Please note that print fees are subject to change.
- Support is provided at [papercut@lakemichigancollege.edu](mailto:papercut@lakemichigancollege.edu), or (269) 927-8189.

## Disability Information

Lake Michigan College extends opportunities to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990, As Amended. The college ensures that its physical facilities, programs, and services are accessible to students with disabilities. Reasonable accommodations will be made for students with documented disabilities.

Students have a right to either disclose or not disclose a disability. If a student desires to receive academic accommodations, they must contact the Lake Michigan College Student Outreach & Support Services office, located on the Benton Harbor Campus. It is recommended they register with the Support Services office 45 days prior to the start of classes, or as soon as possible. With this disclosure, a student has the responsibility to provide relevant and current documentation of the disability describing how it impacts their educational learning. The college is not required to fund the disability documentation process. Accommodations are discussed with the student and result in the development of



a Plan of Accommodation. The student will be given copies of the Plan of Accommodation and will be responsible for discussing their accommodations with their individual course instructors. Documentation of disability materials are maintained in a secure area. In the event that any student with a disability feels that he or she has not received adequate academic accommodations; or they find their instructors are resistant to the implementation of the accommodation; or feels that they have been discriminated against; or has generally been treated unfavorably based on their disability, the student should contact the Coordinator of Student Outreach & Support Services at **studentoutreach@lakemichigancollege.edu** or **(269) 927-8866**.

According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. For more information, contact Student Outreach & Support Services.

## Elevators

Elevators are available at any College building with multiple levels, including those buildings on the Benton Harbor and South Haven Campuses.

## Financial Aid

Website: **lakemichigancollege.edu/mylmc/financial-aid-office**

Financial aid, financial aid forms, scholarships, work study, loans; see Tuition and Financial Aid section for more information.

**Benton Harbor Campus..... (269) 927-8112**  
Location: Richard J. Pappas Student Services Center

## Hawk's Nest Student Activity Center

**Benton Harbor Campus.....(269) 927-1000 ext. 5286**

At approximately 5,000 square feet, the two-story Hawk's Nest includes meeting and recreational space for students. The first floor features an activity and dining area. Video games, pool cues, foosball and ping-pong paddles and balls can be checked out on the first floor with a valid student ID. Students may check out the equipment in one-hour increments with a Hawk's Nest Student Assistant. Hours for the game equipment vary. The glass-enclosed second floor is available for students to gather in between or after classes and includes study nooks and a conference room for small group meetings.

## International Student Services

**Benton Harbor Campus..... (269) 927-6181**

Location: Richard A. Pappas Student Services Center  
Email: **pliml@lakemichigancollege.edu**

## IT Helpdesk

Website: **helpdesk.lakemichigancollege.edu**

Email: **ITHelpDesk@lakemichigancollege.edu**

**Benton Harbor Campus..... (269) 927-8189**

Visit the website to access the IT Support Center, and submit an online IT help ticket. The IT Helpdesk also provides phone-based support for students from 8 a.m. to 7 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. Friday. Please have your 8 digit student ID number available when you call the IT Helpdesk. This will enable us to better resolve your issue in a timely manner.

Support is provided for:

- Canvas
- Email
- WaveLink
- Password resets and account login issues

## Learning Assistance Center/ Tutoring Services

Website: **lakemichigancollege.edu/mylmc/learning-assistance**

Need a little help in a tough course this semester? Or maybe you've been away from school for a while and need help "brushing up." The Learning Assistance Center (LAC) at Lake Michigan College can help with free tutoring. The LAC offers free tutoring at all LMC campuses for all currently enrolled LMC students. LMC is committed to providing the resources you need to successfully complete your program of study. As part of this commitment, we offer these tutoring services at no cost to you. Visit the website for more information and to obtain a request form. Tutoring schedules vary each semester and are posted at each learning assistance area.

**Benton Harbor Campus..... (269) 927-8750**

The LAC provides free group, walk-in, and individual tutoring to eligible students at the Benton Harbor Campus. Any student needing academic assistance should stop by the Tutoring Center to fill out a Learning Assistance Intake Form to start the procedure for getting help. If you have additional questions call **(269) 927-8750**.

## Niles-Bertrand Crossing and South Haven Campuses

The LAC provides free group, walk-in, and individual tutoring to eligible students at the Niles-Bertrand Crossing Campus and at the South Haven Campus. Call the Benton Harbor Campus or call or stop by the main offices for more information.

**Niles-Bertrand Crossing Campus ..... (269) 695-1391**  
**South Haven Campus ..... (269) 637-7500**

## **LGBTQA at Lake Michigan College**

Email: [mhowse-kurtz@lakemichigancollege.edu](mailto:mhowse-kurtz@lakemichigancollege.edu)

The LMC LGBTQA works to promote a welcoming and safe environment at LMC for lesbian, gay, bisexual, transgender, and queer/questioning persons and their families, friends, and allies. Services available to students include: (1) information and resources on concerns relating to sexual orientation or gender identity issues (2) a LGBTQA Student Club for networking, support, and campus education/advocacy (3) assistance and support if you have been made to feel uncomfortable or have been harassed or threatened because of your sexual orientation or gender identity, or because of your alliance with such individuals. Contact Missy Howse-Kurtz at the email address provided above.

## **Library**

Website: [lakemichigancollege.edu/lib](http://lakemichigancollege.edu/lib)

**Benton Harbor Campus..... (269) 927-8605**

Research assistance- All Campuses

Visit [lakemichigancollege.edu/ask-a-librarian](http://lakemichigancollege.edu/ask-a-librarian) or call (269) 927-6287

The William Hessel Library has the biggest window view on the Benton Harbor Campus, and the library staff encourages students to use the library for their research and study needs. Computers are located on the lower level in the library.

## **Printing – Use Your Current Student ID Card**

Students may login to use the library computers using their Wavelink ID and password. Printing also requires logging into the PaperCut box on the computer monitor with their WaveLink ID and password. To retrieve a print or photocopy, students can select from numerous printing stations. Students with a current ID card can easily swipe their card on the printing station's touch pad to release their prints.

## **Online Research Databases and Interlibrary Loan**

There are over 100 online research databases that can be searched from the library's website. The databases provide content from many different types of sources such as magazines, journals, newspapers, podcasts, books, videos, maps, and images. A search in the online catalog can result with sources coming from print, e-book (electronic book), or media format.

An interlibrary loan service is available for requesting articles and borrowing items from other libraries that are not available in the Hessel Library. Allow one week or more to receive requested items.

## **Access Databases from Off Campus**

After accessing the library's web site, select a database and you will be prompted to login using your WaveLink ID and password.

## **Online Catalog Information for Non-Benton Harbor Campus Students**

Non-Benton Harbor Campus students, after logging into their online catalog account, can request a library held item be sent to their respective campus.

## **Staff Assistance – In-House or Online**

The library's staff is available to assist students. The library staff can help to identify appropriate databases and other materials to use for research and assist students with database searching. An "Ask a Librarian" email is also available to assist students with questions. Visit [lakemichigancollege.edu/ask-a-librarian](http://lakemichigancollege.edu/ask-a-librarian) to email a question.

## **Electronic Library Guides on the Library Web Site**

Library Guides on the library website include topics on citing sources, nursing, music, careers, energy, government, finding articles, checking out an e-book, how to use the interlibrary loan service, and much more.

## **Databases available**

Below is a sample of research level databases available to students.

Visit [lakemichigancollege.edu/lib-services/databases](http://lakemichigancollege.edu/lib-services/databases) for a full list of databases.

- Academic Search Premier (EBSCOhost) - provides full text articles for more than 4,600 journals.
- CQ Researcher (CQ Press) - coverage of health, social trends, criminal justice, international affairs, education, the environment, technology and the economy. Reports are published online 44 times a year.
- Credo Reference - over 3,000,000 full text entries from over 600 reference books.
- e-book Collection (EBSCOhost) - search, view, and checkout/download the full text of over 24,000 e-books onto your computer device.
- JSTOR - full-text content to back issues from 350 academic journals.
- Lexis-Uni - full-text news from major U.S. newspapers as well as regional and international newspapers, news transcripts, company information, and legal materials.
- Magazine Finder - tracks the location of the 40,000 magazines/journals available in the library's databases.

## Library Policies

1. The focus of the library is for quiet research and study. Are you bothering anyone with your conversation? Keep audio volume on earbuds low and take cell phone conversations out of the library.
2. Present your current College ID to check out materials.
3. A limit of ten items may be checked out at one time. Books circulate for two weeks. DVD/CD materials may vary from two days to two weeks depending on the item. Reference books and magazines do not circulate.
4. Reserved materials, usually faculty assigned materials, are kept at the Circulation Desk. Check out time for these items is usually two hours.
5. Return overdue materials on time to prevent fines. Fines of 25 cents a day up to a maximum of \$5 are issued for each overdue item. Students with \$5 or more of unpaid fines will not be allowed to check out materials.
6. Drinks and meals are permitted in the library.

## Lockers

### **Benton Harbor Campus..... (269) 927-8866**

The Benton Harbor Campus has lockers available for students with disabilities. Contact the Student Outreach & Support Services office at the phone number above for more information.

### **Niles-Bertrand Crossing Campus, room 108 ..... (269) 927-8866**

Lockers for use by students with disabilities are located near the middle of the hallway. Contact the Student Outreach & Support Services office for more information.

## Lost & Found

### **Benton Harbor Campus**

Located at the One-Stop information desk or Facilities Management.

### **Niles-Bertrand Crossing Campus**

Located in the main office.

### **South Haven Campus**

Located at the front desk.

### **The Mendel Center**

Call (269) 927-8700.

## Mosaic on Campus

Website: [lakemichigancollege.edu/mosaic](http://lakemichigancollege.edu/mosaic)

### **Benton Harbor Campus.....(269) 927-8100, ext. 5277**

Mosaic on Campus is located on the first floor of the academic building, between B and C Wings and offers barista service, salads, sandwiches and grill options.

## Natural Area

### **Benton Harbor Campus**

The natural area is located in the northwest corner of the campus, just north of the softball field. The 50-acre tract serves as a wildlife sanctuary and outdoor classroom in conjunction with the College's Environmental Center. Students and members of the community are invited to use this area to watch the seasons change, identify plants and animals, cross-country ski the trails, photograph nature, or draw, walk, and reflect. Visitors can follow a trail more than a mile across a deciduous woods, pond and marsh, white pine forest, and old field environments. A prairie and grassland have been restored with native tall grasses. While the oldest residents of the site are huge 150-year-old beeches and maples, there are also elm, sycamore, white ash, white oak, basswood, shagbark hickory, and spicebush. Together, they create a spectacular show of color in the fall as well as provide a home for numerous species of birds. The woods are also home to amphibians, reptiles, and mammals including deer, rabbits, and squirrels. Please help to preserve this area by remaining on the trails. Do not remove or disturb the plant or animal life. With your help, this sanctuary will remain a place of beauty and solace.

## Parking

Parking is available free of charge at all campuses.

### **Benton Harbor Campus**

Campus parking lots are for students, faculty, staff, and tenants of College-owned facilities, The Mendel Center patrons, and visitors. Operation and parking of motor vehicles within the campus and leased areas are subject to rules and regulations necessary for safety. Handicapped-accessible parking is available but may change from time-to-time due to construction activities. Please visit [lakemichigancollege.edu/transform](http://lakemichigancollege.edu/transform) for the latest information. Only individuals displaying a certified handicap permit shall be authorized to utilize these spaces. Violators may be ticketed by the Benton Township Police Department.

Vehicles that are not authorized to park in designated areas will be towed away at the owner's expense. Likewise, no one except Board of Trustee members may park in specially marked spots designated for their use, nor shall any vehicle park in the spot reserved for the security vehicle. In an emergency, the College reserves the right to tow any vehicle located in an unauthorized area without warning.

### **Niles-Bertrand Crossing Campus**

Student and visitor parking is available in the front of the building on the west side and in the rear of the building. Special parking permits or stickers are not required.

## The Mendel Center

Student, visitor, and patron parking is available on the north and south side of the Mendel Center. Parking in Lot A on the north side of the building is most convenient for those attending events and classes in the Grand Upton Hall and The Deckmann Studio. Those attending events in the Mainstage Theatre, Hanson Theatre, Band Room, North and South Training Rooms and Executive Board Room should use Parking Lot B on the south side of the building. Handicap parking is available in both parking lots. Parking lots are accessible from the Benton Harbor and Yore Avenue entrances. Special parking permits or stickers are not required.

## South Haven Campus

Student and visitor parking is available on the southwest side of the building.

## Payless Phones for Students

Payless phones are free phones for local calls and are intended as courtesy phones for students to call for a ride home. The phones have a three-minute limit, with an announcement made 30 seconds before the call ends.

## Benton Harbor Campus

Two payless phones are installed on campus: one outside the One-Stop area, and one at the front entrance near the road.

There are speed dial numbers configured into the phones for campus security, Dial-A-Ride, the IT helpdesk, and the College directory. At the remote campuses in areas where Dial-A-Ride does not have service, a public transit number such as a local cab company is pre-programmed. Contact the IT helpdesk at [ithelpdesk@lakemichigancollege.edu](mailto:ithelpdesk@lakemichigancollege.edu) or (269) 927-8189 to report any problems with the phones.

## Performing Arts

**Performing Arts Department,  
The Mendel Center ..... (269) 927-6745**  
Website: [lakemichigancollege.edu/performing-arts](http://lakemichigancollege.edu/performing-arts)  
LMC's performing arts department offers students the opportunity to participate in numerous instrumental, theatrical, and vocal performances. Students may attend these performances at little or no cost by presenting a current LMC student ID.

**The Mendel Center Box Office..... (269) 927-8700**  
Website: [TheMendelCenter.com](http://TheMendelCenter.com)

The Mendel Center is southwest Michigan's one-of-a-kind entertainment venue featuring a full season of performances in its Mainstage theater as well as performances in the Hanson Theatre. LMC students receive a discount off the original ticket price for Mainstage brochure shows, and Hanson Theatre Living Room Series shows. Visit the website for more

information. Select shows offer a deeper Student Rush discount at the door. LMC Students may also attend the Economic Club of Southwestern Michigan Speakers Series for free. The box office is open Monday through Friday, 10 a.m. to 6 p.m. and one hour before show times.

## Volunteer at The Mendel Center

Students are welcome to become involved by volunteering for musical, theatre and other types of performances. Those interested in volunteering may call (269) 927-8700 or email [volunteers@lakemichigancollege.edu](mailto:volunteers@lakemichigancollege.edu).

## Placement Services

Website: [lakemichigancollege.edu/admissions/placement](http://lakemichigancollege.edu/admissions/placement)

Includes Reading, Writing, Math, and English assessments.

### Must bring photo ID

**Benton Harbor Campus..... (269) 927-6173**

Location: Testing Center

**Niles-Bertrand Crossing ..... (269) 695-1391**

Location: Student Services

**South Haven Campus. .... (269) 637-7500**

Location: Student Services

For course placement purposes, all students new to Lake Michigan College will be required to complete measures of writing, mathematics, and reading skills prior to registration unless an exemption applies based on current procedure. Before using placement services, students are strongly encouraged to call the Testing Center to get information about review materials used to prepare.

English, mathematics, and reading basic skills prerequisites for college classes are listed in the course description section of the college catalog as E-English, M-Mathematics or R-Reading. Students whose placement scores do not meet or exceed levels set for E, M, R prerequisites must successfully complete appropriate Transitional Studies courses prior to registration in courses with these prerequisites. There is no charge for placement services. The initial placement measures are completed as a set; however, students may retake each portion once. If you have not enrolled for five consecutive years, you must take placement measures.

Upon request, students with disabilities, with documentation on file in the Student Outreach & Support Services Office, will be provided special testing accommodations. Students may request disability-related test accommodations through the Student Outreach & Support Services Office at (269) 927-8866.



## Exemptions

Students who will be exempt from placement measures include:

- Students who submit ACT or SAT scores at or above current qualifying levels for E, M, and R prerequisites. Documentation of current qualifying levels will be maintained in the Testing Center.
- Students with an associate degree or higher, based on documentation.
- Students with a minimum grade of "C" in the equivalent of a college-level freshman composition course and a college-level algebra course, based on documentation.
- Students with documented transfer credit in a college-level composition class will be exempt from the reading and writing portions of the placement measures. Those students with documented transfer credit in intermediate algebra will be exempt from the math measures portion.
- Students enrolling ONLY in courses with no prerequisites as printed in the current LMC College Catalog.
- Students taking non-credit courses and courses for Continuing Education Units (CEUs).

Placement services at Niles-Bertrand Crossing and South Haven campuses are done through the Student Services area. Placement services hours can be found online or by calling Student Services offices.

**Note:** Additional testing is required for Health Science Applicants.

## Records and Registration

Website: [lakemichigancollege.edu/records](http://lakemichigancollege.edu/records)

Student record information, name and address changes, transcripts, graduation audits and information, and enrollment verification.

**Benton Harbor Campus..... 269-927-8107**

Location: Richard J. Pappas Student Services Center

## Reserving Facilities

### Benton Harbor Campus

Contact Donna Curtis at (269) 927-6120 for room reservations and facility rentals for all buildings except The Grand Upton Hall and The Mendel Center Mainstage.

### The Mendel Center Mainstage and The Grand Upton Hall

Contact Bailey Hermann at [bhermann@lakemichigancollege.edu](mailto:bhermann@lakemichigancollege.edu) or (269) 927-8620.

### Niles-Bertrand Crossing Campus

Contact Amanda Dail at [adail@lakemichigancollege.edu](mailto:adail@lakemichigancollege.edu) or (269) 695-1391.

## South Haven Campus

Contact the South Haven Campus at (269) 637-7500.

## Student Consumer Information

Website: [lakemichigancollege.edu/student-consumer-information](http://lakemichigancollege.edu/student-consumer-information)

In accordance with the Higher Education Reauthorization Act, prospective students, enrolled students, and employees may access student consumer information at the web address provided above.

## Student Identification Cards

Website: [lakemichigancollege.edu/records](http://lakemichigancollege.edu/records)

**Benton Harbor Campus..... (269) 927-8107**

**Niles-Bertrand Crossing Campus ..... (269) 695-1391**

**South Haven Campus ..... (269) 637-7500**

All LMC students need to obtain an LMC Student Identification Card. A \$2 Student ID fee will be charged per semester (fall and spring only). Student IDs are valid for fall, spring and summer semesters.

## Obtaining a Card

Visit the Student Services One-Stop area of the Benton Harbor Campus, or the main offices at Niles-Bertrand Crossing and South Haven campuses during regular business hours with photo identification (valid driver's license, passport, or other official identification card). Your card will be issued while you wait. A \$2 replacement fee will be charged for lost or damaged ID cards.

## Card Guidelines

Students must carry their ID cards when on campus and be able to present the card if asked to do so by LMC faculty or staff. Loaning or allowing someone else to use your card is prohibited.

## Card Benefits

LMC Student ID cards allow students to use campus computer labs, check out materials from the LMC library, gain free admission to LMC home athletic events and earn a discount on tickets for certain events at The Mendel Center. Your student ID card is also used to badge-in through Papercut to the Canon multifunction printers\copy machines and selected open lab printers. Questions about LMC Student Identification Cards can be directed to the Student Services areas at each campus.

## Student Life

Website: [lakemichigancollege.edu/studentlife](http://lakemichigancollege.edu/studentlife)

**Benton Harbor Campus..... (269) 927-8150**

**South Haven Campus ..... (269) 637-7500**

**Niles Campus..... (269) 695-1391**

Students are urged to follow their interests outside the classroom in a variety of ways through clubs and organizations such as the LMC Flag Football Team, Cos Play Club, Student Nursing Association, Student Senate,

Phi Theta Kappa, and various other clubs. Because trends change, the Office of Student Life remains flexible to student's requests to form new clubs and organizations based on levels of interest. Information can be found on Canvas or by calling the Student Life Office. Student Life is committed to providing co-curricular opportunities for students who wish to develop their skills and grow their aptitudes. These programs are an essential part of the development of the total person as it facilitates social, cultural, and educational opportunities for students. These provisions included:

- Leadership development and training
- Recognition of achievements
- Student Organizations
- Involvement in College activities and community services
- Forums for participation in college decision-making

## **Student Outreach and Support Services Disability Services, Perkins, Special Populations**

### **Benton Harbor Campus..... (269) 927-8866**

Students requesting a disability-related accommodation must register with the Student Outreach and Support Services office. Students attending Niles-Bertrand Crossing or South Haven campuses are encouraged to call the office to make an appointment at their respective campus. The Student Outreach and Support Services office also serves any student enrolled in a career and technical education program and who is a(n):

- Individual with a disability
- Economically disadvantaged
- Non-traditional training by gender
- Single parent, including single pregnant women
- Displaced homemaker
- Individual with limited English proficiency

Students who meet one of the six criteria may register for services. The purpose of this office is to help registered students be successful.

## **Student Support Services**

Website: [lakemichigancollege.edu/ssb](http://lakemichigancollege.edu/ssb)

### **Benton Harbor Campus..... (269) 927-8603**

Student Support Services is a federally funded TRiO academic program that offers additional support services to first generation college students, low-income students, or students with a disability to assist in the successful completion of an associate degree and/ or transfer to a four-year college or university. Services for participants include academic advising, financial aid application assistance, study skills workshops, transfer campus visits, assistance in transferring, service learning opportunities, cultural activities, and laptop computer lending. TRiO computer lab assists with computer needs.

## **Study Areas**

Lake Michigan College provides both formal and informal study areas for students at all campus locations.

### **Benton Harbor Campus**

Tables, chairs or benches are located in each building. Study spaces are located in the library and the Hawk's Nest Student Activity Center. Veterans may use Liberty Hall to study.

### **Niles-Bertrand Crossing Campus**

Tables, chairs, and cubicles are available in the main hallway and room 100. Large monitors are available in rooms 106, 114a, and 116a for group collaboration and individual use.

### **South Haven Campus**

Tables and chairs are available in the student commons and in the quiet study room designated each semester.

## **Transportation**

### **Benton Harbor Campus..... (269) 927-4461**

Dial-A-Ride furnishes bus service to and from the Benton Harbor Avenue Campus on a regular basis during the fall and spring semesters with pick-up and drop-off in front of the main campus building near the first floor lobby area. Hours vary during fall and spring semesters. Please check with the One-Stop information desk or call Dial-a-Ride. Dial-A-Ride furnishes bus service to and from the Benton Harbor Avenue Campus on a per call basis during summer semester. Call to request transportation.

Students requiring special assistance will be picked up and dropped off at the rear of the main campus building near Shipping & Receiving. The cost for transportation to and from Benton Harbor is \$1. The cost to and from Benton Township, St. Joseph, and St. Joseph Township is \$1.25. Tickets may be purchased from the Business Office.

### **Niles-Bertrand Crossing Campus**

#### **Niles..... (269) 684-5150**

#### **Buchanan..... (269) 697-0600**

Students who reside in Niles or Buchanan may call the phone numbers provided above for fees and to make transportation arrangements.

### **South Haven Campus ..... (269) 427-7921**

Van Buren Public Transportation furnishes bus service in Van Buren County on a per call basis. Call for fees and to request transportation.

## Vending Machines

### Benton Harbor Campus

Food, snack, and beverage vending machines are available in each of the campus buildings. Food, snacks and refreshments are also available in Barnes and Noble and Mosaic on Campus.

### Niles-Bertrand Crossing Campus

Snack and beverage vending machines are available in the student commons near the restrooms.

### South Haven Campus

Food and beverage vending is available near the commons area on the first floor.

## Veterans' Student Services

### Benton Harbor Campus..... (269) 927-6181

Liberty Hall is a resource room and study space located on the Benton Harbor Campus dedicated to students currently serving in the armed forces and student veterans of the armed forces. The room has computers, a printer, TV, couch, microwave, and refrigerator. Contact Veterans' Affairs at the number provided above for information about access to Liberty Hall.

## Walking Trail

### Niles-Bertrand Crossing Campus

The walking trail is located south of the building and is available for students, staff, and faculty pleasure.

## WaveLink

Website: [wavelink.lakemichigancollege.edu](http://wavelink.lakemichigancollege.edu)

WaveLink is Lake Michigan College's online student portal that enables students to:

- Register for classes
- View their schedule of classes
- Receive financial aid updates
- Access final semester grades
- Review their unofficial transcript
- Update their personal information
- Receive campus announcements
- Sign up for preferred refund method
- Access and print 1098-T tax documents
- Update phone numbers used by RaveAlert
- Order and pay for official transcripts
- Review pre-graduation audit
- Print enrollment verification
- Apply for graduation; view graduation information
- View test scores on file
- View the academic calendar including add/drop/withdraw and other important information
- Review FERPA information
- View account holds

## Accessing WaveLink

- Go to [wavelink.lakemichigancollege.edu](http://wavelink.lakemichigancollege.edu)
- Log in using your WaveLink User Name\* and Password.
- Make sure the "LMC Student" tab is selected.  
\* Your WaveLink User Name can be found at the top of your LMC admissions letter.

## Forgot your password?

Call (269) 927-8189 or email [ITHelpDesk@lakemichigancollege.edu](mailto:ITHelpDesk@lakemichigancollege.edu)

### lakemichigancollege.edu

Forgot your User Name or Password? You can find your LMC ID, WaveLink User Name or Password by clicking on the "Forgot User Name or Password?" link in the WaveLink Login box, and provide two of the following: a) your 8-digit LMC ID number, b) your social security number, or c) your date of birth. If you forget your security question you will need to contact the Information Technologies Helpdesk at (269) 927- 8189. All WaveLink login issues should be directed to the Information Technologies HelpDesk.

## Wellness Center

Website: [lakemichigancollege.edu/wellness](http://lakemichigancollege.edu/wellness)

### Benton Harbor Campus..... (269) 927-8138

The Wellness Center features a state-of-the-art super circuit, cardiovascular training area with broadcast television, free weights, and functional training equipment. Students can utilize the Wellness Center upon two types of enrollment: college transferable credit course or student membership. Students may take PHED 145, Total Fitness I, a one credit hour course or PHED 212 Health and Fitness, a three credit hour course. LMC students who are not enrolled in a credit course may register for student membership at \$25 per semester. Beckwith hall residents and veterans are entitled to a free Wellness Center membership. Please check the website for hours of operation.

## Writing Center

Website: [lakemichigancollege.edu/writingcenter](http://lakemichigancollege.edu/writingcenter)

**Benton Harbor Campus, Room C-206 (as of July, 2018)**  
**(Richard J. Pappas Student Services Area)**

Phone: (269) 927-8167

Email: [writingcenter@lakemichigancollege.edu](mailto:writingcenter@lakemichigancollege.edu)

The Writing Center is a place where students, staff, and faculty can develop their writing and receive feedback on class writing assignments, projects, presentations, and professional documents like cover letters and resumes. Writers can meet with an experienced writing consultant either face-to-face or online for about 30 minutes to talk about their writing. Appointments can be made in advance through the center's online booking system, [lakemichigancollege.mywconline.com](http://lakemichigancollege.mywconline.com), or visit the center in person to set up an appointment. Consultations begin from the third week of each semester.

# Academic Information and Resources

## Academic Recognition

Three academic recognition lists are published at the completion of Fall and Spring semesters: President's List, Dean's List, and Part-Time Dean's List. President's and Dean's List students must have been enrolled full-time completing a minimum of 12 semester hours of 100-level or above courses in the semester. President's List are those students who have earned a semester GPA of 4.0 for the semester courses. Dean's List are those students who have earned a semester GPA of 3.50 to 3.99 for the semester courses. Part-Time Dean's List are those students who have accumulated 12 or more semester credit hours of 100-level or above courses at Lake Michigan College. Part-Time Dean's List students must have been enrolled part-time completing between 6 to 11 semester hours of 100-level or above courses during the semester and have earned a semester GPA of 3.5 or higher for the semester courses. Grades for remedial courses (099 or below), grades of W, S, U, IP, or TR (courses transferred into Lake Michigan College) are not computed in the Lake Michigan College grade point average and therefore do not meet the qualification for courses for academic recognition.

## Academic Standards of Progress

Lake Michigan College is committed to helping students meet their educational goals. When students are not making acceptable academic progress, the college will provide positive intervention strategies designed to help students evaluate their individual situations and return to good academic standing. Students must maintain an acceptable cumulative grade point average to be considered in good standing. Students will have their cumulative GPA calculated at the end of each semester (fall, spring, and summer) and, if it falls outside of the acceptable range, they will be placed on academic probation and will be notified. Students placed on academic probation will be subject to the process described in Lake Michigan College's Academic Interventions procedure. This procedure as well as the acceptable GPA range, as determined by the Vice President, Student Engagement and Support in consultation with the registrar, is published in the college catalog. Students on financial aid, participating in intercollegiate athletics, and/or enrolled in health science programs and/or other programs with specific academic criteria will be required to meet the academic standards of progress for those programs.

## Acceptable Use for Technology Resources

Lake Michigan College has made available to its students, faculty, staff, and guests a variety of technology resources for the pursuit of supporting academic programs and operational goals. Technology resources include desktop computers, laptops, internet access, Local Area Network (LAN), Wide Area Network (WAN), wireless network access, printers, data projectors, email, electronic media, electronic records, phones, video, audio, scanners, software applications, photocopiers, cameras, digital signs and portable digital devices. The use of technology resources at LMC is a privilege and must fall within acceptable use as outlined in the rules of this policy. LMC has the right to monitor the use of the technology resources. LMC may revoke individual access any time appropriate use is violated. Nothing in this policy shall preclude separate "conditions of use" from being implemented by units of LMC or by LMC with respect to portions of its electronic technology resources. Such conditions of use shall be deemed to supplement, rather than replace, this policy. LMC reserves the right to log internet use, inspect electronic records, and monitor electronic communication that reside on college assets or that utilize college networks. This means that there should be no expectation of privacy with respect to use of computer systems. LMC may, at its discretion, review sites and programs accessed by students, faculty, staff, and guests, including messages sent or received. Such monitoring may be conducted without notice.

Acceptable use must be legal; ethical; show respect for intellectual property and an individual's right to privacy, freedom from intimidation, harassment, and unwarranted annoyance; reflect academic honesty; and show restraint in the consumption of shared network resources. In addition to the conduct set forth below, LMC specifically deems as just cause for disciplinary action up to and including non-reappointment, discharge, dismissal, suspension, expulsion, termination, and/or legal action for:

1. Violation of copyright, patent, license agreement, or contract.
2. Interference with intended use of technology resources by denial of service attacks or other hacking activities.
3. Any attempt to gain unauthorized access to information.
4. Any unauthorized invasion (or attempted invasion) of the privacy of others.



The following activities are prohibited using LMC's technology resources:

1. Violating any federal, state, local, or common law, or statute.
2. Violating any libel or slander laws.
3. Installing institutionally owned software on personally owned computer unless the college's software agreement with licensor permits such use. Sharing account numbers or passwords with someone else.
5. Publicly disclosing or violating privacy of an individual by sharing personal, confidential or private information such as home addresses, phone numbers, student ID, etc.
6. Communicating a false identity or representing someone else.
7. Using any college network or other communication system to obtain or disseminate pornography.
8. Using technology for private business or product advertisement or political lobbying.
9. Seeking to gain unauthorized access to computing resources or data.
10. Changing an official record using the identity of another in an unauthorized manner.
11. Loading software on college owned computers unless approved by Information Technologies.
12. Using peer to peer networking, illegal downloading or other means to violate copyright laws through the sharing of copyright restricted material.
13. Using college technology resources to violate copyright laws, such as copying software for which one is not the registered owner, or by illegally distributing or consuming copyright protected software or digital content.
14. Engaging in activities that damage or disrupt hardware, software, or communications, such as virus creation and propagation, wasting system resources, and overloading the network with excessive data requests.
15. Transmitting or making accessible offensive, annoying, or harassing material, such as broadcasting unsolicited messages (SPAM) or sending mass emails.
16. Intentionally accessing or damaging systems or information or using any system for illegal activities.
17. Attaching any computer or network device that is not owned by LMC to LMC wired Ethernet infrastructure.
18. Enabling or otherwise implementing any wireless radio equipment which interferes or has the potential to interfere with the college's existing IEEE 802.11 wireless network.
19. Implementing any wireless networking equipment or application for the purpose of relaying or retransmitting any LMC data network communication.

The college seeks to protect the civil, personal, and property rights of those who use its technology resources, as well as those whose student or employment records are maintained on its computing systems. Any unlawful attempt to access these resources is a serious offense, which will be addressed by college disciplinary or legal action as outlined in LMC Policies and the LMC Code of Conduct. Such conduct may also be subject to criminal or civil legal action and may be reported to governing authorities as required by law.

### **Amnesty of Semester Policy**

Amnesty of Semester is the removal from consideration for student grade point average, program completion and graduation, all academic classes and the grades received for such classes during the college semester(s) for which amnesty is granted. Amnesty of Semester, if granted, applies only to Lake Michigan College; there is no guarantee expressed or implied that Amnesty of Semester will be recognized by any other institution.

- A. Any student who has been enrolled in academic classes may apply for Amnesty of Semester.
- B. Amnesty of Semester may be requested for one of the following:
  1. A maximum of the first eighteen (18) semester hours of credit earned or failed during the first two (2) consecutive semesters of attendance at Lake Michigan College (may not use partial semester); or
  2. Any single semester of enrollment at Lake Michigan College totaling not more than 18 credit hours.
- C. A minimum of one calendar year must elapse between the semester(s) being considered for Amnesty of Semester and the granting of the request.
- D. Amnesty of Semester will not be granted for a partial semester(s) and, if granted, shall apply to all credits earned or failed taken in the semester(s) for which Amnesty is granted, regardless of the grade received.
- E. Amnesty of Semester if granted, results in none of the affected coursework being counted for admission to restricted programs, graduation, and/or meeting program requirements at Lake Michigan College.
- F. Amnesty of Semester does NOT remove any course/grade at Lake Michigan College, which would normally be on a transcript, from the academic transcript. Any semester(s) for which amnesty is granted shall be so identified on the transcript.
- G. A student may be granted Amnesty of Semester only once at Lake Michigan College; Amnesty of Semester is final and cannot be revoked or rescinded by the College or the student.

## Attending Class

It is consistent with the college philosophy that regular class attendance is necessary if the student is to receive maximum benefit from the course. Students are expected to be fully prepared and to attend every class and laboratory period for which they have registered. Absences should be explained to the instructor and must be made up by the student in a way satisfactory to the instructor within a reasonable period of time after returning to class. Attendance is a requirement for most financial aid awards. There are special events and circumstances that may make it desirable that students miss one class in order to attend the special session of another class. However, if this is the case, attendance at the special session should be optional. The class originally scheduled for the time period involved has priority. Students, after having consulted with the instructors involved, must make the ultimate choice regarding which class session or event to attend. Although circulation of lists of students expected to attend a special event is desirable to notify colleagues of an impending conflict, unless signed and approved by the dean, such a list does not constitute an excused absence. In the case of an excused absence, students should be given an opportunity to make up graded, in-class exercises that were missed. Graded materials done outside of class, but due on the day missed, should be completed prior to an excused absence. If there are recurring special events, such as athletic contests, in which attendance by students will be required, students and advisors should not schedule any classes that conflict with the special events. If occasional conflicts cannot be avoided, contacts should be made as early as possible with all involved instructors so that adequate planning can be made to avoid putting students in a position where they will be penalized for non-attendance. A student who claims illness as a cause for excessive absence must be prepared to present a statement from the attending physician. If absences are incurred at the end of the semester or during the final examination, a grade of Incomplete may be given. Two weeks of consecutive absences or failure to attend 20 percent of the scheduled semester contact hours for a class makes a student subject to withdrawal from the class at the recommendation of the instructor. Students in the Nursing and Radiologic Technology programs are subject to withdrawal from class if absences exceed one week's class and clinical hours. Technical classes are also included where hazardous conditions may cause injury to students or damage to equipment through misuse. Lake Michigan College will comply with legal requests of governmental and private agencies for information on student attendance.

**Note:** Students are responsible for dropping or withdrawing from courses. LMC does not drop or withdraw based on attendance.

## Class Attendance and Financial Aid

Financial aid is earned by attending your classes, so non-attendance means you have not earned your aid. If you are listed as not attending your classes, your financial aid (including loans) will be removed from your account. See Tuition and Financial Aid Information to learn more.

## Class Registration

Website: [wavelink.lakemichigancollege.edu](http://wavelink.lakemichigancollege.edu)

Exact deadlines for all course changes are established and published each semester. No course changes may be made after the deadline except when initiated by the instructor because the student has been misplaced and the change is approved by the departmental dean. Each student is responsible for his or her course schedule and any changes to it, such as adding, dropping, or withdrawing. WaveLink displays all courses for which a student is enrolled. Each student should print and inspect a schedule of his or her classes from WaveLink after registration and each time a change (drop, add, etc.) is made. Any discrepancy should be addressed immediately by making the appropriate change in WaveLink. Students requiring assistance may call or visit the One-Stop Registration area on any LMC campus.

## Adding a Class

Students add course work to their schedule by enrolling through their WaveLink account. Students requiring registration assistance may call or visit the One-Stop registration area on any LMC campus. Students may register for Open Entry/Open Exit or Open Entry/Defined Exit courses throughout the semester up to the last two weeks of the semester.

## Auditing a Class

To audit is to take an academic course for no credit. Some of the reasons for auditing are personal exploration, enjoyment or gaining insight into a new subject. A student wishing to attend a credit course on a no-credit basis may register to audit the course; however, when openings in a class are limited, preference shall be given to students enrolling for credit. Tuition is paid at the same rate as for a credit course and the same attendance and registration policies apply. Students receiving Financial Aid or Veteran's Benefits will not be certified to receive aid or benefits for audited courses. A student may change from audit to credit and vice versa only during the Add/Drop period. Audited courses are not eligible for graduation.

## Discontinuing Attendance

Discontinuing attendance in a class does not constitute dropping or withdrawing from a course. Failure to officially drop or withdraw from a course that the student is not attending will result in the grade earned according to the grading criteria outlined in the course syllabus. A drop or withdraw is not official until the student successfully completes and verifies the

drop action in WaveLink or completes the appropriate withdraw form and delivers it, in person, to the One-Stop Registration area on any LMC campus. No student should assume that an instructor has dropped or withdrawn him/her from a course. Requests to add, drop, or withdraw from classes that are mailed, faxed to **(269) 927-6874** or emailed from your LMC student email account to **records@lakemichigancollege.edu** to the college will be honored only if they are postmarked or received by the posted deadline. Mailed, emailed or faxed requests must contain a readable copy of a photo ID which contains the student's signature, full name, LMC ID number, specific instructions for amending the schedule, and the student's signature matching the signature on the photo ID. Unsigned requests will not be honored.

### **Dropping a Class**

Students drop classes through their WaveLink account during the published drop for refund period. Students requiring assistance to drop a course may call or visit the One-Stop Registration area on any LMC campus. The student will receive a refund of any tuition and fees already paid for the dropped course. All Lake Michigan College refunds are distributed through a third party provider. Visit your WaveLink account to learn more about refunds. Students may drop a course only during the published drop dates. Late starting and Open Entry/Open Exit or Open Entry/Defined Exit courses permit a drop up to the end of the third day after registration and must be completed at the One-Stop Registration area of any campus.

### **Withdrawing from a Class**

Students receiving financial aid (this includes grants, most scholarships, loans, and work study), must contact the Financial Aid Office at **finaid@lakemichigancollege.edu** or **(269) 927-8112**, and meet with an advisor prior to withdrawing from any course. Students withdraw from a course by submitting the withdraw form directly to the One-Stop Registration area on any campus. Withdraws are not available through WaveLink. A withdraw does not qualify for a refund of tuition and fees. During the first 80% of the course, a student may withdraw with a guaranteed "W" grade. During the final 20% of the course, the student must confer with the instructor to request permission to withdraw. Permission to withdraw is solely at the discretion of the instructor. Withdraw requests received after the last day of the class will not be honored.

### **Independent Study**

At Lake Michigan College, students have the opportunity to participate in Independent Study course work. This must be arranged with a supervising instructor and must be approved by the appropriate dean. Independent study is designed to provide an opportunity for outstanding students to pursue special

or advanced study topics. Independent study may be elected for one or two semester hours of credit, depending on the nature of the project undertaken. The amount of credit assigned is determined by the student, the supervising faculty member and the appropriate dean. Enrollment for Independent Study will take place during regular registration only.

### **Open Entry/Open Exit (OE/OE) and Open Entry/Defined Exit (OE/DE) Courses Registration & Completion**

Open Entry/Open Exit (OE/OE) and Open Entry/Defined Exit (OE/DE) courses are self-paced classes designed to allow students more flexibility in completing some of their coursework. Courses offered in these formats are identified as such in the class schedule. An Open Entry/Open Exit course allows the student to complete the course by the end of the following semester, if necessary. Students may register at any time up to the last two weeks of the semester; however, students who enroll after the semester has begun must begin the course immediately upon enrollment. Students must engage in at least one instructional activity within the first week of enrolling in the course to maintain academic progress. After that, students should work to complete the coursework as quickly as they are able. Open Entry/Open Exit courses must be completed by the end of the next full semester. Open Entry/Defined Exit courses must be completed within the semester the student registers.

Students must register no later than two weeks prior to the end of the semester; however, students who enroll after the semester has begun must begin coursework immediately upon registration and complete at least one instructional activity within the first week of registering for the class. Open Entry/Defined Exit courses do not extend into the following semester.

### **Grading**

If an Open Entry/Open Exit course is not completed by the end of the semester in which the student enrolled, students will receive an IP (In-Progress) at the end of the term. Sufficient academic progress toward completion, as defined in the course syllabus, will determine if a student is eligible for an IP or will receive a failing grade. Students, therefore, must satisfy requirements for continued progress before an IP will be awarded. If an IP is awarded, students have until the end of the following semester to complete their coursework. An Open Entry/Defined Exit course must be completed by the end of the semester, regardless of when the student enrolled for the course. The grade earned will be recorded on the student's transcript.

### Withdrawal from an OE/OE or OE/DE Course

Students may withdraw from an OE/OE or OE/DE course with a "W" up through 80% of the allotted completion time of the course. Students should consult the college's web site for specific dates. Late withdrawals are solely at the discretion of the instructor and must be completed on the appropriate form with the instructor's signature.

### Dropping an OE/OE or OE/DE Course

Students who register for an OE/OE or OE/DE course by the last day to add courses for the semester may drop the course according to the published semester drop date. OE/OE or OE/DE courses registered for after the full last day to add may be dropped within three days of the posted registration by visiting the One Stop area on any LMC campus. For OE/ OE or OE/DE courses dropped.

### Special Note for Financial Aid Students Enrolled in Open Entry Courses

Students MUST begin work on their Open Entry course (whether it is OE/OE or OE/DE) before the financial aid for the class will be released to the student's account. Students must continue regularly participating in the class to maintain academic standards of progress for the course. If students do not continue working on the course, (more than two weeks with no class activity) through at least the 60% point of the semester in which they enrolled, the financial aid award may be recalculated and possibly reduced, which could result in the student owing the college or the Department of Education for previously awarded financial aid. Students with a financial hold on their account may not be permitted to enroll in future terms.

### Class Schedule

Website: [lakemichigancollege.edu/schedule](http://lakemichigancollege.edu/schedule)

Class schedules are digitally published for fall, spring, and summer semesters and include course offerings for all campuses as well as online courses. The class schedule for the current semester may be found at the above web address.

### College Life Studies

If you are a student attending Lake Michigan College for the first time and if you need to take pre-college-level courses in any two of the three basic skills areas (English, Mathematics, Reading), you are required to enroll in CLS 103, Higher Learning Strategies, during your first term.

### English as a Second Language

Website: [lakemichigancollege.edu/esl](http://lakemichigancollege.edu/esl)

**Benton Harbor Campus..... (269) 927-4557**

Individuals who speak English as a second or additional language are considered to be English Language Learners (ELLs). All incoming ELL students seeking an academic degree or certificate program at LMC are

assessed relative to reading and writing to determine enrollment eligibility and class placement. ELLs who do not meet E or R through these placement assessments may be eligible to enroll in English for Academic Purposes (EAP) language support courses EAP 091, 092 and 093, depending on their scores on these placement assessments. These classes are comparable to LMC's Transitional Studies reading and writing courses but designed specifically for ELLs.

Non-immigrant ELL international students seeking an academic degree at LMC must demonstrate a minimum level of academic English proficiency prior to enrollment as part of the admissions and F-1 visa application process. ELLs who have not completed four years of high school education in English must earn at least 61 on TOEFL iBT, 6.0 on IELTS, or 69 on MELAB in order to be eligible for an F-1 visa with LMC.

ELL community members looking to develop their English language skills for general use in living, workplace, or social interaction contexts and are not interested in seeking an academic degree with LMC may enroll in the College's Community Education ESL classes.

For more information, contact the Director of English as a Second Language (269) 927-4557.

### Grade Point Averages

Grade Point Averages (GPA) are often used to determine your eligibility for university entrance, standing on academic achievement lists and minimum graduation requirements. You can review your GPA on your unofficial transcript in WaveLink.

### Semester GPA

To calculate your semester GPA, set up four columns. In the first, list your credits. In the second column, list your subjects. In the third column, write your letter grades. In the fourth column, record your points, i.e. A=4, B=3, C=2, D=1, E=0. Multiply the point value of each grade by the credit value of the subject. Add up the points of the fourth column, and divide this by the number of credits listed in the first column.

#### EXAMPLE:

Credits	Subjects	Grades	Calculation	Points
3	English 101	B	3X3	9
3	Math 101	C	3X2	6
3	Political Science 101	A	3X4	12
3	Chemistry 101	A	3X4	12
3	Computer Science	C	3X2	6
15 Total				45 Total
45 / 15 = 3.00 GPA				



## Cumulative GPA

To compute your cumulative grade point average, add up the total number of points earned and divide by the total number of credits. This is your cumulative GPA.

## Grading Policies

- Students who have completed all course requirements as defined by the instructor will be issued grades of A, B, C, D, or E. Students who do not complete the semester, but whose standing in the course is passing, whose extenuating circumstances are beyond their control, and whose unfinished work is minimal, may be issued a grade of "I" (Incomplete). Such a grade must be removed as arranged with the instructor, but not later than the last day of classes one year later, or it will be treated as a grade of "E". An "I" is computed in the GPA as an "E" and may affect financial aid eligibility. An "IP" (In Progress) grade will be assigned to students who are enrolled in open entry/open exit (oe/oe) classes and other classes that cross semesters, and have not completed their assigned work at the end of the semester in which they are enrolled. Work must be completed by the end of the following semester excluding Spring and Summer and a grade will be assigned. An IP grade will not be computed in the student's GPA.
- All other grade changes must be made within one semester of their issuance.
- Students who withdraw from class(es) through 80% of the semester will be assigned a grade of "W."
- Grade Point Average (GPA). A, B, C, D, E, and I will be computed by dividing GPA points by GPA hours. Grades for remedial courses (099 and below), IP, W, S and U will not be computed in the Lake Michigan College grade point average. Contact the Office of Records & Registration for more information at (269) 927-8107.

## Reporting and Availability of Grades

Students' final course grades will be available within one week after the close of each semester through WaveLink.

Students with an unpaid balance with the college for any reason will have a hold placed on their account which prevents the release of official transcripts; however, final grades can still be viewed.

## Graduation and Commencement

### Graduation

Graduation refers to receiving a degree, diploma, or certificate once you have been certified by the college as having met all requirements.

A graduation application is required for each degree or certificate you wish to earn. There is no charge associated with the graduation application.

After you submit an application for graduation, confirmation is made that all graduation requirements have been met, and the degree or certificate is noted in the LMC student information system so that it displays on your LMC transcript. Diplomas are printed and mailed after the degree confirmation process is complete, within 30 days after the end of the semester.

Students who apply for May graduation will be allowed to finish any coursework during the immediately following spring and/ or summer term. May graduates who have not completed their coursework by the end of the summer term will have to re-apply for another graduation date.

### Commencement

The graduation (cap and gown) ceremony is an event called commencement. It is an opportunity for students, families, friends and the LMC community to celebrate your academic accomplishments. Participation in the ceremony does not mean that you have graduated and you will not receive your degree or diploma on that day. LMC holds one ceremony in May of each year.

### Honors Status

A student needs at least thirty (30) semester hours at LMC with the appropriate GPA prior to the semester of graduation to qualify for academic recognition during the commencement ceremony.

- **Highest Honors 4.00**
- **High Honors 3.75**
- **Honors 3.25**

The honors status identified at the time of application for graduation for eligible students will be used for purposes of the graduation ceremony only. Final honors status is determined at the time all requirements for a degree or certificate are completed and this final, cumulative GPA will determine honors status on the official transcript.

### Out-of-Class Testing

Website: [lakemichigancollege.edu/out-of-class-testing](http://lakemichigancollege.edu/out-of-class-testing)

Photo ID and appointment required; Includes course-based testing, health science proficiency testing, CLEP testing, licensure and certification testing, and testing for other colleges' courses.

**Benton Harbor Campus..... (269) 927-6173**  
**Niles-Bertrand Crossing Campus ..... (269) 695-1391**  
**Room 111**  
**South Haven Campus ..... (269) 637-7500**  
**Room 123**

## **CLEP and Pearson VUE Testing**

**Benton Harbor Campus.....(269) 927-6173**  
**Niles-Bertrand Crossing Campus .....(269) 695-1391**  
**South Haven Campus .....(269) 637-7500**

### **CLEP Testing**

The College Level Examination Program (CLEP), sponsored by the College Entrance Examination Board, affords students and prospective students the opportunity to demonstrate academic proficiency at the freshman/sophomore college level in specific subject areas. (While CLEP does offer general examinations, Lake Michigan College does not accept these examinations for college credit.) The specific subject area examinations measure factual knowledge and understanding, as well as the ability to see relationships and apply principles to new problems. They are essentially end-of-course tests developed for widely-taught undergraduate courses.

### **Pearson VUE Testing**

Lake Michigan College is an official Pearson VUE testing facility. To learn more, call the the LMC Testing Center or visit [pearsonvue.com](http://pearsonvue.com).

## **Repeating Courses**

Courses that are repeated will result in the highest grade earned to be used for calculation of the GPA, compute honor points, and fulfill requirements for graduation. Any course in the college catalog may be taken more than once to better a grade; however, only those courses so specified in the catalog's course description can be taken more than once for additional credit. No course may be retaken more than three times for credit; this means one original and three retakes for a total of four times for course credit.

## **Student Complaints: Academic**

Lake Michigan College strives to resolve all student complaints in a fair and expedient manner. This policy and procedure pertains to complaints that involve instruction or academic matters. An academic complaint is any non-civil rights\* related complaint generated by an individual student concerning the work-related activities of a faculty member (e.g., grade dispute). Academic complaints may include, but are not limited to, issues regarding evaluations of academic work (e.g., examinations, quizzes, papers, final course grades, etc.), and/or failure of a faculty member to follow college policies and/ or procedures as they relate to instruction or academic matters. Students who have complaints that involve issues that are general in nature and are not related to instruction or academic matters, such as complaints about non-teaching college staff, the parking lot, snow removal, bathroom maintenance, facility issues, etc., should refer to the Student Complaint: General policy and procedure.

### **Step 1:**

Students having concerns or complaints about an academic matter should first submit her or his complaint in writing to the appropriate faculty member in an effort to resolve the issue(s). If the faculty member does not respond within seven (7) calendar days, move on to Step 2.

### **Step 2:**

If, after discussion with the appropriate faculty member, the dispute is not resolved, or if the faculty member does not respond to the written complaint within seven (7) calendar days, the student may appeal in writing to the appropriate department chair or program director within ten (10) business days of notification of the faculty member's decision. The written complaint must specifically address the date and time of the alleged conflict or action, the date and time of the student meeting with the faculty member, a summary of the complaint along with any relevant documentation and specific resolution the student is seeking. The department chair or program director will meet with the persons involved, attempt to resolve the issue, and then render a decision within five (5) business days. The decision will be communicated to the student in writing with a copy to the faculty member.

### **Step 3:**

If the dispute is not resolved in Step 2 in a manner acceptable to the student, the student may appeal the decision in writing to the appropriate academic dean within ten (10) business days of notification of the department chair's or program director's decision. The written complaint must include the written complaint submitted to the department chair or program director, the department chair's or program director's written decision, and any additional supporting documents, the dean will meet with the persons involved in an attempt to resolve the issue and then render a decision within five (5) business days, which will be communicated in writing. The decision will be communicated to the student in writing with a copy to the faculty member. The decision of the Dean is final and cannot be appealed.

### **Grade Appeal Decision Guidelines**

When appealing a grade, the student is responsible for providing factual information and documentation in writing to support the grade modification he/she is seeking. If appealed beyond Step 1 of the student complaint process described herein, the department chair or program director and Dean shall carefully consider whether or not the grade and the decisions leading up to it were (a) within the scope of the authority of the individual making the decision, (b) made in accordance with established policies and procedures, and (c) neither arbitrary, capricious, nor in bad faith.

If a student appeals her/his final grade for a course, the formal appeal is to be submitted within the semester or term immediately following the one in which the course grade was received. All other complaint(s) must be submitted within ten (10) business days of the date of the complained of action.

### **\*Civil Rights Issues**

This policy and procedure does not apply to issues related to sexual harassment, civil rights, Title IX, and disability concerns. Complaints or concerns related to civil rights issues should be discussed with the Executive Director of Human Resources and Diversity at **(269) 927-8102**. Please see the Non-Discrimination Policy at **[lakemichigancollege.edu/policies](http://lakemichigancollege.edu/policies)**.

### **Out-of-state Students Taking Distance Education Courses**

LMC distance education students wishing to file a formal complaint must first seek resolution through LMC's Student Complaint Policies and Procedures. LMC participates in the State Authorization Reciprocity Agreement (SARA) through the state of Michigan. If a student's complaint cannot be resolved internally at LMC, the student may file a complaint with Michigan Department of Licensing and Regulatory Affairs.

### **Sharing Disclosure**

All complaints submitted in writing, signed by a student, and addressed to or submitted to an academic officer will remain on file for a minimum of ten years and may be shared with agencies that accredit the college or its programs unless the student expressly prohibits the college from doing so.

### **Transcripts**

Website: **[lakemichigancollege.edu/transcripts](http://lakemichigancollege.edu/transcripts)**

Official transcripts can be ordered through WaveLink; fees apply. Unofficial transcripts can be viewed in WaveLink at no charge. Official transcripts will not be issued if there is an outstanding balance or hold on your account. Visit the website for more information.

# Code of Conduct

## Introduction and Purpose

Lake Michigan College seeks to foster a secure learning environment. The Student Code of Conduct sets forth expectations for individuals who choose to become part of the college community. Students attending LMC are responsible for adhering to its Student Code of Conduct, Rules, Regulations, college policies, and all local, state and federal laws.

## Definitions

- **Accused Student** – Any student accused of violating this Code of Conduct or the general college rules.
- **Admission Review Panel** – This panel will review and make decisions related to applicants interested in enrolling, enrolled students' continued enrollment, and suspended students' request for reinstatement to the college.
- **Appeal** – A request to review a previous college decision. All students are required to state their appeal in writing at the time they begin the appeal process.
- **Behavioral Intervention Team (BIT)** – The BIT's responsibility is to identify and Coordinate services or intervention strategies for a broad range of student behaviors, including but not limited to mental illness, substance abuse, and disruptive conduct. The use of behavioral intervention teams is a method for identifying and responding to student conduct issues in an educational setting. The BIT has been charged with upholding college policies and maintaining a healthy environment for the college.
- **Campus Designee** – A college appointee who is responsible for initiating the judicial process at the local level.
- **College** – Lake Michigan College
- **College Officials** – Administrative and executive officers and their designees.
- **Complainant** – Any person who submits a charge alleging that a student violated this Code of Conduct or the general college rules.
- **Criminal Activity** – Any alleged violation of local, State, or Federal laws.
- **Off-campus** – Off-campus classes, including online, utilize LMC resources including faculty, internet, or intranet services, whether or not directly operated by LMC.
- **On-campus** – All property owned, operated, maintained, controlled, or leased by LMC.
- **Property Belonging to LMC** – All land, buildings, facilities, or other grounds or structures, including adjacent streets and sidewalks, or any item in possession of or owned, used, loaned, leased, maintained, or controlled by LMC or funded by LMC budgets, including computers and network systems,

library materials, classrooms, and laboratories used for LMC purposes.

- **Student** – an individual, who is currently enrolled, has been enrolled, or who has applied to be enrolled at Lake Michigan College.
- **Student Appeals Committee** – A group of persons authorized by the Vice President, Student Engagement and Support (or his/her designee) to consider whether a student has violated the Code of Conduct.

## Jurisdiction

This Code applies to:

- The on-campus conduct of all students and registered student organizations.
- The off-campus conduct of students and registered student organizations in direct connection with the use of college resources, including the campus network; academic course requirements, such as internships, field trips, international study, or experiential learning activities; any activity supporting the pursuit of a certificate or degree, such as research at another institution; and any activity sponsored, conducted, or authorized by LMC or by registered student organizations.
- Off-campus conduct that negatively impacts LMC such as threats of violence or physical harm, unlawful harassment, or other conduct which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk.

This Code also applies to:

- Any activity that causes substantial risk of destruction of property belonging to LMC or causes serious risk of harm or endangers the health or safety of members of the LMC community, including students, staff, and members of the public when participating in LMC events or activities.
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for criminal activity.

## Student Rights

Students of LMC are guaranteed all rights, privileges, and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at LMC assume a responsibility for the college's student conduct regulations, just as they assume a citizen's responsibility to abide by Federal, State, and local laws. Violation of statutory laws or the college student conduct regulations or specific departmental rules may lead to disciplinary action(s) by LMC.



## Student Responsibilities

Students are expected to conduct themselves as responsible individuals in accordance with institutional policies, rules, and regulations. In developing responsible student conduct, the institution prefers advisory, guidance, admonition, and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

## Prohibited Conduct

Misconduct for which students are subject to disciplinary action falls into the general areas of academic dishonesty, threatening physical and verbal behavior, and violations of civil or criminal statutes and/or institutional policies, rules and regulations. A student found to have committed or attempted to commit the following misconduct is subject to disciplinary sanctions:

- **Abusive Behavior:** Any conduct, including but not limited to, physical harm or abuse, bullying, verbal abuse, use of profanity, threats, intimidation, harassment, or coercion, or any behavior that threatens or endangers the health, safety, or well-being of any person is prohibited at any location providing college services.
- **Academic Dishonesty:** Cheating and plagiarism are the two most obvious forms of academic dishonesty. No student shall engage in behavior that, in the judgment of the instructor of the class, constitutes cheating, fabricating, lying, plagiarism, or theft of academic property. In brief, plagiarism is borrowing ideas, words, organization, etc., from another source or person and claiming them as original. Any dishonest activity may result in failure of specific assignments or an entire course.
- **Acts of Dishonesty:** No student shall furnish false and/or misleading information to any official, college employee or office nor engage in forgery, alteration or misuse of any college document, record or instrument of identification.
- **Alcohol Violation:** the unlawful manufacturing, distribution, possession and/or sale of alcoholic beverages (except as expressly permitted by college regulations) or public intoxication on any LMC property or off campus sites such as hospitals or clinics.
- **Drugs Violation:** the unlawful manufacturing, distribution, possession and/or sale of marijuana, narcotics, or other controlled substance except as expressly permitted by law. This includes the possession of paraphernalia. The Michigan Medical Marijuana Act of 2008 (MMMA) notwithstanding, LMC is subject to the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. The use or possession of medical marijuana is not permitted anywhere on LMC's campuses.
- **Assembly:** No student or students shall assemble in a manner that obstructs the free movement of persons about the campus or that interferes with the normal operation of college programs and services.
- **Athletic Misconduct:** The Athletic Department imposes a higher standard of conduct on its student-athletes. Please refer to the Athletic Department for more information regarding the Athletic Code of Conduct.
- **Classroom Misconduct:** Classroom misconduct is any substantial behavior which disrupts or interferes with the learning experience, or disrupts the academic atmosphere of the institution including college-sponsored events and activities. Students are required and expected to conduct themselves as mature, considerate adults. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.
- **Compliance with Applicable Law:** No student shall violate any college policy, rule or regulation or other local, State or Federal law, ordinance or regulation on college owned or operated property or in connection with any college-sponsored program, course of study or activity. Complicity in violating the Code of Conduct includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual, or group committing or attempting to commit a violation of the Code, he or she is required to remove him- or herself from the situation and report it to the college.
- **Contracts:** No student shall enter into any contract in the name of the institution except with prior written authorization from appropriate college officials.
- **Failure to Comply:** A student shall comply with the direction of institutional officials, faculty, staff, or security officers in performance of their duties and identify oneself to these people when requested to do so. All students will carry a current LMC-issued photo identification.
- **Gambling:** A student shall not engage in any form of gambling on college-owned or operated property that is not a college-sponsored activity.
- **Harassment:** No student shall engage in harassment of another person. This shall include but not be limited to stalking, sexual or racial harassment and verbal and/or physical actions.
- **Indecent or Obscene Behavior:** A student shall not engage in any vulgar, unbecoming or obscene behavior.

- **Obstruction/Abuse of Grievance Procedure:**

Includes but is not limited to:

- Failure to comply with a summons of the Student Appeals Committee.
- Falsification, distortion, or misrepresentation of the information to the Student Appeals Committee.
- Disruption or interference with the orderly process of a discipline hearing.
- Attempting to discourage an individual's proper participation in or use of the Student Discipline Grievance Procedure.
- Attempting to influence the impartiality of a member of the Student Appeals Committee prior to and/or after a Student Discipline Grievance Procedure.
- Verbal or physical harassment and/or intimidation of a member of Student Appeals Committee prior to, during, and/or after a Student Discipline Grievance Procedure.
- Failure to comply with decisions, recommendations or sanctions imposed by the Student Appeals Committee.
- Influencing or attempting to influence another person to commit an abuse of the Student Discipline Grievance Procedure.
- **Other Prohibited Misconduct:** The college reserves the right to evaluate and document special cases and to refuse admission and/or continued enrollment if the college determines that the applicant/student is a threat or a potential danger to the college community or if such refusal is considered in the best interest of the college. The Vice President, Student Engagement and Support may specify other behaviors that shall constitute student misconduct, subject to the approval of the president.
- **Safety:** A student shall not engage in behavior that violates any safety rules of any classroom, laboratory, or other institutional facility. This shall include, without limitation, the wearing of any required personal safety equipment and following prescribed methods and procedures for handling and disposing of materials, which may be hazardous, unstable, contagious, etc.
- **Signs:** A student shall not erect or display signs or posters on college-owned or operated property unless authorized by the institution. A student shall not deface, alter, tamper with, destroy or remove any sign or inscription on college-owned or operated property.
- **Soliciting:** A student or organization may not use institutional facilities, solicit funds or goods on or off-campus, or schedule activities unless such action has been approved by appropriate institutional officials. Students may post information on identified, public boards on each campus.

- **Smoking and Use of Tobacco:** Smoking and use of tobacco products are strictly prohibited except personal vehicles and designated exterior smoking areas only.

- **Theft or Abuse of Electronics and/or Technology:** No student shall engage in the theft or abuse of electronics and/ or technology, including but not limited to:

- Unauthorized entry into a file to use, read, or change the contents for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another user's identification and password
- Use of computing facilities to interfere with the work of another student, faculty, or staff member or college official
- Use of computing facilities to interfere with the normal operation of the instructional computing system

- **Theft and Vandalism:**

A student shall not engage in attempted theft of and/or damage to property of the institution or a member of the college community or other personal or public property.

- **Use of Institutional Facilities:** Unlawful or unauthorized use of the institutional facilities is prohibited.

- **Weapons:** A student shall not possess, use, or threaten to use weapons or explosives on any college-owned or operated property or at a college-sponsored activity except as specifically authorized in writing by appropriate college officials. (Also see the Weapons Free Campus Policy.)

## Judicial Process

When reports of alleged violation of the Code of Conduct surface, they are addressed by the Vice President, Student Engagement and Support or designee. The steps followed to resolve formal disciplinary matters are called the judicial process. The judicial process exists to ensure that basic due process is granted to all LMC students who find themselves in conflict with the college standards. Students, faculty, and staff may report possible infractions.

## Due Process

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of the state of Michigan and Lake Michigan College. Due Process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations. Due process requires that the Vice President, Student Engagement and Support or designee shall meet with the student as soon as possible after the alleged violation of the Code of Conduct and at such meeting the Vice President, Student Engagement and Support or designee shall provide the student

with (1) notice of the alleged violations of the Code of Conduct, (2) the facts upon which the alleged violation is made, and (3) an opportunity to discuss the alleged violations and to be heard. Within five (5) school days of the meeting, the Vice President, Student Engagement and Support or designee will provide the student with notice of the decision and information regarding the appeal process, if applicable.

## Incident Reporting Process

Anyone wishing to report student misconduct shall document all relevant information on the Maxient Conduct Manager System using the Student Conduct/Concerning Behavior form. When an incident report is filed, it is reviewed by the Executive Director, Students in cooperation with the Director, Public Safety and/ or the Vice President, Student Engagement and Support. Following review of the incident report (which may include without limitation, any and all research deemed appropriate regarding the underlying incident), a determination will be made by the Vice President, Student Engagement and Support or designee (in possible consultation with other campus and/ or college leadership) whether charges of misconduct should be filed in response to the incident.

**When a Maxient report of possible infraction of the Code of Conduct is received by the office of the Vice President, Student Engagement and Support or designee, the following process is implemented:**

1. The report of alleged misconduct is reviewed by any of the following: The Vice President, Student Engagement and Support or designee, the Executive Director, Students, or the Director of Public Safety/ Evening Administrator. This review will determine suitable address of the matter, including whether judicial action should be initiated and may include contacting the student reportedly involved in the incident and/or other witness(es) to seek additional, clarifying information. Review of a reported incident does not, in itself, constitute judicial action.
2. If it is determined that judicial action should be initiated to resolve a more serious infraction, an attempt to make personal contact with the alleged student will be conducted. If unable to contact the alleged student a written notice of judicial charges and sanctions is sent to the student's local address listed in college records and a meeting with the accused student(s) is conducted by the Vice President, Student Engagement and Support or designee.
3. Failure or refusal to pick up or accept a letter does not remove the student's obligation to adhere to any instructions, sanctions, or deadlines issued in the letter.

4. A student may not avoid adjudication of an alleged policy infraction by withdrawing from the college. Should a student withdraw or depart from the college before investigation and/or adjudication of an alleged infraction is completed, the judicial process may proceed, and appropriate sanctions for confirmed charges may be issued. Pending resolution of a disciplinary matter, a hold will be placed on the absent student's transcript.

## Discipline Grievance Procedure

The Vice President, Student Engagement and Support or designee handles matters that require disciplinary action at Lake Michigan College. All students at the college are guaranteed due process (See Due Process section of this document) in disciplinary matters. When a student has been charged with misconduct or an infraction of the college rules, the Vice President, Student Engagement and Support or designee will confer with the student charged. Pending action by the Vice President, Student Engagement and Support or designee on the charges, the status of the student will not be altered, nor will his/her right to be present on the campus and to attend classes be suspended, except for reasons related to the safety and/or well-being of other LMC students, employees, or property. The Vice President, Student Engagement and Support or designee shall be the person to make the decision to suspend with regard to safety or property. Disciplinary action taken by the Vice President, Student Engagement and Support or designee toward a student found responsible for misconduct or a violation of college rules may include, but are not limited to, an oral warning up to expulsion from the college. See sanctions.

## Sanctions

Any combination of the following sanctions or other sanctions may be imposed through the judicial process. Multiple and/or repeated violations typically result in increased sanctions. The sanctions listed are not inclusive, but merely serve as guidelines:

1. **College Property Restrictions** – restriction from certain college facilities or property, either physical or virtual, for a definite period of time.
2. **Disqualification** – from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.
3. **Educational Sanctions** – a student is required to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
4. **Expulsion** – the most severe sanction of violation of college policy is expulsion, which results in immediate dismissal and permanent separation from the college. Any student who is expelled due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.

5. **Fine** – a monetary penalty for property damage, theft, or other violations that result in inconvenience cost to others.
6. **Formal Warning** – a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of college policy in the future.
7. **Interim Suspension** – temporarily restrict student(s) from campus/college activities pending a hearing.
8. **Loss of Privileges** – denial of specific privileges for a designated period of time.
9. **Parental Notification** – as permitted by law, the college reserves the right to disclose to parents or legal guardians information about a student's violation of college regulations and policies and Federal, State and/or local laws governing the use of alcohol or a controlled substance. The college may notify parents/legal guardians of alcohol or a controlled substance violation if the student is under the age of 21. The Vice President, Student Engagement and Support or designee determines the circumstances under which parental notification takes place.
10. **Probation** – a period of observation and review. The length of this period of probation will be determined by the Vice President, Student Engagement and Support or designee. If found responsible for violating any college policies or failure to comply with other requirements stipulated during this period, the student may be immediately suspended from the college and/or events pending further disciplinary review.
11. **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
12. **Suspension** – immediate dismissal from classes and activities at the college for at least the remainder of the term/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this time period of suspension may result in expulsion. During suspension, the student is not permitted to visit the college premises or attend any college functions without prior written permission from the Vice President, Student Engagement and Support or designee. Any student who is suspended due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.

## Student Discipline and Due Process

### A. Expulsion or suspension

1. All recommendations for expulsion or suspension shall be directed to the Vice President, Student Services or designee, who may also initiate such action on his/ her own authority. Where such recommendation is received, where the Vice President, Student Services or designee on his/her own authority determines such recommendation appropriate, the Vice President, Student Engagement and Support or designee shall meet with the student within five (5) school days and shall provide the student with (1) notice of the recommendation, (2) the facts or allegations upon which the recommendation is made, (3) an opportunity to discuss the allegations and to provide such information as the student deems appropriate or relevant, and (4) the right to appeal.
2. Upon receiving a recommendation for expulsion or suspension, or upon determining on his/her own authority that such discipline is appropriate, the Vice President, Student Engagement and Support or designee may temporarily prohibit the student from attending any classes or participating in any other college activities until the meeting with the student is held.
3. At the conclusion of the meeting, the Vice President, Student Engagement and Support or designee may either (a) impose such lesser discipline as he/she deems appropriate under the circumstances, or (b) recommend to the president that such student be expelled or suspended. The Vice President, Student Engagement and Support or designee shall notify the student of his/ her recommendation and shall also notify the student of his/her appeal rights.
4. See Student Appeal Process.

### B. Exclusion from a Class or Course, Probation, or Reprimand

All recommendations for exclusion or removal from a course or class for reprimand or censure, or for probation must be initiated by a faculty member or adjunct. Or it may be initiated by the Vice President, Student Engagement and Support or designee upon his/ her own authority. Where such a recommendation is received, or where the Vice President, Student Engagement and Support, deems such discipline appropriate, he/she shall meet with the student within five (5) school days and both will follow the Academic Complaint Procedure.



## **Student Appeal Process for Disciplinary Grievances (non-academic):**

### **Step 1: Violation –Code of Conduct**

Alleged event or alleged code of conduct violation occurs and the Vice President, Student Engagement and Support or designee is notified. Investigation and adjudication of alleged violation occurs. The Vice President, Student Engagement and Support or designee send student(s) a letter describing the allegation(s), or violation(s) and sanction(s) if applicable. Student is informed of rights regarding appeal.

### **Step 2: Student Response**

- A. Student agrees with the findings and the case is closed.
- B. If student disagrees with findings and/or sanction(s), the student can appeal the Vice President, Student Engagement and Support or designee's decision through the Student Appeal Process with the Student Appeal Committee. The student must submit their appeal request in writing to the College ombudsperson within five (5) business days after receiving the final decision from the Vice President, Student Engagement and Support or designee.

### **Step 3: Student Appeal Committee**

(if student disagrees with findings and/or sanction(s)) Within seven (7) business days of receiving the written appeal request the Student Appeal Committee will set a hearing date. The Student Appeal Committee will hear the case and make a final determination as to whether the student violated the Code of Conduct. Within seven (7) business days after the hearing the Student Appeal Committee will render a decision and the decision is final. The college reserves the right for the Vice President, Student Engagement and Support or designee to suspend the normal judicial process under the following circumstances: cases where a student may present a threat of harm to self, or others, to property, or is disruptive to the campus living and learning community.

### **General Provisions**

- a. All documents, communications, and all records dealing with an appeal shall be filed by the Vice President, Student Engagement and Support or designee. All records of actions under this procedure shall be held in strict confidence and will be available to the student initiating the appeal or his/her representative.

- b. Hearings and conferences held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all appropriate persons to be present. When such hearings and conferences are held during college hours, employees who are required to attend shall be excused to do so with no reduction in pay. Students who are required to attend will be excused from classes with no penalty.

## **Student Appeals Committee**

### **1. Jurisdiction**

The Student Appeals Committee shall hear and determine appeals in the following situations: Student-, faculty-, or staff-generated complaints concerning student conduct excluding grades. The decision of the Student Appeals Committee is final.

### **2. Composition**

The Student Appeals Committee shall consist of two (2) students, two (2) faculty from outside the division\*, two (2) administrators outside the division and one (1) classified staff. The Director of Intercollegiate Athletics will chair and facilitate the Student Appeals Committee and is a non-voting member. The student body, Division and Departments will annually create a pool of participants from which to draw committee members. \*Division refers to that of the faculty referenced in the complaint.

### **3. Ombudsperson**

Any full-time staff and/or faculty member can serve as the Lake Michigan College ombudsperson and is appointed by the Vice President, Student Engagement and Support. The ombudsperson's primary duty is to assist students in resolving complaints or disputes within the college. The ombudsperson also helps staff members, instructors, and administrators sort through college rules and regulations that might apply to specific issues and concerns. The ombudsperson carries out these duties in a neutral, confidential, informal and independent manner. The current Benton Harbor Campus ombudsperson is Nicole Hatter, (269) 927-8185.

The Niles-Bertrand Crossing Campus ombudsperson is the Director of Student Services, (269) 695-2988.

The South Haven campus ombudsperson is the Director of the Campus and can be reached at (269) 637-7500.

Following a request for assistance, the ombudsperson will take one or more of the following actions: (1) listen carefully to the concern, (2) explain relevant student rights and responsibilities, (3) review relevant college policies or regulations, (4) suggest fair and equitable options, (5) refer the individual to an appropriate college or community resource, or (6) investigate, when necessary. The ombudsperson is available to all parties

involved in Student Appeals Committee hearings, the final step in an effort to resolve a dispute. Following a request for assistance, the ombudsperson will take one or more of the following actions: (1) listen carefully to the concern, (2) explain relevant student rights and responsibilities, (3) review relevant college policies or regulations, (4) suggest fair and equitable options, 5) refer the individual to an appropriate college or community resource, or (6) investigate, when necessary. The ombudsperson is available to all parties involved in Student Appeals Committee hearings, the final step in an effort to resolve a dispute.

**NOTE:** The ombudsperson is not an advocate for any group on campus; instead the ombudsperson is an advocate for fairness. The ombudsperson also does not provide legal service, represent students or instructors at academic grievance or disciplinary hearings or mediate disputes between or among faculty or between faculty and administrators. The office of the ombudsperson does not accept formal complaints or notice for the college. Members of the LMC community may contact the ombudsperson in person or by e-mail. At any point in the process, the student, faculty, adjunct or staff may enlist the assistance of the LMC ombudsperson for procedural assistance. Any informal records that are generated will be kept on file by the ombudsperson. The above procedure excludes issues related to sexual harassment, civil rights, Title IX, and disability concerns. Complaint procedures for these areas can be found in the college Policies section of the college catalog or directed to the Executive Director of Human Resources and diversity at **(269) 927-8102**. Any questions regarding your rights under Section 504 should be directed to the Student Outreach and Support Services office at **(269) 927-8866**.

### Student Appeals Committee Hearings

The purpose of the hearing is to provide the opportunity for the campus designee or complainant and the respondent to present all relevant information and evidence with regard to the alleged misconduct. The respondent (student) requesting the appeal is encouraged to present new evidence to support their position. It is the responsibility of the Student Appeals Committee, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply college policy, and impose appropriate sanctions if the respondent is found responsible for the alleged violation. College judicial hearings are administrative hearings that allow flexibility and are not courts of law. Students may have an advisor from the college community during the hearings, but not an attorney. The advisor cannot speak or ask questions during the hearings or interrupt the procedures in any way. The judicial process is separate and independent from any civil or criminal action and may proceed even if a related matter is anticipated or pending in other forums. Rules of evidence and the criminal standard of proof

do not apply. Student Appeals Committee members, as applicable, are expected to find a student or student organization responsible for violations of college policies only if the information shows that it is more likely than not that misconduct occurred.

### Student Appeals Hearing Procedures

Whenever a hearing in front of the Student Appeals Committee is to be held regarding an allegation of misconduct, the campus designee or respondent and the complainant shall be given at least three (3) business days' notice of the charges and the date, time, and place of the hearing. Failure of the respondent to attend the hearing will result in the case being heard in his or her absence. The order of presentation of the hearing will normally be as follows:

1. Introductions and reading of the charge(s) by the Student Appeals Committee Chair.
2. The campus designee or complainant presents an opening statement.
3. The accused presents an opening statement.
4. The campus designee or complainant presents relevant evidence and witnesses.
5. The accused may question the campus designee or complainant's witnesses.
6. The Student Appeals Committee may question the campus designee or complainant's witnesses.
7. The accused presents relevant evidence and witnesses.
8. The campus designee or complainant may question the witnesses of the accused.
9. The Student Appeals Committee may question the accused's witnesses.
10. The Student Appeals Committee presents any witnesses called by the Student Appeals Committee itself.
11. First the campus designee or complainant and then the accused may question the Student Appeals Committee's witnesses.
12. Any witness may be recalled for further questioning by any participant.
13. The campus designee or complainant presents a final statement.
14. The accused presents a final statement.
15. The Student Appeals Committee deliberates privately and renders a decision.
16. The Student Appeals Committee Chair sends to accused student the decision in writing within seven (7) business days.

The Student Appeals Committee may ask questions of witnesses at any time and also facilitate the presentation of the case. The Student Appeals Committee may call additional witnesses or seek further evidence relating to a case if the Student Appeals Committee member desires clarification or further information. All hearings shall be closed to everyone except the Student Appeals Committee appropriate college staff, the respondent, the campus designee or complainant, the observer/

recorder selected by the college, and witnesses during the actual time of their testimony. The proceedings of the Student Appeals Committee hearings are presumptively confidential. Unauthorized disclosure of information by any party or witness involved during the hearing process may lead to disciplinary action.

The respondent is entitled to be present at the hearing, to hear and respond to evidence regarding the charges, to present witnesses, and to question witnesses and other evidence. Witnesses must be members of the college faculty, staff or student body; unless the Student Appeals Committee rules that others may appear in the interest of the case. The respondent and complainant must give the names of all relevant witnesses to the ombudsperson at least two (2) business days before the hearing. The respondent and complainant will have access to the names of all witnesses. It is the responsibility of the respondent and complainant to notify all witnesses of the date, time, and location of a hearing. If a witness fails to appear, the hearing shall be held in his or her absence.

All relevant information will be admissible. It is the responsibility of the respondent and complainant to submit all relevant information to the ombudsperson at least two (2) business days before the hearing. The chair, in consultation with the Student Appeals Committee members, will determine relevance. All evidence and information presented to the Student Appeals Committee is expected to be truthful, accurate, and complete. Failure to give truthful and complete information at a hearing may result in disciplinary action for a witness. Following the proceedings, the Student Appeals Committee will meet in a private session to deliberate whether the respondent is responsible or not for the charges based on the Committee's judgment of whether it is more likely than not that misconduct has occurred. The Student Appeals Committee will not provide input on sanction(s) to the respondent. The Student Appeals Committee's decision shall be based only on evidence presented at the hearing. The chair will remain in the session as a resource person, but will not participate in the deliberations. The Student Appeals Committee must reach a majority decision, with all members of the Student Appeals Committee voting. The decision of the Student Appeals Committee is final.

### **Reinstatement to the College**

If a student is dismissed or suspended from one LMC location, that individual is dismissed or suspended from all LMC locations. After the suspension/dismissal period has been met the individual under dismissal or suspension may apply for reinstatement. The suspension/dismissal starts at the time/date of official notification to the student from the Vice President, Student Engagement and Support or his/her designee. Prior to returning to campus, the Vice President, Student Engagement and Support or designee may, if deemed

appropriate, require the student to be assessed by an appropriate psychological provider (e.g., licensed clinical mental health counselor, psychologist, psychiatrist, licensed social worker). The purpose of the evaluation is to assure:

1. The student is safe to return to campus and does not pose an immediate harm to him/herself or others and is able to adequately care for him or herself.
2. The student is able to function both socially and academically and will not cause any disruption to the community and normal functioning of the college. The individual must begin the reinstatement appeal process by informing, in writing, the Vice President, Student Engagement and Support or designee. The letter should include a description of specific goals and supportive steps that the student will implement to help reduce the risk of another episode (or conduct issue) that caused the initial suspension or dismissal from the college. The appeal will be reviewed by the Admission Review Panel and/or the Vice President, Student Engagement and Support, or his/her designee, who will act on the appeal within thirty (30) days of its receipt. The recommendation of the Admission Review Panel and/or Vice President, Student Engagement and Support or his/her designee, will be final. If the reinstatement request is denied, the student may appeal for reinstatement again after an additional five (5) years.

### **Alcohol and Drugs Policy Statement**

The welfare and success of Lake Michigan College (LMC) depends on the physical and psychological health of all its students and employees. The abuse of drugs and alcohol poses a serious threat to the College, its students, and its employees. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants, tranquilizers, marijuana, cocaine, heroin, and other illegal drugs.

Lake Michigan College does not encourage or discourage alcohol consumption for those individuals who are of legal age in the State of Michigan. However, Lake Michigan College requires that when alcohol is consumed on the premises, that it be utilized in a socially responsible manner and only in those public situations with prior approval by the College.

It is the joint responsibility of the College, its students, and its employees to follow the policies and procedures developed to support a safe, drug-free environment.

Be it known, therefore, that Lake Michigan College will make a good faith effort to continue to maintain a drug free work place through the implementation of the following policies:

### **Students**

The manufacture, distribution, possession, unauthorized use or sale of any federally controlled substance and/or alcohol on College premises or while engaged in College activities is punishable by law and is prohibited and will be subject to discipline, including expulsion.

The College will establish such procedures as it finds necessary to effectively enforce this policy.

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Lake Michigan College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by LMC students and employees both on its premises and as a part of any of its activities.

At minimum, an IHE must annually distribute the following in writing to all students and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
2. A description of the legal sanctions under local, state, or federal law for the unlawful possession and distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and alcohol abuses;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation reentry programs that are available to employees or students; and
5. A clear statement that the institution will impose sanctions on students and employees and description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

### **Legal Sanctions**

#### **Federal**

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act as well as other related federal laws, the penalties for controlled substance violations includes, but is not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

### **State**

Under current Michigan state law, "a person shall not knowingly or intentionally possess a controlled substance." If an individual is found guilty of a violation of the state law, they may be subject to large fines and/or imprisonment.

A minor may not "purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content." Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

### **Local**

Berrien County follows State of Michigan laws.

### **Health Risks**

#### **Drug Abuse**

The following subcategories are the most frequently used drugs, listed with their associated risks associated category (ies), per the Partnership for Drug-Free Kids ([www.drugfree.org](http://www.drugfree.org)).

1. Prescription Drugs- covers both legally and/or illegally obtained.
  - a. Prescription pain relievers (Codeine, OxyContin, Percocet, Vicodin) – a large single dose can cause severe respiratory depression that can lead to death.
  - b. Prescription Stimulants (Adderall, Dexedrine, Ritalin) – taking high doses may result in dangerously high body temperatures and an irregular heartbeat. Potential for heart attack or lethal seizures.
  - c. Prescription Sedatives and/or Tranquilizers (Merbaral, Quaaludes, Xanax, Valium) – slows down the brain's activity and when a user stops taking them, there can be a rebound effect, possibly leading to seizures and other harmful consequences.
2. Marijuana (Blunt, Dope, Grass, Hash, Herb, Mary Jane, Pot, Reefer, Skunk, Weed) – can cause memory and learning problems, hallucinations, delusions and depersonalization.
3. Ecstasy/MDMA (Adam, Bean, E, Roll, X, XTC) - can cause severe dehydration, liver and heart failure and even death.
4. Heroin (Big H, Black Tar, Dope, Junk, Skunk, Smack) – chronic heroin users risk death by overdose.
5. Inhalants (Whippets, Bagging, Huffing, Poppers, Snappers, Dusting) – Chronic exposure can produce significant damage to the heart, lungs, liver, and kidneys.



6. Cocaine/Crack (Big C, Blow, Bump, Coke, Nose Candy, Rick, Snow) – can cause heart attacks, strokes and seizures. In rare cases, sudden death on the first use.

## Drug and Alcohol Programs

The following programs are available to currently enrolled students:

1. Substance Treatment Resources in Berrien County:
  - Comfort in Counseling Robyn's Nest (269) 983-6686
  - Harbortown Treatment Center (269) 926-0015
  - Riverwood Center (800) 336-0341
  - Southwestern Michigan Clinic Christian Counseling (269) 429-7727
2. Students who would like information regarding additional alcohol and drug abuse referral services may contact the Executive Director of Students at (269) 927-8150.
3. Educational programs covering drug or alcohol abuse are covered in the Healthful Living, Health and Fitness, and Personal Health classes to acquaint students with the concept of wellness and the relationship between physical activity and optimal Health and fitness.
4. Brochures on underage drinking, drunk driving consequences, and drug use/abuse are available to students in multiple campus locations
5. Informational booths and tables on substance and alcohol abuse are available to students.

## Disciplinary Sanctions

Violations of the codes of conduct are taken very seriously. Disciplinary sanctions apply to students who violate the college's drug and alcohol policy. See Sanctions in the Code of Conduct.

## Annual Notification of the Drug and Alcohol Prevention Program (DAAPP)

The College will provide currently enrolled students with a copy of the Drug and Alcohol Abuse Program notice annually. This notice will be emailed to the student via their Lake Michigan College student email as well as their personal email.

## Oversight Responsibility

The Executive Director of Students shall have oversight responsibility of the DAAPP including but not limited to; updates, coordination of information required in the DAAPP, and coordination of the annual notification to students.

## Smoking Policy

Lake Michigan College is committed to providing a safe and healthy work and learning environment for all students and visitors. Smoking is defined, but not limited to, the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, and/or "vaping" with e-cigarettes, mechanical personal vaporizers (MPVs), or atomizers. It also includes the use of any product intended to mimic tobacco products, contains tobacco flavoring, or delivers nicotine other than for purposes of cessation.

## Smokeless Tobacco

Lake Michigan College prohibits the use of smokeless tobacco products on any of its campuses. This includes chewing tobacco, dipping tobacco (dip), snuff, nasal tobacco (snus) and/or any other variation of smokeless tobacco product.

## Electronic and Mechanical Nicotine Delivery Systems and Vaping

Lake Michigan College strictly prohibits the use of e-cigarettes and/or any other type of electronic or mechanical nicotine delivery system. This includes electronic cigarettes, pipes, cigars, and atomizers or mechanical devices such as mechanical personal vaporizers (MPVs) which use mechanical magnetic switches for activation. While the college recognizes that these products do not contain tobacco, their use looks similar to regular tobacco products and therefore gives the appearance of smoking. The Tobacco-Free Campus policy applies to any property owned or maintained by the college including inside all buildings (including residential living), exterior open spaces except where designated, indoor facilities, on-campus sidewalks, recreational spaces, vehicles owned or leased by the college, and parking lots except in personal vehicles. This policy applies to all employees, temporary employees, students, clients, visitors (customers and vendors), consultants, independent contractors and/or their employees on college property, and any college-sponsored off-site conferences and meetings.

Refer to the campus maps for designated exterior smoking areas.

**The Mendel Center:** Smoking is only permitted within the building when it is part of a stage production.

# Know Your Rights

## Family Educational Rights and Privacy Act (FERPA) Information

Educational records of all Lake Michigan College students are maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA is a Federal law administered by the U.S. Department of Education (Department) and applies to all educational agencies and institutions that receive funding under any program administered by the Department.

FERPA ensures confidentiality of educational records and prescribes conditions under which information about students can be released, while also affording students certain rights with respect to their educational record. FERPA applies to all LMC students regardless of age or parental dependency.

## Notification of Student Rights

A summary of student rights is outlined below. The college's unabridged FERPA policy can be found at [lakemichigancollege.edu/policies/student-information-\(confidential\)---access-to-and-release-of-policy](http://lakemichigancollege.edu/policies/student-information-(confidential)---access-to-and-release-of-policy).

As a Lake Michigan College student under the auspices of FERPA, you have the following rights:

### 1. The right to inspect and review your educational record within 45 days of the date the college receives a request for access.

You should submit the request to the Registrar and identify the records you wish to inspect. The Registrar will make arrangements for access and notify you of the time/place the records may be inspected. By law, exceptions to the right to review include:

- Parental financial information.
- Educational records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student.
- Items outlined in the exclusions to the definition of an educational record.

### 2. The right to request amendment to your educational record.

You may request an amendment of records you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. A request to amend should be made in writing to the Registrar, clearly identifying the part of the record you want changed and specifying why it should be changed. The college is not required to honor the request, only to consider it. If the request is denied, the Registrar will notify you in writing of the decision and the right to a

hearing on the decision. If, after the hearing, the college still chooses not to amend the record, you have the right to place a statement with the record commenting on the contested information. That statement must remain with the contested part of your record for as long as the record is maintained.

While the educational record amendment process may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by the college about you. The intention of the right to request amendment is to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Additionally, if FERPA's amendment process is not applicable to your request for amendment of educational records, the college is not required to hold a hearing on the matter.

### 3. The right to consent to disclosure of personally identifiable information contained in your educational record, except to the extent that FERPA authorizes disclosure without consent.

Information from your educational record may not be released to third parties without your prior written consent; however, there are exceptions to releasing information without a student's approval, as outlined in the college's FERPA policy. Exceptions which do not require approval include Lake Michigan College school officials with legitimate educational interest, as defined below:

**School official:** A school official is a person employed by Lake Michigan College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom LMC has contracted (such as attorney, auditor, or collections agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a grievance or disciplinary committee, or assisting another school official in performing his or her tasks.

**Legitimate educational interest:** A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

#### 4. The right to file a complaint with the

**Department of Education:** A person may file a written complaint with the Department of Education concerning alleged failures by LMC to comply with the requirements of FERPA. Written complaints may be sent to the following office, which administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington DC

A timely complaint is defined by the U.S. Department of Education as an allegation of a violation of the Act that is submitted to the Family Compliance Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

#### Disclosure of Student Information

Students have the right to consent to the disclosure of personally identifiable information contained in the student's educational record, to request that information considered directory information not be disclosed (i.e., to have the entire educational record marked confidential), and to update those preferences as the student deems appropriate.

Students may wish to designate a parent, guardian, spouse, or other person or persons to have the ability to access and/or discuss information which would not otherwise be released without the student's prior written consent. In this case, the student must complete an Authorization to Release Information form and submit it to the Records Office/Office of the Registrar. Any designee will be required to supply the 4-digit PIN the student has submitted in order to speak with faculty or staff over the phone; the designee will be required to supply photo identification and verify the PIN when making a request in person.

College staff will use case by case discretion in each conversation or request and reserves the right to deny any request.

Students may, at any time, choose to rescind previous disclosure preferences. To change the type of information disclosed, to whom the information is disclosed, or to cancel previous authorizations altogether, the student must complete a Cancellation of Authorization to Release Information form to the Records Office/Office of the Registrar.

#### Release of Directory Information

Students may wish to prevent disclosure of the entirety of their education record, effectively making it completely confidential. To do so, the student must

complete a Directory Information Hold & Release form and submit to the Records Office/Office of the Registrar, indicating the request to mark the student's record confidential and thereby preventing the release of all information, including directory information.

Once the student record is marked confidential, regular release of directory information will be prevented which includes, but is not limited to, release of information to potential employers, insurance companies, transfer schools or other requesting companies, listing in the commencement publications at graduation, and listing in publications of the Dean's List or other awards.

The student may remove the confidentiality indicator at any time by submitting a new Directory Information Hold & Release form to the Records Office/Office of the Registrar, indicating the hold should be released and regular directory information disclosure may resume.

The Directory Information Hold & Release form must always be accompanied by photo identification.

Directory information is information in a student's educational record which may be disclosed to outside parties without the student's prior written consent. Disclosure of directory information is generally not considered harmful or an invasion of privacy. In accordance with FERPA, LMC has designated the following student information as directory information:

- Student name, phone number(s), address, email address(es)
- Dates of attendance and enrollment status (e.g., full time, half time)
- Class (e.g., freshman, sophomore)
- Major field of study; degrees or certificates, honors, and awards received; confer dates of degrees/certificates
- Participation in officially recognized activities
- Sport, weight, height, age, and hometown of members of athletic teams and dates of participation
- Most recent previous educational institution attended

The college may disclose any of these items without prior written consent unless notified in writing to the contrary by the student. Requests to withhold directory information must be filed with the Records Office/Office of the Registrar.

An oral or written request for a student's directory information must be directed to the Records Office/Office of the Registrar. The college reserves the right to deny any request for directory information or to charge a fee for information provided in response to a request. The college also reserves the right to request photo identification of the requesting party prior to compliance with such a request.

The primary purpose of directory information is to allow LMC to include this type of information from your education records in certain school publications (e.g., academic honors or other recognition lists; graduation programs; and sports activity sheets). It also allows the disclosure of information to outside organizations without a student's prior written consent in response to requests for individual records. Outside organizations generally include, but are not limited to, businesses with which the student has established a relationship such as insurance companies, banks and employers.

If a student wishes that the college not release his or her directory information, he/she must inform the college in writing by completing a Directory Information Hold & Release form in the Records Office. Upon a student's admission to LMC, directory information becomes available for release, but a student may request at any time after being admitted to the college that his or her directory information be kept confidential.

### **Managing Your Information Privacy**

Students are encouraged to view and discuss their academic and personal information at their own discretion; student information, along with the referenced forms, are available 24/7 via WaveLink.

Any questions or concerns regarding student information can be directed to the Records office at **(269) 927-8107** or **records@lakemichigancollege.edu**. Please do not include any sensitive information in an email, unless using an LMC email account ending in **@365.lakemichigancollege.edu**.

### **Freedom of Expression**

Freedom of thought and expression is essential to any institution of higher learning. Uncensored speech - which does not include a right to harass, injure, or silence others - is essential in an academic community. Members of the college community should understand those standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing upon the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated.

### **Controversial Events and Speakers**

Lake Michigan college reserves the right to control the time, place, and manner of events that occur on campus. The college does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Protesters may be assigned to particular places on campus by college staff or their representative. Demonstrations by members of the college community may occur on campus but must not disrupt the regular operation of the college. The scheduling of a speaker or event known or considered to provoke public controversy requires adequate notice. In addition, the

event sponsor must consult with the Vice President, Administrative Services and Special Assistant to the President (for a department or employee-sponsored event) or the Executive Dean, Student Services (for a student or student organization event) regarding the logistical arrangements. Outside client events must consult with the Executive Director, Mendel Center Operations.

### **Guidelines for Dissent and Protest**

1. Reasoned dissent is welcome at Lake Michigan College; disruption of college activities will not be tolerated.
2. Students, staff and college guests and visitors are free to support causes by orderly means that do not disrupt college operations or activities.
3. Individual members of the college community speak only for themselves in their public expressions or demonstrations. Lake Michigan College Marketing Services coordinates institutional response to the media.
4. Members of the college community are welcome to distribute literature where it will not interfere with classes or other college. However, literature may only be posted on the public bulletin board space located in each facility. Political campaign posters and placards are not allowed to be installed on college property.
5. Protesters may neither impede nor harass people wishing to attend an event or to see or hear a speaker.
6. Protesting will only be permitted outside of any Lake Michigan College facility. Assigned space will be at least one hundred feet from the entrance of any college building.
7. Disruption, force, or threat of force is not an acceptable form of protest at Lake Michigan College and will not be tolerated.
8. Any individual who the college deems to violate these guidelines is a trespasser.
9. Lake Michigan College may, in its discretion, call upon local law enforcement agencies for assistance and/or may impose its own disciplinary sanctions upon person(s) who violate these guidelines.

### **Image and Comment Release**

By this notice, any student, staff, faculty member, or visitor to any Lake Michigan College campus or building that is considered Lake Michigan College property hereby grants permission to Lake Michigan College to use his, her, or their likeness and/or voice in photograph(s), video or audio recordings in any of its publications, on any of its online sites, online sites utilized by the college including social media, and in any or all other media without further consideration. Additionally, any student, staff, faculty member, or visitor also acknowledges that Lake Michigan College may choose not to use his, her, or their photo or video likeness, comments, or audio recordings at this time,



but may do so at its own discretion at a later date. Any student, staff, faculty member, or visitor also grants permission to Lake Michigan College to interview him, her, or them, and use said comments in any of its publications, on one of its online sites, and in any or all other media without further consideration. The student, staff, faculty member, or visitor will make no monetary or other claim against Lake Michigan College for the use of the interview, photos, video or audio.

All negatives, positives, and digital files, together with the prints shall remain Lake Michigan College's property, solely and completely.

If a student, staff, faculty member, or visitor does not wish to have his, her, or their photo, likeness and/or voice to be used, notice must be provided to LMC each academic year in which said person does not want his, her, or their image or quotes used. Notice shall be submitted in letter form prior to the start of the academic year to:

Marketing Department  
Lake Michigan College  
2755 East Napier Avenue  
Benton Harbor, MI 49022

## Non-Discrimination Policy

Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender. Minorities and disabled persons are encouraged to attend Lake Michigan College. Any questions regarding your rights under Title VI and Title IX should be directed to Assistant Director, Human Resources and Diversity, **(269) 927-8102**. Any questions regarding your rights under Section 504 should be directed to Student Outreach & Support Services, **(269) 927-8866**.

Lake Michigan College offers an "open door" admissions policy for individuals who are interested in and capable of benefiting from the post-secondary experience. Any person can apply for admission to Lake Michigan College who is interested in and capable of benefiting from the post-secondary experience, and who is:

1. A high school graduate or GED recipient, or
  2. Eighteen years of age or older, or
- A. For every student the right:
- Of access to all courses including career education courses and programs;
  - To physical education and to participation in interscholastic, intramural, and club athletics;

- To equal treatment, including financial aid assistance, counseling, employment assistance, honors and awards, and extracurricular activities.

- B. For every individual the right to personnel, employment, and college business practices that provide equal opportunity and equity pursuant to its obligations under the Federal and State statutes, and in conformity with other legal and moral obligations, the college has on staff a Diversity Officer within the Office of Human Resources to implement the commitment of the college. Inquiries or complaints by college students, prospective students, employees, employee applicants, and persons providing services to or for the college, which concern nondiscrimination policies or procedures may be directed to:

Assistant Director, Human Resources and Diversity  
(Diversity Officer)  
Lake Michigan College  
2755 East Napier Avenue  
Benton Harbor, MI 49022-1899  
(269) 927-8102  
Room A305

OR

Michigan Department of Civil Rights  
185 E. Main Street, Suite 602  
Benton Harbor, MI 49022  
(269) 925-7044 or  
1-800-482-3604

No act of retaliation will occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding. The Diversity Officer will, upon request, provide a copy of the Lake Michigan College grievance procedures, and will investigate each complaint according to such procedures. A copy of relevant laws, regulations and policy may be found in the Office of Human Resources and with the Diversity Officer.

## Policies

Website: **[lakemichigancollege.edu/policies](http://lakemichigancollege.edu/policies)**

Students attending LMC are responsible for knowing and adhering to all policies, including LMC's Code of Conduct, academic honesty, standards of progress, attendance, grades; use of facilities including the weapons-free campus policy; tuition and refunds; active military duty; children on campus; rules, regulations, and all local, state and federal laws. Visit the website for the most up-to-date versions of Lake Michigan College Policies.

## Student Complaints: General

Lake Michigan College strives to resolve all student complaints in a fair and expedient manner. This policy and procedure pertains to non-civil rights\* related complaints that involve issues that are general in nature and are not related to instruction or academic matters, such as complaints about non-teaching college staff, the parking lot, snow removal, bathroom maintenance, facility issues, etc. Student who have complaints that involve instruction or academic matters, such as evaluations of academic work (e.g., examinations, quizzes, papers, final course grades, etc.), and/ or failure of a faculty member to follow college policies and/or procedures as they relate to instruction or academic matters, should refer to the Student Complaint: Academic policy and procedure.

Students who want to file a complaint regarding general, non-academic college operations should report their concerns to the Executive Director, Students or his/her designee. The following steps outline the requirements of the students as well as the timeline for the General Complaint Process:

- Verbal or written student complaint(s) should be submitted to The Executive Director, Students or his/her designee. The Executive Director, Students or his/her designee will consider the merits of the complaint and will take any and all action they consider appropriate or necessary to resolve the concerns raised in the complaint. At this level, the student may request to remain anonymous. Students having a complaint may submit the complaint either verbally or in writing at any time. The Executive Director, Students will respond to the complaint within 7 business days.
- If the student's verbal or written complaint is not resolved to the student's satisfaction and the student chooses to continue to pursue the complaint further, the student must submit a request in writing (making the complaint a formal complaint) to the Executive Director, Students or his/her designee requesting further resolution. The written request must be submitted within 10 business days of notification of the Executive Director, Students' resolution to the informal complaint. The written request must include the specific nature of the complaint, reasons for filing the complaint, all documentation supporting the complaint, and specific remedy requested. The Executive Director, Students or his/her designee will seek a resolution by using the following means:
  - o Contact the appropriate college employee who is responsible for the college operation that a complaint has been lodged against and arrange a meeting between the parties involved to discuss a possible resolution. The written

complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting.

- o If a satisfactory resolution is concluded, then the appropriate college employee who received the complaint shall notify the Executive Director, Students that the complaint has been resolved, and an appropriate entry shall be recorded in the LMC Student Complaint Log.
- o Should a resolution not be reached, the Executive Director, Students or his/her designee will review the complaint and all supporting material and render a written decision regarding the complaint which shall include the basis of the decision. A decision to the formal complaint will be rendered within five (5) business days and will be communicated in writing. The decision will be communicated to the student in writing with a copy to the appropriate college employee who is responsible for the college operation that the complaint has been lodged against. An entry regarding the complaint and resolution will be recorded in the LMC Student Complaint Log.

## Appeal Process

In the event the Executive Director, Students or his/her designee is unable to resolve the complaint; the complaint will be forwarded to the Vice President, Student Engagement and Support for review and action. The Vice President, Student Engagement and Support will review the complaint and all supporting material and render a written decision regarding the complaint which shall include the basis of the decision. A decision to the formal complaint will be rendered within five (5) business days and will be communicated in writing. The decision will be communicated to the student in writing with a copy to the appropriate college employee who is responsible for the college operation that the complaint has been lodged against. The decision from the Vice President, Student Engagement and Support shall be final. No further appeal will be considered. An entry regarding the complaint and resolution will be recorded in the LMC Student Complaint Log

## Formal Complaint Log

Formal complaints will result in an anonymous entry into the LMC Student Complaint Log. The log is available for review by college staff, representatives of accrediting agencies, and by other, appropriate outside agencies. The names of any individuals involved in a complaint (including the names of any student(s) or LMC staff directly involved) are not part of the log. The LMC Student Complaint Log will include the following information:

- A. A description of the complaint
- B. The date the complaint was received
- C. The category of the complaint  
(grounds, facilities, etc.)
- D. Steps taken to address the complaint
- E. The disposition of the complaint, including referral  
to an outside agency
- F. Any external actions initiated by a student and  
related to a given complaint

### **Maintenance of the Complaint Log**

LMC will maintain records of complaints for a minimum of ten years. The Executive Director, Students will maintain the LMC Student Complaint Log. Accrediting agencies and other appropriate outside agencies will be able to review the LMC Student Complaint Log in conjunction with accrediting visits and self-studies.

### **Notice to Students**

Complaint resolution procedures are published on the LMC website and Student Handbook. Students can get hard copies at any LMC Student Information Center location.

### **\*Civil Rights Issues**

This policy and procedure does not apply to issues related to sexual harassment, civil rights, Title IX, and disability concerns. Complaints or concerns related to civil rights issues should be discussed with the Executive Director of Human Resources. Please see the Non-Discrimination policy at [lakemichigancollege.edu/policies](http://lakemichigancollege.edu/policies).

### **Sharing Disclosure**

All complaints submitted in writing, signed by a student, and addressed to or submitted to an academic officer may be shared with agencies that accredit the College or its programs unless the student expressly prohibits the College from doing so.

# Safety on Campus

## Campus Security Authorities

Campus security authorities will promptly report if they observe any crime listed below or if any person reveals to them that he/ she learned of or was the victim of, a perpetrator of, or a witness to any crime listed below. The reporter will immediately complete an Incident Report and send or forward to the Lake Michigan College Facilities Management Department, attn: Executive Director, Facilities Management or Public Safety Director/Evening Administrator. This applies to crimes on any LMC campus, public property adjacent to each campus and other locations at which college activities are taking place.

## Types of Offenses

- Murder/non-negligent manslaughter
- Negligent Manslaughter
- Sex offenses - rape
- Sex offenses - fondling
- Sex offenses - incest
- Sex offenses - statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson (only fires investigated by law enforcement)
- Domestic violence
- Dating violence
- Stalking

## Hate crimes

Disclose whether any of the above-mentioned offenses and the crimes of larceny-theft, simple assault, intimidation, destruction/ damage/vandalism of property, and any other crime involving bodily injury, were hate crimes.

## Arrests and referrals for disciplinary action for:

- Illegal weapons possession
- Violation of drug and liquor laws
- The Violence Against Women Act expanded crime reporting under the Clery Act to include incidents of sexual assault, domestic violence, dating violence, and stalking that are reported to campus security personnel, campus security authorities, and local law enforcement agencies.

Lake Michigan College uses a contracted security service to assist with campus security. Security guards are a source to which students, employees and visitors can report criminal offenses. Campus security guards do not have police authority.

## Emergency Procedures

### Distribution of Campus Safety Alerts

As circumstances warrant, special safety alerts are prepared and distributed through the RaveAlert reporting service. These alerts advise the college community of the situation, steps to take, and the number to call for more information. Lake Michigan College works closely with local law enforcement agencies to inform the college about crimes that may warrant the college issuing a timely warning.

### Emergency Notification

Emergency notification will be issued via RaveAlert when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors occurring on campus. Emergency notifications will be activated without delay upon verification of an incident that meets the above criteria so long as issuance does not compromise efforts to respond to, contain, or otherwise mitigate the emergency.

In addition to the above, area coordinators and alternates have been designated per assigned area to assist with emergency situations in helping to clear spaces of people and directing people to move to a safe location.

## Fire

General procedures when the fire alarm sounds:

1. All staff and students will leave the building immediately and proceed to the nearest main parking lot.
2. If a person with a disability is in your class or office, it may be necessary to provide assistance to that person so they can move to safety.
3. In the event that the nearest exit is the source of fire and/or is filled with smoke, use the next nearest exit.
4. Do not use elevators.
5. Do not open a door until you touch it to determine that is not warm or hot.
6. Remain in the parking lot until an all clear has been announced by the Executive Director of Facilities, or after 5 p.m., by the Student Services staff. The Bureau of Fire Services requires three fire drills per year at Beckwith Hall.



## Medical

Do not move the injured or ill person unless threatened by fire or other imminent danger. Call the 911 dispatcher from a college phone by dialing 9. Wait for tone, then dial 911. From a pay phone, no coin is needed. **Dial 911.** From a direct line phone dial **9-911.** Say, ***"There's an emergency at Lake Michigan College,"*** followed by the building and address.

- Answer the questions you are asked.
- Be specific about your location.
- Do not hang up until told to do so.
- Call 6911. If no answer, dial 8135 or 8137.
- Evenings & Saturdays: dial 6911. If no answer, dial 8128.

## Police/Ambulance

For life threatening emergencies, dial **9-911**. For all other emergencies dial **6911**.

## RaveAlert

RaveAlert is an automated system that Lake Michigan College uses to inform students of important campus information such as weather-related campus closings and campus emergencies. The message can be delivered as a voice message to a landline telephone or cell phone, as a text message to a cell phone, and/or as an email message. You will automatically be registered for the service at the time of class registration based on telephone and email information you provide to the college. To be exempted from receiving RaveAlerts, you must follow the opt-out process outlined below for each semester.

### Updating your RaveAlert Contact Information

Your RaveAlert contact information is maintained within your student profile settings in WaveLink. For additional details on how to update your contact information (cell phone, home phone) please refer to the online user's guide on [lakemichigancollege.edu/ravealert](http://lakemichigancollege.edu/ravealert).

### Opt-Out Process

To opt-out from receiving alerts, please send an email using your LMC-provided student email account to **RaveAlertOptOut@lakemichigancollege.edu**. The opt-out process must be repeated for each semester you desire to be excluded from receiving alerts.

Notice: General fees from your cell phone carrier may apply when using this service. Lake Michigan College is not responsible for any fees that may be charged by your cell phone carrier for voice and text messages sent to your cell phone. This includes overages on your monthly minutes and/or fees your carrier may charge for text messaging.

## Safe and Sound Advice

- Do not leave valuables unattended.
- Stay on lighted walks whenever possible.
- Walk with a friend.
- If confronted, yell or scream; create a commotion; get to a safe place.

- Keep your car locked and valuables out of sight while parked.
- Carry a flashlight at night.

If you feel your rights are being violated or if you are having problems, it is important to immediately report the situation to the appropriate person listed in this document. Lake Michigan College has policies and procedures to prevent and stop the violation of your rights. Lake Michigan College complies with requirements under the Americans with Disabilities Act (ADA). For assistance, please contact Student Outreach & Support Services at **(269) 927-8866**.

## Safety – It's Everyone's Responsibility

The staff at Lake Michigan College is made up of proactive, well-trained men and women dedicated to providing a safe environment that is conducive to the worry free pursuit of academic excellence. Members of the LMC community – join us in making Lake Michigan College a safe place to be.

Please take a moment to read this and remember:

- Safety is everyone's responsibility.
- An involved community is a safer community.
- Stay aware of your personal belongings, including but not limited to books, backpacks, purses, wallets, and cellphones.

## Campus Security

Members of the campus security force are conservators of the peace. They seek to protect life and property, prevent anti-social conduct, and preserve a secure campus environment. They work with local, state, and federal law enforcement agencies. Lake Michigan College security is staffed by contracted security guards who are supervised by certified security officers. The entire security function is supervised by the executive Director of Facilities Management, the Director of Public Safety/Evening Administrator, or facilities personnel. Annually and when needed, the college reviews, revises, or develops rules and regulations on access and security of campus facilities. Furthermore, the Executive Director of Facilities Management periodically inspects the lighting, landscaping, and the college's physical plant (doors, locks, etc.) to determine what improvements need to be made for maximum security.

## Campus Security and Facilities Personnel

- Regularly patrol campus parking lots and buildings
- Make emergency notifications
- Enforce college policies and regulations
- Investigate and work closely with police and fire departments when criminal or safety incidents occur
- Respond to all smoke, fire, and security alarms on campus
- Identify precautions for the future
- Are available during operating hours

## Emergency Call Stations

Emergency Call Stations are equipped to directly **dial 911** and receive an immediate law enforcement response.

### Call Station Locations

#### Benton Harbor Campus

- Near main entrance
- Between the faculty/staff and student parking lots
- Outside the Computer, Business and Education Center
- North of The Mendel Center Grand Upton Hall entrance
- Beckwith Hall pergola and athletic field concession stand

#### Niles-Bertrand Crossing Campus

Between west parking lot and west building entrance

#### South Haven Campus

Between main entrance and south (front) parking lot at the South Haven campus.

## Annual Security Reports

Annual Safety Reports are available for the Benton Harbor, Niles-Bertrand Crossing and South Haven campuses at [lakemichigancollege.edu/home/discover-lmc/safety-andemergency-information/annual-security-reports](http://lakemichigancollege.edu/home/discover-lmc/safety-andemergency-information/annual-security-reports). Paper copies are also available by contacting the Benton Harbor campus Facilities department at **(269) 927-8135**.

## Recording Criminal Incidents

The Director, Public Safety maintains an accurate, complete record of all incidents occurring on the campus property, within campus buildings, or to any student, faculty, or staff member.

## Crime Statistics

The Lake Michigan College Annual Security Report includes crime statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus sites. You can review this report by going to [lakemichigancollege.edu/safety](http://lakemichigancollege.edu/safety) or you can obtain a paper copy upon request by contacting the Facilities Department at the Napier Avenue Campus at **(269) 927-8135**.

Campus crime statistics for Lake Michigan College may be viewed at the U.S. Department of Education's website at [ope.ed.gov/security](http://ope.ed.gov/security).

## Daily Crime Log

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a daily crime log is maintained by the Facilities Management department. The log of the most recent 60-day period is open to public inspection during normal business hours.

## Sexual Harassment

The Elliott-Larsen Civil Rights Act prohibits discrimination based on race, color, religion, national origin, age, sex, height, weight, marital status, arrest record and disability in all employment practices, including terms, conditions and privileges of employment. This act prohibits discrimination and provides specific remedies and penalties. Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students in any part of any higher education institution receiving federal funds, and requires institutions to maintain grievance procedures capable of prompt and equitable resolution of sexual harassment complaints.

Lake Michigan College prohibits sexual harassment in its employment practices and in its education programs and activities.

Sexual harassment consists of unwelcome sexual advances, including unwanted touching, verbal remarks of a sexually suggestive or derogatory nature, requests for sexual favors, and other verbal or physical behavior of a sexual nature which have as their consequence an adverse effect on the recipients' morale, work status, or academic or job performance. Such conduct is absolutely prohibited whether the perpetrators are students, employees of the College or contractors or other non-employees who have reason to be on College premises where:

- A. submission to such conduct is either an expressed or implied condition of employment, education, or academic, financial or counseling assistance,
- B. submission to or rejection of such conduct is used as a basis for an employment decision or the performance evaluation of students or staff, or
- C. the conduct has the purpose or effect of substantially interfering with an affected person's work or scholarly performance, or creating an intimidating, hostile or offensive work or education environment.

The College will actively investigate any allegations of sexual harassment by students or staff, and if it is determined that sexual harassment has occurred, will take prompt and appropriate disciplinary action. Anyone who believes that sexual harassment has occurred is expected to report such conduct promptly under appropriate College procedures.

### What can I do?

Title IX of the Education Amendments of 1972 and Title VI and Title VII of the Civil Rights Act of 1964 protects you from sexual harassment. In addition, Lake Michigan College has a policy strictly forbidding sexual harassment in any of its employment and educational practices. This policy protects students of Lake Michigan

College as well as employees of Lake Michigan College. If a person's behavior makes you feel uncomfortable, you must let that person know it does, either by telling them or asking them to stop the behavior.

## **Sexual Assault**

Sexual assault happens without your consent. It is your not wanting the physical contact that makes it a sexual assault, not the amount of physical force used. It is unwanted physical contact of a sexual nature. It may follow sexual harassment, or be accompanied by harassment. What is important to remember is that if you did not give your consent for the physical contact, it is assault and you must let someone know.

Lake Michigan College has strict policies against sexual harassment, and the College applies these policies to sexual assault. Sexual assault is a criminal offense and should be reported to the police as well as to the Director, Public Safety/Evening Administrator or a campus security authority. Emergency phone numbers for both on and off campus are listed and can be used in the case of sexual assault.

### **Remember: ASSAULT IS AN EMERGENCY!**

The following procedures for campus discipline are applicable in cases of an alleged sex offense. When reports of alleged violation of the Code of Conduct surface, they are addressed by the Vice President, Student Engagement and Support or designee. The judicial process exists to ensure that basic due process is granted to all LMC students who find themselves in conflict with College standards.

The reporting of student misconduct shall be documented by providing all relevant information on the Maxient report. The Vice President, Student Engagement and Support or designee handles matters that require disciplinary action at Lake Michigan College. Disciplinary actions taken by the Vice President, Student Engagement and Support or designee toward a student found responsible for misconduct or a violation of College rules may include, but are not limited to, an oral warning up to expulsion from the College. Due process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of Michigan and Lake Michigan College. Due Process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations.

A student found responsible for violating the Code of Conduct may submit a written appeal request to the Vice President, Student Engagement and Support or designee, who will forward the appeal to the chair of the Student Appeals Committee.

The purpose of a hearing is to provide the opportunity for the campus designee or complainant and the

respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the Student Appeals Committee, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply College policy, and impose appropriate sanctions if the respondent is found responsible for the alleged violation. The Student Appeals Committee chair sends to the accused the decision in writing within seven (7) business days.

Lake Michigan College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, results of the disciplinary hearing may be provided to the victim's next of kin, if so requested.

## **Sexual Misconduct**

Lake Michigan College supports the rights of all students and employees to learn and work in an environment free from sexual coercion and violence. Sexual contact with another person without consent or with the use or threat of force violates the standards of civility, decency, and respect expected of all member of the campus community.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by either party may result in immediate disciplinary action.

### **Prohibited Conduct:**

#### **A. Non-Consensual Sexual Activity**

Non-consensual sexual activity includes, but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction. *Consent must be informed and freely and actively given. Silence in and of itself is not an indication of consent.*

In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of

sexual interaction, continued pressure beyond that point can be coercive. *In other words, consent may be withdrawn at any time.*

In order to give effective consent, one must be of legal age (16). Sexual activity with someone a person knows to be – or should know to be – mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy. Any time sexual activity takes place between individuals; those persons must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity.

Sexual activity with someone whose incapacity results from the ingestion of a so-called “date-rape” drug is in violation of this policy. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another student or employee for the purpose of inducing incapacity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

## **B. Sexually Exploitative Behavior**

Sexually exploitative behavior occurs when a student or employee takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student or employee, nonconsensual video/audio-taping or photographing of sexual activity, unauthorized posting or distribution of materials involving the sexual activity of another person, going beyond the boundaries of consent (such as voyeurism or secretly watching others), or knowingly transmitting an STD or HIV to another student or employee.

## **Responding to Sexual Assault, Stalking, Dating or Domestic Violence**

Lake Michigan College recognizes that all survivors of sexual assault, stalking, dating and domestic violence have the right to have any and all assaults against them treated seriously and the right to be treated with dignity. Lake Michigan College prohibits any offences of sexual assault, stalking, dating or domestic violence.

The College further recognizes the right of a sexual assault, stalking, dating or domestic violence victim to be free from undue coercion of any kind from the institution's personnel for the victim not to report an assault committed against him or her to civil or criminal authorities or the institution's law enforcement authorities or disciplinary officials, or for the victim to report a sexual assault, stalking, dating or domestic violence as a lesser offense than the victim perceives it to be.

The College recognizes the right of a sexual assault, stalking, dating or domestic violence victim to decide, without pressure or coercion, what action he/she will take following an assault. The College encourages students to report all crimes to the police and to pursue sanctions against offenders through the College judicial process. The College makes information available to students about sexual assault, stalking, dating and domestic violence victim rights, options, and resources for help.

Lake Michigan College recognizes that sexual assault, stalking, dating and domestic violence are a serious social problem that occurs among college students just as it does within other segments of our society. The college makes a strong commitment to work toward preventing sexual assault, stalking, dating, and domestic violence within our community, to provide support and assistance to assault survivors, and to impose sanctions on those who have been found guilty of committing a sexual assault, stalking, dating and domestic violence.

Our goal is to foster and protect within an environment of mutual respect and concern and to provide a safe community in which learning and growth can occur.

For the purposes of this document the term “sexual assault” includes rape, attempted rape, and other sex offenses, both forcible and non-forcible.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse to a spouse of a victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. Also where the existence of such a relationship shall be determined based on a consideration of the following factors; the length of



the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to, fear for his or her or the safety of others: or suffer substantial emotional distress.

### **Prevention, Education, and Training**

LMC is committed to the prevention of sexual misconduct and harassment through education and awareness programs. Throughout the year, LMC offers educational programs to promote awareness of sexual misconduct and harassment, Prevention programs include an overview of LMC's policies and procedures, relevant definitions, including prohibited conduct, discussion of the impact of alcohol and drug use, effective consent, bystander intervention, and information about risk reduction. LMC's Title IX Coordinators oversees the education and prevention calendar and tailors programming to campus needs and climate. All educational programs include a review of resources and reporting options available for students, faculty, and staff.

The College encourages victims of sexual assault to take the following steps following an assault:

#### **1. Preserve physical evidence.**

The sexual assault, stalking, dating and domestic violence victim has the right for full and prompt cooperation from College personnel and law enforcement authorities in obtaining, securing, and maintaining evidence that may be necessary to the proof of criminal sexual assault, stalking, dating or domestic violence in legal proceedings, including, but not limited to, a medical examination of the victim.

A special physical examination performed at the hospital collects evidence that will be helpful if the victim later decides to prosecute the assailant. To preserve evidence, the victim should not wash, brush teeth, use the toilet, douche, destroy clothing, or straighten up the area where the assault occurred.

#### **2. Report the assault to the police at (269) 926-8221 or dial 911.**

It is the victim's decision whether or not to report the assault to the police. Reporting a sexual assault, stalking, dating or domestic violence to the police may protect the victim and others from possible future victimization by helping public safety officers apprehend the assailant. A police report also maintains the victim's future option of criminal prosecution, and helps support a College disciplinary action or a civil law suit against the perpetrator. Making a police report does not

obligate the victim to prosecute the assailant. Whether or not the case will be prosecuted is a decision that is made later, based on a number of factors. The police do not reveal the victim's or the suspect's name or any identifying information to the media for printing or to the general public. If the victim chooses campus security authorities will assist in notifying law enforcement.

#### **3. Get medical attention.**

The rape evidence exam should be performed as soon as possible. The exam is available only at Lakeland Regional Health System.

If the victim decides not to have the rape evidence exam, she/he should still be examined for possible injury, pregnancy, and sexually transmitted infections. An exam for these purposes is available at Planned Parenthood, or with a physician of choice.

Injuries as a result of sexual assault, stalking, dating or domestic violence should be treated and photographed as soon as possible.

#### **4. Ask for information, support and assistance.**

To insure that victims of sexual assault, stalking, dating and domestic assault have accurate and complete information about their rights, options, and available resources for help, as well as any assistance they need in carrying out decisions about what to do following an assault, the victim may wish to call the 24-hour crisis line at 269-925-9500. Child & Family Services of Southwestern Michigan provides information and support by phone or on-site at the hospital or police stations. The assault victim has the right to be made aware of, and assisted in exercising, any option provided under state and federal law regarding mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing. The victim also has the right to be informed of rights and remedies accorded to crime victims generally.

#### **5. Report the assault to the Title IX Coordinator.**

Sexual assault, stalking, dating and domestic violence are expressly prohibited by the College's rules and regulations. The College has the right to discipline students who violate these rules and regulations. It is not necessary for the victim to file a police report in order to pursue sanctions through the College; however, it is strongly recommended as beneficial to the victim. Pursuing sanctions through the College does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit.

The victim has the right after the assault has been

reported to appropriate campus authorities to require the institution's personnel to take any reasonable feasible actions as are needed to prevent any unnecessary or unwanted contact or proximity with an alleged assailant, including, but not limited to, the issuance of an No Contact Order, to classroom adjustments/arrangements, providing an escort, moving the individual's residence, adjusting the individual's work schedule, allowing the individual to withdraw from or retake a class without penalty, providing access to tutoring or other academic support, to interim suspensions of the alleged perpetrator if necessary.

The College's judicial process is initiated by the victim making a report. A detailed description of the process is included in the student handbook, copies of which are available at many locations on campus as well as the college webpage.

Evidentiary Standard: Preponderance of the Evidence.

## 6. Responsible Employees

Responsible Employees: All LMC staff and faculty have reporting obligations under Title IX. All employees are designated as Responsible Employees. Under Title IX, LMC is required to take immediate and corrective action if a Responsible Employee knew or, in the exercise of reasonable care, should have known about sexual misconduct or harassment prohibited under Title IX.

### A Responsible Employee includes any employee who:

- Has the authority to take action to redress sexual misconduct or harassment.
- Has the duty to report to appropriate school official's sexual misconduct or harassment.
- Another individual could reasonably believe, have the authority or responsibility to take action.

LMC requires that all Responsible Employees immediately report allegations of violation of this policy to the Title IX Coordinator or designees.

Responsible Employees will safeguard an individual's privacy and only share information with a small circle of individuals who are directly involved in the resolution of a report under this policy.

Sexual assault victims are assured the following rights within the College's judicial process:

1. The right to have a support person present throughout the process to advise and provide support.
2. The right to not have her/his sexual history discussed during the proceedings, except as it relates to the specific incidents in question.
3. The right to relate her/his account of the incident.
4. The right to be informed of the results of the judicial proceeding upon written request.

5. The right to have her/his name and any identifying information kept confidential.
6. The right to a speedy hearing and decision.

A student charged with committing sexual assault is also assured of the rights listed above. A student found guilty of committing a sexual assault or other sexual offense by the College's judicial process will be given a sanction appropriate to the offense. Possible sanctions range from a reprimand to expulsion from the College.

If a report of sexual misconduct is reported to a LMC representative, below are the procedures that will be followed:

### a) In the case of Stalking, Domestic Violence or Dating Violence:

- i. Assess immediate safety needs of complainant. Assist complainant with contacting campus security or local police if complainant requests AND provide contact information for local police departments.
- ii. Provide instructions on how to apply for Protective Order if the complainant wishes to pursue this option.
- iii. Provide information to complainant on how to preserve evidence
- iv. Assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
- v. Provide a No Contact or No Trespass directive to accused party if deemed appropriate.
- vi. Provide written information regarding community resources.

### b) For sexual assault and sexual exploitation LMC will:

- i. Depending on when reported (immediate vs delayed report), provide complainant with access to medical care.
- ii. Assess immediate safety needs of complainant.
- iii. Assist complainant with contacting campus security or local police if complainant requests AND provide contact information for local police department.
- iv. Provide written information regarding community resources including referrals to off campus mental health providers.
- v. Assess need to implement interim or long-term protective measures, such as change in class schedule, "No Contact" directive between both parties.
- vi. Provide a No Contact or No Trespass directive to accused party if deemed appropriate.
- vii. Provide written instructions on how to apply for Protective Order

- viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
  - ix. Inform the complainant of the outcome of the investigation, whether or not the accused will be charged with a violation of the Code of Conduct and what the outcome of the meeting is.
  - x. Enforce and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
- c) Protective measures for the complainant may range from No Contact Orders, to classroom adjustments/arrangements, providing an escort, moving the individual's residence, adjusting the individual's work schedule, allowing the individual to withdraw from or retake a class without penalty, providing access to tutoring or other academic support, to interim suspensions of the alleged perpetrator if necessary. LMC representatives will strive to maintain confidentiality regarding protective measures provided to the victim.

## Investigations

Reports of student misconduct will be managed and investigated by the Title IX Coordinator in Student Services. Complaints involving employees will be investigated by a Title IX Coordinator in the Human Resources office. All investigations will be conducted professionally, expeditiously, and confidentially (to the extent possible). The process may take up to 60 business days to complete from start to finish; however, many cases will be resolved before the 60 days.

LMC will provide the complainant and accused with equitable opportunities throughout the investigation and resolution process.

Upon receipt of a complaint, the Title IX Coordinator will confirm with the complainant the receipt of the complaint, and will specify who will be assigned to conduct the investigation. Generally, the Title IX Coordinator or designee interviews the complainant and any relevant witnesses identified by the complainant. Once sufficient information is gathered, the Title IX Coordinator or designee will then notify the charged individual of the allegations. With permission from the complainant, the Title IX Coordinator or designee shall advise the charged individual of the name of the complainant. Where a complainant does not wish to be identified, the extent of the investigation may be limited; however, the investigation will continue to the extent possible while maintaining the confidentiality of the complainant. The Title IX Coordinator or designee

will interview the charged individual and any witnesses deemed relevant.

Additional evidence may be sought from any relevant party or witness, including but not limited to, email communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the College community, their access to College resources has very limited privacy rights, and the College may obtain information through the College's resources and informational technology system with or without the individual's cooperation. The investigation and findings generally should be completed within 60 business days of receipt of the complaint, preferably sooner as practical.

Once the Title IX Coordinator or designee has gathered the information, he/she shall render a determination on responsibility and refer the matter to the appropriate administrative official.

## Finding

After the investigation, the Title IX Coordinator or designee shall render a finding based on the relevant evidence utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX Coordinator or designee is authorized to take the following actions:

- a) Dismissal of the claim - The Title IX Coordinator or designee finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.
- b) Determination of Responsibility - The Title IX Coordinator or designee makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken. Both parties shall receive notification, in writing, which will include:
  - i. The result of any investigation that arose from an allegation of violation.
  - ii. (For students) Additional appeal rights as set forth in the Code of Conduct.
  - iii. (For Employees) If evidence supports a finding of misconduct, the College will take appropriate corrective or disciplinary action. Action taken by the College for employees may include (but will not be limited to), counseling, warning, transfer, demotion, termination.

- iv. If evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the employee or student file. Sanctions of suspension, expulsion, or revocation or withholding of a degree will become a permanent part of a student's record. Cases that result in all other sanctions will be maintained for seven (7) years.
- c) Potential student sanctions will be applied based upon the facts and circumstances of the case. Sanctions may include:
- i. College Property Restrictions – restriction from certain college facilities or property, either physical or virtual, for a definite period of time.
  - ii. Disqualification – from receipt of institutional financial aid while the sanction is imposed or possibly thereafter.
  - iii. Educational Sanctions – a student is required to write a paper, plan and present a program, attend a class or seminar, or complete other educational requirements.
  - iv. Expulsion – the most severe sanction of violation of college policy is expulsion, which results in immediate dismissal and permanent separation from the college. Any student who is expelled due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.
  - v. Fine – a monetary penalty for property damage, theft, or other violations that result in inconvenience cost to others.
  - vi. Formal Warning – a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of college policy in the future.
  - vii. Interim Suspension – temporarily restrict student(s) from campus/college activities pending a hearing.
  - viii. Loss of Privileges – denial of specific privileges for a designated period of time.
  - ix. Parental Notification – as permitted by law, the college reserves the right to disclose to parents or legal guardians information about a student's violation of college regulations and policies and Federal, State and/or local laws governing
  - x. The use of alcohol or a controlled substance. The college may notify parents/legal guardians of alcohol or a controlled substance violation if the student is under the age of 21. The Vice President, Student Engagement and Support or designee determines the circumstances under which parental notification takes place.
  - xi. Probation – a period of observation and review. The length of this period of probation will be determined by the Vice President, Student Engagement and Support or designee. If found responsible for violating any college policies or failure to comply with other requirements stipulated during this period, the student may be immediately suspended from the college and/or events pending further disciplinary review.
  - xii. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary replacement.
  - xiii. Suspension – immediate dismissal from classes and activities at the college for at least the remainder of the term/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this time period of suspension may result in expulsion. During suspension, the student is not permitted to visit the college premises or attend any college functions without prior written permission from the Vice President, Student Engagement and Support or designee. Any student who is suspended due to misconduct will not be entitled to any refund of tuition or other fees and may incur additional charges and fees after financial aid is adjusted.
- d) For employee appeals, refer to the appropriate handbook.
- e) For hearing procedures for students, refer to the Code of Conduct.

## Violations of Law

An employee or student may be accountable for sexual misconduct under applicable local, state, and/or federal law, as well as under LMC policy. A criminal investigation may be conducted concurrently with the Title IX investigation. Disciplinary action by LMC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## Resources for Support and Assistance

### On-Campus

- Title IX (Students) Coordinator, (269) 927-8150
- Title IX (Employees) Coordinator, (269) 927-8102
- Director Public Safety, (269) 927-7060
- Vice President, Student Engagement and Support, (269) 917-8147



## Off-Campus

- Domestic and Sexual Violence Support

### Contacts:

- National Domestic Violence Hotline (800) 799-SAFE
- Child & Family Services of Southwestern Michigan (269) 925-1726
- Safe Shelter (888) 237-1891
- Domestic Violence Coalition (888) 655-9008
- Michigan Coalition Against Domestic and Sexual Violence (517) 347-7000
- Lakeland Regional Health System (269) 927-5350

## Counseling Information

**Andrews Community Counseling Center: (269) 471-6238**

**[www.andrews.edu/counseling](http://www.andrews.edu/counseling)**

Providing free psychological services under the supervision of licensed psychologists. Mental health services to children, adolescents, and adults who reside in the Michigan area, or who are members of the community near the university. Office is located in Berrien Springs.

**Centered on Wellness: (269) 926-6199**

**[www.centeredonwellness.info](http://www.centeredonwellness.info)**

Offering behavioral counseling, coaching, consulting, education and prevention for children, families, couples, and adults. Offices are located in Benton Harbor and Niles.

**Freedom Counseling Center: (269) 982-7200**

**[www.freedomcounselingusa.com](http://www.freedomcounselingusa.com)**

Freedom Counseling Center provides high quality counseling and psychological evaluations to individuals, parents, couples, adolescents and children.

**Riverwood Center: (800) 336-0341** (24-hour hotline)

**[www.riverwoodcenter.org](http://www.riverwoodcenter.org)**

Riverwood partners with children, families and adults in their journey toward recovering from behavioral health and substance use challenges, and helps individuals with intellectual disabilities succeed in community living. Offices located in Benton Harbor.

**Southwestern Medical Clinic Christian counseling and**

**Psychological Services: (269) 429-7727**

**[www.lakelandhealth.org](http://www.lakelandhealth.org)**

Counseling services for treating abuse and trauma, addictions and co-occurring disorders, anxiety, depression, ADHD, eating disorders, coping with loss and grief and behavioral services for children and adolescents. Offices located in Berrien Springs, St. Joseph, Stevensville, Coloma, and Niles.

## Personal Protection Orders

Berrien County Clerk's Office

All Personal Protection Order questions can be addressed at the Clerk's Office at the Courthouse

811 Port Street, ST. Joseph

Phone: (269) 983-7111, extension 8736

Fax: (269) 982-8642

A personal protection action involves seeking an order from the court to protect you from harassment, assault, beating, molesting, wounding, or stalking by another person. The order can also prohibit a person from entering your premises and from removing minor children, unless the removal is part of court-ordered parenting time. The person filing the petition for personal protection is called the petitioner. The person to be restrained by the personal protection order is called the respondent.

## Types of Personal Protection Actions

There are two types of personal protection actions: domestic and nondomestic. A **domestic personal protection order** can be obtained if you have or had an established relationship with the other party or have a child in common. A **nondomestic personal protection order** can be obtained if you want to prevent threatening or violent behavior by someone with whom you have not had any form of domestic relationship; this type or order is also referred to as an order against stalking.

## How Personal Protection Orders are issued

There are two ways personal protection orders can be issued. The court can issue an order after the other person has been notified that you have filed for a personal protection order and after the court has held a hearing. The court may also issue a personal protection order without notifying the other person and without a hearing. This is called an ex parte order. In Michigan, most personal protection orders are issued ex parte.

## Stalking

Although it is a crime in Michigan for someone to assault or threaten another person, Michigan law provides additional protection to persons who have a domestic relationship, or those who are being harassed or stalked by another person, by allowing them to seek a personal protection order. Stalking involves harassment that causes you to feel terrorized, intimidated, frightened, or molested. This could include following you, making unwanted calls or mailings, or showing up repeatedly at your home or work.

If you decide to file for a Personal Protection Order with the Berrien County Trial Court, the forms may be picked up in two locations:

Berrien County Clerk's Office  
1<sup>st</sup> Floor, Berrien County Courthouse  
811 Port Street  
Saint Joseph, MI 49085

OR  
Berrien County Clerk's Office  
South County Building  
1205 N. Front Street Niles MI 49120

If you decide to file in Van Buren County, the location is Van Buren County Courthouse, 221E. Paw Paw Street, Paw Paw, Michigan 49070; phone (269) 657-8218.

## Crime Prevention and Safety Programs

The following programs are the most recent that were open to persons on campus; faculty, staff and students.

Program Name	Description	Target Audience	Topic	Annual Frequency
Safety and Security Update	Explaining Emergency Procedures	Faculty and Staff	Safety Awareness	1
Right-to-Understand	New Hazard Communication Shared	Faculty and Staff	Safety Protection	2
Maxient's Conduct Manager System	Detail on reporting incidents	Faculty and Staff	How to Use	2
De-Escalation	Assertive communication skills	Faculty and Staff	Warning signs.	1
Mental Health Disorder	Understanding the symptoms	Faculty and Staff	Awareness and warning signs.	1
Rave Alert	Details on how to update personal information to receive news.	Students, Faculty and Staff	Drills	27
<b>Lockdown Drills</b> Practice following protocols. Students, Faculty and Staff Safety during an emergency				
Student Orientations	Safety and security issues.	Students	Student Life	23
Active Shooter Response Training	How to react and protect yourself & others.	Faculty and Staff	Safety Awareness	2
Campus Security Authority	Film and review responsibilities.	CSA's	Responsibilities	3
VAWA/Campus Save Act	Overview and Question and Answer session	Faculty and Staff	Awareness	1
Dating Abuse: How to Recognize a Healthy Partnership	Raise Awareness	Faculty, Staff and Students	Awareness and warning signs	1
Healthy Relationships	Raise awareness	RA's	Responsibilities	1
Victim Advocate and Prevention Educator	Awareness and warning signs to abuse	Faculty, Staff and Students	Safety Awareness	1
Addiction	Alcoholism is the illness	Faculty, Staff and Students	Awareness	1
Self Defense	Techniques	Faculty, Staff and Students	Awareness	1
Addition	Drug Use	Faculty, Staff and Students	Awareness	1
Title IX	Know your Title IX rights(right to make a report)	Students	Awareness/ Understanding	23
Clery Act	Disclosure of timely & annual information about campus crime and security policies	Students	Awareness	23

\*Spring semester bulletin boards covering Alcohol Awareness, Consent, Sexual Assault, and Bystander Intervention.

## Risk Reduction

The following preventive measures will help minimize your chances of being attacked:

- Accept the fact that you are a potential assault victim. Many people operate under the illusion that "it will never happen to me." It may.
- Above all else...trust your instincts. If you feel uncomfortable or uneasy, leave immediately.

## Going Out

- When you go out, tell someone where you are going and when you will return.
- Always lock your house/apartment door and don't lend the key. Keys can be duplicated.
- Don't walk alone a night. Take a friend with you.
- Stay in well-lit areas.
- Photocopy all important papers that you carry in your purse or wallet, including your driver's license. Keep the photocopies in a safe place. This information will be invaluable if you lose your license or cards.

## On The Street

Be alert. Look around you. Be aware of others on the street. Make it difficult for anyone to take you by surprise. Walk with your keys in hand.

- If you think someone is following you, turn around and check so that you are not caught off guard. Cross the street or change direction. Walk or run toward people, traffic, or lights. Consider confronting the aggressor and saying in a loud, firm voice, "Don't follow me."
- If a car follows you or stops near you for directions, do not approach the car. Change directions if you feel threatened and walk or run towards stores, a lighted house, or other people.

## In Your Car

- Park in well-lit areas. Check the street before leaving the car. Park in full view of the front of stores and houses.
- Walk to your car with keys ready.
- As you approach your car, look all around it, including underneath the car.
- If you have a flat tire, seek help inside the College, or from a nearby business if off campus. Beware of someone instantly appearing to offer help—attackers often disable cars to make their owners vulnerable.
- Check the interior of your car, particularly the back seat before entering; someone could be hiding there.
- Keep the car doors locked at all times, even when driving in daylight, so no one can jump in at a red light.
- Keep enough gas in your tank for emergencies.
- If you are followed by another car, drive to a police station or business that has lights on and people in it. You may not want to go directly home with someone following you.
- "Driveway" robberies are becoming more common.
- If your car breaks down, lift the hood, put on the flashers, and wait inside with the doors locked for help. Ask people who stop to call the police or AAA for you. Don't go with anyone. Don't stop for stranded motorists. You are of greater help to them by calling the police or sheriff.

## Jogging

- Try to jog with a partner. Try to avoid running alone, even in daylight. You could become injured from a fall and might need help.
- Stay in well-lit areas. Vary your route. Be suspicious of people you pass many times.
- Stay away from parked cars, especially those occupied by suspicious persons.

## The Friendly Stranger And “Date Rape”

Many attacks start with casual conversation—the assailant is “sizing the woman up.” If she is polite and friendly (as most people have been taught to be), he will probably attempt to intimidate her. Although most women feel uncomfortable about such an encounter before it escalates, they don’t want to appear to be unfriendly or suspicious. If your gut-level response to a man, whether a stranger or a friend, is uneasiness, try to get out of the situation as quickly as possible, even if it means being rude or making a scene.

Date rape occurs more frequently than reports seem to indicate. The key to prevention lies in:

- **AWARENESS**
- **TRUSTING YOUR INTUITION**
- **ASSERTIVE BEHAVIOR**

Women have deterred assailants in a variety of ways. Talking and thinking about what to do if attacked increases your chances for successfully defending yourself.

It cannot be emphasized enough that sexual assault is a crime of violence. Sexual assaulters are unstable persons who view their victims as objects upon which to vent their rage, aggression, frustration or insecurity. They do not view their victims as fellow human beings at that moment, and sexual gratification is not a motive for their crime. They wish to humiliate and degrade their victims, to make them lesser beings than they are. Too often, the fantasy they are acting out carries with it danger of physical harm in addition to the crime of rape itself.

### Where Can The Sexual Assault Occur?

Sexual assault can happen virtually anywhere, but the largest single grouping of reported incidents is either in the home of the victim or the home of the offender. It is important to be aware of all potentially hazardous areas:

- |                       |                      |
|-----------------------|----------------------|
| • Remote parking lots | • On the street      |
| • Stairwells          | • Shopping centers   |
| • Public parks        | • Hitchhiking        |
| • Beaches at night    | • Laundromats        |
| • Jogging courses     | • Deserted buildings |
| • School playgrounds  | • Vehicles           |

Sexual assaults often occur in conjunction with other crimes such as burglary, so the more effective preventative measures and common-sense precautions you take, the less your chances of becoming a victim. But regardless of how many or how few precautions you take, you are not provoking the attack. A locked door gives you time to call the police (911).

## Bystander Intervention

The College encourages all students and employees to participate in maintaining a safe environment on campus. The power of bystanders, those that witness inappropriate behavior, is a powerful tool to help reduce all types of misconduct on campus. Bystander intervention techniques are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene, especially when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystander intervention includes but is not limited to:

- Making a report to Campus Safety and Security or local law enforcement when you observe inappropriate behavior.
- Ask if you can help if you see someone that looks like they are in trouble.
- Be respectful of yourself and others around you; ask others to be respectful when they are not.
- Stop someone from driving if they are impaired.
- If you see a friend or acquaintance doing something inappropriate, say something. · Speak up if you see or hear offensive, derogatory, or abusive remarks or actions.
- If a friend is impaired, offer to assist them in getting home and don’t let them go off with people they do not know.

## SEX OFFENDER REGISTRATION

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Lake Michigan College is providing a link to the Michigan State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with Sex Offender and Crimes Against Minors Registry maintained by the State police.

The Sex Offenders Registration Act, MCL 28.721 et seq., directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people

of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose such a potential danger.

In accordance with the Wetterling Act, Megan's Law and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. The Michigan Public Sex Offenders Registry can be accessed at <http://www.mipsor.state.mi.us/>

## Severe Weather & Closing Announcements

When Lake Michigan College closes due to severe weather or other campus emergencies, the announcement will be made in several ways:

1. Through the College's RaveAlert system
2. On the home page of the LMC website, [lakemichigancollege.edu](http://lakemichigancollege.edu) (in most cases) depending on the availability of internet access to college officials
3. Through local television and radio stations
4. Through the Lake Michigan College Facebook and Twitter pages, depending on the availability of internet service to college officials

Please check these various sources of information for closing information rather than calling the college. If the college is closed, you will be able to find out through one or more of the above sources.

Television and radio stations that assist the college with closing announcements include those listed below. For a complete list, see the Annual Security Report on the College website: [lakemichigancollege.edu/home/discover-lmc/safety-and-emergencyinformation/annual-security-reports](http://lakemichigancollege.edu/home/discover-lmc/safety-and-emergencyinformation/annual-security-reports)

### AM Stations FM Stations TV Stations

WKZO 590 WAUS 90.7 WHFB 99.9 WWMT Channel 3\*  
WSBT 960 WNDV 92.9 WBYT 100.3 WNDU Channel 16\*  
WSJM 1400\* WBCT 93.7 WSBT 101.5 WSBT Channel 22\*  
WQLR 1660 WZOC 94.3 WZOW 102.3 WSJV Channel 28\*  
WSJM 94.9\* WCSY 103.7\* WOOD Channel 8\*  
WAOR 95.7 WRBR 103.9 WBND Channel 57\*  
WYTZ 97.5\* WQLR 106.5  
WCNF 98.3\* WIRX 107.1\*

\* Stations that also post closings on their websites.

## Tornados

In the event of a tornado warning all employees, students, and visitors in any college facility will be instructed to go the designated safe shelter area.

1. DO NOT GO OUTSIDE.
2. Do not use telephones.
3. Do not stand near westerly locations of the building or near glass-enclosed spaces.

4. Proceed to the designated safe shelter area for your facility. This information is found on the emergency flip chart located in every college classroom.
5. Do not use open flame (candles, lighters, etc.).
6. Remain calm and wait for an "all-clear" announcement.

## Weapons Free Campus

### A. Purpose

The college seeks to provide a safe campus community. Restriction against the possession, discharge, use and/or carrying of weapons is intended to foster a more secure environment and to promote the overall learning purpose for which students, employees and guests attend the college. While these restrictions offer no guarantee of protection to students, employees, and guests, it is hoped that the restrictions will reduce the risk of injury from any dangers which might arise from the possession, discharge use and/or carrying of weapons.

### B. Definition

**Weapons:** are defined as any instruments or implements which are capable of inflicting bodily injury, and shall include but not be limited to the following:

- Any gun, rifle, firearm, BB gun, pellet gun, or other device (including starter gun) which is designed to or may readily be converted to expel a projectile by any means.
- Any bomb, grenade, rocket or other destructive device which includes explosives, incendiaries or poison gas.
- Any knife with a blade longer than three inches, a razor, or other cutting instrument.
- Any striking instrument, to include clubs, iron bar, brass knuckles, blackjack or bludgeon (excluding Athletic Department equipment—i.e., baseball bats).
- Any martial arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
- Any bow and arrow combination.
- Fireworks
- Any portable device or weapon from which an electrical current, impulse, wave, or beam may be directed, which current, impulse, wave, or beam is designed to incapacitate temporarily, injure, or kill.

A self-defense spray or foam device are not considered weapons subject to this Policy.

**Firearm:** means a weapon from which a dangerous projectile may be propelled by an explosive, or by gas or air. Firearm does not include a smooth bore rifle or handgun designed and manufactured exclusively for propelling by a spring, or by gas or air, BBs not exceeding .177 caliber.

**Minor:** means any individual of less than 18 years of age.

**Open carry:** means the carrying of a pistol in a properly holstered manner in full view of the public eye and not waving or displaying the firearm in a threatening manner.

**Pistol:** means a firearm, loaded or unloaded, 26 inches or less in length, or any firearm, loaded or unloaded, that by its construction and appearance conceals it as a firearm.

**Self-defense spray or foam device:** means a device to which all of the following apply:

(a) The device is capable of carrying, and ejects, releases, or emits one of the following:

(i) Not more than 35 grams of any combination of orthochlorobenzalmalononitrile and inert ingredients; (ii) A solution containing not more than 10% oleoresin capsicum; (b) The device does not eject, release, or emit any gas or substance that will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas or substance comes in contact, other than the substance described in (a).

## **C. Policy**

Except as allowed by federal and State law, students, employees and guests are prohibited from possessing, using, discharging and/or carrying weapons on any campus property. Any student or employee in violation of this policy will be subject to discipline, up to, and including expulsion and/or termination as may be applicable depending on the circumstances. Any guest in violation of this policy shall be subject to ejection as a trespasser.

## **D. Exception**

Exceptions to this policy may be granted in accordance with the college procedure.



# Tuition and Financial Information

## Tuition and Fees

Lake Michigan College is among the lowest in tuition and fees around compared to other area community colleges and universities. Contact the Business Office at **(269) 927-8616**, or call any campus if you have questions about tuition and fees.

Tuition rates per contact hour are:

### Fall Semester 2018 - Summer Semester 2019

\$104.00 - In-district  
\$165.50 - Out-of-District  
\$242.00 - International  
\$290.00 - Baccalaureate

## Contact Hours

Lake Michigan College assigns contact hours for a course based upon the total amount of weekly instructional time a student will receive in the course. This instructional time includes all types of instruction such as lecture, lab, etc.

## Contact Hour Fees

A total of \$46 in fees will be charged per contact hour to all students. The fees support services provided by the college that directly enhance the learning experience. Of the \$46, \$14 is assessed as a General Academic Fee, \$1 as a Student Activity Fee, \$14 as a Facility Usage Fee to assist in the upgrade and maintenance of the campuses, \$14 as a Technology Fee to fund campus computer and classroom technology equipment upgrades, and \$3 for the Student Senate Campus fund which will be used to address campus needs students identify as a priority. Other fees may be assessed based on the course structure or payment timing. See the Tuition and Fees schedule in the handbook.

## Other Fees

### Delinquency/Collection Fee

A 33% of total balance delinquency/collection fee will be added to all account balances not paid by the due date on the final notice.

### Experiential Fee

The experiential fee is for students who, through work experience and demonstration of their knowledge, place out of classes. If you substitute work experience for a class this way and have the credits applied toward your transcript, a fee of \$50 will be charged for each course.

## Michigan Colleges Online Course Tuition\*

Tuition for Internet courses offered through Lake Michigan College to students referred by Michigan Colleges Online (MCO) differs from standard tuition rates paid by accepted LMC students. The rates are:

### Beginning Fall Semester 2018

\$198.00 - In-district  
\$285.00 - Out-of-district  
\$370.00 - Out-of-state

\*These rates are subject to change without notice.

For Internet courses offered through MCO only, students are eligible for in-district tuition rates if they are residents of any Michigan community college district. Michigan residents who do not live within a community college district will be charged out-of-district rates. All other students will pay the out-of-state tuition rate. The only LMC fee that is applied, in addition to the internet tuition rate, is a Late Registration fee as appropriate.

## Full-time/Part-time Status

A student must be registered for a minimum of 12 credit hours to be designated as a full-time student. Students with 9 to 11 credit hours are considered 3/4-time students. Students with 6 to 8 credit hours are considered part-time students, and those with fewer than 6 credit hours are considered less-than-half-time students.

## Credit Hour Limit

No student may take more than 18 credit hours without special permission from the appropriate dean or designee. Permission may be granted in those instances where students have a 3.00 cumulative GPA or better.

## TUITION AND FEES TOTALS BY CONTACT HOUR

### 2018-19 Academic Year

Contact Hours	In-District	Out-of-District	International	Baccalaureate Courses
1	\$150.00	\$211.50	\$288.00	\$336.00
2	\$300.00	\$423.00	\$576.00	\$672.00
3	\$450.00	\$634.50	\$864.00	\$1,008.00
4	\$600.00	\$846.00	\$1,152.00	\$1,344.00
5	\$750.00	\$1,057.50	\$1,440.00	\$1,680.00
6	\$900.00	\$1,269.00	\$1,728.00	\$2,016.00
7	\$1,050.00	\$1,480.50	\$2,016.00	\$2,352.00
8	\$1,200.00	\$1,692.00	\$2,304.00	\$2,688.00
9	\$1,350.00	\$1,903.50	\$2,592.00	\$3,024.00
10	\$1,500.00	\$2,115.00	\$2,880.00	\$3,360.00
11	\$1,650.00	\$2,326.50	\$3,168.00	\$3,696.00
12	\$1,800.00	\$2,538.00	\$3,456.00	\$4,032.00
13	\$1,950.00	\$2,749.50	\$3,744.00	\$4,368.00
14	\$2,100.00	\$2,961.00	\$4,032.00	\$4,704.00
15	\$2,250.00	\$3,172.50	\$4,320.00	\$5,040.00
16	\$2,400.00	\$3,384.00	\$4,608.00	\$5,376.00
17	\$2,550.00	\$3,595.50	\$4,896.00	\$5,712.00
18	\$2,700.00	\$3,807.00	\$5,184.00	\$6,048.00

## Residency

### Policy Statement:

A student's residency for tuition purposes is determined from information provided on the Application for Admission. Such status, as defined below, may be reconsidered upon presentation of written proof that the student's residency has changed. The college has the right to verify a student's residency.

### A. In-District Student

A citizen or eligible non-citizen of the United States who is a legal resident within the Lake Michigan College district (Berrien County, [including the Niles zip code 49120], the South Haven Public School District or Covert Township in Van Buren County).

Any individual eligible for educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 33 (Post-0/11 GI Bill), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C § 3311(b) (9)) while attending Lake Michigan College (regardless of his/her formal state of residence).

### B. Out-of-District Student

A citizen or eligible non-citizen of the United States who is a student who does not qualify as an In-District student as defined above is classified as an Out-of-District student.

### C. International Student

A student who is not a United States citizen is classified as an International student. Documented International students must provide documentation of status.

- A documented International student may qualify for residency status classification change, according to the definitions of residency above, if:
  1. The student holds a valid Alien Registration

Receipt Card (Permanent Resident Card), a valid Deferred Action for Childhood Arrivals (DACA) card, or political asylum status.

2. A student owns, or is a legal dependent whose parents or legal guardians own, property within the United States.

- An undocumented International student may qualify for residency status classification change, according to the definitions of residency above, if:
  1. The student owns, or is a legal dependent whose parents or legal guardians own, property within the United States; or
  2. The student has been living in the United States for a minimum of one (1) year immediately prior to the first day of the semester in which the student intends to register; and
  3. The student had graduated from a high school in the United States or has a United States GED. The student must provide any documentation as outlined above prior to the first day of the semester in which he or she intends to register.

### D. Early College Student

A student participating in Early College courses is defined as a resident as described above. However, during enrollment in an Early College course held at a high school, tuition for that course is based upon the residency of the location of the high school instead of the student's residency.

### E. Change of Status

A student who is classified as an Out-of-District or International student is eligible for review of residency status if proof of residency, as outlined below and in Section C of this policy, is submitted prior to the first day of the semester in which the student is registered or intends to register. Any status updates requested after the semester begins will be reviewed for subsequent semesters. It is the student's responsibility prior to registration to inform the Registrar's Office of any change in residence or status that would affect his/her classification as a resident. **NOTE:** address updates completed via WaveLink DO NOT result in an automatic update of residency for tuition purposes. All residency updates/tuition rate changes MUST be completed by submitting appropriate documentation to the Records office. Call **(269) 927-8107** or email **records@lakemichigancollege.edu** for assistance.

## F. Documentation

The college reserves the right to require documentation acceptable to the college in all cases of residency determination and verification including, but not limited to, the following criteria: student's current residency address and one or more of the following documents confirming that address as the legal home of residence:

- Valid State Driver's License in student's name
- Valid State ID Card in student's name
- Valid motor vehicle registration in student's name (car insurance and car title are not acceptable)
- Voter Registration Card
- Military ID Card
- Tribal Card with Address
- Lease, Mortgage, or Rental Agreement
- Property Tax Statement (must be place of residence or property)
- Utility Bill
- Homeowner's or Renter's Insurance Policy
- Notarized statement verifying residency signed by parent(s) if student still in high school, accompanied by parent's proof of residency or by current high school record (e.g., high school transcript or current report card in student's name and address).

## G. Dependents

If your parents/legal guardian are property owners and you are claimed as a dependent on their Federal Income Tax return for the last calendar year, the following documents are required: Current Property Tax Bill – and - Copy of parents'/legal guardian's Federal Income Tax return for the last calendar year showing they claimed you.

## H. Senior Citizen

Senior Citizens sixty (60) years of age and over who meet In-District criteria will qualify for tuition-free enrollment in any college credited course subject to the following provisions:

The student must be at least 60 years of age prior to the first day of the semester in which the student is registered. Registration fees and special fees (if any) for courses selected must be paid by the student. All regular registration procedures must be followed.

## I. Discretion to Adjust

Discretion in adjusting individual cases within the spirit and intent of these regulations is vested with the Board of Trustees or their designee.

## Tuition and Fee Payment Policy

Tuition and fees must be paid in full, a payment plan established via Flex Pay, or financial aid (including grants, loans, and scholarships) in place by the published deadline each semester. After the deadline, payment is due within 24 hours of registration. By registering for classes at Lake Michigan College, you agree to financial responsibility for all charges on

your college account. You also promise to pay Lake Michigan College the full amount of the obligation by the due date. Further, you agree to pay any and all costs, including collection, attorney, and litigation costs incurred by Lake Michigan College in its effort to collect, should you default on your account. Each time you register for courses you must make payment arrangements. ALL registered courses will be dropped and a refund issued for courses already paid for if payment is not made by the published deadline or 24-hour time period, as applicable.

## Methods of Payment

Your two payment options are the following:

### 1. Paying in full at time of registration with:

- Cash
- Personal check or money order made payable to Lake Michigan College
- Third-party payment
- Funds held by LMC in an international student deposit account

### 2. Enrolling in Flex Pay

If you don't pay in full at the time of registration, or if you receive financial aid that does not cover your entire balance, or you are a Chapter 33 veteran, you must sign up for Flex Pay. Flex Pay is a payment plan that spreads your tuition and fee payments out over time. See details under the Flex Pay section.

## Chapter 33 Veterans

Veterans must complete the following steps to register and pay for classes. Register online or at any LMC campus. Contact the LMC VA representative to provide the proper VA enrollment documentation. Login to Wavelink and select "I am a Chapter 33 Veteran" as your payment option. Provide a checking or savings account or credit card number which will be used for monthly automatic payment withdrawals for the outstanding tuition and fee balance after your VA benefits award has been applied to your account.

See [lakemichigancollege.edu/flexpay](http://lakemichigancollege.edu/flexpay) as well as information in this handbook for Flex Pay-Pending Aid details.

## International Student Deposit

A \$7,000 deposit is due before international students are admitted to the college for the first time. This is a one-time required deposit which must be paid in the form of cash, credit card, money order or cashier's check. Wire payments from outside the US may be made at **Flywire.com**. The deposit is held exclusively for tuition and fees. The Business Office will open accounts at the LMC Bookstore for all international students with funds on deposit. If an international student decides to transfer to another school, the Business Office will



refund any remaining balance to the student. Students who leave the college and want to re-enroll will follow regular payment procedures.

### **Third Party Payment**

If someone other than the student is paying for tuition and fees (e.g. an employer, school district, Michigan Works, etc.), authorization to bill tuition and fees to a third party must be brought to the Business Office at least two weeks prior to the student registering for classes. You can access the required Third Party Billing Authorization form at [www.lakemichigancollege.edu/waystopay](http://www.lakemichigancollege.edu/waystopay).

### **Where to Pay Your Tuition Online**

You can pay your tuition and fees online through WaveLink.

1. Log on [www.lakemichigancollege.edu](http://www.lakemichigancollege.edu)
2. Click on the WaveLink icon.
3. Enter your login information.
4. Select the "LMC Student" tab.
5. After you've registered for classes, click on the "View Registration Charges" link to review your tuition balance.
6. Select a payment option.

If you register for classes online and do not pay with a credit card or do not sign up for Flex Pay after the published deadlines, you have 24 hours from the time of online registration to pay your tuition in person with cash or check at one of our campuses. After 24 hours, your class registration will automatically be canceled. If you register ON or AFTER the last day to add/ drop without a payment plan in place, you assume full financial responsibility.

### **In Person**

You may pay tuition and fees at the Benton Harbor, Niles-Bertrand Crossing, or South Haven campuses during regular business hours. You can pay with cash or a check, employee tuition voucher, or Flex Pay program.

### **Flex Pay Monthly Tuition Payment Plan**

Flex Pay is a low-cost way to spread your tuition and fee payments out over time. Payments are automatically deducted from your checking or savings account or your MasterCard, Visa, Discover, or American Express Card.

Flex Pay is not a loan program so you won't have interest or finance charges, and there is no credit check. There is a \$25-per-semester, non-refundable enrollment fee. A 2.5% convenience fee is charged for credit card payments.

Payments are processed on the 5th of each month and continue until the balance is paid in full. Certain banks will not allow payments to be made from a savings account. Please check with your financial institution prior to registering for Flex Pay if you wish to use your savings account. You must sign up each semester that you want to use the program.

NOTE: Students who have previously defaulted on the Flex Pay/ FACTS/e-Cashier program are not eligible to participate.

### **Flex Pay Options**

There are two Flex Pay options. Your financial aid status at the time you register for classes determines if a payment plan is required.

#### **1. Flex Pay for those with or without financial aid.**

If you do not pay in full at the time you register for classes and you do not receive financial aid (including scholarships, grants and loans), or if you have a balance greater than your financial aid, you will be placed into the traditional Flex Pay plan. The amount of the down payment you must make will be determined by the date you enroll in the program. The earlier you enroll, the smaller the down payment is. Refer to the Flex Pay Enrollment Dates chart.

Note: If you have applied for financial aid, please know that it can take 3 to 4 weeks after you submit your FAFSA (Free Application for Federal Student Aid) until you receive your estimated financial aid award package. If you anticipate receiving financial aid and want to utilize Flex Pay, please wait until your estimated financial aid award package is complete to register for classes.

When you register for classes after you receive an estimated financial aid award package from LMC that shows you are receiving some level of financial aid, and sign up for Flex Pay, you will be placed into Flex Pay. When you register for classes before receiving your estimated financial aid award letter from LMC and sign up for Flex Pay, you will be charged the \$25 fee. Once you have been placed into the regular Flex Pay program, the \$25 fee cannot be refunded.

#### **2. Flex Pay – Pending Aid for Chapter 33 veterans.**

Flex Pay-Pending Aid is available for Chapter 33 veterans only. Payments are deferred until after your VA payment is received. Refer to the Flex Pay charts for more information.

## Flex Pay Enrollment Dates

Fall 2018 e-Cashier available on April 9, 2018  
Full payments may be made on e-Cashier through September 11, 2018

Last Day to Enroll Online	Required Downpayment	Number of Payments	Months of Payments
June 29	None	5	July – Nov
July 18	20%	4	Aug – Nov
Aug 15	33%	3	Sept – Nov
Sept 11	50%	2	Oct & Nov

Please go to [lakemichigancollege.edu /flex-pay](http://lakemichigancollege.edu/flex-pay) for spring and summer Flex Pay information.

## How to Enroll in Flex Pay

If you wish to use Flex Pay, you must re-enroll each semester at the time of registration. Login to WaveLink and click on the e-Cashier Payment Plan/Pay My Bill link. Please have the following information available:

- LMC student ID number
- Name address and email of the person responsible for making payments
- Account information for the person responsible for payment. Payments may be made by:
  - Automatic withdrawal from your checking or savings account; have the bank name, telephone number, account number, and the bank routing number available
  - Credit card; have the credit card number and expiration date available ALL students, including those whose financial aid does not cover their total tuition and fees, must sign up for Flex Pay. The only exceptions are:
    - Students who pay in full at the time of registration
    - Students who are funded through Michigan Works!
    - Students who have made arrangements with the college's Financial Services office through their employer
    - Students who have more aid than the total tuition and fees

Note: If your Flex Pay plan has three unsuccessful attempts for payment before the last day to drop, your classes will be dropped for non-payment. If you wish to re-register, payment in full via CASH may be made at the Business Office.

## Financial Aid

Financial aid is designed to supplement the financial resources of students and their families. Eligibility is based on need and awarded aid is based on numerous factors. All students are encouraged to apply for financial aid.

## To Apply for Financial Aid:

Visit [fafsa.ed.gov](http://fafsa.ed.gov) and complete the Free Application for Federal Student Aid (FAFSA). Be sure to list Lake Michigan College as your school of choice on your FAFSA (**school code 002277**). You will receive either an estimated award letter from Lake Michigan College or a letter requesting additional information 7 to 10 business days after you submit your FAFSA.

NOTE: COMPLETE THE FAFSA EARLY!! It can take 3 – 4 weeks from the time you submit the FAFSA until you receive your estimated financial aid award package from LMC. You may also be required to provide additional documentation to the Financial Aid Office. So the earlier you apply and turn in any requirements, the less likely you will have problems when you register for classes.

Lake Michigan College offers 4 types of financial aid:

- Grants, e.g., Pell Grants
- Scholarships; both merit-based and need-based scholarships are available
- Work Study; students must complete a FAFSA to determine work study eligibility
- Direct Loans; e.g. Stafford Loans: students must complete a FAFSA and additional paperwork to be awarded loans

If you receive some form of financial aid and it covers your entire balance, you do not need to sign up for the Flex Pay Plan. If you receive some form of financial aid and it does NOT COVER your entire balance, you must sign up for the Flex Pay Plan. Your remaining balance will be split into payments that will be automatically deducted from your checking/savings account, or charged to your credit card. See Flex Pay information that relates specifically to students receiving financial aid.

## Don't Lose Your Financial Aid!

There are several situations that can result in a student either losing their aid or having to pay a portion back. Not attending classes, withdrawing, poor grades, repeating courses, and taking courses that don't go toward your degree can all have a significant effect on your financial aid (which includes grants, scholarships, loans and work study). It is your responsibility to check with the financial aid office to make sure you are on track.

## Satisfactory Academic Progress Standards

The U.S. Department of Education requires colleges to establish student standards of Satisfactory Academic Progress (SAP) for the continuation of all types of financial assistance, including federal, state, and institutional funds. These standards include consideration of grade point average (GPA), credit completion rate, and total credits attempted. Satisfactory progress is monitored at the end of each semester per the criteria listed below.

### **GPA Requirement**

A student must meet and maintain a minimum 2.0 GPA to maintain financial aid. Students' GPAs from any transfer credit will not count toward their GPA.

### **Completion Rate Requirement**

All students must successfully complete a minimum of 67% of their cumulative credit hours attempted. Grades considered unsuccessful are "E," "I," "W," "U," or any other grade that does not signify a passing grade. Transfer credits will be considered in your completion rate as both hours attempted and hours completed.

<b>If a student attempts</b>	<b>Student must pass</b>
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

### **Maximum Credit Hours**

Students may only receive financial aid up to the point that their credit hours reach 150% of the total credits required to complete their degree. This includes any transfer credits and any credits earned while the student was not receiving financial aid. In addition, if when reviewing a student's total hours it is determined that they are unable to complete their program within the 150% credit hour limit, the student's aid must be terminated at that point.

### **Financial Aid Warning**

When a student's cumulative GPA or completion rate fall below the minimum standards of academic progress, the student is placed on Financial Aid Warning. A student who is placed on Financial Aid Warning will lose their ability to receive financial aid if, after the end of their next term of enrollment, their CUMULATIVE completion rate and GPA do not meet the minimum standards.

### **Financial Aid Termination**

When a student who is on probation fails to maintain the minimum required standards during a subsequent semester, they will be placed on financial aid termination. During the termination period, the student cannot receive grants, scholarships, work study, or loans.

### **Regaining Aid Eligibility**

A student may regain financial aid eligibility by taking credits at their own cost and reaching the minimum required standards of progress for BOTH grade point average and completion rate. Alternatively, the student may complete a Satisfactory Academic Progress Appeal if they had extraordinary circumstances outside of their control that caused them to fail. See the Financial Aid Appeal section below.

### **Financial Aid Appeals**

Students who failed to maintain the minimum requirements can complete a Financial Aid Appeal form if they had circumstances outside of their control. Documentation should be provided of the circumstances. Examples of circumstances the committee will consider are: personal illness or injury, death of parent, spouse or child, or other circumstances that were outside the reasonable control of the student. The appeal committee will determine whether the student can continue receiving financial aid and will notify the student in writing. Appeal forms are available online and by request at the Financial Aid Office. Committee meetings occur once per month.

### **Courses below the 100 Level**

Students enrolled in courses below the 100 level must successfully complete the required minimum 67% of all courses attempted. Unsuccessful completion of these courses will result in a grade of "E," "U," "W," or "I." However, since the grades received in these classes are not included as a part of the grade point average, the GPA requirement is waived. In addition, these credits will not be counted in the maximum credit hour calculation. By law, students cannot receive aid for more than 30 credit hours below 100 level.

### **Repeat Courses**

Students who pay with financial aid may take a class that they have already passed only one additional time. A passed class is defined as one where the student received "credit" for the course. So, a "D" is considered a passing grade, even if it does meet graduation requirements or does not allow you to move on to the next class. This is regulated by federal law and CANNOT be appealed.

### **Veterans' Affairs Educational Benefits**

If you are eligible for veteran's benefits through various G.I. Bill programs, certain conditions must be met in order for you to continue receiving VA benefits. The Department of Veterans' Affairs requires that recipients of these benefits immediately report any change in credit hour load, dependency status, address, or program of study to the Veterans' Affairs Coordinator. Additionally, academic progress toward degree completion must be monitored. You are considered to be making satisfactory progress if your cumulative grade point average (GPA) is 2.00 or above.

### **Academic Probation for VA Benefits**

If, as a Veterans' Affairs educational benefit recipient, your Lake Michigan College GPA drops below 2.00, you will be placed on academic probation. During the probationary period, you may continue to receive educational benefits; however, probationary status may not exceed two terms. At the end of the probationary period, if your cumulative GPA still does not meet the minimum graduation requirement of 2.00, a report of unsatisfactory progress will be sent to the Department of Veterans' Affairs and you will stop receiving benefits. Certification for further educational benefits will not be submitted until your cumulative GPA reaches 2.00. If you are now making satisfactory progress and would like to appeal to have benefits reinstated, contact the Office of Veterans' Affairs.

## **Refunds**

### **Refund Policy**

- A 100% refund of tuition and all fees will be made if a class is canceled by the college.
- A 100% refund of tuition and course fees will be made if a class is dropped by the student within the published drop dates.
- For classes withdrawn after the published drop dates has passed, no refund of tuition or fees will be approved. Students with extenuating situations may file a formal tuition appeal available at any campus Student Services area.

### **Student Refunds**

All Lake Michigan College refunds are distributed through a third party provider. Visit your WaveLink account to learn more about refunds.



**LAKE MICHIGAN<sup>®</sup>**  
**C O L L E G E**

**BENTON HARBOR CAMPUS**

2755 E. Napier Avenue  
Benton Harbor, MI 49022  
(269) 927-1000

**NILES CAMPUS AT BERTRAND CROSSING**

1905 Foundation Drive  
Niles, MI 49120  
(269) 695-1391

**SOUTH HAVEN CAMPUS**

125 Veterans Boulevard  
South Haven, MI 49090  
(269) 637-7500

Lake Michigan College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)),  
a regional accreditation agency recognized by the U.S. Department of Education.

## **MISSION STATEMENT**

The philosophy of Lake Michigan College, an institution of higher education, is founded on the belief that education is for all who wish to develop their potential. It is fundamental that a community college assist in meeting the educational, career, cultural, wellness and recreational needs of the community it serves through its courses (credit and non-credit), certificates, degrees, and state-authorized baccalaureate programs. This involves a five-fold obligation:

- to provide for the educational aspirations, needs and learning expectations of the individual and the community;
- to provide for the occupational needs and desires of the learner and the community;
- to provide for the cultural interests and the wellness and recreational needs of the individual, and thus contribute to the development of effective citizens;
- to provide an assurance of quality in programs and in people;
- to develop an international perspective that prepares students, and develops employees and community members for a world economy and global citizenship.

Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender. Minorities and handicapped persons are encouraged to attend Lake Michigan College.

Any questions regarding your rights under Title VI and Title IX should be directed to Assistant Director, Human Resources and Diversity, (269) 927-8102, Room A-305.

Any questions regarding your rights under Section 504 should be directed to Student Outreach and Support Services Office, (269) 927-8866, Room A-218.