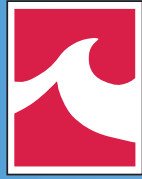


A New Wave of Thinking



LAKE MICHIGAN
COLLEGE

2007-2009 College Catalog



2007-2009 Lake Michigan College Catalog

Napier Avenue Campus

2755 East Napier Avenue
Benton Harbor, MI 49022, (269) 927-3571



Bertrand Crossing Campus

1905 Foundation Drive
Niles, MI 49120, (269) 695-1391



M-TECSM at Lake Michigan College

400 Klock Road
Benton Harbor, MI 49022, (269) 926-6832



South Haven Campus

125 Veterans Boulevard
South Haven, MI 49090, (269) 637-7500



Lake Michigan College Mission & Values

Mission

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. 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:

Information contained in the 2007-2009 Lake Michigan College Catalog is, to the best knowledge of the Lake Michigan College staff, considered correct when published in 2007. 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 in tuition, fees, admission requirements, policies, graduation requirements, and curricula without notice or obligation. For the most current information, visit the Lake Michigan College Web site.

• 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.

Lake Michigan College



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Semester Calendars

Fall 2007

July 24	Tuition payment deadline
Aug 27	Classes begin at 7 a.m. - Late registration fee applies
Aug 30	Last day to add classes
Sept 3	Labor Day – No classes
Sept 6	Last day to drop with refund
Sept 8	Saturday classes begin
Sept 17	Winter on-line registration opens
Oct 1	Winter walk-in registration opens
Oct 16	Professional Development Day - No classes
Nov 16	Last day to withdraw with a W (end of 12 weeks)
Nov 21-24	Thanksgiving Holiday
Dec 15	Classes end
Dec 19	Grades available on-line
Dec 24-Jan 1	Winter Break – No classes

Winter 2008

Sept 24	Winter on-line registration begins
Oct 1	Winter walk-in registration begins
Dec 11	Tuition payment deadline
Jan 10	Classes begin at 7a.m. – Late registration fee applies
Jan 12	Saturday classes begin
Jan 17	Last day to add classes
Jan 24	Last day to drop classes with refund
Feb 11	Spring/Summer registration begins
Feb 14	Professional Development Day - No classes
Mar 10-15	Spring Break – No Classes
Mar 21-23	Recess – College Closed
Apr 14	Last day to withdraw with a W (End of 12 Weeks)
May 2	Graduation rehearsal
May 3	Classes end.
May 4	Commencement ceremony – 3 p.m.
May 7	Grades available on-line

Spring 2008

Feb 11	Spring/Summer registration begins
April 28	Tuition payment deadline
May 12	Classes begin at 7 a.m. - Late registration fee applies
May 15	Last day to add classes
May 15	Last day to drop with refund
May 26	Memorial Day – No classes
June 13	Last day to withdraw with a W
June 27	Classes end

Spring 2008 – Bertrand Crossing Campus

June 9	Classes begin at 7:00 am
June 11	Last day to add classes
June 13	Last day to drop with refund
July 4	Holiday – College closed
August 1	Last Day to withdraw with a “w”
August 16	Classes end at 5:00 pm

Summer 2008

Feb 11	Spring/Summer registration begins
June 2	Tuition Payment Deadline
June 30	Classes begin at 7 a.m. - Late registration fee applies
July 3	Last day to add classes
July 3	Last day to drop with refund
July 4	Independence Day – College closed
Aug 1	Last day to withdraw with a W
August 15	Classes end

Fall 2008

April 14	Fall Registration Begins – On-line & Walk-in
July 22	Tuition payment deadline
Sept 2	Classes begin at 7 a.m
Sept 2	Late fee applies
Sept 6	Saturday classes begin
Sept 8	Last day to add classes
Sept 16	Last day to drop with 100% refund
Sept 29	Winter registration begins
Nov 24	Last Day to withdraw with a W (end of 12 weeks)
Nov 26	No classes - Professional Development Day
Nov 27 - 30	Thanksgiving Holiday – College Closed
Dec 14	Classes end
Dec 17	Grades available on LMC website
Dec 24 - Jan 1	Winter break begins – No classes

Winter 2009

Sept 29	Winter registration begins
Dec 12	Tuition payment deadline
Jan. 13	Late registration fee applies
Jan 13	Classes begin at 7:00 a.m.
Jan 17	Saturday classes begin
Jan 19	Last day to add classes
Jan 26	Last day to drop classes with refund
Feb 19	Professional Development Day - No Classes
Feb 20	Spring & Summer registration begins
Mar 2-7	Spring Break – No classes
Apr 10-12	Recess – College closed
Apr 13	Fall registration begins
Apr 14	Last day to withdraw with a W (End of 12 weeks)
May 1	Graduation rehearsal
May 2	Classes end at 5:00 p.m.
May 3	Graduation at 3:00 p.m.
May 7	Grades available online

Spring 2009

Feb 9	Spring/Summer registration begins
April 27	Tuition payment deadline
May 11	Classes begin at 7:00 AM
	Late registration fee applies
May 14	Last day to add classes
May 14	Last day to drop with refund
May 25	Memorial Day – No classes
June 12	Last Day to withdraw with a W
June 26	Classes end at 5:00 PM

Summer 2009

June 1	Tuition payment deadline
June 29	Classes begin at 7:00 AM
	Late registration fee applies
July 2	Last day to add classes
July 2	Last day to drop with refund
July 4	Holiday – College closed
July 31	Last day to withdraw with a “W”
Aug 14	Classes End at 5:00 PM

Where to Find It

Advising

Career and academic advising, scheduling, transfer advising, personal advising as it relates to educational goals and objectives
Napier Avenue Campus269-927-8128 Location: Richard J. Pappas Student Services Center Hours: M-Th 8:30 a.m. - 7:30 p.m., F 8:30 a.m. - 4 p.m. by appointment
Bertrand Crossing Campus269-695-1391 Location: Student Services Hours: M-Th 8:30 a.m. - 6:30 p.m., F 8:30 a.m. - 4 p.m. by appointment
South Haven Campus269-637-7500 Location: Student Services area Hours: M-Th, 10:30 a.m. - 6:30 p.m., F 9:30 a.m. - 4:30 p.m. by appointment

Alumni Association

Alumni events and awards
Mendel Center269-927-6849 Location: Room MC7

Apprentice Training

M-TEC SM at Lake Michigan College269-926-2136 Location: Room MT101
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Arts & Sciences

Napier Avenue Campus269-927-8100 ext. 5170 Location: Room C222

Assessment

Assessment scheduling; reading, writing, math assessment; and English as a Second Language
Napier Avenue Campus269-927-8100 ext. 5243 Location: Room A203, Richard J. Pappas Student Services Center Hours: M 9 a.m. - 1 p.m., TTh 1 p.m. - 5 p.m., W 9 a.m. - 1 p.m., & 5 p.m. - 9 p.m., F 11 a.m. - 3 p.m.
Bertrand Crossing Campus269-695-1391 Location: Student Services Hours: Computerized assessment testing M-Th 8 a.m. - 6 p.m., F 8 a.m. - 2 p.m. Paper & pencil assessment testing and Health Science testing by appointment
South Haven Campus269-637-7500 Location: Student Services area Hours: M-Th 8 a.m. - 7 p.m., F 8 a.m. - 3 p.m.

Athletics

Intercollegiate sports
Napier Avenue Campus269-927-8100 ext. 5160 Location: Room D103

Bertrand Crossing Campus

1905 Foundation Drive, Niles, MI 49120269-695-1391 Hours: Fall & Winter M-Th 8 a.m. - 8:30 p.m., F 8 a.m. - 4 p.m. Spring & Summer - Hours may vary. Please call office for confirmation
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Bookstore

Napier Avenue Campus269-927-6713 Location: S121 Fall & Winter Hours: M-Th 8:30 a.m. - 6:30 p.m., F 8:30 a.m. - 1:30 p.m. Sat/Sun - closed Spring & Summer Hours: M-Th 9 a.m. - 6:30 p.m., F 9 a.m. - 1 p.m. Sat/Sun - closed
South Haven Campus269-637-7500 ext. 7123 Locations: Lobby Hours: M-Th 9 a.m. - 6 p.m.; F 9 a.m. - 1:00; Sat/Sun Closed

Business Office/Cashier

Napier Avenue Campus269-927-8610 Location: A207, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m., extended hours during peak registration
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Career Services Center

Career counseling, occupation information, job search resources
Napier Avenue Campus269-927-6284 Location: C204, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m., evenings by appointment
Bertrand Crossing Campus269-695-1391 Location: Room 101 Hours: M-F, By appointment only
South Haven Campus269-637-7500 Location: Student Services Area Hours: M-F by appointment only

Career Education

Napier Avenue Campus269-926-8100 ext. 5154 Location: Room C122

Cashiers Office

Tuition payments, billings
Napier Avenue Campus269-927-8610 Location: A207, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m.
Bertrand Crossing Campus269-695-1391 Location: Student Services Hours: M-Th 8 a.m. - 7 p.m.; F 8 a.m. - 4 p.m.
South Haven Campus269-637-7500 Location: Student Services area Hours: M-Th 7:30 a.m. - 9 p.m.; F 7:30 a.m. - 5 p.m.

Child Care Center (Kidzone)

On-campus infant, pre-school, and child care for children between the ages of 2 weeks and 12 years of students, employees, and community members
Napier Avenue Campus269-927-6293 Location: B-107 Hours: M-F 6 a.m. - 6 p.m., evening care available Fall and Winter semesters 6 p.m. - 10 p.m., M-TH only
South Haven Campus269-637-7501 Hours: M-F 6 a.m. - 6 p.m., evening care available Fall and Winter semesters 6 p.m. - 10 p.m., M-TH only

Community & Business Services

Continuing education, computer training, customized industry training
M-TEC SM at Lake Michigan College269-926-4296 Location: Room MT101

Early College

Dual enrollment and direct credit opportunities for area high school students
Napier Avenue Campus269-927-8100 ext. 5168

Where to Find It

Educational Opportunity Center

Academic, vocational, career advising, and enrollment services
Napier Avenue Campus269-927-8100 ext. 5031 Location: C209, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m.

Educational Talent Search

Assists Benton Harbor and Covert students graduate from high school and enroll in the college of their choice
Napier Avenue Campus269-927-8100 ext. 5228 Location: Room C204, Richard J. Pappas Student Services Center Hours M-F 8 a.m. - 5 p.m.

Financial Aid

Financial aid, scholarships and work study
Napier Avenue Campus269-927-8112 Location: A202, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m.
Bertrand Crossing Campus269-695-1391 Location: Room 101 Hours: M-Th 8 a.m. - 8:30 p.m.; F 8 a.m. - 4 p.m.
South Haven Campus269-637-7500 Location: Student Services Hours: M-Th 7:30 a.m. - 9 p.m., F 7:30 a.m. - 5 p.m.

Honors Program

Honors courses and activities
Napier Avenue Campus269-927-8100 ext. 5172 Location: Room C222c

Human Resources

Napier Avenue Campus269-927-8132 Location: A303
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International Student Services

Napier Avenue Campus269-927-8100 ext. 5008 Location: A218, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 4 p.m.

Learning Assistance Center

Tutoring services
Napier Avenue Campus269-927-8100 ext. 5169 Location: Room B202 Hours: M-Th 8 a.m. - 8 p.m., F 8 a.m. - 3 p.m., Sat. by appointment

Library - William Hessel Library

Napier Avenue Campus269-927-8605 Location: Room 118-W Fall & Winter Hours: M-Th 8 a.m. - 9 p.m., F 8 a.m. - 4 p.m., Sat 10 a.m. - 2 p.m. Spring & Summer hours: M-Th 8 a.m. - 6:30 p.m., F 8 a.m. - 4 p.m. Interim: M-F 8 a.m. - 4 p.m. Library web page: www.lakemichigancollege.edu/lib/

M-TECSM at Lake Michigan College

400 Klock Road, Benton Harbor, MI 49022269-926-6832

Math Center

Napier Avenue Campus269-927-7097 Location: Room B208 Hours: M 12 p.m. - 5:30 p.m., W 9 a.m. - 5:30 p.m., 6:30 p.m. - 8:30 p.m., T-Th 9 a.m. - 3:30 p.m., F 9 a.m. - 12 p.m.

Mendel Center for Arts & Technology

Napier Avenue Campus269-927-1000 Conference & Event Services, Advanced Technology Center, Grand Upton Hall, Hanson Theatre, and Mainstage

Mendel Mainstage Box Office

Tickets for Mainstage and student performance events
Napier Avenue Campus269-927-1221 2755 E. Napier Avenue, Benton Harbor, MI 49022

Munchy's Café

Beverages, salads, soups, sandwiches
Napier Avenue Campus269-927-8100 ext. 5276 Location: First floor across from the Bookstore

Napier Avenue Campus

2755 E. Napier Avenue, Benton Harbor, MI 49022269-927-3571
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Program Information

Math, physical education.....269-927-8100 ext. 5070
Social studies, humanities, fine arts269-927-8100 ext. 5017
Nursing, Rad Tech, Dental Assisting269-927-8100 ext. 5090
Business, Computer Info Systems, Industrial Tech269-927-8100 ext. 8171
English.....269-927-8100 ext. 5184
Transitional Studies269-927-8100 ext. 5183
Humanities, Fine Arts269-927-5100 ext. 5181
Science.....269-927-8100 ext. 5075

Reading Center

Napier Avenue Campus269-927-6871 Location: Room B204

Records Office/Admissions Processing

Name and address changes, transcripts, graduation audits and information, enrollment verification, admissions application processing
Napier Avenue Campus269-927-8107 Location: Room A222, Richard J. Pappas Student Services Center Hours: M-F 8 a.m. - 5 p.m.
Bertrand Crossing Campus269-695-1391 Location: Room 101 Hours: M-Th 8 a.m. - 7 p.m.; F 8 a.m. - 4 p.m.
South Haven Campus269-637-7500 Location: Student Services area Hours: M - Th 7:30 a.m. - 9 p.m.. F 7:30 a.m. - 5 p.m.

Registration

Napier Avenue Campus269-927-8119 Location: Richard J. Pappas Student Services Center Hours: M-Th 7:30 a.m. - 9:00 p.m., F 7:30 a.m. - 5 p.m., Sat 9 a.m. - 1 p.m.
Bertrand Crossing Campus269-695-1391 Location: Student Services Hours: Fall & Winter M-Th 8 a.m. - 7 p.m., F 8 a.m. - 4 p.m.
South Haven Campus269-637-7500 Location: Student Services area Hours: M-Th 7:30 a.m. - 9 p.m., F 7:30 a.m. - 5 p.m.

Siena Heights at Lake Michigan College

Napier Avenue Campus269-927-6711 Location: Rooms D201 & 202
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Where to Find It

South Haven Campus

125 Veterans Boulevard, South Haven, MI 49090269-637-7500
Hours: M-Th 7:30 a.m. - 9 p.m., F 7:30 a.m. - 5 p.m.

Special Populations

Disability, single parents, displaced homemakers, non-traditional students, academically disadvantaged, limited English proficiency
Napier Avenue Campus269-927-8100 ext. 5191
Location: Room C205b, Richard J. Pappas Student Services Center
Hours: M-F 8 a.m. - 5 p.m., evenings by appointment

Student Life

Student activities, student government, student newspaper, Phi Theta Kappa
Napier Avenue Campus269-927-8100 ext. 5206
Location: D-103, next to the gym
Hours: M-F 8 a.m. - 5 p.m.

Student Information Center

Napier Avenue Campus269-927-8128
Location: Room A205, Richard J. Pappas Student Services Center
M-Th 7:30 a.m. - 9:30 p.m., F 8 a.m. - 5 p.m., Sat. 8:30 a.m. - 1 p.m.
(Saturday hours August - May only)

Student Support Services

Supportive services including TRIO computer lab
Napier Avenue Campus
Location: Room C207269-927-8603
Hours: M-F 8 a.m. - 5 p.m., evenings by appointment
Website: www.lakemichigancollege.edu/ss/student_support

Tours

Napier Avenue Campus269-927-8120
Bertrand Crossing Campus269-695-1391
M-TECSM at Lake Michigan College269-926-6832
South Haven Campus269-637-7500

Transitional Studies

Academic tutoring, writing lab, math lab, reading lab
Napier Avenue Campus269-927-8100 ext. 5183

Upward Bound

Assists Benton Harbor high school students to enter college
Napier Avenue Campus269-927-8100 ext. 5235
Location: Room C211, Richard J. Pappas Student Services Center
Hours: M-F 8 a.m. - 5 p.m.

Veterans' Services

Napier Avenue Campus269-927-8100 ext. 5123
Location: Room A208b, Richard J. Pappas Student Services Center
Hours: M&F - 8:00 a.m. - 3 p.m.

Western Michigan University – Southwest

2785 E. Napier Avenue, Benton Harbor, MI 49022269-934-1500

Writing Center

Napier Avenue Campus269-927-6560
Location: Rooms B203 & B207
Hours: M-Th 8 a.m. - 9 p.m., F 8 a.m. - 3 p.m.

A Look at Lake Michigan College



Lake Michigan College is a two-year, comprehensive community college located in the southwest corner of Michigan, serving Berrien County, Covert Township and the South Haven School District in Van Buren County, and adjacent areas of Michigan and Indiana. Lake Michigan College is viewed as a source of education, a cultural center, a regional economic partner and a leader in diversity and innovation.

A diverse student body of over 7,000 credit and non-credit students creates a rich atmosphere of growth and challenging goals. Those who come to Lake Michigan College do so for a variety of reasons including:

- earning an associate's degree or occupational certificate
- gaining the first two years of a bachelor's degree
- learning new skills to start a new career
- improving job skills for career advancement
- personal interest

The College offers associate degrees and certificates in more than 75 transfer and occupational areas of study and programs. Courses are available at four sites operated by the College and through a number of off-campus locations throughout Berrien and Van Buren counties. More than 400 faculty and staff are employed by the College including over 200 full- and part-time faculty members.



Lake Michigan College Indians

Lake Michigan College is very proud to have a Potawatomi Indian as its athletic logo.

During the middle of the 17th century, the early white settlers were introduced to the native Americans (Indians) in the states known today as Michigan, Indiana, Illinois, Ohio and Wisconsin. They met the Potawatomi Indians of the Algonquin speaking nation.

In 1830, the United States Congress passed the Indian Removal Act which stated that all American Indians living in the Great Lakes area must move west of the Mississippi River.

The Potawatomi were involved in the signing of 15 treaties with the United States government which encompassed 33 million acres of land in Michigan, Indiana, Illinois, Ohio and Wisconsin during the treaty period of 1795 to 1833.

The Treaty of Chicago signed by Leopold Pokagon in 1833 with the United States government allowed the membership of the Pokagon Band of Potawatomi to remain in southwestern Michigan.

Currently, there are approximately 1,500 members of the Pokagon Band Potawatomi living in Cass, Van Buren and Berrien counties.

Places and Ways to Access Lake Michigan College

Napier Avenue Campus



Located in Benton Township, the campus features the Richard J. Pappas Student Services Center where you can complete all aspects of admissions, class registration, financial aid, counseling, tutoring, and career planning. At the Napier Avenue Campus, you also have access to services such as the Lake Michigan College Bookstore, the Kidzone Preschool and Child Care Center, multimedia library and classrooms, open computer labs, student lounge and study areas, lecture halls and gymnasium.

The 263-acre campus features a lake, wooded areas, athletic fields, nature trails, jogging trails and lighted parking facilities. In the northwest part of the campus, there is a natural area containing more than one mile of nature trails maintained for your use. This area features a deciduous wood lot, marsh, pine plantation, successional field and tall grass prairie.

The Mendel Center for Arts and Technology



Located on the Napier Avenue Campus, the Mendel Center for Arts and Technology is a regional cultural and conference center. It features the 1,550-seat Mainstage performing arts auditorium, the 246-seat Hanson Theatre, Louis and Frederick Upton Telecommunications Center, Executive Training Center and additional space for meetings, seminars, workshops, tradeshow and other events. Special facilities within the complex include lecture halls and banquet seating for 1,700 guests. Catering for all events is provided by the College's Conference and Event Services department located on campus.

Bertrand Crossing Campus



The Bertrand Crossing Campus is a 34,600-square-foot facility located on a twenty-acre site in the Bertrand Crossing Industrial Park and is easily accessed by U.S. Highways 12 and 31. Opened in 1998, the campus is a result of vigorous effort by the College, local business and community residents of south Berrien County and northwest Indiana. Many students use the Bertrand Crossing Campus as a bridge to four-year college and university programs.

As a student, you will have access to a broad range of services including academic counseling, skill assessment, job placement, financial aid information, and veteran services. Special features of the state-of-the-art facility include a 10,000 square foot integrated laboratory for plastics production, machining, CNC, CAD/CAM and industrial maintenance; and supporting facilities in biology and chemistry.

Places and Ways to Access Lake Michigan College

Lake Michigan College at South Haven



Opened in the fall of 2003, Lake Michigan College at South Haven features 12 general classrooms, wireless computer areas, an open computer lab, an on-campus childcare center, bookstore, two-way interactive classroom, two science labs, computerized graphic design lab and art room. Western Michigan University also occupies two classrooms, a computer lab and an office area in the facility.

Lake Michigan College students can take advantage of a wide selection of academic programs at the South Haven Campus including:

- Associate of Arts and Associates of Science degrees in 16 programs
- Pre-nursing
- Early Childhood Education
- Business Administration
- Graphic Design

Students benefit from a full-service setting with personalized attention and a close-knit campus atmosphere. Services include academic advising/counseling, admissions, assessment, English as a Second Language, financial services, registration, student employment, student life activities and tutoring.

Michigan Technical Education CenterSM (M-TECSM) at Lake Michigan College



Opened in the fall of 2000, M-TECSM at Lake Michigan College is focused on the training needs of area industry and their current and potential employees. Programs offered in the 43,879 square foot facility provide high-wage, high-skill, high-demand training with state of the art equipment in an industry-like facility in the areas of:

- Drafting & Design
- Electronics/Electronic Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Home Appliance Technology
- Apprentice Training

M-TECSM at Lake Michigan College includes nine lab areas, each specially dedicated to a specific function including welding, machining, computer numerical control (CNC), computer aided design (CAD), hydraulics and pneumatics, programmable logic computers (PLC), and electronics.

Attached to each lab is a separate classroom where theory in each area is taught in an atmosphere conducive to lecture and class participation.

Off-Campus Classes

During the fall and winter semesters, Lake Michigan College offers credit courses at several off-campus sites throughout the region. These classes are offered day or evening and consist of the same course content and same high-level instruction found in classes held at the College's four sites. These classes apply toward the appropriate degrees offered by the College and also qualify for transfer credit to most four-year colleges and universities.



Telecourses

Telecourses allow you to take college credit courses in the convenience of your home. You check out DVDs or videotapes from the Lake Michigan College Bookstore to study at home or view the tapes in the College's William Hessel Library.

Just as in traditional courses, you will need to purchase textbooks, complete homework assignments, and take exams. You meet with your instructors to review coursework or you can contact them by phone or e-mail. Five visits to campus - an orientation and four exams - are required as a part of the courses. See the most recent class schedule for dates and times of on-campus requirements.

Two types of telecourses are available. Traditional telecourses are completed during the normal 15-week semester schedule in the fall and winter semesters and during the seven- or ten-week semesters during the spring and summer. Open entry/open exit telecourses allow you to register any time during the semester and work at your own pace, completing the coursework by the end of the next semester, excluding spring and summer.

In addition to the regular Lake Michigan College tuition rates and fees, a telecourse fee will apply. For more information, contact the Telecourse Coordinator at (269) 927-8100 ext. 5003.

Open Entry/Open Exit - OE/OE

Open entry/open exit courses are self-paced classes that allow you to fit class into your schedule. Students may register at any time, begin the course module immediately, and complete the coursework as quickly as they are able or, in most cases, take up to one year to complete it. Open entry/open exit courses are designated in the schedule. If registered for an OE/OE course, you may initiate a withdrawal either through the eleventh month after registration or the 12th week of the second semester for OE/OE telecourses. An IP grade given to allow you to progress into the next semester will be changed to a W upon official recording of the withdrawal. Beyond the stated times you will be assigned with a W (if passing) or E by the instructor. For students who register for an OE/OE telecourse prior to the beginning of a semester, the regular tuition refund policy will apply. For OE/OE courses registered for after the beginning of the semester, tuition refunds will be made if the course is dropped within one week of the posted registration. Financial aid recipients must register for OE/OE classes during the regular semester registration period for the classes to be counted toward aid eligibility. If these courses are not completed in the registration semester, it may affect satisfactory progress for financial aid. Please contact instructor for more details.



Internet Courses

By utilizing Internet technology, you can take Lake Michigan College classes anywhere you have access to the Internet. You will do much of your work on the Internet and come to campus just a few times during the semester to complete lab work or take tests. Your course instructor is available to work with you through in-person appointments, by phone or by e-mail.

Classes are offered in conjunction with the Michigan Community College Virtual Learning Consortium (MCCVLC) and tuition rates follow those set by the Consortium. See the most recent class schedule for more information on tuition rates as well as computer system requirements.

Internet course text books may be purchased through the Lake Michigan College College Bookstore. Bookstore details are available in the most current class schedule.

Accreditation & Assurance of Quality

Accreditations

Lake Michigan College is accredited by:

The Higher Learning Commission
of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440

Other programs at Lake Michigan College are individually accredited by their governing boards. They include:

- **Associate's Degree Nursing program**

Fully approved by the Michigan State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). The Michigan State Board of Nursing has approved the Practical Nursing certificate program. For information about this program from NLNAC you may contact them at 61 Broadway, New York, New York 10006 or by phone at 212-363-5555.

- **Radiologic Technology Associate Degree program**

Accredited by the Joint Review Committee on Education in Radiologic Technology.

- **Dental Assisting program**

Accredited by the Commission on Dental Accreditation of the American Dental Association and by the Michigan State Board of Dentistry.

Copies of these accreditations are available for review in the library on the Napier Avenue Campus or in the Office of the Executive Dean of Career and Technical Education, located on the Napier Avenue Campus.

Assurance of Quality (AOQ)

Transfer

Lake Michigan College assures students that any course on an appropriate Lake Michigan College Transfer Guide sheet will transfer to the bachelor's degree institution identified on that guide. To qualify, students must have:

1. Initiated their program of study after April 1988;
2. Completed the program of study as planned and agreed to by the student and the counselor or advisor;
3. Received at least a minimum grade of C in the course(s) taken for transfer credit;
4. Met the admission requirements of the identified bachelor's degree institution;
5. Transferred to the identified bachelor's degree institution within one year after completion of the agreed upon program at Lake Michigan College.

Career and Technical Programs

Lake Michigan College assures that the courses completed with a grade of "C" or better in an Associate in Applied Science, Associate in Applied Business, or Associate in Industrial Technology degree will provide entry-level skills needed for a particular occupation. To qualify, a student must have:

1. Initiated the program of study after April 1988 and complete within three years of initiation with a GPA of 2.0 or better;
2. Followed the official Lake Michigan College program guide sheet, dated 1987 or thereafter, for course selections;
3. Been employed full-time within one year of graduation.

NOTE: *Some students may be employed while completing the requirements for an associate degree. The AOQ will apply if the position held at the time of graduation is compatible with the associate degree earned.*

Retraining: If a student is subsequently judged by an employer to be lacking in technical job skills normally expected of an entry-level employee within the major, Lake Michigan College will provide further skill training for up to 16 semester credit hours within two academic years without additional charge for tuition or fees.

- In order to be eligible for retraining, the employment must be verified by the Career Center as being directly related to the graduate's program of study.
- The employer must provide written certification that the employee is lacking the entry-level job skills that are identified, in writing, at the time of initial employment, and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment.
- The employer, the graduate, and a college faculty advisor, with advice of appropriate teaching faculty, will develop an educational plan specifying up to 16 credit hours of retraining. Such courses must be those regularly offered by Lake Michigan College.
- The retraining courses will be limited to 16 hours of registration regardless of outcome.



Becoming a Lake Michigan College Student

Admission Policy

Lake Michigan College offers an “open door” admissions policy for individuals who are interested in and capable of benefiting from the post-secondary experiences. Admission to the College is open to:

- Any high school graduate or GED recipient, or
- Any person who is 18 years of age or older, or
- Any person who demonstrates Ability to Benefit on an approved College assessment instrument. For individuals who utilize the Ability to Benefit option for admissions who are under the age of 18, Provisional Admission will be offered until that individual's high school class has graduated. Individuals who are still in high school may enroll in classes at the College during regular high school hours with permissions of their high school guidance officer.

Guest Student status will be granted to individuals who attend other colleges and universities upon completion of the Guest Student Application. Guest students may enroll in course work for which all stated pre-requisites have been met.

Health Science Applicants

If you are interested in entering the Dental Assistant, Nursing, or Radiologic Technology programs, there are additional admission steps you'll need to take.

Before you can be considered for admission to a health science program, you must first be admitted to the College and then meet special health science program requirements that go beyond the general College admission criteria. If you are an international student, have high school transcripts from a country other than the United States, or do not speak English clearly, you must take an ESL assessment and pass at the level required by the College in order to be accepted into a health science program.

In addition to the following generic admission requirements, each program has some specific courses that must be completed in order to be admitted. See program information for details.

Health Science Program Entrance Requirements

If you are interested in admission to one of the Health Science programs, please contact the program coordinator for information and the most current program entrance requirements. Call (269) 927-8100 ext. 5092 for the Nursing coordinator, ext. 5093 for the Radiologic-Technology coordinator, and ext. 5100 for the Dental Assisting coordinator. General questions about any of the programs may be addressed to the Health Science secretary at ext. 5090.

If you are not accepted into the health science program of your choice, you will be told of the admission requirements you still need to meet. Once you have met those admission requirements, you will be reconsidered for the program. The Office of Admissions and the Health Science Department reserve the right to evaluate and grant or deny acceptance into any Lake Michigan College health science program.

International Student Deposit Policy

Before an I-20 can be issued to an international student, the student must make a deposit equal to the first year cost of tuition and fees. The deposit must be in the form of cash, credit card, money order, or cashier's check. This deposit is held exclusively for tuition and fees.

If an international student decides to terminate enrollment at Lake Michigan College, the Business Office will refund any remaining balance to the student.

Assessment

Lake Michigan College uses the assessment process to measure your skill level in reading, writing, and mathematics. It has no effect on your admission to the College. Certain levels of performance are necessary in these skill areas for success in college-level courses. College counselors and advisors use the results to help place you in the proper courses. There are several exemptions that allow you to opt out of the assessment process as listed in the Assessment & Placement Policy below. The assessment is a free service of the College.

Assessment & Placement Policy

1. For course placement purposes, all students new to Lake Michigan College will be required to complete an assessment of writing, mathematics and reading skills prior to registration unless an exemption applied based on current procedure.
2. 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.
3. Students whose assessment 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.

Assessment and Placement Procedure

For course placement purposes, all students new to Lake Michigan College will be required to complete an assessment of writing, mathematics and reading skills prior to registration unless an exemption applies based on current procedure.

1. Students who will be exempt from assessment include:
 - a) 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 Assessment Center.
 - b) Students with an associate degree or higher, based on documentation.
 - c) 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.
 - d) Students with documented transfer credit in a college-level composition class will be exempt from the writing portion of the assessment. Those students with documented transfer credit in elementary algebra will be exempt from the math portion of assessment
 - e) Students enrolling ONLY in courses with no prerequisites as printed in the current LMC College Catalog.
 - g) Students taking non-credit courses and courses for Continuing Education units (CEUs).

2. The initial assessment battery will be completed as a unit during a single administration.
3. Students may retake each portion (English, reading, mathematics) of the assessment battery once.
4. Returning students who have not enrolled for five consecutive years must take the assessment.
5. Upon request, students with disabilities with documentation on file in the Office of Special Populations, will be provided special testing accommodations.

Note: Additional assessment is required for Health Science applicants.

English as a Second Language

All incoming students, including those who speak English as a second language (ESL) are assessed relative to reading, writing, and mathematics skills. Lake Michigan College is aware that assessment instruments designed for students whose first language is English do not adequately assess the skills of ESL students. Therefore, ESL students will be assessed for English language proficiency using a test of English Language. ESL students are required to take the ESL assessment and to take appropriate courses based on those scores.

Non-native speakers of English and graduates of high schools outside of the United States must take the ESL Assessment unless they can present proof of a TOEFL score >500 for the paper test, or 7173 for the computer version at the time of their initial registration.

Questions regarding Assessment for ESL students should be directed to the Transitional Studies department at 927-8100, ext. 5183.

Credit for Prior Education, Advanced Testing, and Workplace Experience

College Board Advanced Placement Program

Lake Michigan College recognizes the College Board Advanced Placement Program (APP). College course credit may be granted if you have participated in the APP 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 Admissions Office.

College-Level Examination Program (CLEP)

You can receive up to 30 semester credit hours toward an associate's degree for successful completion of selected College Level Examination Program (CLEP) Subject Examinations. CLEP examinations on which you have earned the American Council on Education (ACE) recommended pass score are eligible for review. You will be given credit toward graduation for the Lake Michigan College courses listed in the current college catalog that are equivalent to the CLEP examinations you have successfully completed.

Other areas to note:

- 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 Student Services.

Educational Experiences in the Armed Services

If you are a veteran of the United State armed forces, you can be awarded college credit for the service schools you attended and for your work experience while in the U.S. military. The College awards credit based on recommendations provided by the American Council on Education. Copies of your training certificates and a certified copy of your DD-214 must be given to the Admissions Office for evaluation.

Experiential Learning Credit

If you are enrolled in one of several occupational programs at the College, you may be able to receive credit for experiential learning. You will be asked to demonstrate your experience and skill level through written, oral, performance, or combination examinations that may include a portfolio.

1. You must be admitted to Lake Michigan College to apply for credit for prior experiential learning.
2. You must complete the "Request for Credit for Prior Experiential Learning: Occupational Studies Division" form.
3. You must schedule the appropriate amount of time with the examiner and complete the assessment as stipulated for the course(s) for which credit is sought.
A fee per credit is charged for all courses. The fee is paid to the Business Office when the examination has been passed successfully and before credit is posted to the transcript.
4. Credit is indicated on the transcript as prior experiential learning credit, the equivalent course and number, and the number of semester hours accepted. An "N" grade is assigned to PEL credits.
5. Grades and honor points are not given; therefore, credit for prior experiential learning does not affect the grade point average. An "N" grade will be assigned to Prior Experiential learning credits.
6. Credit for prior experiential learning is accepted at Lake Michigan College but may not be transferable to other institutions. If you intend to transfer to a senior college or university, you should discuss the ramifications of such credit with a Lake Michigan College counselor or advisor.

High School Articulation Credit

Lake Michigan College has articulation agreements with many schools and career/technical centers in Berrien, Van Buren, Ottawa, and Allegan counties in Michigan and in St. Joseph County in Indiana. Classes included in the articulation agreements are courses that are taught in high schools or career/technical centers by high school teachers and have a curriculum similar to an existing class at Lake Michigan College.

If you have taken one of these classes during your high school career, you may be able to earn articulated credit at Lake Michigan College. However, if you plan to transfer to a four-year college or university, you should discuss the transferability of articulated credit with a Lake Michigan College counselor or faculty advisor since this type of credit may not be transferable to other institutions. For further information, contact your high school counselor, the Lake Michigan College Admissions Office, your high school career tech instructor, or the Dean of Occupational Studies at Lake Michigan College.

Transfer Students

If you are coming to Lake Michigan College from another college or university, you may receive credit toward a certificate or degree from Lake Michigan College for previous courses you have taken. College coursework completed with a grade of "C" (2.0) or higher at accredited, post-secondary institutions will 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 copy of your previous academic transcripts sent to the Admissions Office. Courses completed with a grade of 2.0 or better on a 4.0 scale will be accepted.

Counseling and Advising

Counseling Services

As a prospective or current Lake Michigan College student, you are encouraged to meet with a counselor or academic advisor anytime you have questions. Prior to registering as a new student, if you are taking six or more credits or plan on obtaining an associate's degree or certificate, you are required to see an academic advisor or faculty advisor for assistance in planning your schedule for your first semester.

Counseling

Professional counselors are available to assist students with questions regarding academic, career transfer planning or personal counseling as it relates to educational goals and objectives. Some specific areas where assistance is provided are:

- Admission to Lake Michigan College
- Assistance with academic opportunities and choices
- Academic program planning
- Evaluation of personality traits and academic strengths
- Transfer to senior institutions
- Special populations, i.e. disability services, single parent/displaced homemakers, grants, and services.

If you want to meet with a counselor, contact the Student Services office at the Napier Avenue Campus, Bertrand Crossing Campus, or South Haven Campus to schedule an appointment.

USAFI/DSSTs

Veterans who have successfully completed courses through the United States Armed Forces Institute (USAFI) or examinations through the DANTES Subject Standardized Tests (DSSTs) program can be awarded college credit. To be eligible, you need to submit your official transcripts and test scores for evaluation to the Admissions Office.

Academic Advising

As a prospective or current Lake Michigan College student, you are encouraged to meet with a counselor or academic advisor any time you have questions. Prior to registering as a new student, you are required to see an academic advisor or faculty advisor for assistance in planning your schedule for your first semester. You are also encouraged to meet with the faculty advisor for your area of study to develop an academic plan for your major. Faculty are available to assist you with academic questions or problems that may be interfering with progress toward your goals. Faculty office hours are posted on the instructor's door, and you are encouraged to make appointments during those hours. Appointments to meet with an academic advisor should be made through Student Services. Walk-in advising is available on a first-come, first-served basis.

If you are undecided about your area of study, you should contact Student Services at (269) 927-8128 for the Napier Avenue Campus and M-TECSM at Lake Michigan College, (269) 695-1391 for the Bertrand Crossing Campus, or (269) 637-7500 for the South Haven Campus to make an appointment.

Early College Students

Early College provides high school students with an excellent opportunity to get a jump start on their college education. Students have the opportunity to take college classes while still in high school. Classes are offered at all LMC campuses, as well as at many high schools or other locations. Students interested in taking college classes while still in high school must pass the appropriate portions of the LMC Assessment Test or have acceptable ACT scores. For more information, please contact your high school Guidance Counselor or the Early College Director of at Lake Michigan College at (269) 927-8100 ext. 5186.

Residency, Tuition & Fees

Residency Requirements

Your residency for tuition purposes is determined from information provided on the Application for Admission. Status as defined below may be reconsidered upon presentation of written proof that your place of residence has changed. The College may require verification of your place of residency.

The College reserves the right to require documentation in all cases of residency determination and verification including, but not limited to, the following criteria: current address, marriage license, voter registration card, tax bill, driver's license, high school transcript, and parents' address.

The College has the discretion to adjust tuition for students enrolled in regional programs for which the College serves as fiscal agent or is a member of a consortium program designed to serve students on a regional basis. Students may qualify for Service-Area tuition rates. Discretion in adjusting individual cases within the spirit and intent of these regulations is vested with the Board of Trustees or its designee.

A. In-District Student

1. A student who holds, or whose parents or legal guardians hold, real taxable property in the Lake Michigan College district of Berrien County, South Haven Schools district, or Covert Township in Van Buren County.
2. A student whose legal residence is within the Lake Michigan College district at registration time.
3. A student who is a veteran of the U.S. Armed Forces and who qualifies for Veterans' Education Benefits.

B. Service-Area Student

1. A student who holds, or whose parents or legal guardians hold, real taxable property in the Lake Michigan College service area which includes areas located outside of Berrien County, South Haven School district or Covert Township in Van Buren County, but within Michigan or the Indiana Counties of Elkhart, St. Joseph, or LaPorte.
2. A student whose legal residence is within the service area at registration time.

C. Out-of-Service-Area Student

1. A student holding United States citizenship who does not qualify as an In-District or Service-Area student as defined above.
2. A student who is a foreign national unless said foreign national or spouse holds real, taxable property within Michigan or the Indiana counties of Elkhart, St. Joseph or LaPorte.
3. A student living in a state other than Michigan, or in Indiana counties other than Elkhart, St. Joseph, or LaPorte.

D. Non-resident – Special Status

Any non-resident student attending Lake Michigan College must pay non-resident tuition.

E. Change of Status

A student who is currently classified as Service-Area or Out-of-Service-Area is eligible for review of residency status for subsequent semesters upon proof that the legal home of residence is within the In-District area.

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: voter registration card, driver's license, tax bill, parents' address.

G. Senior Citizen

Senior citizens 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:

1. Registration fees and special fees (if any) for courses selected must be paid by the individual enrolled.
2. All regular registration procedures will be followed.

H. Discretion to Adjust

1. Students enrolled in regional programs of which the College serves as fiscal agent or is a member of a consortium program designed to serve students on a regional basis may qualify for in-district tuition rates.
2. Discretion in adjusting individual cases within the spirit and intent of these regulations is vested with the Board of Trustees or their designee.

Tuition

Since tuition and fees are subject to change, the specific amount is published in each semester's schedule of classes. **Tuition is based on three classifications.**

1. IN-DISTRICT STUDENTS
2. SERVICE-AREA STUDENTS
3. OUT-OF-SERVICE-AREA STUDENTS

See Residency Requirements for detailed information.

Tuition and Fee Payment Policy

Tuition and fees must be paid in full at the time of registration or received by the payment deadline published in the class schedule. If a student does not make full payment by the due date, the student will be dropped from all classes. If a student is not able to pay tuition and fees in full, the student can contact the Business Office for a brochure on the Flex Pay Program.

Credit Hour Fees

A per-hour fee will be assessed to all students. These fees are refundable when the College cancels a class or the student drops a class on or before the published drop deadline. See current class schedule for established rates.

Excess Contact Hour Fee

A contact hour fee is assessed for any course that contains weekly contact hours (the total number of hours the class meets) in excess of credit hours. Since the amount varies, students should refer to the class schedule for the posted amount.

Delinquency/Collection Fee

A \$25 delinquency/collection fee will be added to all account balances not paid by the due date on their final notice.

Experiential Fee

The experiential fee is for students who, through work experience and demonstration of their knowledge, place out of classes. Please refer to the current class schedule for related fees.

Late Registration Fee

A late registration fee will be charged if you register for classes on or after the first day of classes each semester. A flat fee of \$20 will apply. If you register and pay for classes prior to the first day of classes and then decide to add classes to your schedule after that date, the Late Registration Fee will not apply to the classes you add.

Modular Course Fees & Tuition

General service fees for modular courses are charged on the basis of \$1.00 for modules that are less than one credit, and at the per credit general service fee as published in the class schedule for those worth one credit or more. Tuition for modular courses are based on the decimal equivalent of credit assigned to the module. Modular courses tuition rates are different than traditional course tuition rates in order to reflect the increased flexibility of course scheduling and focused course content. For information about tuition charges for specific modular courses, contact the instructor or Student Services.

Note:

Tuition and fee structures are subject to change. Please refer to the most current schedule of LMC web site for most current information.

Internet Course Tuition

Tuition for Internet courses offered through Lake Michigan College, as well as through members of the Michigan Community College Virtual Learning Consortium (MCCVLC), differs from the standard tuition rates. See the most recent class schedule for current rates.

For the purpose of Internet courses only, students are eligible for in-district tuition rates if they are a resident of any Michigan community college district. Michigan residents who do not reside within a community college district will be charged the out-of-district rate. All other students will pay the out-of-state tuition rate.

Flex Pay Program

The Flex Pay program allows you to pay tuition and fees in two, three, or four monthly installments, depending on your application date. Please refer to the schedule of application deadlines listed in the class schedule.

The total of your tuition and fees will be divided into payments, which will be automatically deducted from a checking or savings account or charged to a credit card. The processing fee for this plan is \$25.00, and will be deducted from your bank account upon receipt of your application. All arrangements for this plan are handled through the Cashier's Office and must be made before the due date on your bill.

Financial Aid

Financial Aid payment of tuition and fees is your responsibility. If you receive financial aid, you must contact the Financial Aid Office to arrange payment. If you wish to cancel your enrollment to avoid tuition charges, you must file the appropriate form with the Registrar's Office no later than the first day of classes for the term. Failure to do so may result in collection activity or other appropriate action at the discretion of the College.

Refunds

1. A 100% refund of tuition and all fees will be made if a class is cancelled by the College.
2. A 100% refund of tuition and course fees will be made if you drop a class in the Richard J. Pappas Student Services Center on the Napier Avenue Campus or in Student Services on the Bertrand Crossing Campus or South Haven Campus on or before the end of late registration. Late registration dates are published in class schedules.
3. For classes dropped after late registration, no refund of tuition or fees will be approved. Students with special situations must file a formal tuition refund appeal, available through the Registrar's Office.

Financing Your Lake Michigan College Education

To help make your education at Lake Michigan College cost effective, the College works to keep tuition and fees affordable and offers a large financial aid program. As you plan for your education at Lake Michigan College, you should investigate the several forms of financial aid available including:

- Grants - see page 21
- Student Employment Program - see page 22
- Student Loans - see page 22
- Veterans Affairs Educational Benefits - see page 22

How Financial Aid Works

If you haven't considered financial aid because you don't think you will qualify, you should take another look. Financial aid eligibility is based on need, which is the cost of attending college minus what you and your family are expected to contribute. Nearly one-third of Lake Michigan College students receive some form of financial aid.

Financial aid is designed to supplement, not replace, a family's resources. All colleges expect students and families to contribute as much as possible toward college costs.

Determining need is a very individualized process. Many factors are considered including annual income, assets, expenses, and the number of family members, as well as how many of them are attending college. These factors are combined into a formula enacted by the U.S. Congress to determine how much you and your family are expected to pay toward your college expenses.

After receiving this information, the Lake Michigan College Financial Aid Office puts together a financial aid package of funds available through grants, scholarships, and/or student employment.

How To Apply for Financial Aid

It is important that you apply for financial aid early. You may only apply for financial aid once each academic year. For best consideration, your application should be on file in the Financial Aid Office by:

Summer and Fall Semesters	March 1
Winter Semester	November 1
Spring Semester	February 1

STEP 1

Complete a Lake Michigan College Application for Admission.

To receive financial assistance at Lake Michigan College, you must be admitted to the College. This will include having your final high school transcripts sent to the Admissions Office.

STEP 2

Complete the Free Application for Federal Student Aid (FAFSA).

Students are encouraged to complete the application on line at www.fafsa.ed.gov. Completing the FAFSA online speeds up the application time and reduces data entry errors. Students can also apply using the paper application and mailing it to the processing center in the envelope provided. Completion of the FAFSA requires prior year income information. Instructions are provided that will tell you if you need to include your parent's income information as well. **YOU SHOULD ALLOW AT LEAST FOUR WEEKS FOR PROCESSING.** A formula established by Congress is used to determine your financial aid eligibility. The FAFSA must be completed each year to be considered for financial aid.

STEP 3

Complete a Lake Michigan College Scholarship Application (Optional)

Lake Michigan College has a wide variety of scholarships available. Complete the Lake Michigan College Scholarship Application online at www.lakemichigancollege.edu/finaid/application.html, or complete the paper application and return it to the Financial Aid Office.

STEP 4

You will receive an Award Letter.

After you have completed Steps 1 through 3, the Financial Aid Office will prepare a personalized financial aid package that may consist of grants, scholarships, and/or student employment. A Financial Aid Award Letter including specific amounts and types of aid will be mailed to you.

STEP 5

Verify documents (if requested).

The Financial Aid Office may request proof of information, including copies of federal income tax returns or other household information to confirm your eligibility. Awards cannot be credited to your account until we receive all of the documents requested. All information will be considered confidential, and copies will be maintained in the student file for auditing purposes only.

STEP 6

Financial Aid funds are credited to your LMC account

Your financial aid will be credited directly to your school account. This can only happen after you have been officially accepted to LMC, all required documentation has been received, your file has been verified, and you have successfully passed all the U.S. Department of Education matches and edits. If the award does not cover the balance in full, you are responsible for paying the difference by the payment deadline. If you have applied but the financial aid award has not been credited to your account, you must make payment in full by the end of the semester or you will not be allowed to register for the next semester.

Grants/Waivers

Grants are available from federal and state sources. Most grants are need-based and will require students to complete the Free Application for Federal Student Aid (FAFSA) to determine whether they are eligible. Students must meet financial need requirements as well as some general eligibility criteria (unless it is noted otherwise under the specific grant program).

The student must be:

- accepted to an eligible program of study
- a U.S. citizen or eligible non-citizen
- enrolled at least half-time
- maintaining standards of satisfactory academic progress (see page 23)
- not in default on a federal loan or owe money to the Department of Education
- pass all U.S. Department of Education matches and edits

Available Grants

The level of funding and amount of grants can vary from year to year. In most cases, the amount of the grant is split between fall and winter semesters. Students must reapply for grants and meet the eligibility criteria each year.

Academic Competitiveness Grants (ACG) are renewable awards for those who graduated from high school in 2005 or after and who meet other criteria including: full-time students who receive the Federal Pell Grant and completed a rigorous high school academic program as defined by federal law. For additional details on awarding and renewability, contact the Financial Aid Office.

Federal Pell Grant is a program available to undergraduate students who meet the eligibility requirements based on the Free Application for Federal Student Aid (FAFSA). If the student qualifies for a Pell grant, award levels can change from semester to semester based on the student's enrollment. Eligible students may receive a Federal Pell Grant when enrolled for at least one credit hour per semester.

Federal Supplemental Educational Opportunity Grant (SEOG)

is a federal grant offered to undergraduate students who show exceptional financial need as determined by the FAFSA. Due to limited funds, SEOG is awarded on first-come, first-serve basis.

Indian Tuition Waiver covers tuition costs for Native Americans with one quarter or more quantum blood certified by their tribe. Students will still be responsible for fees. For more information, contact the local tribal headquarters or the Inter-Tribal Council of Michigan, Inc., at (906) 632-6896.

Michigan Adult Part-Time Grant provides funds for independent Michigan residents attending a Michigan post-secondary school for students who are enrolled less than full-time and demonstrate financial need. Due to limited funds, awards are made on a first-come, first-serve basis.

Michigan Educational Opportunity Grant provides assistance to Michigan residents attending a Michigan post-secondary school who are at least half-time and demonstrate financial need. Due to limited funds, awards are made on a first-come, first-serve basis.

Michigan Tuition Incentive Program (TIP) pays tuition and a portion of fees (up to \$250 per semester) for up to 24 credit hours each academic year for those who qualify. Students who qualify for TIP received Medicaid for 24 consecutive months within a 36 month period as identified by the Department of Human Services (formerly known as Family Independence Agency). Application must be made prior to high school graduation or receiving a GED certificate. For more information, contact the Office of Scholarships and Grants at (888) 447-2687 or via e-mail at osg@michigan.gov.

Carl D. Perkins Grant Single Parent/Displaced Homemaker Grant and Non-Traditional Job Trainee (Sex Equity) Program

provides funds for students who demonstrate financial need, are enrolled or intend to enroll in an occupational or apprentice-related program of study, and are a member of at least one of the following special population groups: single pregnant woman, single parent, homemaker, displaced homemaker, or non-traditional trainee (sex equity). Students may receive a Carl D. Perkins Grant when enrolled for at least one credit hour per semester. For more information, contact the Office of Special Populations at (269) 927-8100, ext. 5191.

Children of Veterans Tuition Grant provides assistance to students aged 16 to 26 who had a parent who was killed in action, missing in action or suffered total, permanent disability as a result of the parent's service in the U.S. Armed Force. For more information, contact the Office of Scholarships and Grants at (888) 447-2687 or via e-mail at osg@michigan.gov.

Veterans Administration Educational Benefits are available to eligible veterans of the U.S. Armed Forces. Contact the Lake Michigan College VA Coordinator at (269) 927-8100, ext. 5008 for further information regarding this program.

Student Employment Program

If you are interested in part-time, on-campus employment opportunities, they are available through the Work Study Program. The Work Study Program provides a great opportunity for students to gain valuable experience, develop new resources, and earn extra money while pursuing their education. The program is funded through federal, state and Lake Michigan College funds. Students can be considered for Work Study employment once they complete a FAFSA application. Eligibility is based on a student's financial need, academic standing, and enrollment status. The amount of money that you can earn is based on the availability of funds and/or your financial need. If eligible for the Work Study Program, you may be able to work up to a maximum of twenty hours per week at your supervisor's discretion. If interested, contact the Work Study Coordinator at (269) 927-8100 ext. 6284, or the Financial Aid Office at (269) 927-8112.

Student Loans

Lake Michigan College participates in the MI-LOAN Program. This program offers an alternative source of loan funds to credit-worthy and credit-ready Michigan students and their families to assist in meeting the costs of higher education. The minimum loan is \$500 per academic year. The loan cannot exceed the amount of eligibility as certified by the school or the amount which passes the credit standards, whichever is the smaller amount and does not exceed the program maximum. You must file an aid application before the school certifies loan eligibility. For additional information on this program, contact the Financial Aid Office at (269) 927-8112.

Lake Michigan College does not participate in the Stafford Loan Program. Students who have obtained loans at other institutions should contact the Records Office for additional information about student deferments.

Veterans Affairs Educational Benefits

Application for Benefits

If you are a full- or part-time, potential recipient of Department of Veterans Affairs educational benefits, you must apply for admission to Lake Michigan College and indicate your chosen associate's degree program of study. High school transcripts and/or GED scores, all post secondary school transcripts, and discharge documents must be forwarded to the Admissions Office for evaluation.

Advanced Payment Check Requests

Upon your request, the Veterans Affairs Advisor will process a request for an advance payment check for the first two months' benefits from the Department of Veterans Affairs. If you want an advance payment check, contact the Veterans Affairs Advisor at least 60 days prior to the start of a term.

Reporting of Changes

The Department of Veterans Affairs requires that, if you are receiving educational benefits, you immediately report any change in credit hour load, dependency status, address, or program of study to the Veterans Affairs Advisor.

Satisfactory Progress Standing for VA Benefits

The Michigan State Approving Agency and the Department of Veterans Affairs require Lake Michigan College to establish academic progress standards for veterans and other eligible persons in order to receive Veterans Affairs educational benefits. Satisfactory academic progress is of primary concern. As an educational benefit recipient, 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 or better, 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 want your certification for educational benefits reinstated, you are required to submit a written statement to the Veterans Affairs Advisor, which will be forwarded to the Department of Veterans Affairs. This statement must include an explanation of how the cause of your unsatisfactory progress has been corrected.

Standards of Satisfactory Academic Progress for Financial Assistance Eligibility

The U.S. Department of Education requires colleges to establish standards of Satisfactory Academic Progress (SAP) for students to meet for the continuation of all types of financial assistance, including federal, state and institutional funds. These standards include consideration of GPA, credit completion rate, and total credits attempted. The policy is explained in detail below.

General Information

SAP standards are intended to measure progress toward the completion of a degree program or certificate, as well as academic performance, throughout the student's course of study. They apply to all periods of enrollment at Lake Michigan College, even those during which financial assistance was not received.

All students are considered to be meeting SAP standards during their first period of enrollment at Lake Michigan College. Thereafter, a student's continued financial assistance eligibility for subsequent semesters is determined after enrollment in fall and winter semesters. If the student does not enroll for either fall or winter semesters, the student's SAP classification will be determined based on their most recent enrollment period.

Because these SAP standards are used to determine the student's continued eligibility to receive financial assistance, students who do not meet the standards may still enroll at Lake Michigan College. They will, however, be responsible for the entire cost of tuition and fees without the benefit of financial assistance.

Satisfactory Academic Progress Standards Minimum Grade Point Average That Must Be Maintained

The minimum semester or cumulative* grade point average (GPA) which a student must maintain is determined by the cumulative number of credit hours the student has attempted at Lake Michigan College. The required minimums are:

Number of Hours Attempted	Minimum Required GPA
1 - 30	1.75
31 and above	2.00

*The greater of either semester GPA or cumulative GPA will be used to determine compliance with the SAP policy.

Minimum Number of Credit Hours That Must Be Completed

To continue in good standing, a student must successfully complete at least 67 percent of the number of credit hours enrolled each semester or at least 67 percent of total cumulative credit hours attempted, whichever is greater. So, students who enroll for 12 credits in a particular semester must successfully complete at least 8 credits; or, on the other hand, students who have attempted 35 total cumulative credits at Lake Michigan College must have successfully completed at least 24 credits. The higher completion rate of the two (semester or cumulative) will be used to determine if the student continues in good standing or is placed on probation. To successfully complete a class, the student's grade must be one of the following: A, B, C, D, or S. Non-passing grades are: E, I, U, and W. A student may not receive financial aid for classes registered as "Audit."

Maximum Number of Semester Hours Allowed

The U.S. Department of Education requires a student to progress toward a degree or certificate at a rate that would allow completion of the program of study within a period not greater than 1.5 times the normal program length. Hence, a student would be allowed three years to complete a two-year degree. Many Lake Michigan College students do not maintain a consistent enrollment status and often change from full-time to half-time or to three-quarter time, even within a given school year. Therefore, the required maximum timeframe within which students must complete the program of study is measured, at Lake Michigan College, by the total number of credits attempted, not the actual time measured in semesters. For example, if your degree requires 61 credits, the maximum credits you can attempt is 92.

Financial Aid Probation

Students will be placed on financial aid probation for the following semester in which they enroll when:

1. The student's semester GPA or cumulative GPA (whichever is greater) is less than the minimum required GPA as outlined above; or,
2. The student's semester completion rate or cumulative completion rate (whichever is higher) is less than 67 percent.

Students who are being placed on financial aid probation will be notified in writing and should see a counselor at that time.

While on probation, students may receive financial aid as awarded. Students will continue to be on probation until they have successfully raised their cumulative GPA and their cumulative completion rate above the required minimum level or they lose financial aid eligibility by continuing to make unsatisfactory progress as described below.

Removal from Financial Aid Probation

A student will be removed from probationary status once the following are attained:

1. The student's cumulative GPA reaches or exceeds the minimum required GPA, as outlined above, and
2. The student successfully completes credit hours that total those that were previously dropped and/or failed; or successfully completes at least 67 percent of total cumulative credits attempted at Lake Michigan College.

Unsatisfactory Progress

A student is considered to have not maintained the standards of Satisfactory Academic Progress (SAP) and will lose eligibility to receive financial assistance if:

1. While on probation the student's semester GPA is below the minimum required GPA as outlined above, or
2. While on probation the student fails to complete the required 67 percent of the credits enrolled during a semester, or
3. The student has attempted the maximum number of credit hours allowed at Lake Michigan College.

Regaining Financial Aid Eligibility

Students who lose financial aid eligibility may regain that eligibility by doing any one of the following items:

1. Take the necessary credits at their own expense to:
 - a) Reach the minimum cumulative GPA required as outlined above, and,
 - b) Successfully complete all credit hours previously dropped and/ or failed, or, successfully complete at least 67 percent of total cumulative credits attempted at Lake Michigan College.
2. File an appeal to the Financial Aid Appeals Committee indicating the extraordinary circumstances that existed and caused the student's failure to meet SAP policy. Should the appeal be approved, the student would regain aid eligibility according to the committee's stipulations. (See the following for more information regarding an appeal).

Filing an Appeal

A student who has not maintained the standards of Satisfactory Academic Progress for financial assistance eligibility may complete a Financial Aid Student Appeal Form with the Financial Aid Office. The appeal should indicate the mitigating circumstances that caused the unsatisfactory progress to occur and how the student has overcome the circumstances and now expects to continue making satisfactory progress toward a degree or certificate. The student must provide supporting documentation to substantiate the circumstances presented. Circumstances that the Appeals Committee will consider include the death of a relative, personal illness or injury, or other specific mitigating circumstances beyond the reasonable control of the student.

Courses Below 100 Level

Students enrolled in courses below the 100 level must successfully complete the required minimum 67 percent of all courses attempted. However, since the grades received in these classes are not included as a part of the grade point average, the GPA requirement is waived.

"I" and "S" Grades, "Audit" and Repeated Classes

Since an "I" grade is considered as an "E" until a letter grade is received, a grade of "I" can affect a student's financial aid eligibility (see page 198 for rules governing "I" grades). "S" grades received in 090-level classes count as successful completion of the class. A student may not register to audit a class while receiving financial assistance. A student receiving financial assistance may repeat a course for a maximum of three times and maintain assistance as awarded. When a course is repeated, the hours generated by the repeated course will count toward the maximum allowable credits; however, only the better grade will count toward the GPA required for aid eligibility purposes.



Program, Transfer, and Degree Information

One- and Two-Year Career Education Programs

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

Career Education programs are not typically designed to transfer to four-year colleges and universities though transfer agreements have been established for some. You also may be able to transfer to specific schools, depending on your chosen program. A Lake Michigan College counselor, advisor or faculty member can answer your questions related to transfer opportunities.

Flexible Training Options

Many Career Education program courses are offered on an open entry/open exit basis where you can tailor your class schedule to meet your needs. See page 12 for more information about open entry/open exit.

Credit for Previous Experience

As part of the seamless transition from secondary school or the work place to Lake Michigan College, you may be able to receive credit for previous classes and experience and apply it toward a certificate or degree. For information on credit for high school classes see the High School Articulation section and for information on credit for work experience, see the Credit for Experiential Learning section, both on page 16.

Associate's Degree Programs

The following are the associate's degree programs offered through Career Education. For detailed program information, see the Programs section beginning on page 32. These degrees may be transferred to Siena Heights University at Lake Michigan College for completion of a bachelor's degree. Call Siena Heights at (269) 927-6711 for more information. They may also transfer to other four-year schools. Speak with your counselor or academic advisor for more information.

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

Certificate of Achievement Programs

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

Office Automation Specialist
Dental Assisting
Drafting & Design Technology
Early Childhood Education
Graphic Design
Hospitality Management
Legal Office Systems
Machine Tool Technology
Medical Office Systems
Nursing, Practical
Plastics Technology
Skilled Trades Technology

Other

Apprentice Training
Cardiorespiratory Care (1+2 with KVCC)
Computer Information Systems - Information Technologies Option
Computer Information Systems - Networking Option
Computer Information Systems - Programming Option
Computer Information Systems - Web Option
Corrections Officer
Customer Service - Level I Certificate
Dental Hygiene (1+2 with KVCC)
Drafting & Design Level I Certificate
Electrical/Electronics - Level I Certificate
Emergency Medical Technician
Fire Science (with KVCC)
Hospitality and Tourism Management
Law Enforcement (1+1 with KVCC)
Machine Tool - Level I Certificate
Medical Assistant (1+2 with KVCC)
Plastics Production - Level I Certificate
Water Purification Technology (1+1 with Bay de Noc CC)

Four-Year College Transfer Information

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

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

MACRAO Transfer Agreement

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

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

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

MACRAO Agreement Satisfied Notation

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

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

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

B. Natural Science - 8 credits

- Biology 101, 108, 111, 112, 204, 205, 206, 208, 210, 212
- Chemistry 101, 102, 105, 106, 111, 112, 201, 203, 204
- Physical Science 101, 104
- Physics 101, 102, 104, 201, 202
- Mathematics 122, 128, 130, 151, 201, 202, 216, 252, or BUSA 216
- At least one course must be a laboratory course. Courses must be taken in more than one academic discipline.

C. Social Science - 8-9 credits

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

D. Humanities - 8-9 credits

- Art 101, 102, 200, 201, 202, 203, 204
 - English 201, 205, 206, 208, 209, 211, 214, 215, 216, 217, 220
 - Foreign Language* 101-202, 211, 212, 221, 222, 251 (not FORL 123, or 124)
 - 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
 - * Foreign Language requirements for individual baccalaureate degree programs will be the prerogative of the four-year college.
- Courses must be taken in more than one discipline.

Transfer Areas of Study

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

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

Typical Course Loads

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

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

Area of Study Transfer Credits

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

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

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

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

Undecided Students

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

General Education, Degree, & Certificate Requirements

Graduation

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

Graduation Requirements

Once you have earned at least **30** credit hours toward a degree, or **15** hours toward a certificate, you should request a pre-graduation audit. You may graduate under the Lake Michigan College catalog in effect at the time of initial registration at Lake Michigan College or any succeeding catalog. However, no student may graduate under the requirements of a catalog that is more than **10** years old. A student who began courses at LMC prior to fall 1998 may have Healthful Living (PHED 200) waived for the first associate's degree only. The semester credit hour from this waiver must be met in another area to fulfill the total credit hours required for the degree.

Requirements that must be met include:

1. Admission to Lake Michigan College.
2. **Associate Degree:** satisfactory completion of at least 61 semester hours of credit. Some programs require more than 61 semester hours. Of these, 61 or more total hours required for the associate degree, a minimum of 20 credit hours must be taken at Lake Michigan College. The remaining 41 or more credit hours may be from Lake Michigan College courses, CLEP credit, transfer credit (TR), prior experiential learning credit (PEL), articulated credit (AC), and credit by examination. Of the final 20 hours applied to the degree, 10 must be taken at Lake Michigan College and none of these 10 may be CLEP, TR, PEL or credit by examination.
Certificate of Achievement: Satisfactory completion of at least 30 semester hours of credit. Some programs require more than 30 semester hours. Of these 30 or more total hours required for the Certificate of Achievement, a minimum of 15 credit hours must be taken at Lake Michigan College. The remaining 15 or more credit hours may be from Lake Michigan College courses, CLEP, TR, PEL, AC or credit by examination. The final 10 credits needed to complete the Certificate of Achievement must be earned in Lake Michigan College courses, not CLEP, TR, PEL or credit by examination.
3. Course credits earned for fulfilling the requirements of a certificate and/or an associate's degree must be at the 100-level or above. Courses with numbers below 100 are graded but not used to compute a student's grade point average or calculated into graduation credit hour requirements.
4. A grade point average of not less than 2.00 (C).
5. For associate's degree, participate in Outcomes Assessment Testing (OAT) as managed by the administration of the college.

December Graduation

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

December Graduation Timeline

Applications available Sept. 1

Last day to apply for December graduation is 2nd Friday in November.

May Graduation

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

May Graduation Timeline

Applications available Nov. 1

Last day to apply for May graduation is last Monday in February.

Fees & Diplomas

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

Transfer Credit for Graduation

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

Cooperative Work Experience

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

Internship

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

General Education

Students must select courses from the General Education Groups. Requirements vary for each associate's degree. Virtually all colleges and universities require a number of courses in English, humanities, biological and physical sciences, and social sciences that serve to broaden a student's intellectual background.

General Testing

As part of the College's effort to evaluate the effectiveness of our General Education program, each student will also participate in assessment as determined by and managed by the administration of the college. This assessment shall be of the requirements for each associate degree awarded by the college. The minimum group requirements for the various degrees are outlined on page 30.

When you complete the Associate of Arts, Associate of Science, or Associate in Business Administration, you will satisfy the freshman-sophomore general education requirement at most four-year institutions in Michigan by virtue of the Michigan Association of College Registrars and Admissions Officers (MACRAO) Transfer Agreement. See page 26 for more transfer information.

College Requirements

- a. English 101 and English 102 or 103.
- b. Political Science 101 or Political Science 102 or History 201 or History 202.
- c. Physical Education 200 for associate's degree programs only.
- d. Outcomes Assessment Test for associate degree program only.

Group Requirements

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

Group I Science

- a. Biology 101, 108 (beginning fall 2006), 111, 112, 204, 205, 206, 210, 212
- b. Chemistry 101, 102, 105, 106, 111, 112, 203, 204
Physical Science 104, 101
Physics 101, 104, 102, 201, 202
- c. Mathematics 101, 122, 128, 130, 151, 201, 202, 216, 252
or BUSA 2 16

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

Group II Social Science

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

Group III Humanities

- Art 101, 102, 200, 201, 202, 203, 204, 208
- Drama 201
- English 201, 203, 204, 205, 206, 208, 209, 211, 214, 215, 216, 217, 220
- Foreign Language 101, 102, 111, 112, 121, 122, 125, 126, 174, 175, 177, 178, 179, 180, 181, 182, 184, 185, 186, 187, 188, 189, 191, 192, 193, 194, 195, 196, 198, 199, 201, 202, 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, 187, 215
- Communication 101

Specific Degree Requirements

Associate in Arts

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

Associate in Science

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

Associate in Business Administration

Course Type	Number of Semester Hours	Notes
College requirements	10	
Group I a or b	4	
Group I c	4	Pre-Calculus Algebra 109
Group II	9	Economics 203 & 204, and Sociology 101 or Psychology 201
Communication 101	3	
Group III	6	In at least two areas
Department Requirements	26	See Business Administration Program
Total Hours	62	

Associate in Applied Science

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

Associate in Applied Business

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

Associate in Industrial Technology

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

Associate in Skilled Trade Technologies

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

Associate in General Studies

Course Type	Number of Semester Hours	Gen. Ed. Requirements
CIS 100 or 102	3 or 1	7
ENGL 101 and 102 or 103	6	2 and 3
POSC 101 or 102 or HIST 201 or 202	3	4 and 3
PHED 200	1	8 and 3
SCIENCE (Group I a or b)	3-4	
MATH (Group I c)	3-4	6 and 3
ARTS AND HUMANITIES (Group III)	3-4	5 and 3 1 and 3
Electives	37-40	Various
Total Hours	61	

Certificate of Achievement

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

Additional Associate Degrees

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

General Education, College, and Group Requirements For Graduates of Lake Michigan College

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

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

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

1. Arts & Humanities

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

This objective can be satisfied by successfully completing any program requirements or electives listed under Group III: Humanities.

2. Communication

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

This objective is fully satisfied by successfully completing College Requirements.

3. Critical Thinking

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

This objective is fully satisfied by successfully completing College Requirements.

4. Culture and Society

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

This objective is fully satisfied by successfully completing College Requirements.

5. Mathematics

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

This objective can be satisfied by successfully completing any program requirements or electives in Mathematics, including, but not limited to, those courses listed under Group I c.

6. Science

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

This objective can be satisfied by successfully completing any program requirements or electives in Science, including, but not limited to, those courses listed under Group I a and b.

7. Technology

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

This objective can be satisfied by successfully completing program requirements or electives in a variety of areas. Please consult an advisor for more information.

8. Wellness

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

This objective is fully satisfied by successfully completing College Requirements.



Programs of Study

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Art	35	Industrial Maintenance Technology - Level I Certificate	76
Athletic Training (Pre)	36	Law (Pre)	77
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Business Administration	38	Legal Office Systems	80
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Chiropractic (Pre)	40	Machine Tool Technology	82
Communication	41	Machine Tool Technology - Level I Certificate	83
Computer Information Systems -		Management and Marketing	84
Information Technology Option	42	Management and Marketing - Level I Certificate	85
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IT Project Management	46	Medical Office Systems	89
Corrections, Probation, & Parole	47	Medicine & Osteopathic Medicine (Pre)	90
Dental Assisting	48	Mortuary Science (Pre)	91
Dental Hygienist	49	Music - Associate in Arts	92
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Education - Elementary WMU/LMC	55	Pharmacy (Pre)	100
Education - Secondary	56	Philosophy	101
Electrical/Electronics Engineering Technology	57	Physical Education & Wellness	102
Electronics Technology	58	Physical Science	103
Electronics Technology - Level I Certificate	59	Physical Therapy (Pre)	104
Engineering (Pre)	60	Physicians Assistant (Pre)	105
English	61	Physics	106
Environmental Science	62	Plastics Technology	107
Fire Science	63	Plastics Technology - Level I Certificate	108
Foreign Language	64	Political Science	109
General Studies	65	Psychology	110
General Technologies	66	Radiologic Technology	111
Geography	67	Respiratory Care (Respiratory Therapy)	112
Geology	68	Skilled Trades Technology	113
Graphic Design	69	Sociology/Social Work (Pre)	114
Health	70	Theatre	115
History	71	Veterinary Medicine (Pre)	116
Hospitality Management	72	Water Purification Technology	117
Hospitality and Tourism Management	73	Emergency Medical Services	118
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Accounting

Associate in Applied Business Degree Program Code 110

Advisor: Erick Pifer, (269) 927-8100 ext. 5004, pifer@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course requirements.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
Physical Education 200, Healthful Living	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

Support Courses

Mathematics 101, Intermediate Algebra	4
Psychology 201, Introduction to Psychology	3
Communication 101, Introduction to Public Speaking	3

Major Requirements

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

Electives (select six credits from the following list)

Business Administration 150, Job Search Seminar	1
Business Administration 210, Business Correspondence	3
Business Administration 214, Cost Accounting II	3
Business Administration 265, Accounting Co-op I	3
Business Administration 266, Accounting Co-op II	3
Computer Information Systems 100, Introduction to Computer Literacy	3

You should notify your advisor and the co-op coordinator 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 such as 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 61-credit Accounting program, you may apply for an Associate in Applied Science degree

Transfer Options

This program transfers to Siena Heights University's Bachelor of Accounting program; however if you plan to transfer to another four-year business school, you should enroll in the Business Administration program listed on page 51.

Sample Program Sequences

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

Associate's Degree Program

Semester 1	Semester 2	Semester 3
BUSA 201	BUSA 202	BUSA 203
CIS 108	BUSA 212	BUSA 205
ENGL 101	COMM 101	BUSA 218
MATH 101	ENGL 103	BUSA 224
PHED 200	PSYC 201	Elective

Semester 4

BUSA 204
BUSA 213
BUSA 219
POSC 101 or HIST 201
Elective

Semester 5

Elective

Administrative Office Systems

Certificate of Achievement - Office Automation Specialist

Associate in Applied Business Degree Program Code 144

Advisor: Lisa Augustyniak, (269) 927-8171, augustyn@lakemichigancollege.edu



Program Code 142



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

* English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	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
Physical Education 200, Healthful Living	1

Support Courses

General Electives, Group I, II, or III (see page 27)	6
Communication 101, Introduction to Public Speaking	3

Major Requirements

Business Administration 100, Business Mathematics	3
Business Administration 101, Business Accounting I	3
* Business Administration 210, Business Correspondence	3
* Computer Information Systems 123, Spreadsheet Skills	1
* Computer Information Systems 223, Advanced Spreadsheet Skills	1
* Office Information Systems 114, Intermediate Keyboarding	3
* Office Information Systems 125, Records Management	3
* Office Information Systems 201, Advanced Keyboarding	3
* Office Information Systems 211, Office Procedures	3
* Office Information Systems 213, Word Processing Transcription.....	3
* Office Information Systems 217, Introduction to Word Processing Applications	3
* Office Information Systems 218, Advanced Word Processing Applications.....	3
** Office Information Systems 261, Office Co-op I.....	3

Program Electives (Select 7 credit hours)

Business Administration 103, Introduction to Business	3
** Business Administration 150, Job Search Seminar.....	1
Business Administration 209, Principles of Marketing	3
Business Administration 211, Principles of Management	3
** Computer Information Systems 106, Operating Systems.....	3
** Computer Information Systems 111, Database Concepts.....	3
Office Information Systems 262, Office Co-op II.....	3

* Required for certificate program

** Elective for certificate program - select 2 - 3 credit hours

You should notify your advisor and the co-op coordinator of your intention to take OIS 261 and OIS 262 before beginning your second-year classes.

About the Area of Study

The Administrative Office Systems program teaches you office skills, computer software, keyboarding, and other general business functions. As an administrative office assistant, you may perform a variety of administrative activities such as scheduling appointments, organizing and maintaining files, managing projects, producing correspondence, working with customers, training new staff, conducting research on the Internet, and operating office technologies. Typical places of employment include business, professional, and government-type firms.

Certificate & Degree Options

By completing the 61-credit program in Administrative Office Systems, you may apply for an Associate in Applied Business degree.

Transfer Options

This degree transfers to Siena Heights University's Bachelor of Applied Science program. Work with your LMC advisor if you wish to transfer to another college or university.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
ENGL 101	OIS 125
OIS 114	CIS 223
BUSA 210	OIS 201
OIS 211	OIS 213
OIS 217	OIS 218
CIS 123	Program Elective

Associate's Degree Program

Semester 1	Semester 2	Semester 3
ENGL 101	BUSA 100	BUSA 101
OIS 114	ENGL 102 or	CIS 223
BUSA 210	ENGL 103	OIS 125
OIS 211	CIS 123	POSC 101 or
OIS 201	OIS 201	POSC 102 or
OIS 217	OIS 218	HIST 201 or
	PHED 200	HIST 202
		General Elective
		Program Elective

Semester 4

OIS 213
OIS 261
COMM 101
General Elective
Program Elective

Art

Associate in Arts Degree - TRANSFER PROGRAM Program Code 031

Advisor: Ken Schaber, (269) 927-8100 ext. 5180, schaber@lakemichigancollege.edu



Arts and
Communication

Sample Transfer Program

Meeting the 61 credits degree requirements for the Associate in Arts degree is the most typical curriculum for you to follow if you are planning to transfer to an art program at a four-year college or university. A variety of art courses, both studio and history, should also be included as well as working to develop a portfolio. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses

Credit Hours

English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 122, Intermediate Algebra (or above)	4
Sociology 101, Principles of Sociology	3
Art courses	
Humanities electives	
Science electives	
Social Science electives	

About the Area of Study

Study and courses in Art can help you develop an appreciation for the visual arts as well as to expand your expertise and understanding in this 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, Printmaking, Weaving, and Sculpture.

If you plan to transfer to a four-year school, you should become aware of the requirements for the freshman and sophomore years at the selected school. Also of great importance will be building a portfolio that represents all of your work prior to transfer. Students who complete this program will receive an Associate in Arts degree. Courses are open to all students.

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Grand Valley State University
Kendall (Ferris State University)
Michigan State University
Western Michigan University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Pre-Athletic Training

Associate in Science Degree - TRANSFER PROGRAM Program Code 150

Advisor: Jill Claeys, (269) 927-8100 ext. 5070, claeys@lakemichigancollege.edu
Dan Meyer, (269) 927-8100 ext. 5178, meyer@lakemichigancollege.edu



Sample Transfer Program

The following is a sample college transfer program. It is essential that you work with a counselor or academic advisor to develop and individualized program that meets the specific requirements of the college you plan to attend.

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

ENGL 101, English Composition	3
ENGL 102, English Composition	3
POSC 101, National Government, or POSC 102, States Governments, or HIST 201, American History to 1865, or HIST 202, American History 1865 to Present.....	3
PHED 200, Healthful Living.....	1
BIOL 108, Basic Human Anatomy	4
BIOL 205, Human Anatomy	4
BIOL 206, Human Physiology	4
CHEM 105, Fundamentals of Inorganic Chemistry	4
HEAL 165, Standard First Aid and Personal Safety	1.5
HEAL 166, CPR/AED.....	1
HOSP 113, Nutrition and Diet Therapy.....	3
MATH 122 or higher.....	4 or 5
MATH 216, Intro to Statistics	3
PHED 145, Total Fitness I	1
PHED 146, Total Fitness II	1
PHED 201, Foundations of Physical Therapy	3
PHED 210, Athletic Training.....	2
PHED 220, Healthful Living II	2
PHYS 101, General Physics.....	5
PSYC 201, Introduction to Psychology.....	3
PSYC 203, Human Development	3

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree and get the maximum number of transferable credits at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Grand Valley State University
Michigan State University
Eastern Michigan University
Western Michigan University
University of Michigan

About the Area of Study

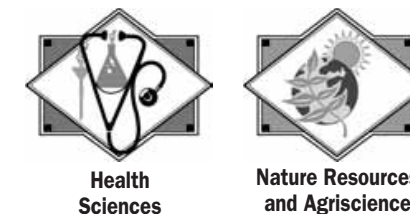
Athletic training is a health care profession practicing within the domains of prevention; clinical evaluation and diagnosis; immediate care; treatment, rehabilitation and reconditioning; organization and administration; and professional responsibility. "Sports medicine" is often associated with athletic training. It is a popular term that refers to the many individuals and professions that assist with the overall health care of athletes and individuals who are involved with physical activity.

All certified or licensed athletic trainings must have a bachelor's or master's degree from an accredited college or university. Degrees are complementary to accredited athletic training majors and include established academic curricula. Athletic trainers' bachelor's degrees are in pre-medical sciences, kinesiology, exercise physiology, biology, exercise science or physical education.

Biology

Associate in Science Degree - TRANSFER PROGRAM Program Code 061

Advisor: Dr. Susan Lentz, (269) 927-8100 ext. 5076, lentz@lakemichigancollege.edu
Dr. Fran Miles, (269) 695-2986, miles@lakemichigancollege.edu
Robert Schodorf, (269) 927-8100, ext. 5075, schodorf@lakemichigancollege.edu
Dr. William Yamokoski, (269) 927-8100, ext.4014, yamokoski@lakemichigancollege.edu



Sample Transfer Program

The following is a sample college transfer program. It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses

Credit Hours

English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Social Science electives	
Humanities electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Ferris State University
Grand Valley State University
Michigan Technological University
Tuskegee University
University of Michigan
Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Business Administration

Associate in Business Administration Degree - TRANSFER PROGRAM



Program Code 150



Business, Management
Marketing & Technology

Advisor: Lisa Augustyniak, (269) 927-8171, augustyn@lakemichigancollege.edu
Bob Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu
Greg Iwaniuk, (269) 927-8100 ext. 5009, iwaniuk@lakemichigancollege.edu
Erick Pifer, (269) 927-8100 ext. 5004, pifer@lakemichigancollege.edu

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	3
Physical Education 200, Healthful Living	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

Support Courses

Mathematics 128, Pre-Calculus Algebra	4
Sociology 101, Principles of Sociology, or Psychology 201, Introduction to Psychology	3
Communication 101, Introduction to Public Speaking	3
Humanities Electives, Group III (See pg. 30)	6
Lab Science Elective, Group Ia or Ib (See pg. 30)	4

Major

*Business Administration 103, Introduction to Business, or Business Administration, approved elective	3
Business Administration 201, Principles of Accounting I	4
Business Administration 202, Principles of Accounting II	4
Business Administration 203, Principles of Economics (Macro)	3
Business Administration 204, Principles of Economics (Micro)	3
Business Administration 209, Principles of Marketing	3
Business Administration 216, Business Statistics	3
Business Administration 220, Organizational Behavior	3
Computer Information Systems 100, Introduction to Computer Literacy	3
Computer Information Systems 251, Computer Programming (BASIC)	3

*You can substitute an approved elective for BUSA 103. See your advisor for approval.

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's Degree

This program leads to an Associate in Business Administration degree and prepares you to transfer to a four-year college or university by completing 62 credits degree requirements needed for graduation.

Transfer Options

Work with your advisor to develop a program plan that will best transfer to the bachelor degree program of your choice. This program meets MACRAO requirements (see page 26). It is accepted by Siena Heights University toward a Bachelor of Arts in Business Administration Degree. Western Michigan University-Southwest accepts this program toward its Bachelor of Arts in Business Administration.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
BUSA 103	BUSA 204
BUSA 203	BUSA 216
ENGL 101	ENGL 102 or
MATH 128	ENGL 103
SOC 101 or	POSC 101 or
PSYC 201	POSC 102 or
	HIST 201 or
	HIST 202
	Lab Science Elective

Semester 3	Semester 4
BUSA 201	BUSA 202
BUSA 209	COMM 101
BUSA 220	CIS 251
CIS 100	HUMN Elective
HUMN Elective	PHED 200
General Elective	

Chemistry

Associate in Science Degree - TRANSFER PROGRAM



Program Code 064



Health
Sciences



Natural Resources
and Agriscience

Advisors: Dr. Bal Barot, (269)927-8100 ext. 5072, barot@lakemichigancollege.edu
William Rudman, (269)927-8100 ext. 5071, rudmanw@lakemichigancollege.edu

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses

Credit Hours

English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Chemistry 203, Organic Chemistry I	4
Chemistry 204, Organic Chemistry II	4
Physics 201, Engineering Physics I	5
Physics 202, Engineering Physics II	5
Social Science electives	
Humanities electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Grand Valley State University
Michigan State University
University of Michigan
Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

Chemistry deals at the atomic level with the material of which the world is composed. As a chemists you will study these materials along with their compositions, structures, and changing properties. You will also develop techniques to apply your knowledge in areas such as agriculture, energy, and medicine. Industry, education, and government offer opportunities for employment in chemistry.

Your high school transcript should show a strong background in mathematics, chemistry, and physics. If not, Lake Michigan College offers the basic courses needed, and an advisor can help to plan a program for success.

The Chemistry program meets the freshman and sophomore requirements in most four-year institutions although specific course requirements vary. To make sure your credit will transfer to the school of your choice, work with your advisor to help you select transferable courses. **There is a 61-credit degree requirement needed for graduation.**

Chiropractic (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 080



Advisor: Dr. William Yamokoski, (269) 927-8100 ext. 5153, yamokosk@lakemichigancollege.edu

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Physics 101, General Physics I	5
Physics 102, General Physics II	5
Humanities electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

National College of Chiropractic
Palmer College of Chiropractic

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Communication

Associate in Arts Degree - TRANSFER PROGRAM Program Code 043



Advisor: Sharon Klemm, (269) 927-8100 ext. 5177, klemms@lakemichigancollege.edu
Kevin Wurz, (269) 927-8627, wurz@lakemichigancollege.edu

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.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Communication 101, Introduction to Public Speaking	3
Mathematics 128, Intermediate Algebra (or above)	4
Sociology 101, Principles of Sociology	3
Humanities electives	
Science electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Grand Valley State University
Michigan State University
Western Michigan University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

A chiropractor is a member of the health-care profession who treats ailments without the use of drugs or surgery. Most chiropractors enter private practice; others enter chiropractic education.

You can prepare for a chiropractic career by completing a two-year program at Lake Michigan College and transferring credits to a chiropractic college. You should become familiar with the admission requirements of the college you want to attend. The Pre-Chiropractic advisor will assist you in planning a program of study.

Through an agreement with Palmer College of Chiropractic, students who meet specified requirements will receive preferred admission status at that college. **There is a 61-credit degree requirement needed for graduation.**

About the Area of Study

Communication provides you with an opportunity to explore the dynamics that govern how humans exchange information both individually and in groups. An education in communication is designed to help you become a communication specialist in marketing, management, sales, media, government, or secondary education.

If you plan to transfer to a four-year institution, you should find out what the freshman and sophomore years' degree requirements are for the school that you want to attend. You should work with a counselor or advisor to plan a program that will transfer. **There is a 61-credit degree requirement for graduation.**

Computer Information Systems

Associate in Applied Business Degree - Information Technology Program Code 160A

Advisors: Gary Grannell, (269) 927-8100 ext. 5011, grannell@lakemichigancollege.edu
Charles Olszewski, (269) 927-8100 ext. 5044, olszewski@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree & Certificate Requirements

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
History 201, American History to 1865, or History 202, American History 1865 to Present, or Political Science 101, National Government,	
Political Science 102, State Governments.....	3
Physical Education 200, Healthful Living	1

Support Courses

Mathematics 128, Pre-Calculus Algebra	4
Psychology 201, Introduction to Psychology.....	3
Communication 101, Introduction to Public Speaking.....	3
Philosophy 250, Sophomore Seminar in Philosophy.....	3
Business Administration 204, Principles of Economics (Micro).....	3
Business Administration 201, Principles of Accounting I.....	4

Major Requirements

Computer Information Systems 106, Intro to Operating Systems.....	3
Computer Information Systems 108, Computer Operations, Microcomputing.....	3
*Computer Information Systems 111, Database Concepts	3
*Computer Information Systems 118, Web Application Design.....	3
*Computer Information Systems 140, Computer Networking Fundamentals	3
*Computer Information Systems 145, Computer Programming. COBOL 1	3
Computer Information Systems 155, Comparative Operating Systems.....	3
Computer Information Systems 200, PC Hardware	3
Computer Information Systems 261, Co-op 1	3

Electives (Select 6 credit hours)

Computer Information Systems 150, Network Routing.....	3
Computer Information Systems 208, Adv. Microcomputer Applications.....	3
Computer Information Systems 241, Advanced Computer Networking	3
Computer Information Systems 242, Windows Server.....	3
Computer Information Systems 245, Computer Programming. COBOL 2.....	3
Computer Information Systems 250, Advanced Topics, CIS	4
*Computer Information Systems 251, Computer Programming. BASIC.....	3
Computer Information Systems 252, Computer Programming. FORTRAN	3
Computer Information Systems 254, Computer Programming. C.....	3
*Computer Information Systems 255, Structured Query Language	3
Computer Information Systems 256, Novell Networking 1	3
Computer Information Systems 257, Novell Networking 2	3
Computer Information Systems 260, Computer Programming. Visual BASIC	3
Computer Information Systems 264, Computer Programming. C++	3
Computer Information Systems 265, Computer Programming. Visual BASIC 2	3

* Indicates courses needed for Level I certificate.

You should notify your advisor and the co-op coordinator of your intention to take CIS 261 before beginning your second-year classes.

About the Area of Study

The CIS Information Technologies option emphasizes the overall business support function of computer information systems. It can lead to careers as database managers and computer support specialists.

Associate's Degree

When you complete the 63-credit program, you may apply for an Associate in Applied Business degree.

Transfer Options

Lake Michigan College has a special agreement with Davenport University that articulates this degree with Davenport's Bachelor of Computer Information Systems and Bachelor of Computer Gaming and Simulation programs.

Sample Course Sequence

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

Level I Certificate Program

Semester 1	Semester 2
CIS 111	CIS 118
CIS 140	CIS 145
CIS 251	CIS 255

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
BUSA 204	BUSA 201
COMM 101	CIS 111
CIS 106	CIS 108
CIS 145	CIS 200
PHED 200	

Semester 3	Semester 4
MATH 128	Elective
PSYC 201	PHIL 250
CIS 140	CIS 260
CIS 155	CIS 118
Elective	POSC 101 or
	POSC 102 or
	HIST 201 or
	HIST 202

Level I certificate is 15 credit hours.
Program code 161a.

Computer Information Systems

Associate in Applied Business Degree - Networking Program Code 160B

Advisors: Gary Grannell, (269) 927-8100 ext. 5011, grannell@lakemichigancollege.edu
Charles Olszewski, (269) 927-8100 ext. 5044, olszewski@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree & Certificate Requirements

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
History 201, American History to 1865, or History 202, American History 1865 to Present, or Political Science 101, National Government, or Political Science 102, State Governments.....	3
Physical Education 200, Healthful Living	1

Support Courses

MATH 128, Pre-Calculus Algebra	4
PSYC 201, Introduction to Psychology.....	3
COMM 101, Introduction to Public Speaking	3
PHIL 250, Sophomore Seminar in Philosophy	3
BUSA 204, Principles of Economics (Micro).....	3
BUSA 201, Principles of Accounting I	4

Major Requirements

CIS 106, Intro to Operating Systems, or.....	3
CIS 108, Computer Operations, Microcomputing	
*CIS 140, Computer Networking Fundamentals, or	3
*CIS 150, Network Routing	
CIS 155, Comparative Operating Systems.....	3
CIS 156, Practical Security	3
CIS 200, PC Hardware	3
*CIS 241, Advanced Computer Networking.....	3
*CIS 256, Novell Networking I, or CIS 226, CISCO Intro Review, or CIS 227, CISCO ICND/CCNA Review	3/4
CIS 242, Windows Servers	3

Electives (Select 6 credit hours)

CIS 111, Database Concepts.....	3
CIS 118, Web Application Design.	3
CIS 250, Advanced Topics, CIS	4
CIS 254, Computer Programming - C.....	3
CIS 255, Structured Query Language.....	3
*CIS 257, Novell Networking 2.....	3
CIS 260, Computer Programming - Visual BASIC	3
CIS 261, Co-Op I.....	3
CIS 264, Computer Programming - C++	3
or any course listed (CIS 106, CIS 108, CIS 140 OR CIS 150, CIS 256, CIS 226 OR CIS 227) but not used under major requirements	

* Indicates courses needed for Level I certificate.

You should notify your advisor and the co-op coordinator of your intention to take CIS 261 before beginning your second-year classes.

About the Area of Study

The CIS Networking option emphasizes the networking software, hardware, and preparation for certification exams. It can lead to careers in network and computer systems administration working with local area networks, wide area networks, Internet and Intranet systems, and network segments.

Associate's Degree

When you complete the 63-credit program, you may apply for an Associate in Applied Business degree.

Transfer Options

The sample course sequence includes courses that may transfer only as elective credit. It is essential that you work with a counselor or academic advisor to develop an individual program that meets the specific requirements of the college/university you plan to attend.

Sample Course Sequence

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

Level I Certificate Program

Semester 1	Semester 2
CIS 140	CIS 150
CIS 241	CIS 242
CIS 256	CIS 257

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
BUSA 204	BUSA 201
COMM 101	CIS 241
CIS 106	CIS 108
PHED 200	CIS 140
	CIS 200

Semester 3	Semester 4
MATH 128	Elective
PSYC 201	PHIL 250
CIS 150	CIS 261
CIS 155	CIS 256
Elective	POSC 101 or
	POSC 102 or
	HIST 201 or
	HIST 202

Level I certificate is 15 credit hours.
Program code 161b.

Computer Information Systems -

Associate in Applied Business Degree - Programming Option Program Code 160C

Advisors: Gary Grannell, (269) 927-8100 ext. 5011, grannell@lakemichigancollege.edu
Charles Olszewski, (269) 927-8100 ext. 5044, olszewski@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree & Certificate Requirements

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
History 201, American History to 1865, or History 202, American History 1865 to Present, or Political Science 101, National Government, or Political Science 102, State Governments	3
Physical Education 200, Healthful Living	1

Support Courses

Math 128, Pre-Calculus Algebra	4
Psychology 201, Introduction to Psychology	3
Communication 101, Introduction to Public Speaking	3
Philosophy 250, Sophomore Seminar in Philosophy	3
Business 204, Principles of Economics (Micro)	3
Business 201, Principles of Accounting I	4

Major Requirements

CIS 106, Intro to Operating Systems	3
CIS 108, Computer Operations, Microcomputing	3
*CIS 145, Computer Programming - COBOL I	3
CIS 155, Comparative Operating Systems	3
CIS 200, PC Hardware	3
*CIS 251, Computer Programming - BASIC	3
*CIS 254, Computer Programming - C	3
*CIS 260, Computer Programming - Visual BASIC	3
CIS 261, Co-op I	3

Electives (select 6 credit hours)

CIS 111, Database Concepts	3
CIS 118, Web Application Design	3
CIS 140, Computer Networking Fundamentals	3
CIS 150, Network Routing	3
CIS 156, Practical Security	3
CIS 208, Adv. Microcomputer Applications	3
CIS 241, Advanced Computer Networking	3
CIS 242, Windows Server	3
*CIS 245, Computer Programming - COBOL II	3
CIS 250, Advanced Topics, CIS	4
CIS 252, Computer Programming - FORTRAN	3
CIS 255, Structured Query Language	3
CIS 256, Novell Networking I	3
CIS 257, Novell Networking II	3
*CIS 264, Computer Programming - C++	3
CIS 265, Computer Programming - Visual BASIC 2	3

* Indicates courses needed for Level I certificate.

You should notify your advisor and the co-op coordinator of your intention to take CIS 261 before beginning your second-year classes.

About the Area of Study

The CIS Programming option will allow you to develop skills in a variety of popular programming languages. Programmers can be found in almost every industry including telecommunications, financial institutions, educational institutions, government agencies, and management firms.

Associate's Degree & Certificate Options

When you complete the 63-credit program, you may apply for an Associate in Applied Business degree.

Transfer Options

The sample course sequence includes courses that may transfer only as elective credit. It is essential that you work with a counselor or academic advisor to develop an individual program that meets the specific requirements of the college you plan to attend.

Sample Course Sequence

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

Level I Certificate Program

Semester 1	Semester 2
CIS 145	CIS 245
CIS 251	CIS 260
CIS 254	CIS 264

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
BUSA 204	BUSA 201
COMM 101	CIS 260
CIS 106	CIS 108
CIS 251	CIS 200
PHED 200	

Semester 3

MATH 128	Elective
PSYC 201	PHIL 250
CIS 145	CIS 261
CIS 155	CIS 254
Elective	POSC 101 or POSC 102 or HIST 201 or HIST 202

Level I certificate is 15 credit hours.
Program code 161c.

Computer Information Systems -

Associate in Applied Business Degree - Web Option Program Code 160D

Advisors: Gary Grannell, (269) 927-8100 ext. 5011, grannell@lakemichigancollege.edu
Charles Olszewski, (269) 927-8100 ext. 5044, olszewski@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree & Certificate Requirements

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
History 201, American History to 1865, or History 202, American History 1865 to Present, or Political Science 101, National Government, or Political Science 102, State Governments	3
Physical Education 200, Healthful Living	1

Support Courses

Math 128, Pre-Calculus Algebra	4
Psychology 201, Introduction to Psychology	3
Communication 101, Introduction to Public Speaking	3
Philosophy 250, Sophomore Seminar in Philosophy	3
Business 204, Principles of Economics (Micro)	3
Business 201, Principles of Accounting I	4

Major Requirements

CIS 106, Intro to Operating Systems	3
*CIS 108, Computer Operations, Microcomputing	3
*CIS 118, Web Application Design	3
*CIS 219, Professional Web Design	3
*CIS 220, Web Programming	3
CIS 200, PC Hardware	3
*CIS-221 Server-Side Scripting	3
*CIS 251, Computer Programming - BASIC	3
CIS 261, Co-op 1	3

Electives (Select 6 credit hours)

CIS 111, Database Concepts	3
CIS 145, Computer Programming - COBOL 1	3
CIS 208, Adv. Microcomputer Applications	3
CIS 242, Windows Server	3
CIS 245, Computer Programming - COBOL 2	3
CIS 250, Advanced Topics, CIS	4
CIS 252, Computer Programming - FORTRAN	3
CIS 254, Computer Programming - C	3
CIS 255, Structured Query Language	3
CIS 256, Novell Networking 1	3
CIS 260, Computer Programming - Visual BASIC	3
CIS 264, Computer Programming - C++	3
CIS 265, Computer Programming - Visual BASIC 2	3

* Indicates courses needed for Level I certificate.

You should notify your advisor and the co-op coordinator of your intention to take CIS 261 before beginning your second-year classes.

About the Area of Study

The CIS Web option 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 on any business whether large or small.

Associate's Degree & Certificate Options

When you complete the 63-credit program, you may apply for an Associate in Applied Business degree.

Transfer Options

The sample course sequence includes courses that may transfer only as elective credit. It is essential that you work with a counselor or academic advisor to develop an individual program that meets the specific requirements of the college/university you plan to attend.

Sample Course Sequence

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

Level I Certificate Program

CIS 108	CIS 219
CIS 118	CIS 220
CIS 251	CIS 221

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
BUSA 204	BUSA 201
COMM 101	CIS 118
CIS 106	CIS 251
CIS 108	CIS 200
PHED 200	

Semester 3

MATH 128	Elective
PSYC 201	PHIL 250
CIS 219	CIS 261
CIS 220	CIS 221
Elective	POSC 101 or POSC 102 or HIST 201 or HIST 202

Level I certificate is 15 credit hours.
Program code 161d.

Computer Information Systems -

Certificate in IT Project Management Program Code 161e

Specialty

Advisors: Gary Grannell, (269) 927-8100 ext. 5011, grannell@lakemichigancollege.edu
Charles Olszewski, (269) 927-8100 ext. 5044, olszewski@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

When you complete the 18-credit program, you will be awarded an Certificate in IT Project Management. Issued through the CIS Dept.

Certificate Requirements

Credit Hours

CIS-106 Intro to Operating Systems	3
CIS-108 Computer Operations/Microcomputer	3
CIS-208 Advanced Microcomputer Applications	3
CIS-111 Database Concepts	3
CIS-240 Computer Systems Analysis/Design	3
CIS-295 IT Project Management	3

Level I certificate is 15 credit hours.
Program code 161e.

Corrections, Probation, & Parole

Associate in Applied Science Degree Program Code 386

Advisor: Robert Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu



Human Services

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course requirements.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 103, Report Writing	3
Physical Education 200, Healthful Living	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

Support Courses

Mathematics, Group Ic, Elective, or Business Administration 100, Business Mathematics.....	4/3
Psychology 201, Introduction to Psychology.....	3
Office Information Systems 102, Keyboarding II, or Elective.....	2
Sociology 101, Principles of Sociology	3
Sociology 201, Modern Social Problems	3
Communication 101, Introduction to Public Speaking	3
General Elective	3

Major Requirements

*Corrections, Probation & Parole 160, Introduction to Corrections	3
*Corrections, Probation & Parole 161, Institutional Operations.....	3
*Corrections, Probation & Parole 162, Institutional Populations	3
*Corrections, Probation & Parole 163, Concepts of Rehabilitation.....	3
*Corrections, Probation & Parole 164, Legal Issues in Corrections.....	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
Corrections, Probation & Parole 264, Case Studies in Rehabilitation	3
*Program Elective	3

You may select a Law Enforcement or Corrections, Probation, & Parole course as a program elective. Before taking Seminar in Criminal Justice and Public Safety, please see an advisor.

*Courses needed for the Corrections Officer Academic Level I Certificate program.

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 or domestic violence cannot be hired and may be considered ineligible for the program. Consideration cannot be given to an applicant who is on probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges.
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.

About the Area of Study

This program trains you for jobs in corrections, probation, parole, and related fields. The certificate program is for those interested in an entry-level position in corrections. These are typically found county, state, or federal jails, prisons, or juvenile centers.

The associate's degree program is a transfer program. If you are interested in a career in probation or parole, you will need to pursue a bachelor's degree. Positions in these fields are also found at the local, state, and federal levels.

Certificate & Degree Program

Upon completion of the 15-credit Corrections, Probation, & Parole program, you may apply for a Corrections Officer Academic Certificate through the Business department.

Upon completion of the 61-credit hour Corrections, Probation, and Parole program, you will be awarded an Associate of Applied Science Degree.

Transfer Options

The sample course sequence includes courses that may transfer only as elective credit. It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the College you plan to attend.

Sample Course Sequence

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

Level I Certificate Program

Semester 1	Semester 2
CORR 160	CORR 162
CORR 161	CORR 164
CORR 163	

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 102
COMM 101	SOC 101
CORR 160	CORR 162
CORR 161	CORR 264
OIS 102	CORR 164
Elective	

Semester 3	Semester 4
PSYC 201	POSC 101
SOC 201	LAWE 250
CORR 163	LAWE 251
Program Elective	LAWE 252
PHED 200	General Elective
MATH	

Dental Assisting

Certificate of Achievement - Dental Assisting Program Code 231
Associate Degree in Applied Science Program Code 230

Advisor: Deborah Burch, (269) 927-8100 ext. 5100, burch@lakemichigancollege.edu



Program Prerequisites

This program has special admission procedures and limited enrollment. Please see specific health science program prerequisites on page 14. Contact the Admissions Office for complete details. An advisor will help determine your eligibility and recommend courses designed to prepare you for this program.

Challenge Examinations

The following pathways allow individuals to obtain a Certificate of Completion in Dental Assisting from LMC. See the Dental Assisting advisor to determine which pathway is best for you.

Pathway I is the traditional entry for any student.

Pathway II is available to dental assisting completers from high school career centers or other educational facilities that have articulation agreements with the LMC Dental Assisting program.

Pathway III grants up to 33.5 advanced standing credits to current Certified Dental Assistants (CDAs).

Pathway IV is available for non-credentialed working dental assistants. This pathway allows students to challenge each course, up to 27 credits, by successfully completing the final exam.

Degree Requirements Credit Hours

Dental Assisting core courses are the same for the certificate and associate's degree programs. The courses required for the associate's degree may be taken prior, during or after completion of the major courses.

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	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
Physical Education 200, Healthful Living	1

Support Courses

Biology 108, Basic Anatomy and Physiology, or Biology 205, Human Anatomy	4
Psychology 201, Introduction to Psychology	3
Communication 101, Introduction to Public Speaking	3
*Health 166, CPR/AED	1
*Health 165, Standard First Aid and Personal Safety	1.5
*Business Administration 150, Job Search Seminar	1
Psychology 204, Child Development and Personality, or Psychology 205, Interpersonal Relations, or Sociology 101, Principles of Sociology	3

Major

*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 IV	3
*Dental Assisting 170, Introduction to Business Assisting	3
*Dental Assisting 171, Introduction to Dental Radiography	4
*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

* Classes required for Certificate program

Sample Course Sequence Certificate (Full-time)

Semester 1 *DENT 165 DENT 166 DENT 167 DENT 168 **BUSA 150	Semester 2 DENT 169 DENT 170 +DENT 171 DENT 172 HEAL 165 HEAL 166	Semester 3 DENT 173 DENT 174 DENT 175 DENT 176
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Certificate (Part-time)

Semester 1 *DENT 165 DENT 166	Semester 2 DENT 167 DENT 168 **BUSA 150	Semester 3 DENT 169 DENT 170
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Semester 4 +DENT 171 DENT 172 HEAL 165 HEAL 166	Semester 5 DENT 174 DENT 175	Semester 6 DENT 173 DENT 176
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Associate Degree Program (Full-time)

Semester 1 BIOL 108 or 205 *DENT 165 DENT 166 ENGL 101 PHED 100	Semester 2 **BUSA 150 DENT 167 DENT 168 ENGL 102 or 103 DENT 169	Semester 3 COMM 101 DENT 170 +DENT 171 POSC 101 or 102, or HIST 201 or 202
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Semester 4 DENT 172 DENT 174 DENT 175 HEAL 166 HEAL 165 PSYC 201	Semester 5 DENT 173 DENT 176 SOCI Elective
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Associate Degree (Part-time)

Semester 1 *DENT 165 BIOL 108 or 205	Semester 2 DENT 166 ENGL 101	Semester 3 DENT 167 ENGL 102 or 103
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Semester 4 DENT 168 COMM 101	Semester 5 DENT 169 POSC 101 or 102, or HIST 201 or 202	Semester 6 DENT 170 BUSA 150
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Semester 7 DENT 171 PSYC 201	Semester 8 DENT 172 SOCI elective	Semester 9 DENT 174 HEAL 166 HEAL 165
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Semester 10 DENT 173 DENT 175	Semester 11 DENT 176
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* Transitional courses can be taken concurrently
 ** Course only offered during Fall/Winter semester
 + These courses to all employed Dental Assistants

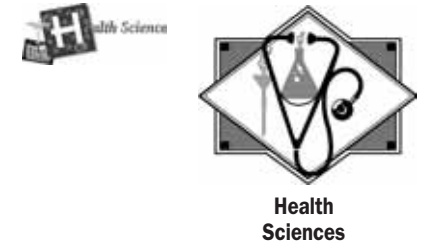
Program Accreditation

The program in Dental Assisting is accredited by the Commission on Dental Accreditation of the American Dental Association, 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.

Dental Hygienist

1+2 with Kalamazoo Valley Community College
Associate in Applied Science (from KVCC) Program Code 232

Advisor: Deborah Burch, (269) 927-8100 ext. 5100, burch@lakemichigancollege.edu



Program Prerequisites

To be eligible to take Lake Michigan College courses, you must demonstrate proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes.

Prerequisites to admission to KVCC: Reading ASSET score of 42, Math ASSET score of 37, asterisked (*) in classes listed below. You must have prerequisites completed to submit your application to KVCC Dental Hygiene program. Applications may be submitted on or after September 1 for entry consideration for the following fall. Early applications will be returned.

Requirements Credit Hours

College Requirements (taken at LMC)

* English 101, English Composition	3
English 102, English Composition, or Communication 100, Introduction to Public Speaking	3
* Biology 101, Biological Science (or equivalent)	4
* Biology 108, Basic Human Anatomy & Physiology	4
* Biology 210, Microbiology	4
* Chemistry 105, Fundamentals of Inorganic Chemistry	4
Hospitality 113, Nutrition and Diet Therapy	3
Political Science 101, National Government, or Political Science 102, State Governments	3
Psychology 201, Introduction to Psychology	3
Sociology 101, Principles of Sociology	3
Physical Education, Elective	2
Health 166, CPR/AED	1

Major Requirements (at KVCC)

See KVCC program information at <http://puma.kvcc.edu/dental/>

About the Area of Study

Lake Michigan College offers the first year of a three-year Associate in Applied Science degree in Dental Hygiene in cooperation with Kalamazoo Valley Community College (KVCC). The program is fully accredited by the American Dental Association. It will train you to provide specialized intraoral technical service and prevention-oriented educational services.

You may apply for admission at LMC and KVCC simultaneously.

As a dental hygienist, you are likely to work in a private dental office where you will clean patients' teeth and provide other preventive dental care. Other places of employment can include school programs and public health care service agencies.

Associate's Degree & Certification

Graduates receive an Associate in Applied Science degree from KVCC and are eligible to write the National Board Examination and Regional Board Examination for licensure. Upon successful completion of these exams, a graduate is registered and qualified to practice as a dental hygienist in Michigan and many other states, plus the District of Columbia.

Sample Course Sequence

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

Program Prerequisites at LMC

Semester 1 *ENGL 101 *BIOL 101 *CHEM 105 SOC 101 POSC 101 or 102 HOSP 113	ENGL 102 COMM 101 *BIOL 108 *BIOL 210 PSYC 201 HEAL 166 PHED Elective
--	---

Semester 2 Years 2 and 3

Taken at Kalamazoo Valley Community College

(*) Prerequisites classes must be taken before application is submitted.

Dentistry (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 081

Advisor: Dr. William Yamokoski, (269) 927-8100 ext. 5153, yamokosk@lakemichigancollege.edu



Health
Sciences

Sample Transfer Program

The following is a sample college transfer program. It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Chemistry 203, Organic Chemistry I	4
Chemistry 204, Organic Chemistry II	4
Physics 101, General Physics I	5
Physics 102, General Physics II	5
Social Science electives	
Humanities electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

University of Detroit
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

You can complete the minimum requirements for admission to dentistry school at Lake Michigan College. Since the requirements vary among dental schools, you should become familiar with the specific ones for the dental school in which you are interested. Most dental schools prefer candidates with bachelor's degrees.

Sixty semester hours of the Pre-Dentistry program can be transferred to similar programs at Michigan colleges and universities. The Pre-Dentistry advisor will assist you in planning your individualized program.

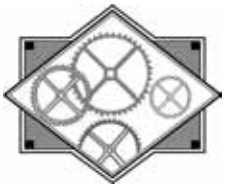
A career in dentistry can lead to running your own practice as a general practitioner. However, you may wish to specialize in orthodontics, oral and maxillofacial surgery, pediatric dentistry, periodontics, prosthodontics, endodontics, public health dentistry, oral pathology, or oral and maxillofacial radiology. **There is a 61-credit degree requirement needed for graduation.**

Drafting & Design

Certificate of Achievement - Drafting & Design Program Code 322

Associate in Industrial Technology Degree Program Code 320

Advisor: Steve Huycke, (269) 927-8100 ext. 3030, huycke@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

College Requirements

Degree Requirements	Credit Hours
* English 101, English Composition	3
* English 103, Report Writing	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
Physical Education 200, Healthful Living	1

Support Courses

* Mathematics 100, Applied Math	4
* Mathematics 110, Technical Math I	4
* Physics 110, Technical Physics	4

Major

* Drafting & Design 101, Technical Drawing Fundamentals	4
* Drafting & Design 102, Machine Drawing	3
Drafting & Design 201, Tool Design I	3
Drafting & Design 202, Tool Design II	3
* Drafting & Design 203, Descriptive Geometry	3
Drafting & Design 207, CAD-Mechanical Design	3
Drafting & Design 208, CAD-Mechanical Detailing	3
Drafting & Design 211, Machine Design	3
* Machine Tool 110, Machine Tool I	3
* Machine Tool 220, Pressworking of Metals	3
* Manufacturing 111, Manufacturing Processes I	3

Electives (Select 5 credit hours for associate degree)

Manufacturing 120, Fundamentals of Programmable Controllers	2
Manufacturing 122, Introduction to Robotics	1
Industrial Maintenance Technology 204	2
Basic Hydraulics & Pneumatics	2
Industrial Maintenance Tech 206, Hydraulic and Pneumatic Circuitry	2
Machine Tool 140, Intro to NC/CNC	2
Drafting & Design 205, Architectural Drawing	4

"M" denotes modular classes.

* **Classes required for Certificate program**

This program articulates with the Occupational Education Studies (OES) program at Western Michigan University to prepare certified vocational teachers for high schools, technical centers and community colleges. If you think you might be interested in teaching, please discuss the OES program with your advisor. You can learn more about the OES program by visiting www.wmich.edu/gus/occupnedn.html

About the Area of Study

The Drafting & Design program will train you to be a draftsman or a designer in the manufacturing industry. The industrial focus of the program provides you with training in product drafting, jig and fixture design, and computer-aided drafting and design. You will learn to prepare technical drawings and plans used in production work to build manufactured products and machinery.

Certificate and Degree Options

The 37-credit Drafting & Design certificate program prepares you to work as a helper for engineers and designers in preparing blueprints, tracings, and inking of master. Credits can be applied to the associate's degree program.

The 61-credit Associate in Industrial Technologies degree in Drafting & Design will qualify you to work directly with a design engineer on conceptual product design and layout.

Transfer Options

The Drafting and Design associate's degree transfers to Ferris State University's Manufacturing Engineering Technology and Product Design Engineering Technology programs. See your advisor for more details.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
DRAF 101	DRAF 203
MANU 111	DRAF 201
MACH 110	MATH 110
MATH 100	PHYS 110
ENGL 101	ENGL 103

Associate's Degree Program

Semester 1	Semester 2
DRAF 101	DRAF 203
MACH 110	MANU 111
MATH 100	MATH 110
ENGL 101	ENGL 103
	DRAF 102

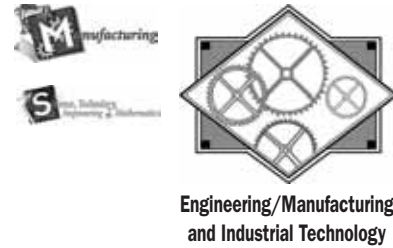
Semester 3

DRAF 201	DRAF 202
DRAF 207	DRAF 208
POSC 101 or POSC 102 or HIST 201 or HIST 202	DRAF 211 MACH 220 PHYS 110
PHED 200	Electives
Electives	

Drafting and Design

Level I Certificate - Drafting & Design Program Code 324

Advisor: Steve Huycke, (269) 927-8100 ext. 3030, huycke@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successful completion of the recommended classes. See course descriptions for specific course prerequisites.

Level I Drafting and Design Certificate

Major Courses

DRAF 101, Technical Drawing Fundamentals	4
DRAF 102, Machine Drawing.....	3
DRAF 207, CAD-Mechanical Design.....	3
DRAF 208, CAD-Mechanical Detailing.....	3
<hr/>	
Total Credit Hours.....	13

See page 51 for Drafting and Design Associate degree and Certificate of Achievement.

Level I Certificate Option

Upon completion of the listed program, you will earn a Level I Certificate of Completion. This Level I certificate is a pathway into the Associate in Industrial Technology degree in Drafting and Design and General Technology. It is also a pathway into the Skilled Trades Technology associate degree (must be a registered apprentice with the Department of Labor.)

Early Childhood Education

Certificate of Achievement - Early Childhood Education
Associate in Applied Science Degree Program Code 270

Advisor: Delores Jackson, (269) 927-8100 ext. 5092, jacksond@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific prerequisites.

This program satisfies requirements for MACRAO

Degree Requirements

Credit Hours

College Requirements

* English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	3
History 201, American History to 1865, or History 202, American History 1865 to Present, or Political Science 101, National Government, or Political Science 102, State Governments	3
* Physical Education 200, Healthful Living	1

Support Courses

Group I Lab Science (see page 29 for choices)	4
* Mathematics 122, Intermediate Algebra	4
* Psychology 201, Introduction to Psychology.....	3
* Psychology 203, Human Development	3
Group III Humanities (see page 29 for choices)	9
* Art 111, Art Education	3
* Computer Information Systems 100, Introduction to Computer Literacy.....	3

Major

* Early Childhood 110, Introduction to Early Childhood Education	3
* Early Childhood 111, Early Childhood Learning Environment.....	2
* Early Childhood 112, Curriculum Planning For Young Children.....	3
* Early Childhood 113, Guiding Young Children's Social Development	3
Early Childhood 210, Curriculum Planning For Young Children II	3
Early Childhood 211, Diversity in Early Childhood Education	3
Early Childhood 212, Administration of Early Childhood Programs.....	3
Early Childhood 213, Current Issues in Early Childhood Education	3

* Classes required for Certificate program

This program does not lead to certification in Elementary Education

About the Program

Lake Michigan College offers individuals interested in working with young children an opportunity to acquire the knowledge and skills to work effectively in child care settings and prepare for the Childhood Development Associate (CDA) credential awarded through the Council for Early Childhood Professional Recognition. Early Childhood Education (ELCH) classes teach students to become caregivers who can work with children (infants through primary school-age) in home day care, child care centers, and public educational facilities.

Individuals who learn to implement developmentally appropriate programs can offer high-quality, professional child care. These caregivers meet the specific needs of diverse groups of children and work together with parents and other adults to nurture children's physical, social, emotional, intellectual, language and aesthetic growth.

Sample Program Sequences

Certificate Program

Semester 1	Semester 2
CIS 100	ART 111
ENGL 101	ELCH 112
ELCH 110	ELCH 113
CLCH 111	MATH 101
PSYC 201	PSYC 203
PHED 200	

Associate Degree Program

Semester 1	Semester 2	Semester 3
CIS 100	ART 111	ELCH 210
ENGL 101	ELCH 112	ELCH 211
ELCH 110	ELCH 113	ENGL 102 or
CLCH 111	MATH 122	ENGL 103
PSYC 201	PSYC 203	Humanities – 3 cr.
PHED 200		Science – 4 cr.

Semester 4

ELCH 212
 ELCH 213
 HIST 201 or 202, or
 POSC 201 or 102
 Humanities – 6 cr.

Education - Elementary

Associate in Arts Degree - TRANSFER PROGRAM Program Code 037

Advisor: James Larson, (269) 927-8100 ext. 5148, larson@lakemichigancollege.edu
 Patti Lee, (269) 927-8100 ext. 5173, lee@lakemichigancollege.edu
 Leigh Lash, (269) 927-8100 ext. 5210, lash@lakemichigancollege.edu
 TBD, (269) 927-8100 ext. 2994, (Bertrand Crossing Campus)
 Denise Thomas, (269) 637-7526, thomas@lakemichigancollege.edu (South Haven Campus)



Sample Transfer Program

Courses required beyond the following vary from each university or college elementary education program. It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend. The Elementary Education major requires students to identify the school they wish to transfer to by the end of their first full time year at the community college. Students must work closely with an elementary education advisor at the beginning of their LMC coursework.

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Colleges of Education:

Andrews University	www.educ.andrews.edu
Central Michigan University	www.ehs.cmich.edu
Eastern Michigan University	www.emich.edu/coe
Ferris State University	www.ferris.edu
Grand Valley State University	www.gvsu.edu/soe
Indiana University South Bend	www.iusb.edu/educ
Michigan State University	www.edu.msu.edu/te
Northern Michigan University	www.nmu.edu/education
University of Michigan	www.soe.umich.edu
Western Michigan University	www.wmich.edu/edadv
Western Michigan University Southwest	

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

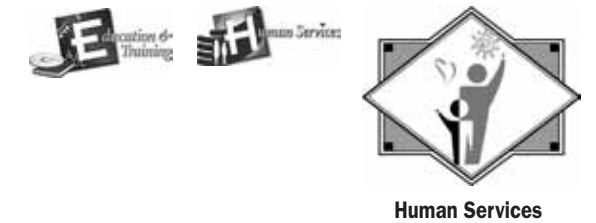
About the Area of Study

Education is recommended if you would like to teach in an elementary school or if you are interested in becoming a teacher's aid. Elementary school teachers are the first crucial link between students and their formal education. Teachers create an appropriate student learning environment and then evaluate the effectiveness of that learning. **There is a 61-credit degree requirement needed for graduation.**

Education – Elementary

Associate in Applied Science Degree - Elementary Education WMU Southwest Program Code 276

Advisor: James Larson, (269) 927-8100 ext. 5148, larson@lakemichigancollege.edu
 Mike Durren, (269) 927-8100 ext. 5012, durren@lakemichigancollege.edu
 Cole Lovett, (269) 927-8100 ext. 5079, lovett@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. In addition, proficiency in Intermediate Algebra. See course descriptions for specific prerequisites.

College Requirement

Credit Hours

ENGL 101, English Composition	3
ENGL 102, English Composition	3
POSC 101, National Government	3
PHED 202, Healthful Living	1

Support Courses

HIST 201, American History to 1865, or HIST 202, American History 1865 to Present	3
PSYC 201, Introduction to Psychology	3
PSYC 203, Human Development, or PSYC 204, Child Development and Personality	3
DRAM 201, Introduction to Theatre, or HUMN 201, Into to the Arts	3

Major

Elementary Education Program Requirements:	
BIOL 170, Life Science for Elementary Teachers I	3
PHSC 180, Physical Science for Elementary Teachers I	3
PHSC 190, Earth Science for Elementary Teachers I	3
Select two of the following courses:	
BIOL 270, Life Science for Elementary Teachers II PHSC 280, Physical Science for Elementary Teachers II PHSC 290, Earth Science for Elementary Teachers II	6
MATH 200, Math for Elementary Teachers	4
MATH 210, Geometry for Elementary Teachers	4
MATH 265, Probability and Statistics for Middle School Teachers	4
ART 111, Art Education or MUSI 200, Music for the Elementary Teacher	3
HIST 204, Modern East Asia	3
PHED 220, Healthful Living II	2

Minor Electives - Select four credit hours within major.

Science Minor

CHEM 111, General Chemistry I	4
PHYS 104, Introduction to Sky and Solar System	4
Select one course not taken above:	
BIOL 270, Life Science for Elementary Teachers II, or PHSC 280, Physical Science for Elementary Teachers II, or PHSC 290, Earth Science for Elementary Teachers II	3

Elementary Language Arts

ENGL 208, Literary Interpretation, or ENG 215, Poetry, or ENG 216, Literature of Black America	3
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Social Studies

GEOG 101, World Regional Geography	4
Select one course not taken above:	
HIST 201, American History to 1865, or HIST 202, American History 1865 to Present	3

About the Program

Lake Michigan College and Western Michigan University have formed a partnership that allows you to earn your Bachelor of Science Degree in Elementary Education on the LMC campus. Freshman and sophomore level courses are offered by LMC. Junior and senior level courses are taught at Western Michigan University Southwest, on the Napier Avenue Campus.

Transfer Options

This program is highly specialized to meet transfer requirement at WMU Southwest campus ONLY. It does not transfer to Elementary Education requirements at other universities. If you plan to pursue Elementary Education at a campus other than WMU Southwest, you need to work with an LMC advisor during your first semester to build the program that will meet your transfer needs. 61 credits degree requirements needed for graduation.

Admission Requirement to WMU Elementary Education Program

- 35 credit hours with a 2.5 GPA or better
- Completion of PSYC 203 or 204 with a "C" or better (You must take PSYC 201 first)
- Successful completion of the Michigan Test for Teacher Certification
- Apply to Western Michigan University one year in advance and be admitted
- Apply to the WMU College of Education and be admitted

LMC Courses

Students must meet with an LMC advisor to develop their plan of study before their first semester

Education - Secondary

Associate in Arts Degree - TRANSFER PROGRAM Program Code 038

Advisors: Patti Lee, (269) 927-8100 ext. 5173, lee@lakemichigancollege.edu
 Barbara Craig, (269) 927-8100 ext. 2994, (Bertrand Crossing Campus)
 Denise Thomas, (269) 637-7526, thomas@lakemichigancollege.edu (South Haven Campus)



Sample Transfer Program

Meeting the degree requirements for the Associate in Arts or Associate in Science degree is the most typical curriculum if you are planning to transfer to a secondary education program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Transfer Opportunities

Courses required beyond the following vary from each university or college elementary education program. It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend vary from each university and college of education. The Elementary Education major requires students to identify the school they wish to transfer to by the end of their first full time year at the community college. Students must work closely with an elementary education advisor at the beginning of their LMC coursework.

About the Area of Study

Lake Michigan College faculty and advisors provide guidance in planning the selection of elective courses to meet your individualized need. Advisors have information about course prerequisites and diagnostic testing.

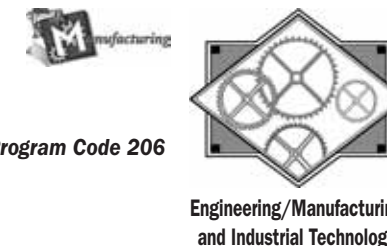
Career Opportunities

As a secondary school teacher, you can work in high schools or community colleges and specialize in a specific subject, such as English, Spanish, mathematics, history, or biology. You also can teach subjects that are career-oriented, such as health care, business, auto repair, communications, and technology. **There is a 61-credit degree requirement needed for graduation.**

Electrical/Electronics Engineering Technology

Associate in Industrial Technology - TRANSFER PROGRAM (FSU) Program Code 206

Advisor: Ravi Manimaran, (269) 927-8100 ext. 3033, manimaran@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully completing recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 102, English Composition	3
Political Science 101, National Government, or Political Science 102, State Governments	3
History 201, American History to 1865, or History 202, American History 1865 to Present,	3
Physical Education 200, Healthful Living	1

Support Courses

Mathematics 130, Pre-Calculus Trigonometry (Ferris required).....	3
Communications 101, Introduction to Public Speaking.....	3
Chemistry 111, General Chemistry I, or Physics 101, General Physics I	(4/5)

Major Requirements

Electronics Technology 100, DC Electricity	4
Electronics Technology 106, AC Electricity	3
Electronics Technology 108, Basic Electronics	2
Electronics Technology 111, Semiconductors.....	4
Electronics Technology 113, Digital Electronics	3
Electronics Technology 116, Linear Electronics.....	3
Electronics Technology 208, Microprocessors	4
Electronics Technology 211, Soldering	1
Computer Information Systems 200, PC Hardware	3
Electronics Technology 230, Industrial Electronics.....	4
Electronics Technology 231, Communications Electronics.....	4
Engineering 103, Beginning Engineering Drawing	4
Manufacturing 120, Fundamentals of Programmable Controllers.....	2

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

About the Program & Transfer Options

The Electrical and Electronics Engineering program at Lake Michigan College is designed as a transfer program in cooperation with Ferris State University.

You may achieve 64 credits toward a Bachelor of Science Degree in Electrical/Electronics Technology (BSEET) at FSU. Entrance into the BSEET program at FSU requires a minimum 2.5 cumulative GPA. Consult with a faculty advisor to plan the sequence of courses to meet the FSU requirements.

Associate's Degree

Upon completion of the 64-credit program, you may apply for an Associate in Industrial Technology, Electronics Technology degree, see next page.

Sample Course Sequence

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

Associate's Degree Program

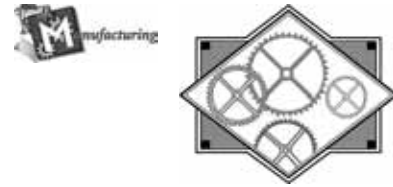
Semester 1	Semester 2
ELEC 100	ELEC 111
ELEC 106	ELEC 113
MATH 130	ELEC 211
ENGL 101	ENGL 102
HIST 201 or HIST 202	COMM 101
ELEC 108	

Semester 3	Semester 4
ENGR 103	ELEC 231
ELEC 230	ELEC 116
ELEC 208	CIS 200
MANU 120	PHYS 101 or CHEM 111
PHED 200	POSC 101 or POSC 102

Electronics Technology

Associate in Industrial Technology Degree Program Code 330

Advisor: Ravi Manimaran, (269) 927-8100 ext. 3033, manimaran@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully completing recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 103, Report Writing, or English 102, English Composition	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
Physical Education 200, Healthful Living	1

Support Courses

Mathematics 110, Technical Mathematics I.....	4
Computer Information Systems 106, Intro to Operating Systems.....	3

Major

Electronics Technology 100, DC Electricity	4
Electronics Technology 106, AC Electricity	3
Electronics Technology 108, Basic Electronics	2
Electronics Technology 111, Semiconductors.....	4
Electronics Technology 113, Digital Electronics.....	3
Electronics Technology 116, Linear Electronics.....	3
Electronics Technology 208, Microprocessors	4
Electronics Technology 211, Soldering.....	1
Computer Information Systems 200, PC Hardware	3
Electronics Technology 230, Industrial Electronics.....	4
Electronics Technology 231, Communications Electronics.....	4
Engineering 103, Beginning Engineering Drawing.....	4
Manufacturing 120, Fundamentals of Programmable Controllers.....	2

Electives (select 1 course)

Electronics Technology 151, Transformers, Motors, and Motor Controls	4
Electronics Technology 152, Machine Circuitry and Control Logic	4
Electronics Technology 153, Digital Signal Processor.....	3

and/or an elective approved by an advisor

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

About the Area of Study

The Electronics Technology program is designed to train you in basic and advanced electrical fundamentals. Your courses will take place in the classroom and in the laboratory with hands-on training.

As an electronics technician with an associate's degree, your skills will be in demand by local and national employers who manufacture, sell, repair, or use electronic components and equipment.

Associate's Degree

Graduates of the 61-credit program receive an Associate in Industrial Technology Degree in Electronics Technology.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103 or
ELEC 100	ENGL 102
ELEC 106	ELEC 111
ELEC 211	ELEC 113
MATH 110	ELEC 116
ELEC 108	CIS 106

Semester 3

PHED 200
ELEC 230
ELEC 208
POSC 101 or POSC 102 or HIST 201 or HIST 202
Technical Elective

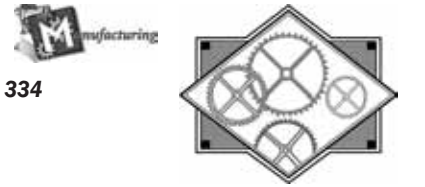
Semester 4

ELEC 231
ENGR 103
MANU 120
CIS 200

Electronics Technology

Level I Certificate - Electrical/Electronics Technology Program Code 334

Advisor: Ravi Manimaran, (269) 927-8100 ext. 3033, manimaran@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successful completion of the recommended classes. See course descriptions for specific course prerequisites.

Level I Electrical/Electronics Technology Certificate

Major Courses

ELEC 100, CD Electricity	4
ELEC 106, AC Electricity.....	3
ELEC 111, Semiconductors	4
ELEC 113, Digital Electronics.....	3
ELEC 211, Soldering	1
ELEC 230, Industrial Electronics.....	4

Elective (select 1 course)

ELEC 108, Basic Electronics	2
MANU 120, Fundamentals of PLC.....	2
ELEC 116, Linear Electronics	3
MATH 090, Basic Mathematics	4
MATH 098, Elementary Algebra	4

Total Credit Hours..... 21 – 23

See page 58 for Electronics Technology associate degree.

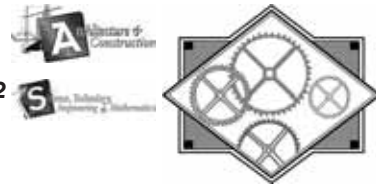
Level I Certificate Option

Upon completion of the listed program, you will earn a Level I Certificate of Completion. This Level I certificate is a pathway into the Associate in Industrial Technology degree in Electronics Technology and General Technology. It is also a pathway into the Skilled Trades Technology associate degree (must be a registered apprentice with the Department of Labor.)

Engineering (Pre)

Associate in Science Degree - TRANSFER PROGRAM

Program Code 082



Engineering/Manufacturing
and Industrial Technology

Advisor: Mike Durren, (269) 927-8100 ext. 5012, durren@lakemichigancollege.edu

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I	5
Mathematics 201, Calculus II	5
Mathematics 202, Calculus III	5
Mathematics 252, Differential Equations	3
Physics 201, Engineering Physics I.....	5
Physics 202, Engineering Physics II.....	5
Humanities electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Grand Valley State University
Michigan State University
Michigan Technological University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

English

Associate in Arts Degree - TRANSFER PROGRAM

Program Code 041



Arts and
Communication

Advisor: William Sprunk, (269) 927-8100 ext. 5172, sprunk@lakemichigancollege.edu

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

Courses	Credit Hours
ENGL 101, English Composition	3
ENGL 102, English Composition	3
PHED 200, Healthful Living	1
POSC 101, National Government, or POSC 102, States Governments, or HIST 201, American History to 1865, or HIST 202, American History 1865 to Present.....	3
Social Science, Group II Electives.....	6
Humanities, Group III Electives.....	9
Biology Elective.....	4
Chemistry, Physics, Physical Science elective	4
Math 101, 105, 109, 151, 201, 202, 216 or 252	3/4
ENGL 201, Herstory	3
ENGL 205, An Introduction to Shakespeare	3
ENGL 206, Modern Drama	3
ENGL 211, United States Literature II	3
ENGL 214, Children's Literature	3
ENGL 215, Poetry	3
ENGL 216, Literature of Black America	3
ENGL 217, Creative Writing	3
ENGL 220, Contemporary Fiction	3

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

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.

Environmental Science

Associate in Science Degree - TRANSFER PROGRAM Program Code 066

Advisor: Robert Schodorf, (269) 927-8100 ext. 5075, schodorf@lakemichigancollege.edu



Nature Resources
and Agriscience

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Chemistry 203, Organic Chemistry I (elective)	4
Humanities electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following university to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Lake Superior State University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

Environmental Science is the study of physical, chemical, and biotic factors that act upon an organism or ecological community and determine its form and survival. A wide variety of courses in the sciences, humanities, and social sciences are available.

If you have selected the four-year college or university to which you plan to transfer, you should consult with the Environmental Science advisor to develop an individualized program that will be accepted by your transfer school.

Scholarship Opportunities

In addition to several general scholarships that are based on academic excellence, need, and other criteria, the follow scholarships are available to students pursuing an education in Environmental Science.

- Betts Rittmeyer Scholarship
- Harry E. Ross Scholarship

Fire Science

Associate in Applied Science Degree from Kalamazoo Valley Community College (KVCC) Program Code 245
Certificate of Achievement - Fire Science from KVCC Program Code 246

Advisor: Robert Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu



Human Services

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course requirements. Firefighter II certification is a prerequisite for FISC 110 through 212.

Degree and Certificate Requirements

General Education Courses

Business Administration 220, Organizational Behavior	3
*Chemistry 101, Introductory Chemistry I	4
*English 101, English Composition	3
English 103, Report Writing	3
*Physical Education 216, Health Issues - Stress Management	2
Political Science 101, National Government, or Political Science 102, State Governments	3
Psychology 201, Introduction to Psychology, or Sociology 101, Principles of Sociology	3
Mathematics Elective 100, or above	4
Computer Information Systems 108, Microcomputing	3

Fire Science Major

*Fire Science 102, Firefighter II (See Prerequisites)	12
Fire Science 110, Fire Prevention	3
Fire Science 111, Building Construction	3
Fire Science 112, Fire Service Tactics	3
Fire Science 210, Fire Cause Determination	3
Fire Science 211, Industrial Techniques	3
Fire Science 212, Incident Management	3
*Emergency Medical Technician 162, Basic Emergency Medical Technician	9

*Indicates classes needed for certificate

Fire Science Consortium

Lake Michigan College is a member of a five-college Fire Science Consortium with Glen Oaks Community College (GOCC), Kalamazoo Valley Community College (KVCC), Kellogg Community College (KCC), and Southwestern Michigan College (SMC). KVCC serves as the administrative host for the program and awards all Fire Science certificates and degrees.

The ability to offer Fire Science classes at multiple sites throughout southwest Michigan makes the program more accessible. You also have the financial benefit of paying Lake Michigan College tuition rates regardless of which of the five schools where you take classes.

Required general education classes can be taken at LMC, transferred to KVCC and applied toward graduation. You will then finish the major courses at KVCC. Contact a KVCC counselor for transferability of classes from colleges other than GOCC, KVCC, KCC, LMC, and SMC. You must apply for admission to KVCC prior to transferring transcripts from other colleges. As you near graduation, you are strongly encouraged to meet with a counselor at KVCC.

About the Area of Study

The Fire Science program is designed to prepare the already certified firefighter for career advancement opportunities. The courses are focused on the roles and responsibilities of today's municipal firefighters and fire officers.

The program can recognize a limited number of training certifications issued by the State of Michigan and the State of Indiana. Students possessing state certifications should contact KVCC for transferability.

The Fire Science Consortium is working on offering a Firefighter II academy. If you need Firefighter II certification, please contact the KVCC Fire Science Program Manager at (269) 372-5202 to discuss available options.

Degree and Certificate Options

Upon completion of the two-year program, you will be awarded an Associate in Applied Science degree. Upon completion of the 29-credit program, you may apply for a Certificate in Fire Science from KVCC.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
ENGL 101	CHEM 101
FIRE 102	EMT 162
PHED 216	

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
PSYC 201	SOS 101
BUSA 211	CHEM 101
FIRE 1012	FIRE 110
PHED 216	FIRE 111

Semester 3

POSC 101	POSC 102
MATH Elective	CIS 108
FIRE 112	FIRE 212
FIRE 210	EMT 162
FIRE 211	

Foreign Language

Associate in Arts Degree - TRANSFER PROGRAM Program Code 042

Advisor: Dr. William Sprunk, (269) 927-8100 ext. 5172,
sprunk@lakemichigancollege.edu (Spanish, French & Italian)
Dr. K. Sundaram, (269)927-8100, ext. 5181,
sundaram@lakemichigancollege.edu (Self-instructional language courses)



**Arts and
Communication**

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.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 122, Intermediate Algebra (or above)	4
Sociology 101, Principles of Sociology	3
Social Science electives	
Science electives	
Humanities electives	
Related requirements	

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with the entire four-year program. You should see your advisor for assistance and approval. If you intend to transfer to a professional school or liberal arts college that does require competency in a foreign language as part of their general education, you should become familiar with the specific requirements of that school.

Generally, foreign language competency is equivalent to two years of college study. Michigan State University, Western Michigan University, The University of Michigan, and Lake Superior State University currently require one college year or two high school years of a foreign language. Consult your faculty advisor for specific guidance. 61 credits degree requirements needed for graduation.

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, Italian, and Spanish are offered in regular classroom instruction format. Courses in Italian, Japanese, Polish, and Russian are offered in the Self-Instructional Language program format.

General Studies

Associate in General Studies- TRANSFER PROGRAM Program Code 005



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Sample Program:

The following is a suggested program for the Associate in General Studies degree. Because this degree is extremely flexible, it is essential that you work with a counselor or academic advisor to develop an individualized program that meets your specific needs.

Course Types	Credit Hours
CLS 100, Freshman Seminar (recommended for first semester).....	1
CIS 100, Intro to Computer Literacy or CIS 102, Basic Computer Literacy	3 or 1
ENGL 101, English Composition	3
ENGL 102, English Composition or ENGL 103, Report Writing	3
POSC 101, National Government, or POSC 102, State Governments, or HIST 201, American History to 1865, or HIST 202, American History 1865 to Present.....	3
PHED 200, Healthful Living.....	1
Science Elective (Group I a or b)	3-4
Mathematics Elective (Group Ic)	3-4
Other Electives.....	36-40

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. Please work with a counselor or academic advisor as you plan your program.

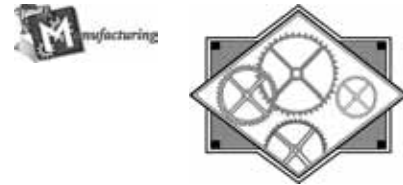
Transfer Opportunities

The Associate in General Studies degree can be customized to meet MACRAO and other transfer requirements. If you have selected the four-year college or university to which you plan to transfer, you should consult with a counselor or academic advisor to develop an individualized program that will be accepted by your transfer school.

General Technology

Associate in Industrial Technology Degree Program Code 340

Advisor: Marty Warner, (269) 926-4490, warner@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English, and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	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
Physical Education 200, Healthful Living	

Support Courses

Mathematics 100, Applied Mathematics	4
Mathematics 110, Technical Mathematics I.....	4
Physics 110, Technical Physics.....	4
Business Administration 103, Introduction to Business	3

Major Courses

At least 36 hours of credit courses 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

The Associate Degree in General Technology provides you with a broad general knowledge of technological areas applicable to the industrial setting. It is not intended to provide in-depth knowledge in one area. However, with careful selection of courses, the degree can be individualized to provide you with the knowledge and skills applicable to your industrial setting.

If you want a skill-specific degree, please refer to degrees offered in Drafting & Design Technology, Industrial Maintenance Technology, Electronics Technology, or Machine Tool Technology.

Degree Options

When you complete the 61-credit General Technology program, with a minimum overall GPA of 2.0 on a 4.0, you may apply for a Associate in Industrial Technology in General Technology degree.

Transfer Opportunities

This degree is readily transferable to Siena Heights toward a Bachelor of Applied Science degree.

Sample Course Sequence

Sequencing of courses is important to your success. You should meet with your program advisor at the beginning of or early in the course sequence to outline and plan the major courses to be completed which will most benefit you and your employer.

Geography

Associate in Arts Degree - TRANSFER PROGRAM Program Code 023

Advisor: Dr. Chris Paine, (269) 927-8100 ext. 5013, paine@lakemichigancollege.edu



Nature Resources
and Agriscience

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a geography program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses

Credit Hours

English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 101, Intermediate Algebra (or above)	4
Social Science electives	
Science electives	
Humanities electives	
Related requirements	

Transfer Opportunities

Lake Michigan College has worked with the following university to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

Geography is the study of the description, distribution, and interaction of the diverse physical, biological, and cultural features of the Earth's surface. Geography prepares you for a wide variety of careers such as elementary and secondary school teaching, tourism and travel, environmental studies and analysis, regional and urban planning, and cartography.

Graduates find job opportunities in school systems, colleges and universities, and government agencies. The courses allow you to broaden your knowledge and awareness of the world and its people. If you are planning to transfer to a four-year school, you should become familiar with the entire four-year program, selecting courses to meet as many requirements as possible. You should see your advisor for assistance and approval. **There is a 61-credit degree requirement needed for graduation.**

Geology

Associate in Science Degree - TRANSFER PROGRAM Program Code 069

Advisor: Dr. Cole Lovett, (269) 927-8100 ext. 5079, lovett@lakemichigancollege.edu



Nature Resources
and Agriscience

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Mathematics 151, Calculus I	5
Physical Science 104, Physical Geology	4
Physics 101, General Physics I	5
Physics 102, General Physics II	5
Humanities electives	
Social Science electives	

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

About the Area of Study

Geology deals with the history of the Earth and its life as recorded in rocks and those processes that affect them. Geology offers coursework for you to complete your general education requirements in Science and if you are preparing for professional work in Science. Consult the faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

Graphic Design

Certificate of Achievement - Graphic Design Program Code 392

Associate in Applied Science Degree Program Code 393

Advisor: Brandon Pierce, (269) 637-7216, pierce@lakemichigancollege.edu



Arts and
Communication

Program Prerequisites

Students must demonstrate proficiency in English reading, and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

College Requirement

Degree Requirements	Credit Hours
English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	3
Political Science 101, National Government, or Political Science 102, State Government, or History 201, American History to 1865, or History 202, American History 1865 to Present	3
Physical Education 200, Healthful Living	1

Support Courses

Math 122, Intermediate Algebra (or above)	4
Art 200, History of Art I, or Art 201, History of Art II, or Art 203, 20th Century Art History: 1900-1945, or Art 204, 20th Century Art History: 1945 to Present	3
Sociology 101, Principles of Sociology	3
Psychology 201, Intro to Psychology	3
Biology 205, Human Anatomy, or Biology 101 Biological Science (or above), or Chemistry 101, Introductory Chemistry I, or Physical Science 104, Physical Geology, or Physics 101, General Physics I (or above)	4
Communication 101, Intro to Public Speaking	3
* Art 109, Basic Design 2/D	3
* Art 122, Drawing I	3
* Art 123, Drawing II	3

Major Requirements

* Graphic Design 101, Digital Studio	3
* Graphic Design 110, Introduction to Graphic Design	3
* Graphic Design 130, Digital Photography	3
* Graphic Design 140, Production Skills for Graphic Design	3
* Graphic Design 200, Typography I	3
* Graphic Design 201, Typography II	3
* Graphic Design 220, Design Strategies	3
* Graphic Design 250, Portfolio	3

* Classes required for Certificate program

Note: Students must complete GRDN 110, GRDN 101, and ART 122 before taking other GRDN courses. Full-time students must take GRDN 110, GRDN 101, and ART 122 during the Fall semester of their first year.

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 a graphic design career to meet the needs of 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 settings.

Macintosh-based instruction utilizing industry-standard image editing, page layout, and vector-based illustration software is featured in the program.

Certificate and Degree Options

Upon completion of the 33-credit program, you may apply for a Certificate in Graphic Design. Upon completion of the 63-credit program, you may apply for an Associate in Applied Arts degree. The certificate coursework can be applied to the associate's degree program.

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

Sample Course Sequence

Associate Degree Program

Semester 1	Semester 2
ART 122	ART 109
ENGL 101	ART 123
GRDN 101	ENGL 102
GRDN 110	GRDN 130
SOCS 101	GRDN 140

Semester 3	Semester 4
COMM 101	BIOL 205 or Lab Science Elective
GRDN 200	GRDN 201
GRDN 220	GRDN 250
MATH 122	PHED 200
PSYC 101	POSC 101 or 102, or HIST 201 or 202

Health

Associate in Science Degree - TRANSFER PROGRAM Program Code 053

Advisor: Jill Claeys, (269) 927-8100 ext. 5070, claeys@lakemichigancollege.edu
Daniel Meyer, (269) 927-8100 ext. 5178, meyer@lakemichigancollege.edu



Health
Sciences

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Biology 205, Human Anatomy	4
Communications 101, Introduction to Public Speaking.....	3
Physical Education 215, Health & Wellness	4
Mathematics 101, Intermediate Algebra (or above)	4
Psychology 201, Introduction to Psychology.....	3
Sociology 101, Principles of Sociology	3
Humanities electives	
Social Science electives	
Physical Education electives	

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

About the Area of Study

The courses offered in Health are for those students interested in personal and community health. You have the opportunity to become certified in life-saving techniques or first-aid procedures, investigate various health career options, or evaluate your own levels of healthful living and develop plans toward more health-filled lifestyles. Consult a faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

History

Associate in Arts Degree - TRANSFER PROGRAM Program Code 021

Advisor: Dr. Christopher Paine, (269) 927-5013, paine@lakemichigancollege.edu



Human Services

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a history program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 101, Intermediate Algebra (or above)	4
Sociology 101, Principles of Sociology	3
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Michigan State University
Western Michigan University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

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 61-credit degree requirement needed for graduation.**

Hospitality Management

Certificate of Achievement - Hospitality Management
Associate in Applied Science Degree Program Code 316

Advisor: Christopher Woodruff, CHE, CMP, (269) 927-8100 ext. 5005, woodruff@lakemichigancollege.edu



Program Prerequisites

Students must demonstrate proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	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
* Physical Education 200, Healthful Living	1

Support Courses

Computer Information Systems 100 Introduction to Computer Literacy, or Computer Information Systems 108, Computer Operations- Microcomputing... Chemistry 101, Introductory Chemistry I, or Biology 101, Biological Science	4
Psychology 201, Introduction to Psychology, or Sociology 101, Principles of Sociology.....	3
Foreign Language 123, Spanish in the Workplace	4
Business Administration 101, Business Accounting I, or Business Administration 201, Principles of Accounting I.....	3/4
* Communication 101, Intro to Public Speaking	3

Major

* Hospitality Management 110, Sanitation	1
* Hospitality Management 115, Safety & Legal Overview	2
* Hospitality Management 116, Media Presentation Technology	1
* Hospitality Management 117, Introduction to Meetings and Events.....	2
* 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 202, Introduction to Casino Management (elective) ..	3
* Hospitality Management 250, Food Preparation Skills	2
* 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

* Classes required for Certificate program

**May be used as course substitute for HOSP 116 & 117, or 253, or COMM 101

This program articulates with the Occupational Education Studies (OES) program at Western Michigan University to prepare certified vocational teachers for high schools, technical centers and community colleges. If you think you might be interested in teaching, please discuss the OES program with your advisor. You can learn more about the OES program by visiting www.wmich.edu/gus/occupnedn.html

About the Area of Study

Graduates of the Hospitality Management program may select from a variety of management and staff-related careers in restaurants, hotels, resorts, clubs, and travel and tourism services. Some careers include assistant manager, hotel general manager, executive housekeeper, hotel front office manager, food and beverage manager, and convention services manager. In all of these career paths, strong supervisory, customer service, problem solving, and management skills are needed.

Certificate & Associate's Degree

Upon completion of the 36-credit program, you may apply for a Certificate in Hospitality Management. Upon completion of the 65-credit program, you may apply for an Associate in Applied Science degree. Certificate requirements may be applied to the degree program.

Transfer Options

If you are interested in transferring to a four-year school, see the Hospitality and Tourism Management Program on page 103. You should also speak with a counselor or your academic advisor.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
HOSP 150	*HOSP 116
HOSP 110	*HOSP 117
HOSP 115	HOSP 153
COMM 101	HOSP 200
HOSP 251	HOSP 252
HOSP 255	HOSP 254
	*HOSP 201
	HOSP 202

Associate's Degree Program

Semester 1	Semester 2	Semester 3
ENGL 101	ENGL 102	CHEM 101 or
CIS 100 or	ENGL 103	BIOL 101
CIS 108	*HOSP 116	FORL 123
HOSP 150	*HOSP 117	HOSP 1153
HOSP 110	HOSP 201	HOSP 251
HOSP 115	HOSP 252	HOSP 255
COMM 101	PSYC 201 or	
	SOC 101	

Semester 4	BUSA 101 or	HOSP 253
POSC 101 or	BUSA 201	HOSP 254
POSC 102 or	HOSP 200	PHED 200
HIST 201 or	HOSP 250	
HIST 202		

*May be used as course substitute for HOSP 116 & 117, 253, or Comm 101

Hospitality and Tourism Management

Associate in Applied Science Degree - TRANSFER PROGRAM Program Code

Advisor: Christopher Woodruff, CHE, CMP, (269) 927-8100 ext. 5005, woodruff@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes.

Degree Requirements

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	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
* Physical Education 200, Healthful Living	1

Support Courses

Chemistry 101, Intro to Chemistry I, or Biology 101, Biological Science	4
Foreign Language 123, Spanish in the Workplace	4
Sociology 101, Principles of Sociology, or Psychology 201, Intro to Psychology.....	3
Business Administration 201, Principles of Accounting I	4
Computer Information Systems 100, Introduction to Computer Literacy	3
* Communication 101, Intro to Public Speaking	3

Major Requirements

* Hospitality Management 150, Intro to Hospitality Careers.....	3
* Hospitality Management 110, Sanitation	1
* Hospitality Management 115, Safety & Legal Overview	2
* Hospitality Management 116, Media Presentation Technology	1
* Hospitality Management 117, Introduction to Meetings and Events.....	2
* Hospitality Management 153, Nutrition.....	3
* Hospitality Management 201, Restaurant Operations.....	3
** Hospitality Management 202, Introduction to Casino Management (elective**)..	3
* Hospitality Management 250, Food Preparation Skills	2
* 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
* Hospitality Management 200, Hospitality Management Internship	3

* Classes required for Certificate program

**May be used as course substitute for HOSP 116 & 117 or 253, or COMM 101

About the Area of Study

The Hospitality and Tourism Management program is designed as a transfer program for those wanting to pursue a bachelor's degree. By working with an advisor, graduates of the program can earn the first two years of their bachelor's degree and maximize the number of credits that will transfer to their chosen four-year college.

Associate's Degree

Upon completion of the 67-credit program, you may apply for an Associate in Applied Science degree in Hospitality Management.

Transfer Options

If you are interested in transferring to a four-year school to complete your bachelor's degree in hospitality and tourism management, you should work with your counselor or academic advisor to ensure that your courses will transfer to the school of your choice.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 102 or
CIS 100 or	ENGL 103
CIS 108	*HOSP 116
HOSP 150	*HOSP 117
COMM 101	HOSP 252
*HOSP 110	PSYC 201
*HOSP 115	SOC 101
Semester 3	Semester 4
CHEM 101	POSC 101 or
BIO 101	POSC 102 or
FORL 123	HIST 201 or
PHED 200	HIST 202
*HOSP 153	BUSA 201 or
*HOSP 201	BUSA 101
*HOSP 202	*HOSP 200
*HOSP 251	HOSP 250
*HOSP 255	HOSP 253
	*HOSP 254

Humanities

Associate in Arts Degree - TRANSFER PROGRAM Program Code 024

Advisor: Dr. K. Sundaram, (269) 927-8100 ext. 5181, sundaram@lakemichigancollege.edu



Human Services



Arts and Communication

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a Humanities program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition.....	3
English 102, English Composition.....	3
Physical Education 200, Healthful Living	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
Mathematics 101, Intermediate Algebra (or above)	4
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

About the Area of Study

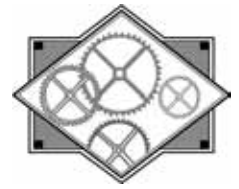
Programs in the Humanities refer to interdisciplinary study including, but not limited to, language both modern and classical, linguistics, literature, history, jurisprudence, philosophy, archaeology, comparative religion, ethics, history/criticism/theory of the arts, and aspects of the sciences which 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 the faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

Industrial Maintenance Technology

Associate of Industrial Technology Degree Program Code 360

Advisor: Ken Flowers, (269) 927-3032, flowers@lakemichigancollege.edu



Engineering/Manufacturing and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

College Requirements

Degree Requirements	Credit Hours
English 101, English Composition.....	3
English 103, Report Writing, or English 102, English Composition.....	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
Physical Education 200, Healthful Living	1

Support Courses

Mathematics 100, Applied Mathematics.....	4
Mathematics 110, Technical Mathematics, or Mathematics 130, Pre-Calculus Trigonometry.....	4/3
Physics 110, Technical Physics.....	4

Major

Industrial Maintenance Technology 109, Intro to Welding	2
Industrial Maintenance Technology 204, Basic Hydraulics & Pneumatics.....	2
Industrial Maintenance Technology 205, Hydraulics & Pneumatics Maintenance ...	2
Industrial Maintenance Technology 206, Hydraulics & Pneumatics Circuitry	2
Electronics 100, DC Electricity.....	4
Electronics 106, AC Electricity.....	3
Electronics 151, Transformers, Motors, & Motor Controls.....	4
Drafting & Design 101, Technical Drawing Fundamentals	4
Machine Tool Technology 110, Machine Tool I.....	3
Machine Tool Technology 120, Machine Tool II.....	3
Machine Tool 140, Introduction to NC-CNC.....	2
Manufacturing 111, Manufacturing Processes I.....	3
Manufacturing 120, Fundamentals of Programmable Controllers.....	2
Manufacturing 122, Introduction to Robotics	1

Electives (Select 2/3 credit hours)

Electronics 152, Machine Circuitry & Control Logic	3
Industrial Maintenance Technology 110, MIG/TIG Welding	3
Industrial Maintenance Technology 120, Basic HVAC.....	3
Industrial Maintenance Technology 240, Predictive & Preventive Maintenance.....	3
Manufacturing 123, Programmable Logic Controller II	2

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

This program articulates with the Occupational Education Studies (OES) program at Western Michigan University to prepare certified vocational teachers for high schools, technical centers and community colleges. If you think you might be interested in teaching, please discuss the OES program with your advisor. You can learn more about the OES program by visiting www.wmich.edu/gus/occupnedn.html

About the Area of Study

As an industrial machinery mechanic you will repair and maintain industrial production and processing machinery in a plant or factory. This will include diagnosing and correcting minor problems with equipment, before they can become major ones. After diagnosing the problem, you will disassemble, repair, reassemble, and test the equipment.

You also may perform preventative maintenance and become involved with replacing and installing new machinery.

Associate's Degree

As a graduate of the Industrial Maintenance program, you may apply for an Associate in Industrial Technology degree in Industrial Maintenance Technology. **There is a 61-credit degree requirement needed for graduation.**

Transfer Options

The Industrial Maintenance program transfers to Ferris State University's manufacturing Engineering Technology program. See your academic advisor for more details.

Sample Course Sequence

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

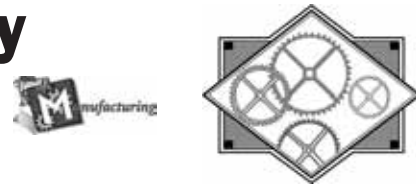
Associate's Degree Program

Semester 1	Semester 2
MATH 100	MATH 110 or MATH 130
ELEC 100	MATH 130
ELEC 106	INMT 206
ENGL 101	MANU 120
INMT 204	MANU 122
	ENGL 103 or ENGL 102
	ELEC 151
Semester 3	Semester 4
MANU 111	MACH 120
MACH 110	POSC 101 or POSC 102 or HIST 201 or HIST 202
INMT 109	DRAF 101
PHYS 110	MACH 140
INMT 205	Electives
PHED 200	

Industrial Maintenance Technology

Level I Certificates

Advisor: Ken Flowers, (269) 927-3032, flowers@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successful completion of the recommended classes. See course descriptions for specific course prerequisites.

Level I Fluid Power Certificate - Program Code 362

INMT 204, Basic Hydraulics and Pneumatics.....	2
INMT 205, Hydraulics and Pneumatics Maintenance	2
INMT 206, Hydraulics and Pneumatics Circuitry	2
MACH 110, Machine Tool I.....	3
Total Credit Hours.....	9

Level I Industrial Computing Certificate - Program Code 364

CIS 108, Computer Operations.....	3
DRAF 101, Technical Drawing Fundamentals	4
MACH 140, Introduction to CNC	2
MACH 150, Introduction to CAM	2
MACH 241, CNC Programming I.....	2
MANU 120, Intro to PLC.....	2
MANU 122, Intro to Robotics	1
Total Credit Hours.....	16

See page 75 for Industrial Maintenance Technology associate degree.

Level I Certificate Option

Upon completion of the listed programs, you will earn a Level I Certificate of Completion. This Level I certificate is a pathway into the Associate in Industrial Technology degree in Industrial Maintenance and General Technology. It is also a pathway into the Associate in Skilled Trades Technology degree (must be a registered apprentice with the Department of Labor.)

Law (Pre)

Associate in Arts Degree - TRANSFER PROGRAM Program Code 083

Advisor: Dr. Gary Roberts, (269) 927-8100 ext. 5016, roberts@lakemichigancollege.edu



Human Services

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a Pre-Law program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 101, Intermediate Algebra (or above)	4
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

About the Area of Study

No particular undergraduate major is necessary to prepare for law school. You should pursue a liberal arts program in which you are interested and attain maximum levels of achievement and success. You should focus your attention on developing the high-level reasoning and writing skills needed to be successful in law school.

Information about legal education, profiles of law schools, and the Law School Aptitude Test (LSAT) is available from the Pre-law advisor. **There is a 61-credit degree requirement needed for graduation.**

Law Enforcement

Associate in Applied Science Degree - TRANSFER PROGRAM

Program Code 385

Associate in Applied Science Degree

Program Code 384

From LMC after completion of KVCC Police Academy or State Police Academy and LMC

Advisor: Robert Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu



Human Services



Human Services

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course requirements.

1 + 1 with Kalamazoo Community College Degree Requirements:

Several program options are available:

Lake Michigan College Courses

Credit Hours

Law Enforcement 140, Introduction to Criminal Justice.....	3
Law Enforcement 142, Police Organization & Administration	3
Law Enforcement 250, Juvenile Delinquency & Behavior.....	3
Law Enforcement 144, Criminology	3
English 101, English Composition	3
English 103, Report Writing	3
Political Science 102, State Governments.....	3
Math or Science Elective - See an Advisor	4
Social Science Elective - See an Advisor	3

Kalamazoo Valley Community College Police Academy

Students must apply to KVCC the semester before admission is desired.

EMT 106 Medical First Responder for Law Enforcement*.....	3
LEN 106 Criminal Law and Procedure*	4
LEN 150 Fundamentals of Marksmanship	2
LEN 202 Motor Vehicle Traffic*	4
LEN 243 Patrol Procedures*	4
LEN 201 Criminal Investigation*	4
LEN 206 Emergency Vehicle Operations*	2
LEN 241 Police Physical Skills*	4
LEN 242 Tactical Firearms*	4
LEN 253 Police Practical Problems*	3

The Law Enforcement Training Center certification program is designed to give you a broad based general education along with MCOLES* basic law enforcement certification. You will learn about Police Organization, Criminal Investigation, Traffic control, Delinquency, Criminal Law, Enforcement Procedures, Patrol Procedures, Detention and Prosecution, Police Skills, Traffic and special Operations. Students selecting this option must complete two semesters of general educational requirements then they must make application to the police academy. The application process is competitive and only the most qualified applicants will be accepted. Upon meeting all MCOLES requirements and successful completion of the entire academy block of instruction, they may be eligible to take the MCOLES certification examination.

This program will also transfer on a 2 + 2 basis to Western Michigan University. Transferability to other four-year institutions in Michigan may be possible.

About the Area of Study

The Law Enforcement program is designed to give you a broad base of general education along with specific skills and knowledge in the field of law enforcement. The program is designed to prepare students for a technical career upon graduation. Several program options are available as noted on these two pages.

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.

There is a 65-credit degree requirement needed for graduation.

Law Enforcement continued

Regional Police Training Academy

Kalamazoo Valley Community college has been designated as a Regional Police Training Academy by the Michigan commission on Law Enforcement Standards. The Police academy provides training for newly hired city, county and township officers as required by the mandatory Police Training Act in Michigan. In addition, the Police Academy offers the training to pre-service students who meet the minimum requirements to be police officers in the state of Michigan. In this 17-18 week credit program, you will learn about police organization, criminal investigation, traffic control, juvenile law, criminal law, and enforcement procedures. Upon successful completion of the entire academy block of instruction you will be eligible to take the mandatory certification examination given by the Michigan Commission on Law Enforcement Standards. Two Police Academies are held each year, one from August to December and another from February to June,

Unless you meet one of two exceptions listed below, you must have earned a total of 28 credit hours from specified disciplines prior to being admitted to the academy. These 28 credit hours, when combined with the credit hours earned through successful completion of the academy, will enable you to receive an associate degree in order to be eligible for employment as a police officer. Exceptions to this requirement are: 1) an employed police officer who is being sponsored by his/her agency; or 2) an applicant who already holds an associate or higher degree.

NOTE: Graduation requirements are subject to change. Contact the Law Enforcement Training Center at KVCC for the most current program information.

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

**All candidates interested in enrolling in an academy must first meet with the Police Academy Program Director. The director will review MCOLES requirements and standards to determine your eligibility. For further information, contact the Kalamazoo Law Enforcement Training Center at: (269) 488-4336.

Associate's Degree Completion at Lake Michigan College

If you have recently completed the Police Academy at KVCC or the State Police Academy, you are eligible for the Associate in Applied Science degree at Lake Michigan College.

Degree completion at LMC

If you have recently completed the Police Academy at KVCC or the State Police Academy, you are eligible to complete your associate's degree at LMC. Upon completion, you will be awarded an Associate in Applied Science degree.

Degree Options 1+1 with KVCC

Upon completion of the 1+1 program in conjunction with Kalamazoo Valley Community College, you may apply for an Associate in Applied Science or Associate in Arts degree, depending on the general education courses you take. The degree will be awarded by KVCC.

Transfer Options

With slight modifications, the Law Enforcement program can be a transfer program and lead to a bachelor's degree upon completion of required courses at certain four-year institutions. Siena Heights University at LMC accepts this degree toward a Bachelor of Applied Science degree.

Legal Office Systems

Certificate of Achievement - Legal Office Assistant
Associate in Applied Business Degree

Program Code 143



Business, Management
Marketing & Technology

Advisor: Lisa Augustyniak, (269) 927-8171, augustyn@lakemichigancollege.edu

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

* English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	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
Physical Education 200, Healthful Living	1

Support Courses

Electives, Group I, II, or III (see page 30)	6
Communication 101, Introduction to Public Speaking	3

Major

Business Administration 205, Business Law.....	3
* Business Administration 210, Business Correspondence	3
** Computer Information Systems 123, Spreadsheet Skills	1
** Computer Information Systems 223, Advanced Spreadsheet Skills	1
* Office Information Systems 114, Intermediate Keyboarding	3
* Office Information Systems 125, Records Management	3
* Office Information Systems 201, Advanced Keyboarding	3
* Office Information Systems 204, Legal Transcription	3
* Office Information Systems 211, Office Procedures	3
* Office Information Systems 217, Introduction to Word Processing Applications	3
* Office Information Systems 218, Advanced Word Processing Applications.....	3
* Office Information Systems 219, Legal Office Procedures	3
** Office Information Systems 261, Office Co-op I.....	3

Program Electives (Select 7 credit hours for degree, 3 hours for certificate)

** Business Administration 100, Business Mathematics.....	3
** Business Administration 101, Business Accounting I	3
Business Administration 103, Introduction to Business	3
Business Administration 209, Principles of Marketing	3
Business Administration 211, Principles of Management	3
** Business Administration 150, Job Search Seminar.....	1
** Computer Information Systems 106, Introduction to Operating Systems	3
** Computer Information Systems 111, Database Concepts.....	3
Office Information Systems 262, Office Co-op I.....	3
Law Enforcement 140, Introduction to Criminal Justice.....	3

* Classes required for Certificate program

**Elective for certificate program - select 3 credit hours

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

You should notify your advisor and the co-op coordinator of your intention to take OIS 261 and OIS 262 before beginning your second-year classes.

About the Area of Study

The Legal Office Systems program prepares you for a highly skilled job in the legal profession. You will learn legal machine transcription and legal office procedures, computer software, keyboarding, and other general business background. Business law will also be covered in the degree program. As a legal office assistant you may perform a variety of administrative activities for attorneys, judges, prosecuting attorneys, and legal organizations such as Friend of the Court.

Certificate & Degree Options

By completing the 33-credit program in Legal Office Systems, you may apply for a Certificate of Achievement in Legal Office Assistant. The certificate can be applied to the associate's degree program.

By completing the 61-credit program in Legal Office Systems, you may apply for an Associate in Applied Business degree.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
ENGL 101	OIS 125
OIS 114	OIS 201
BUSA 210	OIS 204
OIS 211	OIS 218
OIS 217	OIS 219
	Program Elective

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 102 or ENGL 103
OIS 114	CIS 123
BUSA 210	OIS 201
OIS 211	OIS 218
OIS 217	PHED 200
	Program Elective

Semester 3	Semester 4
BUSA 205	OIS 204
OIS 125	OIS 219
POSC 101 or POSC 102 or HIST 201 or HIST 202	OIS 261
General Elective	COMM 101
CIS 223	General Elective

Liberal Arts

Associate in Arts Degree - TRANSFER PROGRAM

Program Code 013



Arts and
Communication



Human Services

Advisor: Dr. K. Sundaram, (269) 927-8100 ext. 5181, sundaram@lakemichigancollege.edu

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a Liberal Arts program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses

Credit Hours

English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 122, Intermediate Algebra (or above)	4
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Andrews University
Central Michigan University
Eastern Michigan University
Grand Valley State University
Indiana University at South Bend
Oakland University
Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

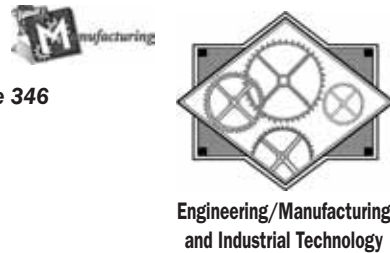
The Liberal Arts curriculum transfers to the general programs of literature, arts, sciences, law, languages, and philosophy at most four-year colleges, universities, and to many pre-professional programs.

Liberal Arts provide a broad-based education to prepare students for most careers. At Lake Michigan College, students may complete courses that transfer and satisfy the freshman and sophomore requirements at most four-year institutions. Students should work closely with their advisor to check with four-year colleges or universities regarding specific group requirements and distributions of subject matter of their choice. **There is a 61-credit degree requirement needed for graduation.**

Machine Tool Technology

Certificate of Achievement - Machine Tool Technology Program Code 346
Associate in Industrial Technology Degree Program Code 345

Advisor: Ken Flowers, (269) 927-8100 ext. 3032, flowers@lakemichigancollege.edu



Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements Credit Hours

College Requirements

English 101, English Composition	3
English 103, Report Writing, or English 102, English Composition	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
Physical Education 200, Healthful Living	1

Support Courses

* Mathematics 100, Applied Mathematics	4
* Mathematics 110, Technical Mathematics.....	4
Physics 110, Technical Physics.....	4

Major

* Machine Tool Technology 110, Machine Tool I	3
* Machine Tool Technology 120, Machine Tool II	3
Machine Tool Technology 129, Use Machinery's Handbook	2
* Machine Tool Technology 130, Precision Inspection.....	3
* Machine Tool Technology 140, Introduction to Numerical Control	2
* Machine Tool Technology 150, Introduction to CAM	2
Machine Tool Technology 220, Press Working/Mold Making.....	3
Machine Tool Technology 241, CNC Programming I	2
Machine Tool Technology 242, CNC Programming II.....	2
Machine Tool Technology 251, 2D/3D Machining	2
* Drafting & Design 101, Technical Drawing Fundamentals.....	4
* Drafting & Design 202, Tool Design II.....	3
* Industrial Maintenance Technology 109, Intro to Welding	2
* Manufacturing 111, Manufacturing Processes I.....	3
* Trade Related Instruction 134, Metallurgy and Heat Treating	3
Computer Information Systems 102, Basic Computer Literacy	1

Electives (electives are suggested, but not required)

Industrial Maintenance Technology 110, MIG/TIG Welding	3
** Trade Related/Apprentice 107, Applied Geometry/Trigonometry	2
Machine Tool TEchnology 231, CMM Fundamentals	2

* Classes required for certificate program.

** Course required for transfer to Machine Tool Technology Degree to Ferris State University.

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

This program articulates with the Occupational Education Studies (OES) program at Western Michigan University to prepare certified vocational teachers for high schools, technical centers and community colleges. If you think you might be interested in teaching, please discuss the OES program with your advisor. You can learn more about the OES program by visiting www.wmich.edu/gus/occupnedn.html

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's degree. Career opportunities include CNC operator, CNC programmer, machine builder, machinist, and tool and die maker.

Certificate and Degree Options

When you complete the 36-credit Machine Tool Technology program, you may apply for Certificate in Industrial Technology. This allows you to enter the job market with basic, entry-level skills. Credit earned can be applied toward your associate's degree.

When you complete the 62 -credit Machine Tool Technology program, you may apply for an Associate in Industrial Technology degree in Machine Tool Technology.

Transfer Option

The Machine Tool Technology associate's degree program transfers to Ferris State University's Manufacturing Engineering Technology program. See your advisor for more information.

Program Prerequisites Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
DRAF 101	DRAF 202
MACH 110	INMT 109
MACH 150	MACH 120
MANU 111	MACH 130
TRIN 134	MACH 140
MATH 100	MATH 110

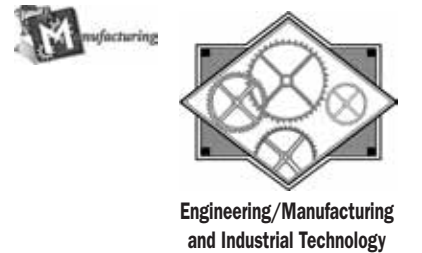
Associate's Degree Program

Semester 1	Semester 2	Semester 3
DRAF 101	CIS 102	MACH 130
MACH 110	MACH 120	MACH 241
MACH 150	MACH 140	PHED 200
MANU 111	MATH 110	POSC 101 or
MATH 100	INMT 109	POSC 102 or
ENGL 101	ENGL 102 or	HIST 201 or
	ENGL 103	HIST 202
		TRIN 134
Semester 4	MACH 251	
DRAF 202	PHYS 110	
MACH 129		
MACH 220		
MACH 242		

Machine Tool Technology

Level I Certificates

Advisor: Ken Flowers, (269) 927-8100 ext. 3032, flowers@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successful completion of the recommended classes. See course descriptions for specific course prerequisites.

Level I Machine Tool Certificate - Program Code 347

MACH 110, Machine Tool I.....	3
MACH 120, Machine Tool II.....	3
MACH 140, Introduction to CNC	2
TRIN 134, Metallurgy and Heat Treatment.....	3
TRIN 144, Blueprint and Sketching	4

Total Credit Hours..... 15

Level I Numerical Control Specialty Certificate - Program Code 348

MACH 110, Machine Tool I.....	3
MACH 140, Introduction to CNC	2
MACH 150, Introduction to CAM	2
MACH 241, CNC Programming I.....	2
MACH 242, CNC Programming II.....	2
TRIN 144, Blueprint and Sketching	4

Total Credit Hours..... 15

Level I Technology Certificate - Program Code 344

DRAF 101, Technical Drawing Fundamentals	4
MACH 110, Machine Tool I.....	3
MANU 111, Manufacturing Processes I.....	3
MATH 100, Applied Math	4
TRIN 138, Industrial Safety.....	1
TRIN 144, Blueprint and Sketching	4

Total Credit Hours..... 19

Level I Manufacturing Production Certificate - Program Code 366

MACH 110, Machine Tool I.....	3
MANU 111, Manufacturing Processes I.....	3
PLTS 110, Intro to Plastics	3
PLTS 121, Plastics Processing	3
TRIN 138, Industrial Safety.....	1
TRIN 144, Blueprint and Sketching	4

Total Credit Hours..... 17

See page 82 for Machine Tool Technology associate degree and certificate of achievement.

Management and Marketing

Associate in Applied Business Degree Program Code 151

Advisors: Greg Iwaniuk, (269) 927-8100 ext. 5009, iwaniuk@lakemichigancollege.edu
Bob Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course requirements.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	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
Physical Education 200, Healthful Living	1

Support Courses

Psychology 201, Introduction to Psychology.....	3
Communication 101, Introduction to Public Speaking	3

Major Requirements

Business Administration 100, Business Mathematics.....	3
Business Administration 101, Business Accounting I, or Business Administration 201, Principles of Accounting I	3/4
Business Administration 103, Introduction to Business	3
Business Administration 150, Job Search Seminar.....	1
Business Administration 203, Principles of Economics (Macro), or Business Administration 204, Principles of Economics (Micro).....	3
Business Administration 205, Business Law I.....	3
Business Administration 209, Principles of Marketing	3
Business Administration 210, Business Correspondence	3
Business Administration 211, Principles of Management	3
Computer Information Systems 108, Computer Operations-Microcomputing	3
Business Administration 261/263, Management Trainee Co-op I.....	3

Business Electives (Select 15 credit hours)

Business Administration 262/264, Co-op II	3
Business Administration 104, Salesmanship.....	3
Business Administration 105, Principles of Retailing	3
Business Administration 115, Principles of Customer Service.....	3
Business Administration 116, Fundamentals of Quality Customer Service.....	1
Business Administration 117, Customer Communication	1
Business Administration 118, Special Customer Service Skills	1
Business Administration 151, Marketing Career Development.....	1
Business Administration 201, Principles of Accounting I	4
Business Administration 202, Principles of Accounting II	4
Business Administration 203, Principles of Economics (Macro).....	3
Business Administration 204, Principles of Economics (Micro).....	3
Business Administration 207, Small Business Management.....	3
Business Administration 208, Advertising & Sales Promotion	3
Business Administration 216, Business Statistics	3
Business Administration 225, Personnel Management.....	3
Philosophy 250, Sophomore Seminar in Philosophy.....	3
Business Administration 220, Organizational Behavior	3

About the Area of Study

The Management & Marketing program prepares you for entry-level management positions in business and industry, including retail and wholesale. As a graduate, you will find employment opportunities in areas such as personnel administration, customer relations, advertising, sales, and merchandising. An important feature of the program is the chance to earn college credit for cooperative work experience.

Associate's Degree

Graduates may apply for the of Associate in Applied Business degree. **There is a 62- or 63-credit degree requirements needed for graduation.**

Transfer Options

Students planning to transfer to a four-year business school should work closely with a Management & Marketing advisor to ensure optimum transferability.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 102 or
CLS 100	ENGL 103
PHED 200	POSC 101
BUSA 103	POSC 102
COMM 101	HIST 201
BUSA 100	HISS 202
CIS 108	BUSA 209
	BUSA 211
	BUSA Electives

Semester 3	Semester 4
PSYC 201	BUSA 150
BUSA 101	BUSA 261
BUSA 201	BUSA 263
BUSA 205	BUSA 210
BUSA Electives	BUSA 203
	BUSA 204
	BUSA Electives

Management and Marketing

Level I Certificate - Customer Service Program Code 153

Advisors: Greg Iwaniuk, (269) 927-8100 ext. 5009, iwaniuk@lakemichigancollege.edu
Bob Lane, (269) 927-8100 ext. 5003, lane@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successful completion of the recommended classes. See course descriptions for specific course prerequisites.

Level I Customer Service Certificate

BUSA 103, Introduction to Business	3
BUSA 115, Principles of Customer Service.....	3
BUSA 116, Fundamentals of Quality Customer Service.....	1
BUSA 117, Customer Communications.....	1
BUSA 118, Special Customer Service Skills	1
BUSA 210, Business Correspondence	3
CIS 108, Computer Operations, Microcomputing.....	3
Total Credit Hours.....	15

See page 84 for Management and Marketing associate degree.

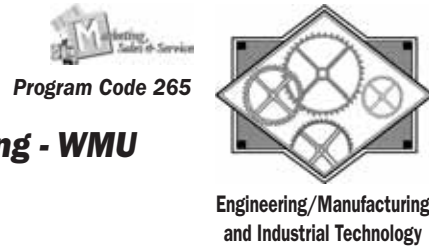
Level I Certificate Option

Upon completion of the listed program, you may apply for a Level I Certificate of Completion. This Level I certificate is a pathway into the Associate in Applied Business degree in Management and Marketing as well as the Associate in Business Administration degree.

Manufacturing Engineering for Western Michigan University

Associate in Applied Science Degree - Manufacturing Engineering - WMU

Advisors: Dr. James Larson, (269) 927-8100 ext. 5148, larson@lakemichigancollege.edu
Mike Durran, (269) 927-8100 ext. 5012, durran@lakemichigancollege.edu



Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

College Requirements

College Requirements	Credit Hours
ENGL 101, English Composition	3
ENGL 103, English Composition or ENGL 103, Report Writing	3
POSC 101, National Government, or POSC 102, State Governments, or HIST 201, American History to 1865, or HIST 202, American History 1865 to Present.....	3
PHED 200, Healthful Living.....	1

Program Requirements

CHEM 111, General Chemistry I	4
CIS 254, C Programming.....	3
COMM 101, Public Speaking.....	3
ENGR 103, Beginning Engineering Drawing	4
MATH 151, Calculus I	5
MATH 201, Calculus II	5
MATH 202, Calculus III	5
MATH 252, Differential Equation.....	4
PHED 220, Healthful Living II	2
PHIL 102, Intro to Logic.....	3
PHYS 201, Engineering Physics I	5
PHYS 202, Engineering Physics II	5
ART, DRAM, HUM or MUSI Group III elective	3

About the Area of Study

The Manufacturing Engineering program is specifically designed to meet the requirements for the Bachelor of Science in Engineering (Manufacturing) program at Western Michigan University. If you are interested in transferring to another university, please work directly with an LMC advisor to determine the transferability of this program.

Degree Option

By completing the 61-credit program in Manufacturing Engineering, you may apply for an Associate in Applied Science degree.

Sample Course Sequence

Year 1 – Fall	Year 1 – Winter
ENGL 101	ENGL 103
MATH 151	MATH 201
PHYS 201	PHYS 202
POSC 101, or POSC 102, or HIST 201, or HIST 202	COMM 101
Year 2 – Fall	Year 2 – Winter
MATH 202	MATH 252
CHEM 111	PHIL 102
ENGR 103	CIS 254
Group III elective or CIS 254 prerequisite PHED 200	COMM 101
	PHED 220

Mathematics

Associate in Science Degree - TRANSFER PROGRAM Program Code 052

Advisors: Chris Bendixen, (269) 927-8100, ext. 5176, bendixen@lakemichigancollege.edu
Dr. Gerry Cox, (269) 927-8100, ext. 5077, cox@lakemichigancollege.edu
Mimi Elwell, (269) 927-8100, ext. 5074, elwell@lakemichigancollege.edu
Jim Larson, (269) 927-8100, ext. 5148, larson@lakemichigancollege.edu



Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

Courses

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 151, Calculus I.....	5
Mathematics 201, Calculus II	5
Mathematics 202, Calculus III	5
Mathematics 252, Differential Equations	4
Physics 201, Engineering Physics I.....	5
Physics 202, Engineering Physics II.....	5
Humanities electives	
Science electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Michigan Technological University Western Michigan University University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

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 the range of 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 61-credit degree requirement needed for graduation.**

Medical Assistant Technology

1+2 with Kalamazoo Valley Community College Program Code 238
Associate in Applied Science Degree from KVCC

Advisor: Delores Jackson, (269) 927-8100 ext. 5092, jacksond@lakemichigancollege.edu



Health
Sciences

Program Prerequisites

You must demonstrate 45 wpm proficiency in typing prior to acceptance at KVCC. For Lake Michigan College courses, you must demonstrate proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

First Year Courses at Lake Michigan College

English 101, English Composition	3
English 103, Report Writing	3
Biology 101, Biological Science.....	4
Biology 108, Basic Anatomy and Physiology, or Biology 205, Human Anatomy.....	4
Computer Information Systems 102, Basic Computer Literacy, or Computer Information Systems 108, Computer Operations- Microcomputing	2/3
Political Science 101, National Government ,or Political Science 102, State Governments.....	3
Psychology 201, Introduction to Psychology.....	3
Physical Education, Elective.....	2
Office Information Systems 217, Intro to Word Processing Applications	3
Office Information Systems 208, Medical Transcription	3

Major Requirements (at KVCC)

See KVCC program information at <http://puma.kvcc.edu/medassiot/>

About the Area of Study

Lake Michigan College provides the first year of a three-year Associate in Applied Science degree in Medical Assistant Technology offered by KVCC. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs.

You will enroll simultaneously at Lake Michigan College and KVCC, take the first-year courses at Lake Michigan College, and then transfer to KVCC for the final two years of medical assistant courses.

Associate's Degree

Upon completion of the KVCC program, graduates receive an Associate of Applied Science degree through KVCC.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 103
BIOL 101	BIOL 108
POSC 101	BIOL 205
POST 102	CIS 102
PHED Elective	CIS 108
OIS 217	PSYC 201
	PHED Elective
	OIS 208

Years 2 & 3 taken at KVCC.

Medical Office Systems

Certificate of Achievement - Medical Office Assistant Program Code 149
Associate in Applied Business Degree Program Code 146

Advisor: Lisa Augustyniak, (269) 927-8100 ext. 5002, augustyn@lakemichigancollege.edu



Business, Management
Marketing & Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Associate Degree Requirements

Credit Hours

College Requirements

* English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing.....	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
Physical Education 200, Healthful Living	1

Support Courses

Electives, Group I, II, or III (see page 27)	3
Communication 101, Introduction to Public Speaking	3
Biology 205, Human Anatomy	4

Major Requirements

* Reading 110, Medical Terminology Vocabulary	1
Business Administration 210, Business Correspondence	3
** Computer Information Systems 123, Spreadsheet Skills	1
** Computer Information Systems 223, Advanced Spreadsheet Skills	1
* Office Information Systems 114, Intermediate Keyboarding	3
* Office Information Systems 125, Records Management	3
* Office Information Systems 201, Advanced Keyboarding	3
* Office Information Systems 208, Medical Transcription	3
* Office Information Systems 211, Office Procedures	3
* Office Information Systems 217, Introduction to Word Processing Applications..	3
* Office Information Systems 218, Advanced Word Processing Applications.....	3
* Office Information Systems 220, Medical Office Procedures	3
** Office Information Systems 261, Office Co-op I.....	3

Program Electives (Select 8 credit hours for degree, 2-3 hours for certificate)

** Business Administration 100, Business Mathematics	3
** Business Administration 101, Business Accounting	3
Business Administration 103, Introduction to Business	3
** Business Administration 150, Job Search Seminar.....	1
Business Administration 209, Principles of Marketing	3
Business Administration 211, Principles of Management	3
** Computer Information Systems 106, Introduction to Operating Systems	3
** Computer Information Systems 111, Database Concepts	3
Health 120, Health and Health Occupations	2
Office Information Systems 262, Office Co-op II.....	3

* Classes required for Certificate program

** Elective for certificate program - select 2-3 credit hours

About the Area of Study

The Medical Office Systems program prepares you for a highly skilled job in the health care industry. You will learn medical transcription, medical office procedures, medical terminology, computer software, and keyboarding. As an medical office assistant you may perform a variety of administrative activities in physicians' offices, hospitals, nursing homes, pharmaceutical companies, government agencies, or other health agencies.

Certificate & Degree Options

By completing the 30-credit program in Medical Office Systems, you will be awarded a Certificate of Achievement - Medical Office Assistant. The certificate can be applied to the associate's degree program.

By completing the 61-credit program in Medical Office Systems, you may apply for an Associate in Applied Business degree.

Transfer Options

This degree transfers to Siena Heights University's Bachelor of Applied Science program. Work with your LMC advisor if you wish to transfer to another college or university's bachelor degree program.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2
ENGL 101	OIS 201
OIS 114	OIS 208
OIS 211	OIS 218
OIS 217	OIS 220
Program Elective	READ 110
	OIS 125

Associate's Degree Program

Semester 1	Semester 2	Semester 3
ENGL 101	ENGL 102	BIOL 205
OIS 114	ENGL 103	OIS 125
BUSA 210	OIS 201	POSC 101 or
OIS 211	OIS 218	POSC 102 or
OIS 217	PHED 200	HIST 201 or
	READ 110	HIST 202
	Program Elective	Program Elective
	CIS 123	Program Elective
		CIS 223

Semester 4

OIS 208
OIS 220
OIS 261
COMM 101
General Elective

Medicine & Osteopathic Medicine (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 084

Advisors: Dr. William Yamokoski, (269) 927-8100, ext. 5153, yamokoski@lakemichigancollege.edu



Health
Sciences

Mortuary Science (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 085

Advisors: Dr. William Yamokoski, (269) 927-8100, ext. 5153, yamokoski@lakemichigancollege.edu



Health
Sciences

About the Area of Study

Medical schools have increased their interest in students with diverse academic training. In addition to expecting basic studies in biology, chemistry, physics, and mathematics, they want students with interests and skills in humanities and social sciences.

Since minimum admission requirements vary among medical and osteopathic medical schools, you should work with the Pre-Medical advisor to become familiar with the medical school in which you are interested. The Pre-Medical advisor will assist you in planning your programs. **There is a 61-credit degree requirement needed for graduation.**

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 128, Pre-Calculus Algebra	4
Biology 111, Principles of Biology I	4
Biology 205, Human Anatomy	4
Business 201, Principles of Accounting I	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Humanities electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following university to develop a program guide. This guide ensures that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Wayne State University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

A one-year Mortuary Science program is offered at Wayne State University and requires 60 semester hours of undergraduate credit. A two-year sequence of courses, which includes those that fulfill the requirements of the Associate in Science degree at Lake Michigan College, is designed for students who plan to transfer to Wayne State University and pursue the Pre-Mortuary curriculum. Consult the faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

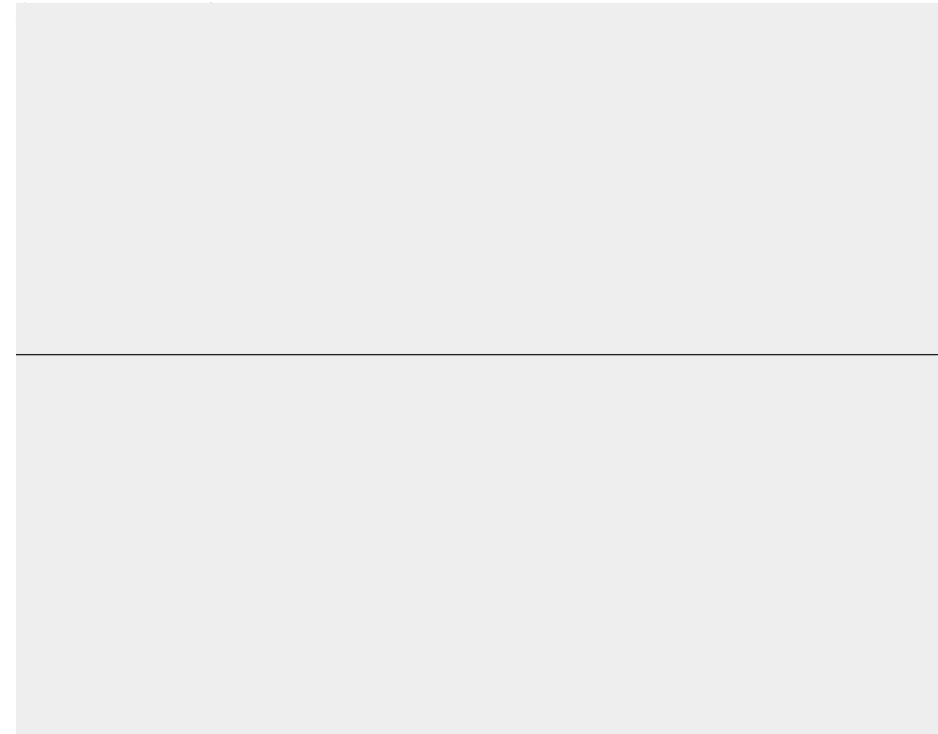
Music

Associate in Arts Degree - TRANSFER PROGRAM Program Code 035

Advisor: Daniel Hendrickson, (269) 927-6587, hendrick@lakemichigancollege.edu
Dr. Elfie Schults-Berndt, (269) 927-8192, berndt@lakemichigancollege.edu



Arts and
Communication



Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

- Central Michigan University
- Michigan State University
- University of Michigan
- Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

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, music therapy, music technology, church music, songwriting, performing, publishing, licensing, music business, 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 the 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. Symphonic Wind Ensemble, Concert Choir, Jazz Band, and "Voices LMC" are open to all students through audition and afford regular performance opportunities.

If you plan to transfer to a four-year school, you should become familiar with the curriculum of your transfer school and consult with your advisor before outlining your program. If you are entering the Music major program, you should have been a member of instrumental or choral performance groups during high school, and should be able to demonstrate high levels of academic and musical achievement. Consult a music faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

Music

Associate in Applied Sciences Degree - TRANSFER PROGRAM Program Code 215

Advisor: Daniel Hendrickson, (269) 927-6587, hendrick@lakemichigancollege.edu
Dr. Elfie Schults-Berndt, (269) 927-8192, berndt@lakemichigancollege.edu



Arts and
Communication

Sample Transfer Program

Meeting the degree requirements for the Associate in Applied Sciences degree is the most typical curriculum if you are planning to transfer to the Music program at a four-year college or university. As a music student, you will also participate in ensembles, take applied lessons, and complete music theory and history courses. It is essential that you consult with a music advisor for the specific requirements of the college you plan to attend.

Courses	Semester hours
Liberal Arts & Sciences Credits	
College Requirements.....	10
Group I, II, III (In at least two areas) (see page 30)	11
	21 hours
Music electives	
Basic Music/Aural Comprehension.....	16
Music History.....	6
Piano class.....	4
	42 hours
Applied music.....	8
Ensembles.....	8
TOTAL HOURS.....	63 semester hours

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

- Central Michigan University
- Michigan State University
- University of Michigan
- Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

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, music therapy, music technology, church music, songwriting, performing, publishing, licensing, music business, 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 principal degree offered with a concentration in music is the Associate in Applied Sciences. If your goal is to complete a Bachelor's degree in music or a music-related field, you may complete the first two years of your coursework at LMC. An audition is required for acceptance into the program, to be properly placed in an applied music level, to match your abilities with an ensemble, and to decide on scholarship awards. For further information on specific audition requirements, please contact the Performing Arts Office (269) 927-8111 ext. 5237.

The program provides professional training that emphasizes music performance for students intending to pursue careers in music and music-related fields. It provides non-majors the opportunity to enrich their general education with survey courses, with general electives such as applied music courses, and with ensemble participation. The program also serves as a cultural resource center for students, the college community and beyond.

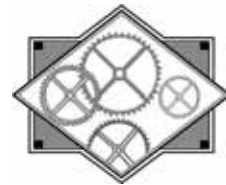
If you plan to transfer to a four-year school, you should become familiar with the curriculum of your transfer institution and consult with your advisor before outlining your program. **There is a 63 credit degree requirement needed for graduation.**

Nuclear Engineering

Associate in Science Degree - TRANSFER PROGRAM Program Code 260

Associate in Applied Science Degree Program Code 261

Advisor: William Rudman, (269) 927-8100 ext. 5071, rudman@lakemichigancollege.edu
 Dr. Paige Eagan, (269) 927-8100 ext. 5257, eagan@lakemichigancollege.edu
 Dr. Bal Barot, (269) 927-8100 ext. 5072, barot@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Nursing (Practical)

Certificate - Practical Nursing (PN) Program Code 214

Advisors: (all telephone numbers (269) 927-8100, then extension)
 Delores Jackson, ext. 5092, jacksond@lakemichigancollege.edu
 Sylvia Counts, ext. 5088, counts@lakemichigancollege.edu
 Kay Rice Francis, ext. 5099, francis@lakemichigancollege.edu
 Suellen Klein, ext. 5097, klein@lakemichigancollege.edu
 Patti Lee, ext. 5173, lee@lakemichigancollege.edu
 Clare Rutlin, ext. 5094, rutlin@lakemichigancollege.edu
 Cynthia Small, ext. 5098, small@lakemichigancollege.edu
 Mary Jo Risetter, ext. 5095, risetter@lakemichigancollege.edu
 Shelly Hennen, ext. 5096, hennen@lakemichigancollege.edu



Health
Sciences

Admission Requirements

The Nursing programs have special admission procedures and limited enrollment. Please see the specific admission requirements for health science students on page 14. Contact the Admissions Office for complete details. An advisor will help you determine your eligibility and, if necessary, recommend Lake Michigan College courses designed to prepare you for training in the desired program.

Prerequisite Courses

	Credit Hours
Reading 110, Medical Terminology Vocabulary (or equivalent)	1
Transitional Studies Courses	varies
Determined based on assessment results	
Biology 101, Biological Science, or Biology 108, Basic Humn A-D, or Prerequisite to BIOL 205; see course description	4
Computer Information Systems 102, Basic Computer Literacy (or substitute)	1
Chemistry 101, Introductory Chemistry I, or (only if taken prior to Fall 2006) Chemistry 105, Fundamentals of Inorganic Chemistry	4
Prerequisite to BIOL 206; see course description	

Pre-Program Course

Biology 205, Human Anatomy	4
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Certificate Requirements

	Credit Hours
Support Courses	
Biology 206, Human Physiology	4
English 101, English Composition	3
Psychology 201, Introduction to Psychology	3
Psychology 203, Human Development	3

Major

Nursing 180, Nursing Fundamentals	6
Nursing 130, Pharmacology I	2
Nursing 185, Women's Health	4
Nursing 186, Medical-Surgical Nursing I	3
Nursing 187, Medical-Surgical Nursing II	3
Nursing 135, Pharmacology II	2
Nursing 190, Child Nursing	3
Nursing 191, Adult Nursing	4
Nursing 192, Advanced Medical-Surgical Nursing	5
Nursing 288, Current Issues in Nursing	1

Note: Students must have at least a "C" grade in all Science and all Nursing classes. There is a ten-year time limit on science courses accepted for graduation.

Note: BIOL 206 has prerequisites, including CHEM 101 (prior to Fall 2006) or CHEM 105 and BIOL 205, that must be taken prior to admission into the Nursing program. CIS 102 is a basic computer class with hands-on experience on a PC. Any course providing this experience and learning can be substituted.

Entrance into each semester of Nursing classes requires completion of all courses, including General Education courses, from the previous semester. General Education classes 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 LPN in one year. 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.

Certificate Program

Semester 1	Semester 2
BIOL 206	PSYC 203
ENGL 101	NURS 185
PSYC 201	NURS 186
NURS 180	NURS 187
NURS 130	NURS 135
Semester 3	Semester 4
NURS 190	NURS 192
NURS 191	NURS 288



Health Sciences

Nursing (Practical) continued

About the Area of Study

Lake Michigan College's Practical Nursing program is approved by the Michigan Board of Nursing. Graduates qualify to take the National Council Licensure Exam for practical Nurses (NCLEX-PN).

Students enrolled in the one-year Practical Nursing program share the same first two semesters with those enrolled in the Registered Nursing program. The differences in the programs are College graduation and Support Course requirements.

This arrangement makes it possible for LMC's Practical Nursing graduates and other Licensed Practical Nurses (LPNs) who meet Advanced Standing requirements (see nursing student handbook or program advisor) to 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's degree program.

Nursing program applicants should be aware that the Michigan Board of Nursing, in its 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 Board of Nursing, (517) 335-0918, and/or check in the Nursing lab for a copy of the Public Health Code.

Clinical Assignments

In addition to classroom work, you will participate in clinical assignments. The eight-hour or 12 hour shifts are scheduled during days, evenings, and weekends at facilities throughout the region and attendance is required. Because clinical schedules are not flexible, you will need to work your schedule around these times, have dependable child care, and have access to dependable transportation in order to travel to the assignments. You should also plan for additional time outside of the printed schedule for practice, clinical preparation, and study.

Expenses

As a student in the Nursing program, you 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, nametags, testing and background check.

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. You can get a copy of the LIMB from the Health Science advisor or review it in the College library.

Transfer Options

Lake Michigan College's Nursing program is designed to transfer to Andrews University, Ferris State University, Grand Valley State University or 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 Lake Michigan College Nursing program advisor for more information about transferring credit. Lake Michigan College has formal articulation agreements with Ferris State University and Western Michigan University.

Nursing (Registered)

Associate in Applied Science Degree Program Code 210

Advisors: (all telephone numbers (269) 927-8100, then extension)
Delores Jackson, ext. 5092, jacksond@lakemichigancollege.edu
Sylvia Counts, ext. 5088, counts@lakemichigancollege.edu
Kay Rice Francis, ext. 5099, francis@lakemichigancollege.edu
Suellen Klein, ext. 5097, klein@lakemichigancollege.edu

Patti Lee, ext. 5173, lee@lakemichigancollege.edu
Clare Rutlin, ext. 5094, rutlin@lakemichigancollege.edu
Cynthia Small, ext. 5098, small@lakemichigancollege.edu
Mary Jo Risetter, ext. 5095, risetter@lakemichigancollege.edu
Shelly Hennen, ext. 5096, hennen@lakemichigancollege.edu



Health Sciences

Admission Requirements

The Nursing programs have special admission procedures and limited enrollment. Please see the specific admission requirements for health science students on page 14. Contact the Admissions Office for complete details. An advisor will help you determine your eligibility and, if necessary, recommend Lake Michigan College courses designed to prepare you for training in the desired program.

Prerequisite Courses

Credit Hours

Reading 110, Medical Terminology Vocabulary (or equivalent)	1
Transitional Studies Courses	varies
Determined based on assessment results	
Biology 101, Biological Science, or Biology 108, Basic Humn A-D, or Prerequisite to BIOL 205; see course description	4
Computer Information Systems 102, Basic Computer Literacy	1
(or substitute)	
Chemistry 101, Introductory Chemistry I (only if taken prior to Fall 2006), or Chemistry 105, Fundamentals of Inorganic Chemistry	4
Prerequisite to BIOL 206; see course description	

Pre-Program Course

Biology 205, Human Anatomy	4
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College Requirements

English 101, English Composition	3
English 102, English Composition	3
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History 1865, or History 202, American History 1865 to Present	3
Physical Education 200, Healthful Living	1

Support Courses

Biology 206, Human Physiology	4
Psychology 201, Introduction to Psychology	3
Psychology 203, Human Development	3
Sociology 101, Principles of Sociology	3
Hospitality Management 113, Nutrition & Diet Therapy	3

Major

Nursing 180, Nursing Fundamentals	6
Nursing 130, Pharmacology I	2
Nursing 185, Women's Health	4
Nursing 186, Medical-Surgical Nursing I	3
Nursing 187, Medical-Surgical Nursing II	3
Nursing 135, Pharmacology II	2
Nursing 280, Community Mental Health	4
Nursing 281, Medical-Surgical Nursing III	3
Nursing 282, Medical-Surgical Nursing IV	3
Nursing 285, Children's Health	4
Nursing 286, Medical-Surgical Nursing V	3
Nursing 287, Medical-Surgical Nursing VI	3
Nursing 288, Current Issues in Nursing	1

Note: Students must have at least a "C" grade in all science and all nursing classes. There is also a ten-year time limit on science courses accepted for graduation.

Note: BIOL 206 has prerequisites, including CHEM 101 (Prior to fall 2006), or CHEM 105 and BIOL 205, that must be taken prior to admission into the Nursing program. CIS 102 is a basic computer class with hands-on experience on a PC. Any course providing this experience and learning can be substituted.

Entrance into each semester of Nursing classes requires completion of all courses, including General Education courses, from the previous semester. General Education classes 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 ADN 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's Degree Program

Semester 1	Semester 2	Semester 3
BIOL 206	PSYC 203	ENGL 102
ENGL 101	NURS 185	HOSP 113
PSYC 201	NURS 186	PHED 200
NURS 180	NURS 187	
NURS 130	NURS 135	

Semester 4 Semester 5

SOC 101	POSC 101 or
NURS 280	POSC 102 or
NURS 281	HIST 201 or
NURS 282	HIST 202
	NURS 285
	NURS 286
	NURS 287
	NURS 288

Program Accreditation

The Associate Degree Nursing program is approved by the Michigan Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, Phone: 212-363-5555. This agency is a resource for information about length of programs and required tuition and fees. **There is a 67 credit degree requirement needed for graduation.**



Health Sciences

Nursing (Registered) continued

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).

Students enrolled in the two-year associate's degree program (RN) or the one-year Practical Nursing program (PN) share the same first two semesters. The differences in the programs are

College graduation and support course requirements. This arrangement makes it possible for LMC's Practical Nursing graduates and other Licensed Practical Nurses (LPNs) who meet Advanced Standing requirements (see nursing student handbook or program advisor) to 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's degree program.

Nursing program applicants should be aware that the Michigan Board of Nursing, in its 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 Board of Nursing, (517) 335-0918, and/or check in the Nursing lab for a copy of the Public Health Code.

Clinical Assignments

In addition to classroom work, you will participate in clinical assignments. The eight-hour or 12-hour shifts are scheduled during days, evenings, and weekends at facilities throughout the region and attendance is required. Because clinical schedules are not flexible, you will need to work your schedule around these times, have dependable child care, and have access to dependable transportation in order to travel to the assignments. You should also plan for additional time outside of the printed schedule for 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. You can get a copy of the Nursing Student Handbook from the Health Science advisor or review it in the William Hessel library.

As a student in the Nursing program, you 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, name tags, testing and background check.

Transfer Options

LMC's Nursing program is designed to transfer to Andrew University, Ferris State University, Grand Valley State University, or 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 LMC Nursing program advisor for more information about transferring credit. LMC has formal articulation agreements with Ferris State University and Western Michigan University.

Optometry (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 086

Advisor: Dr. William Yamokoski, (269) 927-8100 ext. 5153, yamokosk@lakemichigancollege.edu



Health Sciences

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	1
Political Science 101, National Government, or Political Science 102, State Governments, or History 201, American History 1865, or History 202, American History 1865 to Present	3
Mathematics 151, Calculus I	5
Biology 111, Principles of Biology I	4
Biology 112, Principles of Biology II	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Physics 101, General Physics I	5
Physics 102, General Physics I	5
Humanities electives	
Social Science electives	

Transfer Opportunities

Lake Michigan College has worked with the following university to develop a program guide. This guide ensures that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Ferris State University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

About the Area of Study

Lake Michigan College offers most of the courses required for admission to optometry school. The Pre-Optometry advisor has details about optometry schools. **There is a 61-credit degree requirement needed for graduation.**

Pharmacy (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 087

Advisor: Dr. Bal Barot, (269) 927-8100 ext. 5072, barot@lakemichigancollege.edu



Health
Sciences

About the Area of Study

You may begin the Pre-Pharmacy program at Lake Michigan College by completing a two-year sequence of courses and transferring credits to a four-year school. You should become familiar with the admission requirements for your chosen four-year college or university and adjust your program accordingly with the assistance of the Pre-Pharmacy advisor. **There is a 61-credit degree requirement needed for graduation.**

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Ferris State University University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Philosophy

Associate in Arts Degree - TRANSFER PROGRAM Program Code 022

Advisor: Dr. K. Sundaram, (269) 927-8100 ext. 5181, sundaram@lakemichigancollege.edu



Human Services

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. All 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 Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

Physical Education & Wellness

Associate in Science Degree - TRANSFER PROGRAM Program Code 091

Advisors: Jill Claeys, (269) 927-8100 ext. 5070, claeys@lakemichigancollege.edu
Daniel Meyer, (269) 927-8100 ext. 5178, meyer@lakemichigancollege.edu



Human Services

Physical Science

Associate in Science Degree - TRANSFER PROGRAM Program Code 063

Advisor: Dr. Cole Lovett, (269) 927-8100 ext. 5079, lovett@lakemichigancollege.edu



Nature Resources
and Agriscience

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. Consult a faculty advisor for specific guidance. **There is a 61-credit degree requirement needed for graduation.**

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop an individualized program that meets the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Mathematics 151, Calculus I	5
Physical Science 104, Physical Geology	4
Physics 101, General Physics I	5
Physics 102, General Physics II	5
Humanities electives	
Social Science electives	

About the Area of Study

Physical Science offers an introduction to the physical sciences (chemistry, geology, and physics); provides coursework for you to complete your general education requirements in Science; provides initial preparation work in a science field. **There is a 61-credit degree requirement needed for graduation.**

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Western Michigan University
Grand Valley State University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Transfer Opportunities

If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

Physical Therapy (Pre)

Associate in Science Degree - TRANSFER PROGRAM

Program Code 076



Health Sciences

Advisor: Jill Claeyes, (269) 927-8100 ext. 5070, claeyes@lakemichigancollege.edu

About the Area of Study

The course requirements for admission into a physical therapy master's program may be completed at Lake Michigan College. Since the minimum requirements vary among physical therapy schools, you should become familiar with them for the physical therapy school in which you are interested. The Physical Therapy advisor will assist you in planning your specific program.

There is a 61-credit requirement needed for graduation.

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Andrews University
Grand Valley State University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Physician's Assistant (Pre)

Associate in Science Degree - TRANSFER PROGRAM

Program Code 076



Health Sciences

Advisor: Dr. Susan Lentz, (269) 927-8100 ext. 5076, lentz@lakemichigancollege.edu

Sample Transfer Program

The following is a sample college transfer program. **It is essential that you work with a counselor or academic advisor to develop and individualized program that meets the specific requirements of the college you plan to attend.**

It is important to begin the science and math sequence as soon as possible to efficiently complete the coursework. Be sure to determine readiness for the math and science courses as many students need to begin with lower level math and science coursework to successfully complete the required courses.

ENGL 101, English Composition	3
ENGL 102, English Composition	3
PHED 200, Healthful Living	1
POSC 101, National Government, or POSC 102, States Governments, or HIST 201, American History to 1865, or HIST 202, American History 1865 to Present.....	3
BIOL 101, Biological Science.....	4
BIOL 108, Basic Human Anatomy	4
BIOL 205, Human Anatomy	4
BIOL 206, Human Physiology	4
BIOL 210, Microbiology.....	4
CHEM 203, Organic Chemistry I.....	4
CHEM 204, Organic Chemistry II.....	4
PHYS 101, General Physics.....	5
PHYS 102, General Physics II.....	5
PSYC 203, Human Development	3
MATH 216, Intro to Statistics	3
PSYC 201, Introduction to Psychology.....	3
Group III Electives	9

About the Area of Study

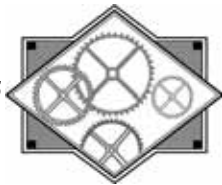
Students preparing for a career as a Physician's Assistant must earn a bachelor's degree from an accredited institution with a minimum GPA (minimum GPA varies among individual schools.) Lake Michigan College offers many courses that may serve as the first two years of the undergraduate course requirements and/or pre-requisites for upper-division (junior/senior) courses in fulfillment of the Physician's Assistant program.

While specific institutional requirements may vary, they typically require undergraduate work in anatomy, upper-division physiology, microbiology, upper-division biochemistry, organic chemistry, developmental psychology, statistics and English composition. Some programs will require health care experience ranging from 500-1000 hours. Since this is a graduate level program, scores from the Graduate Record Exam (GRE) are required for admission. It is important for students to check with the individual Physician's Assistant programs to determine their institution's admission requirements and work with an LMC advisor to build the appropriate schedule of classes to meet those requirements.

Physics

Associate in Science Degree - TRANSFER PROGRAM Program Code 065

Advisor: Mike Durren, (269) 927-8100 ext. 5012, durren@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology



Nature Resources
and Agriscience

About the Area of Study

Physics is a science that deals with matter, energy and their interactions at the most basic levels. Consult the faculty advisor for specific guidance. **There is a 61-credit degree requirements needed for graduation.**

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

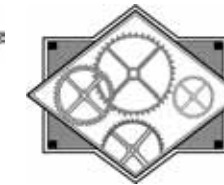
Michigan Technological University
Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Plastics Technology

Certificate of Achievement - Plastics Program Code 391 - See page 101
Associate in Industrial Technology Degree Program Code 390

Advisors: Stephen Bubanovich, (269) 927-8100 ext. 2949, bubanovi@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree and Certificate Requirements

Credit Hours

College Requirements

*English 101, English Composition	3
English 102, English Composition, or English 103, Report Writing	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
Physical Education 200, Healthful Living	1

Support Courses

Business 103, Introduction to Business.....	3
*Chemistry 101, General Chemistry**	4
Communications 101, Introduction to Public Speaking.....	3
*Mathematics 100, Applied Math	4
*Mathematics 110, Technical Math.....	4
Physics 101, General Physics I.....	5

Major Requirements

*Plastics 110, Introduction to Plastics**	3
*Plastics 121, Plastics Processing I**	3
Plastics 193, Plastics Technology Internship.....	4
*Plastics 220, Plastics and Elastomer Materials.....	4
*Plastics 221, Plastics Processing II**	4
*Plastics 223, Plastics Testing and Physical Properties	3
Trade Related Instruction 143, Introduction to Moldmaking	3
Drafting & Design 101, Technical Drawing Fundamentals, or Trade Related Instruction 144, Blueprint Reading & Sketching	4
Trade Related Instruction 145, Geometric Tolerancing & Positioning	2
Manufacturing 111, Manufacturing Processes I.....	3
Industrial Maintenance 204, Basic Hydraulics & Pneumatics	2

*Indicates courses required for certificate program
See course descriptions.

This program articulates with the Occupational Education Studies (OES) program at Western Michigan University to prepare certified vocational teachers for high schools, technical centers and community colleges. If you think you might be interested in teaching, please discuss the OES program with your advisor. You can learn more about the OES program by visiting www.wmich.edu/gus/occupnedn.html

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

About the Area of Study

The Plastics Technology program prepares you with skills in processing a variety of plastics materials to meet employers' needs in southwestern Michigan and northern Indiana. Other skills employers are looking for that the program will prepare you with are 1) general understanding of the business environment, 2) reading and interpreting tooling and machine prints, 3) testing and measuring physical properties of plastics, 4) using statistical process control, 5) contributing to meeting standards of ISO and QS9000, 6) working effectively in teams, 7) speaking and writing clearly.

Through this program you will be prepared for a variety of jobs including materials handler, plastics processor, process control technician, and industrial maintenance technician.

Most courses required for the program are offered at the Bertrand Crossing Campus. It may be necessary for you to complete some courses at the Napier Avenue Campus.

Degree and Certificate Options

Upon completion of the 36-credit program, you may apply for a Certificate of Achievement. Upon completion of the 68-credit program, you may apply for an Associate in Industrial Technology in Plastics Technology degree.

Transfer Opportunities

If you want to transfer to Ferris State University or Ball State University to pursue a bachelor's degree, you should work closely with an advisor since course requirements for transfer will vary.

Sample Course Sequence

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

Certificate Program

Semester 1	Semester 2	Semester 3	Semester 4
PLTS 110	PLTS 121	PLTS 221	PLTS 223
MATH 100	DRAF 101 or	PLTS 220	
ENGL 101	TRIN 144	CHEM 101	
	MATH 110		

Associate's Degree Program

Semester 1	Semester 2	Semester 3	Semester 4
PLTS 110	PLTS 121	PLTS 193	PLTS 220
MATH 100	MATH 110		PLTS 221
BUSA 103	CHEM 101		PHYS 101
TRIN 143	DRAF 101		COMM 101
ENGL 101	ENGL 102 or		PHTED 200
	ENGL 103		

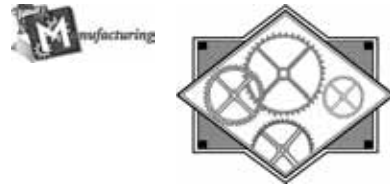
Semester 5

PLTS 223	POSC 101 or	TRIN 145
MANU 111	HIST 201	
INMT 204	HIST 202	

Plastics Technology

Level I Certificate - Plastics Production Program Code 393

Advisors: Stephen Bubanovich, (269) 927-8100 ext. 2949, bubanovi@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Certificate Requirements Credit Hours

Certificate Requirements	Credit Hours
Level I Certificate	
PLTS 110, Intro to Plastics Technology	3
PLTS 121, Plastics Processing I	3
PLTS 220, Plastics and Elastomer Metals.....	4
PLTS 221, Plastics Processing II.....	4
TRIN 144, Blueprint and Sketching, or DRAF101, Tech Drawing Fundamentals.....	4
Total Credit Hours.....	18

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

About the Area of Study

The Plastics Technology program prepares you with skills in processing a variety of plastics materials to meet employers' needs in southwestern Michigan and northern Indiana. Other skills employers are looking for that the program will prepare you with are 1) general understanding of the business environment, 2) reading and interpreting tooling and machine prints, 3) testing and measuring physical properties of plastics, 4) using statistical process control, 5) contributing to meeting standards of ISO and QS9000, 6) working effectively in teams, 7) speaking and writing clearly.

Through this program you will be prepared for a variety of jobs including materials handler, plastics processor, process control technician, and industrial maintenance technician.

Most courses required for the program are offered at the Bertrand Crossing Campus. It may be necessary for you to complete some courses at the Napier Avenue Campus.

Certificate Options

Upon completion of the 18-credit hour program, you may apply for a Level I Certificate of Completion. Those credits can then be applied toward the Level II Certificate, a 36-credit hours program, or the Associate in Industrial Technology degree program in Plastics, listed on page 106.

Political Science

Associate in Arts Degree - TRANSFER PROGRAM Program Code 014

Advisor: Dr. Gary Roberts, (269) 927-8100 ext. 5016, , roberts@lakemichigancollege.edu



Human Services

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a Political Science program at a four-year college or university. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 101, Intermediate Algebra (or above)	4
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

Lake Michigan College has worked with the following university to develop a program guide. This guide ensures that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

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 61-credit degree requirement needed for graduation.**

Psychology

Associate in Arts Degree - TRANSFER PROGRAM Program Code 012

Advisors: Judith Buchalski, (269) 927-8100 ext. 5015, buchal@lakemichigancollege.edu
Dr. Denise Scameheorn, (269) 927-8100 ext. 5017, scameheo@lakemichigancollege.edu



Human Services

About the Area of Study

Psychology is the study of human consciousness, behavior, and experience to develop an understanding of the human condition. You will learn about yourself and others, and see more deeply into the human personality. 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 61 credit degree requirement needed for graduation.**

related requirements

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

Central Michigan University
Grand Valley State University
Western Michigan University
University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Radiologic Technology

Associate in Applied Science Degree Program Code 221

Advisor: Kerry Mohny, (269) 927-8100 ext. 5093, mohny@lakemichigancollege.edu
Ildiko Widman, (269) 927-8100 ext. 5012, widman@lakemichigancollege.edu



Health Sciences

About the Area of Study

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

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 keep patient records and may prepare work 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.

Associate's 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 Technology (ARRT) national certification examination. Any applicant who has been convicted of a felony and some misdemeanors must 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's Degree Program

Semester 1	Semester 2	Semester 3
ENGL 101	ENGL 102	RADT 145
RADT 130	RADT 140	RADT 146
RADT 131	RADT 141	
RADT 133	RADT 142	Semester 4
	RADT 143	RADT 232

Semester 5	Semester 6
PHED 200	POSC 101 or POSC 102
RADT 230	HIST 201 or HIST 202
RADT 231	RADT 240
RADT 242	RADT 241
	RADT 245

Program Prerequisites

This program has special admission procedures based on a program specific GPA ranking and limited enrollment. Please see the specific admission requirements for Health Science students on page 14. Contact the Admissions Office for complete details. An advisor will help you determine prerequisites that are required and designed to prepare you for training in the program.

Prerequisite Courses

Courses Vary

Additional courses may be needed based upon assessment results.

Biology 101, Biological Science, or Biology 108	4
Prerequisite to BIO 205; see course description	
Biology 205, Human Anatomy	4
Chemistry 105, Fundamentals of Inorganic Chemistry	4
Health 166, CPR/AED (or equivalent)	1
Health 165, Standard First Aid	1.5
Reading 110, Medical Terminology.....	1
Psychology 201, Introduction to Psychology.....	3

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 102, English Composition	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
Physical Education 200, Healthful Living	1

Major Requirements

Radiologic Technology 130, Introduction to Radiography	3
Radiologic Technology 131, Radiographic Positioning I.....	3
Radiologic Technology 133, Clinical Experience A.....	2
Radiologic Technology 140, Radiographic Positioning II.....	3
Radiologic Technology 141, Contrast Studies.....	3
Radiologic Technology 142, Radiographic Physics.....	4
Radiologic Technology 143, Clinical Experience B.....	2
Radiologic Technology 145, Radiographic Protect/Biology.....	2
Radiologic Technology 146, Clinical Experience C	1
Radiologic Technology 230, Common Equipment and Procedures	4
Radiologic Technology 231, Radiographic Positioning III.....	3
Radiologic Technology 232, Clinical Experience D	5
Radiologic Technology 240, Radiographic Quality	4
Radiologic Technology 241, Special Procedures/Emerging Modalities	3
Radiologic Technology 242, Clinical Experience E	3
Radiologic Technology 245, Clinical Experience F	3

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.

Cardio Respiratory Care (Respiratory Therapy)

1 + 2 with Kalamazoo Valley Community College Program Code 205
Associate in Applied Science Degree from KVCC



Advisor: Delores Jackson, (269) 927-8100, ext. 5092, jacksond@lakemichigancollege.edu

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

First Year Courses at Lake Michigan College

English 101, English Composition	3
English 102, English Composition	3
Biology 205, Human Anatomy	4
Biology 206, Principles of Human Physiology	4
Biology 210, Microbiology, or	4
KVCC HCR 120, Applied Microbiology	2
Chemistry 101, Introductory Chemistry I, or	
Chemistry 105, Fundamentals of Inorganic Chemistry	4
Political Science 101, National Government, or	
Political Science 102, State Governments	3
Psychology 201, Introduction to Psychology, or	
Sociology 101, Principles of Sociology	3
Physical Education, Elective	2
Reading 110, Medical Terminology	1

Major Requirements (at KVCC)

See KVCC program information at <http://puma.kvcc.edu/resirat>

About the Program

Lake Michigan College offers the first year of a three-year Associate in Applied Science degree in CardioRespiratory Care in cooperation with Kalamazoo Valley Community College. The program is accredited by the Commission on Accreditation of Allied Health Education programs. Respiratory therapists are in demand to provide cardiorespiratory care in health care facilities. The major emphasis is placed upon cardiopulmonary critical care technology and prepares you for the national practitioner examinations which lead to certification and registry. Extensive adult and neonatal critical care clinical experience is required as part of this program.

Respiratory therapists evaluate, treat, and care for patients with breathing disorders. As a respiratory therapist, you will work with all types of patients from premature newborns whose lungs are not fully developed to older people whose lungs are diseased.

Hospitals are the primary employer of respiratory thearapists however, there is a growing number of positions available in home health agencies, respiratory therapy clinics, and nursing homes.

Associate's Degree

Upon completion of the KVCC program, graduates receive an Associate of Applied Science degree through KVCC.

You will enroll simultaneously at Lake Michigan College and KVCC, take first-year courses at Lake Michigan College, then transfer to KVCC for two years of Respiratory Care courses.

Sample Course Sequence

See the Lake Michigan College Health Sciences Department Chair for schedule planning and application information. Additional details are available from the Admissions Office.

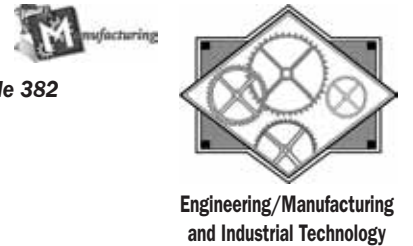
Associate's Degree Program

Semester 1	Semester 2
ENGL 101	ENGL 102
BIOL 205	BIOL 206
SOC 101 or	POSC 101 or
PSYC 201	POSC 102
PHED Elective	PHED Elective
READ 110	

Years 2 & 3 – Taken at KVCC

Skilled Trades Technology

Certificate of Achievement - Skilled Trades Technology Program Code 382
Associate in Skilled Trades Technology Program Code 381



Advisors: Marty Warner, (269) 926-2136, warner@lakemichigancollege.edu

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

College Requirements

English 101, English Composition	3
English 103, Report Writing, or	
English 102, English Composition	3
Political Science 101, National Government, or	
Political Science 102, State Government, or	
History 201, American History to 1865, or	
History 202, American History 1865 to Present	3
Physical Education 200, Healthful Living	1

Support Courses

Mathematics 100, Applied Mathematics	4
Mathematics 110, Technical Mathematics I, or	
Trade Related Instruction 107, Applied Geometry/Trigonometry	4
Health 165, Standard First Aid/Personal Safety	1.5
Health 166, CPR/AED	1
Physics 110, Technical Physics	4

Major courses and electives

See program Advisor for course selection.

These will vary according to your focus and must be chosen with an advisor's assistance. Courses that represent the core of United States Department of Labor Registered apprenticeship may be considered elements of your major for purposes of the associates degree.

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 years to four years to complete.

Certificate and Degree Options

A student who has completed the academic requirements of a U.S. Department of Labor Registered Apprenticeship and completed a minimum of 30 credit hours may also elect to participate in the graduation ceremony and receive a Lake Michigan College Skilled Trades Technology Certificate of Achievement in recognition of their accomplishment.

The Associate in Skilled Trades Technology degree is designed for those apprentices that have received a Completion Certificate from the U.S. Department of Labor or posses 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 61 credit hours, a student can apply for graduation and be awarded an Associate in Skilled Trades Technology.

Sample Course Sequence

Sequencing of courses is important to your success. The program advisor can assist with sequencing your courses.

Sociology/Social Work (Pre)

Associate in Arts Degree - TRANSFER PROGRAM Program Code 011

Advisor: Dr. Michelle Stone, (269) 927-8100, ext. 5014 stone@lakemichigancollege.edu



Human Services

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 61-credit degree requirement needed for graduation.**

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

- Ferris State University
- Grand Valley State University
- Michigan State University
- Western Michigan University
- University of Michigan

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

Theatre

Associate in Arts Degree - TRANSFER PROGRAM Program Code 046

Advisor: Kevin Wurz, (269) 927-8627, wurz@lakemichigancollege.edu



Arts and Communication

Sample Transfer Program

Meeting the degree requirements for the Associate in Arts degree is the most typical curriculum if you are planning to transfer to a Drama program at a four-year college or university. Participation in college theatre productions and the associated classes is also expected. **It is essential that you consult with a counselor or academic advisor for the specific requirements of the college you plan to attend.**

Courses	Credit Hours
English 101, English Composition	3
English 102, English Composition	3
Physical Education 200, Healthful Living	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
Mathematics 122, Intermediate Algebra (or above)	4
Humanities electives	
Science electives	
Social Science electives	
Related requirements	

Transfer Opportunities

Lake Michigan College has worked with the following universities to develop program guides. These guides ensure that you can work toward a bachelor's degree without losing any credit earned at Lake Michigan College. For more information, see the program guides in the counselors' office.

- Grand Valley State University
- Michigan State University
- Western Michigan University

If you are interested in attending a school not listed here, please work with a counselor or academic advisor to build a program that will meet the requirements of your chosen school.

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 should obtain degree requirements for the freshman and sophomore years at your selected school and consult with the Theatre advisor to plan your individualized program. **There is a 61-credit degree requirement needed for graduation.**

Veterinary Medicine (Pre)

Associate in Science Degree - TRANSFER PROGRAM Program Code 089

Advisor: Dr. William Yamokoski, (269) 927-8100 ext. 4014, yamokoski@lakemichigancollege.edu



Health
Sciences

About the Area of Study

You may transfer to Michigan State University to complete your Pre-Veterinary requirements after one or two years at Lake Michigan College. The typical pattern is to complete your general education and basic science requirements and then transfer at the junior level.

The Medical College Admission Test (MCAT) generally is completed at the beginning of the junior year. Application for transfer and preparation for the MCAT should begin during the sophomore year. Consult the faculty advisor for specific guidance. There is a **61-credit degree requirement needed for graduation.**

Transfer Opportunities

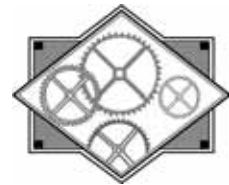
If you are planning to transfer to a four-year college, you should become familiar with your chosen school's requirements. See your advisor for assistance in planning your individualized program of study.

Water Purification Technology

1+2 with Bay de Noc Community College Program Code 383

Associate in Applied Science Degree from Bay de Noc Community College

Advisor: Bob Lane, (269) 927-8100, ext. 5003, lane@lakemichigancollege.edu



Engineering/Manufacturing
and Industrial Technology

Program Prerequisites

Proficiency in reading, English and mathematics on the assessment or successfully complete recommended classes. See course descriptions for specific course prerequisites.

Degree Requirements

Credit Hours

First Year Courses at Lake Michigan College

English 101, English Composition	3
English 103, Report Writing	3
Mathematics 110, Technical Mathematics	4
Chemistry 111, General Chemistry I	4
Chemistry 112, General Chemistry II	4
Electronics 100, DC Electricity	4
Physics 101, General Physics I, or Physics 110, Technical Physics.....	5/4
Political Science 101, National Government, or Political Science 102, State Governments.....	3

Major requirements at Bay de Noc Community College

WT 110, Water and Wastewater Treatment Plants	3
WT 120, Water and Wastewater Treatment Plants	3
WT 230, Sanitary Microbiology.....	4
WT 255, Mechanical Maintenance.....	3
WT 240, Water Chemistry.....	5
WT 250, Water Chemistry.....	5
WT 270, Applied Hydraulics.....	4
WT 260, Water Utility Management.....	3
WT 220, Industrial Water/Water Treatment	3
Co-op Education.....	6

About the Program

Lake Michigan College offers the first year of a two-year Associate in Applied Science Degree in Wastewater Purification Technology in cooperation with Bay de Noc Community College, Escanaba, MI. This program provides specialized training in water/wastewater treatment theory and application.

You will enroll simultaneously at Lake Michigan College and Bay de Noc Community College, take the first year of courses at Lake Michigan College, then transfer to Bay de Noc for the final year, completing the program with a two-month period of on-the-job training in the hometown area.

Upon graduation you will be eligible for positions in operations as equipment operators or in the laboratory or in management of potable or wastewater plants.

Associate's Degree

Upon completion of the program, you will receive an Associate of Applied Science degree through Bay de Noc Community College. You will also be eligible to sit for the state exam for municipal water and wastewater operator certification through the Michigan Department of Environmental Quality.

Sample Course Sequence

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

Associate's Degree Program

Semester 1	Semester 2
Math 110	ENGL 103
ENGL 101	POSC 101 or
CHEM 111	POSC 102
ELEC 100	CHEM 112
	PHYS 101 or
	PHYS 110

Year 2 taken at Bay de Noc Community College in Escanaba, MI.

Occupational Study Programs

Non-Degree and Speciality Certificate Areas of Study



Human Services

Emergency Medical Services *Program Code 211*

Advisor: TBD, (269)927-8100 ext. 5092

The Emergency Medical Services courses train personnel for positions in pre-hospital emergency care for sick and injured individuals. A certificate of completion is awarded for each course. Successful completion of a course will allow the student to sit for the appropriate licensing examination for emergency medical technician offered by the Michigan Department of Consumer and Industry Services and/or the National Registry of Emergency Medical Technicians, Inc.

Not all courses are offered every semester. Contact the Health Sciences Office or the Schedule of Classes for current offerings. Courses may be offered at the Napier Avenue Campus or at other sites.

<u>Course</u>	<u>Credit Hours</u>
Emergency Med. Tech. 162, Basic Emergency Medical Technician	9

Health

Advisor: TBD, (269) 927-8100 ext. 5092

Health courses are offered to provide you with an opportunity to become certified in basic health related skills. Courses are approved by the American Red Cross.

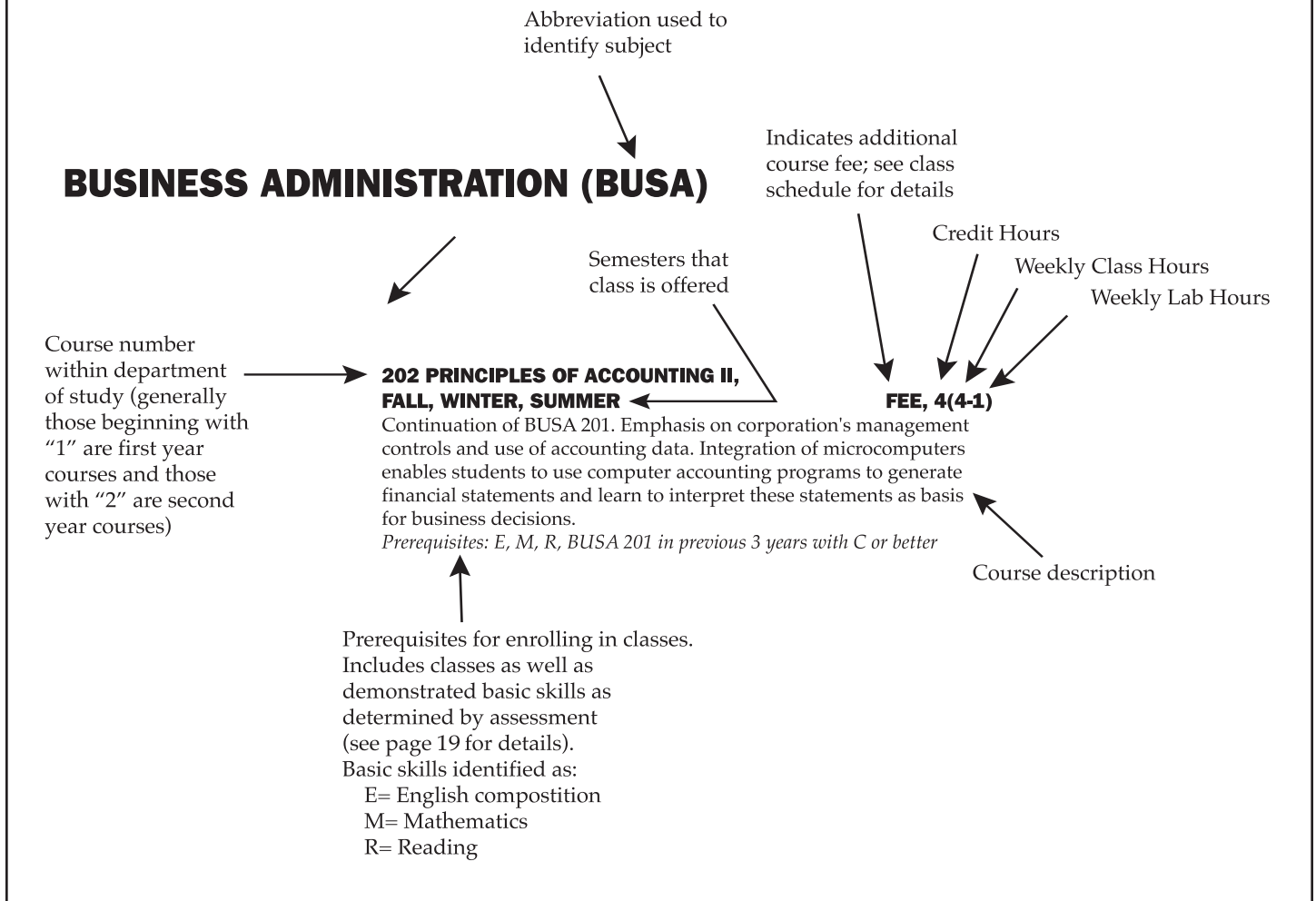
<u>Courses</u>	<u>Credit Hours</u>
Health 165, Standard First Aid and Personal Safety	1.5
Health 166, CPR/AED.....	1



Course Descriptions

This section contains a description of all course offerings. In using this course list, students should note the following:

How to Read Course Descriptions



ART (ART)

NOTE: For a student to work in a specific medium, particular attention should be given to the three levels of study referred to in this list:

Watercolor: 105, 106, 254

Drawing: 122, 123, 260

Painting: 115, 116, 251

Ceramics: 120, 121, 252

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, WINTER 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, WINTER FEE, 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, WINTER FEE, 2(0-4)

Advanced study in watercolor through investigation of elements of design for personal expression. Open to all students.

Prerequisite: ART 105

107 BASIC PHOTOGRAPHY, FALL, WINTER FEE, 3(2-4)

Focus on direct experience in materials, techniques, processes and ideas fundamental to black-and-white photography. Working knowledge of camera, light metering, flash, black-and-white films, film development, darkroom chemistry, photographic papers, printing techniques and mounting prints. Discussion of historical background and current developments. Open to all students.

108 INTERMEDIATE PHOTOGRAPHY, FALL, WINTER FEE, 3(2-4)

Explores materials, techniques, processes and ideas of advanced and experimental black-and-white photography. Working knowledge of Kodalith high-contrast orthochromatic film used for production of silver experimental processes, infrared film, photo-silkscreen, advanced studio lighting techniques and composition. Open to all students.

Prerequisite: ART 107

109 BASIC DESIGN (2-D), FALL FEE, 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), WINTER FEE, 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, WINTER FEE, 3(2-2)

Explores wide range of visual experiences. Emphasis on understanding child growth and development against background of various painted, drawn and sculptured images. For students interested in teaching.

Prerequisites: E, R

115 PAINTING I, WINTER FEE, 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, WINTER FEE, 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, WINTER 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, WINTER 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, WINTER FEE, 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, WINTER FEE, 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 majors.

Prerequisite: ART 122

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, WINTER 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 WINTER, 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.

Prerequisite: None.

204 20TH CENTURY ART HISTORY 1945-PRESENT WINTER, 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. Prerequisite: none

209 PRINTMAKING I (KRASL) FEE, 2(0-4)

Basic printmaking techniques. Various media explored such as woodcut, intaglio and silk screen. Open to all students.

210 PRINTMAKING II (KRASL) FEE, 2(0-4)

Advanced focus on continued work with various printing techniques. Open to all students.
Prerequisite: ART 209

211 WEAVING I, FALL, WINTER FEE, 2(0-4)

Handweaving using table and floor looms. Plain weave and tapestry explored in this introductory class. Selected topics include fiber characteristics and design principles. Open to all students.
Prerequisites: R, M

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

214 WEAVING II, FALL, WINTER FEE, 2(0-4)

Intermediate course for further investigation of weaving technique. Fiber projects include various areas of investigation. Areas of concentration determined by class. Open to all students.
Prerequisites: M, R, ART 211

251 STUDIO PROBLEMS: PAINTING, WINTER 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, WINTER 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, WINTER FEE, 2 (0-4)

Advanced study in watercolor to explore color and form according to individual interests.
Prerequisites: ART 105, ART 106

255 STUDIO PROBLEMS: PRINTMAKING (KRASL) FEE, 2(0-4)

Advanced study in printmaking techniques to investigate printing methods such as woodcut, silk screen, and intaglio.
Prerequisites: ART 209, ART 210

256 STUDIO PROBLEMS: WEAVING, FALL, WINTER FEE, 2(0-4)

Advanced study of fibers, to explore areas of personal interest in weaving techniques (including batik).
Prerequisites: M, R, ART 211, ART 214

260 STUDIO PROBLEMS: DRAWING, FALL, WINTER FEE, 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, WINTER, SPRING, SUMMER 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

108 BASIC HUMAN ANATOMY AND PHYSIOLOGY, FALL, WINTER FEE, 4(3-2)

General course providing basic understanding and exposure to human biology in health and disease. For Health Sciences and Human Services curricula. Course transfers at discretion of granting institution. Includes a two hour laboratory experience per week.
Prerequisites: E, 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, of students planning to transfer to pre-professional programs requiring Biology. Includes a three-hour laboratory experience per week.
Prerequisites: E, M, R, BIOL 101, or two years of high school biology, or one year of high school biology and one year of chemistry

112 PRINCIPLES OF BIOLOGY II, WINTER, 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.
Prerequisites: E, M, R, BIOL 101, or two years of high school biology, or one year of high school biology and one year of chemistry

170 LIFE SCIENCE FOR ELEMENTARY TEACHERS, 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 children with the important concepts of biology and why is it important for children to learn biology and how to help them become independent and creative investigators of nature. This course will explore the practice and 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.

204 ENVIRONMENTAL BIOLOGY, FALL FEE, 4(3-3)

Study of basic concepts and applications of ecology as it relates to humans. Emphasis on basic ecological concepts and how they 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, BIOL 101 or two years high school biology, or one year high school biology and one year in physical science

205 HUMAN ANATOMY, FALL, WINTER, SPRING, SUMMER FEE, 4(3-2)

Study of anatomical structure of human body with introduction to basic physiological principles of metabolism, reproduction, respiration and circulation. Includes a two hour laboratory experience per week.
Prerequisites: E, M, R, BIOL 101, or BIOL 108 or at least two years high school biology within last 5 years.

206 PRINCIPLES OF HUMAN PHYSIOLOGY, FALL, WINTER, SUMMER FEE, 4(3-3)

In-depth study of normal physiological processes of mammals, especially as pertaining to humans, as basis for understanding pathophysiology. Emphasis on mechanisms by which cells and organs perform their functions and interaction. Laboratory experiences provide direct observation and participation in physiological processes of humans and lower animals as subjects for study.

Prerequisites: E, M, R, BIOL 205 and CHEM 101, or CHEM 105 or 2 yrs high school math and 1 yr. high school chemistry within the last 5 yrs.

210 MICROBIOLOGY, FALL FEE, 4(3-2)

Basic general microbiology designed to present concepts, techniques and applications. Detailed discussions of morphological, chemical and biological characteristics of bacteria, fungi, protozoans, algae and viruses. Disease and immunity are considered. Laboratory develops standard skills in identification, culture control and assay of microorganisms.

Prerequisites: E, M, R, BIOL 101 or equivalent, CHEM 101 or CHEM 105 or equivalent

212 GENETICS, WINTER 3(3-0)

Introduction to mechanism of inheritance, cytoplasmic inheritance, population genetics and molecular genetics which includes mechanism of recombination and cancer.

Prerequisites: E, M, R, BIOL 101 or equivalent

270 LIFE SCIENCE FOR THE ELEMENTARY TEACHER II WINTER FEE 3(2-3)

The second of a two course laboratory based biology sequence designed for prospective elementary school science teachers. This course is intended to acquaint the student 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.

Prerequisites: E, R, M

BUSINESS ADMINISTRATION (BUSA)

100 BUSINESS MATHEMATICS, FALL, WINTER 3(3-0)

Fundamentals of addition, subtraction, division and multiplication with whole numbers, common fractions, percentage and their application in business transactions.

Prerequisites: M, R

101 BUSINESS ACCOUNTING I, FALL, WINTER 3(3-0)

Accounting course for secretaries, small-business accountants and owners, and those interested in 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. Laboratory materials, a practice set and use of computers incorporated.

Prerequisites: M, R

103 INTRODUCTION TO BUSINESS, FALL, WINTER 3(3-0)

Survey, orientation and background course acquaints students with role of business enterprise. Deals with various areas of business and designed to help students decide field of specialization.

Prerequisite: R

104 SALESMANSHIP, ON DEMAND 3(3-0)

Principles of sales-force organization, operation and selling techniques. Special emphasis given to personal selling and its part in marketing structure.

Prerequisites: E, M, R

105 PRINCIPLES OF RETAILING, ON DEMAND 3(3-0)

Overview of field of retailing. Covers types of institutions, store location, fixtures and equipment, store organization and retail sales.

Prerequisites: E, M, R

115 PRINCIPLES OF CUSTOMER SERVICE, ON DEMAND 3(3-0)

Applies basic business knowledge and skills to develop customer-focused strategies necessary to maintain competitive edge in business world. Emphasizes fundamentals, skill-building and practical ideas to keep satisfied customers.

Prerequisite: BUSA 103

116 FUNDAMENTALS OF QUALITY CUSTOMER SERVICE, ON DEMAND 1(1-0)

Defines QCS, discusses importance, describes necessary infrastructure and helps students recognize moments of truth. Gain understanding of customer-focused company.

Prerequisite: BUSA 103

117 CUSTOMER COMMUNICATION, ON DEMAND 1(1-0)

Effective communication skills are basis of customer service programs. Students learn active listening skills, assertive verbal communication and impact of non-verbal language in communication process. Write policies and procedures that support quality customer services.

Prerequisite: BUSA 103

118 SPECIAL CUSTOMER SERVICE SKILLS, ON DEMAND 1(1-0)

Elderly customers and customers with physical disabilities require sensitivity and special attention. Overcome common feelings of awkwardness and learn do's and don'ts in providing customer services.

Prerequisite: BUSA 103

150 JOB SEARCH SEMINAR, FALL, WINTER, ON DEMAND 1(1-0)

Introduction to techniques of locating and obtaining employment. Includes practice letter- and resume-writing skills and discussion of interviewing skills. Utilizes library and outside resources.

Prerequisites: E, R

151 MARKETING CAREER DEVELOPMENT, ON DEMAND 1(1-0)

Enhance value of education in marketing, merchandising and management which contributes to occupational competence. Promote appreciation for responsibilities of citizenship in 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

201 PRINCIPLES OF ACCOUNTING I, FALL, WINTER, SPRING FEE, 4(4-1)

Basic theoretical framework of accounting 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, WINTER, SUMMER FEE, 4(4-1)

Continuation of BUSA 201. Emphasis on corporation's 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, WINTER, 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, WINTER, 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, M, R

205 BUSINESS LAW I, FALL, WINTER 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

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

BUSA207A ENTREPRENEURSHIP A 1 (1-0) FEE 1 (1-0)

This course provides an examination of an individual's opportunity to achieve entrepreneurial goals through understanding entrepreneurship and its relationship to small business in the economy. Examination of business opportunities as they related 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 start up 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, 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, WINTER 3(3-0)

Analysis of principles and practices of advertising and promoting merchandise. Study of organization and sales practices within industry and business.

Prerequisites: E, M, R

209 PRINCIPLES OF MARKETING, FALL, WINTER, SUMMER 3(3-0)

Analysis of the marketing task, various essential functions performed in marketing and numerous and varied types of institutions performing role of marketing.

Prerequisites: E, M, R

210 BUSINESS CORRESPONDENCE, FALL, WINTER, SPRING 3(3-0)

Principles of business letter writing. Provides understanding of components of written communications that influence people toward desired results: clear thinking, effective application of psychology and correct use of language.

Prerequisite: E, R

211 PRINCIPLES OF MANAGEMENT, FALL, WINTER, SPRING 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, WINTER, ODD YEARS FEE, 3(2-2)

Computer applications for accounting including general ledger, accounts receivable, accounts payable, depreciation and payroll and spreadsheet accounting using Lotus 1-2-3.

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, WINTER 3(3-0)

Fundamentals of cost accounting procedures including job cost principles and practices. 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

216 BUSINESS STATISTICS, FALL, WINTER, SPRING 3(3-0)

Statistical decision-making surveyed. 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 and analysis of variance.

Prerequisites: E, M, R, MATH 128 with C or better 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, WINTER 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

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)

Organizational and administrative role of personnel in organizations and internal and external factors that influenced evolution of personnel.

Prerequisites: E, M, R

261 DISTRIBUTIVE EDUCATION CO-OP I, FALL, WINTER 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, WINTER 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, WINTER 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, WINTER 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, WINTER 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 one other full-time business administration instructor

266 ACCOUNTING CO-OP II, WINTER 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

CHEMISTRY (CHEM)

Full two-year sequence:

1st year - CHEM 111 & CHEM 112

2nd year - CHEM 203 & CHEM 204

These four courses transfer into pre-professional programs (medicine, chemistry, dentistry, engineering, etc.).

101 INTRODUCTORY CHEMISTRY I, FALL, WINTER, SUMMER FEE, 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, M, R, one year of high school algebra, with C or better

102 INTRODUCTORY CHEMISTRY II, WINTER FEE, 4(3-3)

Continuation of CHEM 101 with following units: thermochemistry, chemical equilibrium, acids and bases, oxidation and reduction, electrochemistry, metals production, properties of selected elements, organic and biochemistry. Laboratory includes analysis and synthesis. Suitable for 2-year Health Science programs. *Prerequisites: E, M, R, CHEM 101*

105 FUNDAMENTALS OF INORGANIC CHEMISTRY, FALL, WINTER, SPRING FEE, 4(3-3)

Introductory course that usually fulfills Chemistry requirement for Health Science students. States of matter, atomic and molecular structure, stoichiometry, chemical bonding, reactions of metals and non-metals, solutions, acid-base theory, gases and nuclear chemistry. Includes a three hour laboratory experience per week.

Prerequisites: E, M, R, MATH 095 or pass algebra proficiency test

106 FUNDAMENTALS OF ORGANIC AND BIOLOGICAL CHEMISTRY, ON DEMAND FEE, 4(3-3)

Includes brief introduction to organic chemistry as it applies to biochemistry, including structural formulas and functional groups. Covers structure, properties and metabolism of carbohydrates, lipids, proteins and nucleic acids. Other topics include enzymes, nutrition and biochemical energetics.

Prerequisites: E, M, R, CHEM 101 or CHEM 105

111 GENERAL CHEMISTRY I, FALL FEE, 4(3-3)

With adequate background in beginning chemistry, problems solved in these fields: inorganic, physical, analytical and organic. Laboratory exercises illustrate general principles. Course meets transfer requirements toward B.S. degrees in sciences.

Prerequisites: E, M, R, CHEM 101 or two years high school mathematics and one year high school chemistry or CHEM 105

112 GENERAL CHEMISTRY II, WINTER FEE, 4(3-3)

Continuation of CHEM 111 with emphasis upon ionic equilibria. Laboratory exercises involve solubility product, potentiometric titration and methods of quantitative analysis.

Prerequisites: E, M, R, CHEM 111

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, WINTER **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, refractometer.

Prerequisites: E, M, R, CHEM 203

COLLEGE LIFE STUDIES (CLS)**100 FRESHMAN SEMINAR, FALL, WINTER, SUMMER** **1(1-0)**

Designed to increase student success in college by assisting in the development of skills necessary to reach educational objectives. Topics include college expectations, time management, communication skills and learning styles, use of technology, career / major decision-making and knowledge of campus resources and services. Not intended for transfer.

110 CAREER DECISION MAKING, FALL, WINTER, 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 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.

115 CAREER SUCCESS STRATEGIES, FALL, WINTER, SPRING, SUMMER **3(3-0)**

Increase career success by exploring and implementing real life strategies for employment/personal achievement. Job readiness skills and employer expectations examined. Identify personal strengths, evaluate areas needing improvement and explore applicable solutions. Examine self, time, conflict management, working collaboratively with others, accepting responsibility and using workplace communication skills through a systematic self-assessment process. Not intended for transfer.

216 HEALTH ISSUES: STRESS MANAGEMENT **2(2-0)**

Physiological responses to stress and developing techniques for better stress management.

217 HEALTH ISSUES: SELF-ESTEEM **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.

COMMUNICATION (COMM)**101 INTRODUCTION TO PUBLIC SPEAKING, FALL, WINTER** **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 INTRODUCTION TO COMPUTER LITERACY, FALL, WINTER, SPRING, SUMMER** **3(3-0)**

Introductory course for non-dataprocessing majors. Addresses following topics: history of computing, computer hardware, computer software, computers in business and society, and ethical issues. Students get hands-on use of application software packages.

Prerequisites: E, M, R

102 BASIC COMPUTER LITERACY, FALL, WINTER **1(1-0)**

Basic computer operation and introduction to several application packages.

Prerequisite: E, M, R

106 INTRODUCTION TO OPERATING SYSTEMS, FALL, WINTER, SPRING, SUMMER **3(3-0)**

Build a foundation of knowledge about Graphical User Interface that prepares for skilled use of operating systems. Topics include command line prompts, GUI fundamentals, modifying the desktop, file/document/folder management, customizing the desktop, communications, working with multimedia

and maintaining the computer system.

Prerequisites: E, M, R

108 COMPUTER OPERATIONS - MICROCOMPUTING, FALL, WINTER, SPRING, SUMMER **3(3-0)**

Provides experience in operating systems, word processing, electronic spreadsheet, database and graphic presentation software. Emphasis placed on practical use of application software. No prior computing knowledge required. Not designed for transfer.

Prerequisites: E, M, R, Minimum typing skills

111 DATABASE CONCEPTS, FALL, SPRING **FEE, 3(3-1)**

Database theory, applications and programming. Students use database management system software to create, use and modify database definitions, input screens, report formats, indices, queries and top link database files. Students design, code and debug database software.

Prerequisites: E, M, R, CIS 100 or CIS 108 (or equivalents)

117 INTRODUCTION TO GAME DESIGN THEORY, FALL, WINTER **3(3-0)**

This survey course is an interdisciplinary Core Topic that combines approaches from history, literature, media studies and design. The goal is to develop and refine a critical vocabulary for articulating the aesthetics of games. Games Studies offers insight into the textual analysis of game play, while established work on other media, such as literature, film, television, theater, and interactive arts provides a rich critical framework.

Prerequisites: R, or instructor permission

118 WEB APPLICATION DESIGN, FALL, WINTER, SPRING **3(3-0)**

Basic web page design will be covered. Developing and maintaining Internet and Intranet applications by introducing various aspects of the Web design process. Storyboarding, content management, design elements, navigational design, link management, database connectivity, scripting tools, search engines and indexing.

Prerequisites: E, M, R, CIS 108 (or equivalent)

121 WINDOWS SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Fundamentals of Graphic User Interface and proper ways to solve GUI problems. Practical applications illustrate many new capabilities of graphical user/World Wide Web environment. Introductory course covering essential aspects of Graphic User Interface.

122 WORDPROCESSING SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Fundamentals of document construction and proper ways to solve document problems. Practical problems illustrate wordprocessing applications and capabilities of wordprocessing in graphical user/World Wide Web environment. Introductory course, covering essential aspects of wordprocessing.

123 SPREADSHEET SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Fundamentals of worksheet construction and proper ways to solve worksheet problems. Practical problems illustrate worksheet applications and capabilities of worksheets in graphical user environment. Introductory course, covering essential aspects of worksheets.

124 DATABASE SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Fundamentals of database construction and proper ways to solve database problems. Practical problems illustrate database applications and capabilities of database in graphical user environment. Introductory course, covering essential aspects of databases.

125 GRAPHIC PRESENTATION SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Fundamentals of presentation construction (projection devices, transparencies and 35mm slides) and proper ways to solve presentation problems. Practical problems illustrate presentation applications and capabilities of presentation graphics in graphical user environment. Introductory course, covering essential aspects of presentation graphics.

140 COMPUTER NETWORKING FUNDAMENTALS, FALL, WINTER**FEE 3(2-2)**

Covers basic computer networking terminology, topologies, systems, protocols, devices and management. ISO standards are covered. Emphasis is placed on peer-to-peer networking. Students will use hard ware and software to accomplish objectives.

Prerequisites: CIS 106 (or equivalent) E,M,R

145 COMPUTER PROGRAMMING - COBOL I, FALL, WINTER**3(3-0)**

COBOL programming language is most widely used for business applications. Design, code, compile and execute programs addressing program structure, documentation, standards, style, testing, debugging, input, output, repetitive processing, editing and control break logic.

Prerequisites: E, M, R, CIS 100 (or equivalent)

150 NETWORK ROUTING, FALL, WINTER**FEE 3 (2-2)**

Network routing concepts and techniques. Includes study of popular networking protocols. Extensive hands-on use, trouble shooting and programming of routers. Design of routed net works is included. Students will cover material included in CISCO certification testing.

Prerequisites: E,M,R, CIS 106, CIS 140 (or equivalent)

155 COMPARATIVE OPERATING SYSTEMS, FALL, WINTER**3(3-0)**

Develop understanding of current operating systems, their differences and similarities, user interfaces and application considerations. Not intended for transfer.

Prerequisites: E, M, R, CIS 106 (or equivalent)

156 PRACTICAL COMPUTER SECURITY, ON-DEMAND**2(2-0)**

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 computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available.

Prerequisites: E,M,R, Instructor permission

157 INTRODUCTION TO COMPUTER FORENSICS & INVESTIGATION, ON-DEMAND**3(3-0)**

The purpose of this course is to provide the student with a comprehensive understanding of computer forensics and investigation tools and techniques. You will learn what computer forensics and investigation is as a profession and gain an understanding of the overall investigative process. All major personal computer operating system architectures and disk structures will be discussed.

Prerequisites: E,M,R, Instructor permission

200 PC HARDWARE, FALL, WINTER FEE**3 (2-2)**

Personal computer system operation, maintenance and repair. Systems covered include keyboard, monitors, chassis and power supply, logic board, processors, drives and printers. Instruction on the use of diagnostic software and hardware. Students will diagnose, specify and assemble computer systems. Students will prepare for the A+ Certification Examination.

Prerequisites: E,M,R, CIS 106 (or equivalent)

208 ADVANCED MICRO APPLICATIONS, WINTER**3(3-0)**

Advanced experience in office productivity software. Topics include word processing, spreadsheets, databases, presentation graphics, and topics of current interest. Emphasis on practical use of application software in business environment. Not intended for transfer.

Prerequisites: E, M, R, CIS 108 (or equivalent)

219 PROFESSIONAL WEB DESIGN, WINTER**3(2-2)**

A skills course to help students refine the mechanics of CIS-118 Basic Web Design. Current advanced topics will be covered to help students enhance web pages. Advanced software tools will be used

Prerequisite(s) – E,M,R, CIS 118 – Basic Web Design or equivalent

220 WEB PROGRAMMING, FALL**3(2-2)**

Basic mechanics of using code on web sites. Creating basic animations and looping programs, validating form input and creating special effects.

Prerequisite(s) – E,M,R, CIS 118 – Basic Web Design or equivalent

221 SERVER-SIDE SCRIPTING, FALL**3(2-2)**

Server based scripting languages are used to develop powerful applications. Database applications using current scripting languages will be discussed and used. *Prerequisite(s) – E,M,R, CIS 118 – Basic Web Design or equivalent*

222 ADVANCED WORD PROCESSING SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Advanced principles of document construction and proper ways to solve document problems. Practical problems illustrate word processing applications and capabilities in a graphical user/World Wide Web environment. *Prerequisite(s): CIS 108 or CIS 122, (or equivalent)*

223 - ADVANCED WORKSHEET SKILLS, FALL, WINTER, SPRING, SUMMER**1(0-1) OE/OE**

Advanced principles of worksheet construction and proper ways to solve worksheet problems. Practical problems illustrate worksheet applications and capabilities in a graphical user/World Wide Web environment.

Prerequisite(s): CIS 108 or CIS 123, (or equivalent)

224 - ADVANCED DATABASE SKILLS, FALL, WINTER, SPRING, SUMMER 1(0-1) OE/OE

Advanced principles of database construction and proper ways to solve database problems. Practical problems illustrate database applications and capabilities in a graphical user/World Wide Web environment.
Prerequisite(s): CIS 108 or CIS 124 (or equivalent)

225 - ADVANCED PRESENTATION SKILLS, FALL, WINTER, SPRING, SUMMER 1(0-1) OE/OE

Advanced principles of presentation construction and proper ways to solve presentation problems. Practical problems illustrate presentation applications and capabilities in a graphical user/World Wide Web environment.
Prerequisite(s): CIS 108 or CIS 125 (or equivalent)

226 CISCO ICND/CCNA REVIEW, ON DEMAND CREDIT (4) 3-1

This course covers the topics of the Cisco INTRO exam. This course covers LAN technologies, WAN devices, subnetting, routed and routing protocols, components of and boot sequence of a Cisco router, Ethernet and ICMP error and control messages. Students will configure routers and routing protocols.

227 CISCO ICND/CCNA REVIEW ON DEMAND 4(3-1)

This course covers the topics of the Cisco ICND and CCNA exams. This course covers LAN technologies, WAN protocols, VLSM, bridging, switching, routed and routing protocols. Students will configure routers and switches including VLANs with trunking & ACLs.
Prerequisites: CIS140, CIS150, or knowledge of LANs and WANs, experience configuring Cisco routers and switches, Subnetting and ACLs. E, M, R.

240 COMPUTER SYSTEMS ANALYSIS/DESIGN, FALL 4(3-2)

Understand the process of developing information systems that effectively use hardware, software, data, processes, and people to support the company's business objectives
Prerequisite(s): E,M,R, CIS-108 or CIS-208 or Instructor permission

241 ADVANCED COMPUTER NETWORKING, WINTER, SPRING FEE 3 (2-2)

Second level study of computer networking. Client/Server systems will be established, operated and managed. Windows NT Server software will be loaded and administered. Students will gain hands-on experience with networking hardware such as routers, bridges and switches.
Prerequisites: E,M,R, CIS 140 (or equivalent)

242 WINDOWS SERVER, FALL, SPRING FEE 3 (2-2)

Provides a foundation in Windows. Covers all objectives required for the Microsoft Certification Exam 70-215: Installing, Configuring and Administering Microsoft Windows Server. Hands-on labs will supplement the classroom activities.
Prerequisites: E,M,R, CIS 106, CIS 140, CIS 241 (or equivalent)

245 COMPUTER PROGRAMMING - COBOL II, WINTER, SPRING 3(3-0)

COBOL programming language is widely used for business applications. Continuation of CIS-145. Students design, code, compile and execute programs addressing file access (sequential, indexed and random), libraries, report writer, program efficiency, documentation and data management.
Prerequisites: E, M, R, CIS 145 (or equivalent)

250 ADVANCED TOPICS, ON-DEMAND 4(3-2)

An introduction to pertinent topics of the emerging significance in business data processing. The following topics could be addressed: Navigating your Palm Pilot, Project Management software, Communication Networks, the Internet and the World Wide Web, Productivity Software Applications, Integrating Technology, Nano Technology, Network Security, Advanced Software Applications.
Prerequisites: E, M, R, Math-109, Pre-Calculus Algebra and CIS-100, Introduction to Computer Literacy

251 COMPUTER PROGRAMMING - BASIC, FALL, WINTER, SPRING 3(3-0)

Designed for students with little programming experience beyond Computer Literacy. Problem solving, program design, coding, debugging and system commands necessary to create and execute programs in BASIC. Programming assignments given to build technical skills. Topics include language syntax, declaration and data types, variables and constants, arrays, executable instructions, statements and expressions, programming structures (i.e. sequence, selection, iteration) and modularity.
Prerequisites: E, M, R, MATH 109 or CIS 100 (or equivalent)

252 COMPUTER PROGRAMMING - FORTRAN, ON-DEMAND 3(3-0)

Mathematic and engineering application programming using Fortran. Students design, code, compile and execute Fortran programs. This course required for engineering transfer students and taken by CIS students as elective. *Prerequisites: E, M, R, MATH 109 or CIS 100 (or equivalent)*

254 COMPUTER PROGRAMMING - C, FALL, WINTER 3(3-0)

Fundamentals of programming microcomputer using C language. Students obtain knowledge and practice writing programs in C. Requires substantial prior programming experience in structured high-level language (see prerequisites) as C is programming language used as basis for Graphic User Interfaces in Windows.
Prerequisites: E, M, R, CIS 145 or CIS 245 or CIS 251 or CIS 252 (or equivalent)

255 STRUCTURED QUERY LANGUAGE, WINTER 3(3-0)

Structured Query Language (SQL) is standard language for query databases. Most database tools offer varying menus and functions and share common underlying SQL engine interface. Experience creating and running independent databases in SQL.
Prerequisites: E, M, R, CIS 111 (or equivalent)

256 NOVELL NETWORKING I, FALL FEE 3 (2-2)

A study of configuring and managing networks using the Novell NetWare network operating system. Concepts, tools and techniques will be presented and used to create and administer a complete Novell NetWare network. Covers objectives required for Certified Novell Administrator (CNA) exam.
Prerequisites: CIS 106, CIS 140 (or equivalent) E, M, R

257 NOVELL NETWORKING II, WINTER FEE 3 (2-2)

Further study of networking with Novell NetWare. Emphasis is placed on managing the network. Specific areas include printer management, users, groups, security, rights and attributes. Covers objectives required for NetWare Advanced Administration test.
Prerequisites: E,M,R, CIS 106, CIS 140, CIS 256 (or equivalent)

260 COMPUTER PROGRAMMING - VISUAL BASIC, FALL 3(3-0)

Introduction to Visual BASIC, used by Windows and Windows based applications to create and modify applications. Highly recommended for individuals wishing to design or modify Application Programs. Not intended for transfer.
Prerequisites: E, M, R, CIS 251 (or equivalent)

**261. COMPUTER INFORMATION SYSTEMS CO-OP I
FALL, WINTER 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, WINTER FEE
3(1-15)**

This is an elective course for those students who have successfully completed 261 Computer Information Systems Co-op I. 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: CIS261, and approval of the co-op coordinator; E, M, R

264 COMPUTER PROGRAMMING - C++, WINTER 3(3-0)

Advanced experience in C language. Fundamentals of programming microcomputers using C++ language covered. Students obtain knowledge and practice by writing programs in C++. Course requires substantial prior programming experience in structured high-level language (see prerequisites) as C++ is programming language used as basis for Graphic User Interfaces. Not intended for transfer.

Prerequisites: E, M, R, CIS 254 (or equivalent)

265 COMPUTER PROGRAMMING VISUAL BASIC 2, WINTER 3 (3-0)

Further study of Visual Basic programming. Additional topics will include: Database interfacing, Mouse events, Advanced tools and Program distribution.

Prerequisites: E,M,R, MATH 109, CIS 251, CIS 260 (or equivalent)

270 OPERATING SYSTEMS SECURITY, ON-DEMAND 3(3-0)

In this course, we will take an in depth look at operating system security concepts and techniques. We will examine theoretical concepts that make the world of security unique. Also, this course will adopt a practical hands-on approach when examining operating system security techniques. Along with examining different security strategies, this course will explore the advancement of security implementation, as well as, timeless problem solving strategies

Prerequisites: E,M,R, instructor permission

271 WEB SECURITY FOR ADMINISTRATORS, ON-DEMAND 3(3-0)

This course provides a comprehensive overview of building and maintaining firewalls in a business environment. It is designed for the student and network administrator who need to learn the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryption, and Virtual Private Networks.

Prerequisites: E,M,R, instructor permission

**272 NETWORK DEFENSE AND COUNTERMEASURES,
ON-DEMAND 3(3-0)**

In this course, we will take an in depth look at network defense concepts and techniques. We will examine theoretical concepts that make the world of networking unique. This course will also adopt a practical hands-on approach when examining network defense techniques. Along with examining different network defense strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies.

Prerequisites: E,M,R, instructor permission

280 DISASTER RECOVERY, ON-DEMAND 3(3-0)

The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. This course is not designed as a hands-on class

Prerequisites: E,M,R, instructor permission

290 MANAGING INFORMATION SECURITY, ON-DEMAND 3(3-0)

This course examines the clear need for management to understand the foundations of managing information security and the development of managerial strategies for information security as they relate to the important economic consequences of security accountability.

Prerequisites: E,M,R, instructor permission

293 NETWORK "SECURITY +" FUNDAMENTALS, ON-DEMAND 3(3-0)

This course meets the needs of students and professionals that want to master practical network and computer security. This course takes a comprehensive view of the types of attacks that are launched against networks and computer systems. It examines network and computer security defense mechanisms, and offers practical tools, tips, and techniques to counter attackers.

This course maps to the Computer Technology Industry Association's (CompTIA) Security+ Exam. (www.comptia.org)

Prerequisites: E,M,R, instructor permission

295 PROJECT MANAGEMENT, WINTER 3(3-0)

Understand the genesis of project management and its importance to improving the success of information technology projects.

Prerequisite(s) – E,M,R, CIS-108 or CIS-208 or instructor permission

CORRECTIONS, PROBATION & 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 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 course.

Prerequisites: E, R

162 INSTITUTIONAL POPULATIONS, WINTER 3(3-0)

Basic principles of human and criminal behavior and role of biological, psychological, environmental and social influences in development of normal and criminal personalities. Individual and group techniques for changing attitudes. Institutionalization and controlled community alternatives to institutionalization evaluated.

NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in course.

Prerequisites: E, R

163 CONCEPTS OF REHABILITATION, FALL 3(3-0)

Meaning and function of culture in relationships, minorities and impact of discrimination, attitude formation and professional responses to human behavior. Current theory and practice in rehabilitation in federal, state and municipal systems are discussed. Emphasis on state program.

NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in course.

Prerequisites: E, R

164 LEGAL ISSUES IN CORRECTIONS, WINTER 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 prisonery rights. Cases and statutes read and analyzed for impact on corrections. Role of corrections officers in complying with law discussed.

NOTE: To qualify for Corrections Officer Academic Certificate, a student must achieve at least a C (2.0) in course.

Prerequisites: E, R

264 CASE STUDIES IN REHABILITATION, WINTER 3(3-0)

Modern trends in corrections, such as community-based programs in work-release, halfway houses, 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 & Parole

DENTAL ASSISTING (DENT)**165 INTRODUCTION TO DENTAL ASSISTING, FALL, WINTER, SPRING, SUMMER OE/OE 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 Coordinator. Transitional Studies courses can be taken concurrently.

166 CHAIRSIDE I, FALL, WINTER, SPRING, SUMMER OE/OE FEE, 3(2-2)

Introductory course in concepts of four-handed dentistry. Basic dental equipment, instrument identification, sterilization procedures, medical record history, infection control and vital signs presented.

Prerequisites: E, R, DENT 165 or permission of Dental Assisting Coordinator
Transitional studies courses cannot be taken concurrently.

167 CHAIRSIDE II, FALL, WINTER, SPRING, SUMMER OE/OE FEE, 3(2-2)

Continuation of DENT 166, Chairside I, and 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 Coordinator

168 CHAIRSIDE III, FALL, WINTER, SPRING, SUMMER OE/OE FEE, 3(2-2)

Continuation of DENT 167, Chairside II. Topics addressed include performing chairside functions, fabricating custom trays, preparing final impressions, taking bite registrations, pouring and trimming study model and utilizing various types of orthodontic appliances.

Prerequisites: E, R, DENT 167 or permission of Dental Assisting Coordinator

169 CHAIRSIDE IV, FALL, WINTER, SPRING, SUMMER OE/OE 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 Coordinator

170 INTRODUCTION TO BUSINESS ASSISTING, FALL, WINTER, SPRING, SUMMER OE/OE FEE, 3(2-2)

Duties of dental business assistant including maintaining appointment book, controlling supply inventory, processing and mounting radiographs, completing insurance forms and preparing written communications.

Prerequisites: E, R, DENT 169 or permission of Dental Assisting Coordinator

171 INTRODUCTION TO DENTAL RADIOGRAPHY, FALL, WINTER, SPRING, SUMMER OE/OE FEE, 4(2-4)

Study of use of x-radiation in dentistry. Exposure techniques of dental radiography, radiation dosage and hazards. Protective measures for patient and operator are stressed. Students must be 18 years of age or older to enroll in course.

Prerequisites: DENT 170 or permission of Dental Assisting Coordinator

172 MEDICAL ISSUES IN THE DENTAL OFFICE, FALL, WINTER, SPRING, SUMMER OE/OE 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 Coordinator

173 CLINICAL I (OFF-CAMPUS), FALL, WINTER, 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 RDA I, FALL, WINTER, SPRING, SUMMER OE/OE 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 Coordinator

175 RDA II, FALL, WINTER, SPRING, SUMMER OE/OE 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 Coordinator

**176 CLINICAL II (OFF-CAMPUS),
FALL, WINTER, 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

DRAFTING & DESIGN (DRAF)

**101 TECHNICAL DRAWING FUNDAMENTALS,
FALL, WINTER** **FEE, 4(2-4)**

Introductory technical drawing course in which following areas are studied: lettering, geometric construction, orthographics, sectional views, dimensioning techniques, basic 2D CAD and pictorials. Drawing skills and knowledge gained by daily drawing exercises including text assignments, handout assignments and chapter tests. Students learn to produce and evaluate blueprints.
Prerequisites: E, M, R

102 MACHINE DRAWING, WINTER **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 view drawings. May be offered in alternate formats.
Prerequisite: DRAF 101 or ENGR 103 or permission of instructor.

201 TOOL DESIGN I, WINTER, SPRING, SUMMER **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 standard purchase parts and a variety of handbooks and catalogs will be used. This course has been broken down into 13 separate modules of study. Each module is a separate self-contained unit of study. They are however, sequential. This means that new material in each successive module is based upon mastery of material learned in previous modules. Each module has its own credit hour equivalent assigned to it. Students may choose which modules they wish to study. In order for a student to obtain the full 4 credit hours for this course, they must successfully complete all 13 modules. This is an open entry/open exit non-instructor led course. This means that other than the first class meeting when students meet as a group to explain the course organization, students may come into the lab during open hours, work and complete an or all assignments at their own rate of speed. However, material must be completed by the end of the current semester in order to receive partial or full credit.
Prerequisite: DRAF 101

202 TOOL DESIGN II, WINTER **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, DRAF 101, DRAF 102, MACH 110

203 DESCRIPTIVE GEOMETRY, WINTER **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: DRAF 101 or ENGR 103

205 ARCHITECTURAL DRAWING, WINTER **FEE, 4(2-4)**

A course to acquaint the students with an understanding of the architectural and design professions along with the construction process so that they may intelligently transpose design thought into a pictorial drawing that can be used to build a physical reality.
Prerequisites: DRAF 201

**207 CAD-MECHANICAL DESIGN
OE/OE** **FEE, 3(1-4)**

Areas of surfacing 3-dimensional models, creating 2- and 3-dimensional assembly models and 3-dimensional exploded views of designs. Students learn elementary execute files, menu manipulation and editing.
Prerequisites: DRAF 206

**208 CAD-MECHANICAL DETAILING
OE/OE** **FEE, 3(1-4)**

Detailed engineering drawings from 3-dimensional part database information. Dimensioning, layering and hatching routines learned. Students modify detailing menus and plot constructions on drum plotter.
Prerequisite: DRAF 207

211 MACHINE DESIGN, WINTER **FEE, 3(1-4)**

Exit level course engages student in development of mechanical devices. Students involved with engineering of machinery and designing of mechanisms, components and analysis of a project. Student projects from written proposal, designing a device to achieve solution, engineer components with team/group concepts, detail needed drawings and compose final written summary. May be offered in alternate formats.
Prerequisites: DRAF 101, DRAF 102

EARLY CHILDHOOD EDUCATION (ELCH)

***These courses are not applicable to a program in Elementary Education**

**110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
FALL** **3(3-0)**

This course serves as an introduction to early childhood education. During this class, settings where children age six weeks to twelve years receive care and education will be examined. Factors such as quality, licensing, and accreditation will be addressed. Also included will be ways in which social, emotional, physical, cognitive, and language development are supported in developmentally appropriate programs.

**111 EARLY CHILDHOOD LEARNING ENVIRONMENTS
WINTER** **2(2-0)**

This course explores how space and environments facilitate the implementation of goals in programs for infants, toddlers, preschoolers and school-agers (in before-and after-school programs) in a variety of settings. Within the context of environments, materials and equipment will also be explored. Opportunities to assess existing environments will be included.

112 CURRICULUM PLANNING FOR YOUNG CHILDREN, FALL **FEE 3(3-0)**

This course will explore developmentally appropriate practice and the learning and developmental theories upon which it is based. Students will learn how to plan and implement curriculum that supports cognitive and language development. They will be responsible for planning activities, implementing them with a group of children and evaluating their effectiveness. Intergration of learning through a theme or project approach will also be addressed.

113 GUIDE YOUNG CHILDREN'S SOCIAL DEVELOPMENT, WINTER 3 (3-0)

This course explores specific strategies and methods that guide children's social development and their behavior. The ultimate goal is to promote growth in internal self-control. Students will learn techniques for listening and talking to children, guiding children's problem solving and choices, and disciplining for inappropriate behavior. Weekly field experiences with children will provide opportunities to use the strategies that are presented. This course is not applicable toward elementary education certification.

Prerequisites: E, R

210 CURRICULUM PLANNING FOR YOUNG CHILDREN II, FALL 3(3,0)

This course is a continuation of Curriculum Planning for Young Children I. Students will learn how to plan and implement curriculum that supports creative, social, emotional, and physical development. The role of play in a child's development will be explored. Students will also gain knowledge of methods for documenting children's growth for use in planning and informing parents of their child's progress. This course is not applicable toward elementary education certification. *Prerequisites:* E,R

211 DIVERSITY IN EARLY CHILDHOOD EDUCATION, FALL 3(3,0)

This course introduces students to anti-bias curriculum and setting up an anti-bias classroom environment. Discrimination issues in all areas, including ethnicity, religion, gender, economic class, age, ability, and sexual preference will be addressed. The student will examine their own attitudes and stereotypes and learn how to create an environment where differences are appreciated and valued and confident self identities developed. Opportunities will be given to learn about equipment, materials and curriculum that will support such an environment. This course will also look at ways to help children stand for oneself and take action in unjust situations. This course is not applicable toward elementary education certification. *Prerequisites:* E,R

212 ADMINISTRATION OF EARLY CHILD PROGRAMS, WINTER 3(3-0)

This course addresses the administrative responsibilities of operating an early childhood program. Topics that are 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 is not applicable toward elementary education certification.

Prerequisites: E, R

213 CURRENT ISSUES IN EARLY CHILDHOOD, WINTER 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 gender issues, 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. This course is not applicable toward elementary education certification.

Prerequisites: E, R

ELECTRONICS (ELEC)

100 DC ELECTRICITY, FALL, WINTER FEE, 4(3-2)

Fundamentals of Direct Current (DC) electricity. Concepts include voltage, current, resistance, power, Ohm's Law, electromagnetism and identification, 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: M, R

106 AC ELECTRICITY, FALL, WINTER FEE, 3(2-2)

Beginning course in 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.

Prerequisite: ELEC 100

108 BASIC ELECTRONICS, FALL, SPRING (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 or equivalent

111 SEMICONDUCTORS, FALL, WINTER, SPRING FEE, 4(0-5)

Study of commonly used solid state devices including diodes, special application diodes, bipolar junction 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 or equivalent

113 DIGITAL ELECTRONICS, FALL, WINTER, SPRING FEE, 3(0-3.75)

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 or equivalent

116 LINEAR ELECTRONICS, FALL, WINTER, SPRING FEE, 3(0-3.75)

Study of operational amplifiers, filters, voltage comparators, drivers, and converters. Typical op-amp circuits covered include inverting and non-inverting amplifiers, integrators, summers, differentiators and comparators. Filter circuits covered include low, high and band pass and their frequency response. Operational amplifier fundamentals and their applications are covered. Includes troubleshooting.

Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111 or equivalent

151 TRANSFORMERS, MOTORS AND MOTOR CONTROLS, WINTER FEE, 4(3-2)

Generation of AC voltage, transformer 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. Students spend approximately two hours per week participating in laboratory. Exercises provide relationship between theory and practical application.

Prerequisites: ELEC 100, ELEC 106

152 MACHINE CIRCUITRY AND CONTROL LOGIC, WINTER FEE, 3(0-5)

Study of electrical wiring standards for production equipment, machine tools and motors. Includes interpretation of electrical schematics, wiring diagrams and ladder diagrams to actual wiring of motors, relays, switches, etc. Electrical and electronic symbols published by the Joint Industry Council (JIC) will be learned.

Prerequisites: M, R, ELEC 100, ELEC 106

153 DIGITAL SIGNAL PROCESSOR, FALL, WINTER, SPRING
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 13, ELEC 208 or equivalent.

208 MICROPROCESSORS, FALL, WINTER, SPRING **FEE, 4(0-5)**

Study of microprocessors, architecture, internal function blocks, programming, interfacing, and troubleshooting. 32 bit microprocessor systems covered. Use of assembly language for applications such as DC Motor control and stepper motor control.
Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111, ELEC 113 or equivalent

211 SOLDERING, FALL, WINTER **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.

214 PC MAINTENANCE, FALL, WINTER **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: ELEC 113

230 INDUSTRIAL ELECTRONICS, FALL, WINTER, SPRING **FEE, 4(0-5)**

Study of control devices and controlling a manufacturing plant through the use of sensors, actuators and PLCs. Covers transducers such as IC temperature transducer, thermistor, RTD, thermocouple, capacitance sensor, strain gauges, ultrasonic transducers, and Infrared controllers. Computer interfacing for temperature and force measurement. Also includes PLC programming, applications, and troubleshooting.
Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111 or equivalent

231 COMMUNICATION ELECTRONICS, FALL, WINTER, SPRING **FEE, 4(0-5)**

Study of methods, circuits, and devices used for transmission and receiving of information. Modulation concepts, Analog / Digital communication and Optical communications. Principles and concepts of fiber-optic cable and optical fiber are studied. Includes Fiber-optic communication systems, troubleshooting and microprocessor interfacing.
Prerequisites: E, M, R, ELEC 100, ELEC 106, ELEC 111 or equivalent

EMERGENCY MEDICAL TECHNICIAN (EMT)

**162 BASIC EMERGENCY MEDICAL TECHNICIAN,
FALL, WINTER** **FEE, 8(6-6)**

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 required. Lab time includes 8 Saturdays.

ENGINEERING (ENGR)

**103 BEGINNING ENGINEERING DRAWING,
FALL, WINTER** **FEE, 4(2-4)**

Introductory technical drawing course which studies lettering, geometric construction, sectional views, dimensioning techniques, Basic 2D CAD and pictorials. Drawing skills and knowledge gained by student through exercises including text assignments, handout assignments and chapter tests. Students learn to produce and evaluate blueprints.
Prerequisites: E, M, R

205 DESCRIPTIVE GEOMETRY, WINTER **FEE, 3(1-4)**

Problems combining point, line and plane, intersections, developments, warped surfaces and tangent planes.
Prerequisite: ENGR 103

ENGLISH (ENGL)

**091 ENGLISH FUNDAMENTALS
FALL, WINTER** **4(4-0)**

Introduces the building blocks of college composition. Primary attention given to creating well-organized paragraphs developed with complete sentences using Standard English. Attention is also given to the closely related activities of critical reading and thinking.
Prerequisite: Assessment Placement

**093 BASIC WRITING,
FALL, WINTER, SPRING, SUMMER** **4(4-0)**

Beginning writing course to develop writing skills necessary to succeed in college. Primary attention given to learning and applying writing process in order to focus, develop and organize ideas clearly. Attention to closely related activities of reading and critical and creative thinking.
Prerequisite: Assessment Placement

**094 BASIC WRITING,
FALL, WINTER, SPRING, SUMMER** **4(4-0)**

Provides opportunity for students who do not satisfactorily master all of requirements of ENGL 093 in one semester to qualify for ENGL 101.
Prerequisite: ENGL 093

**101 ENGLISH COMPOSITION,
FALL, WINTER, 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, ENGL 093 or ENGL 094

**102 ENGLISH COMPOSITION,
FALL, WINTER, 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 REPORT WRITING, FALL, WINTER, SPRING, SUMMER 3(3-0)

Helps students write with greater skill, confidence and effectiveness on job. Writing assignments develop ability to analyze specific audiences, 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 formal report. Either ENGL 102 or ENGL 103 in addition to ENGL 101 will fulfill English Composition requirements.

Prerequisite: ENGL 101

201 HERSTORY: WOMEN AND LITERATURE, ON DEMAND (3-0)

Explores relationship between self-definition and gender expectations through drama, fiction, poetry and nonfiction; examines process of selfhood and female quest patterns, and analyzes relationship between narrative form and gender expectations.

Prerequisites: E, R

203 MASTERPIECES OF BRITISH LITERATURE I 3 (3-0)

Examples of the major types of British 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.

Prerequisite: E, R

204 MASTERPIECES OF BRITISH LITERATURE II, ALTERNATE YEARS 3 (3-0)

Study of British 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 value, and how they represent their times.

205 INTRODUCTION TO SHAKESPEARE, WINTER 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

208 LITERARY INTERPRETATION, FALL, WINTER, 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 genre, their analysis, and increased reading and interpretation skills.

209 AMERICAN NOVEL, ON DEMAND 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 Nathaniel Hawthorne, Herman Melville, Henry James, Mark Twain, Ernest Hemingway, F. Scott Fitzgerald, John Steinbeck, William Faulkner, Truman Capote, Ralph Ellison and Amy Tan.

Prerequisites: E, R

210 UNITED STATES LITERATURE I, FALL 3 (3-0)

Survey of colonial period to 1800, and 1800-1865. Emphasis on cultural encounters, contested visions, the discourse of liberty and conquest, and the development of an American voice. Examines American Literature of both periods in terms of cultural, historical and intellectual roots. Emphasis also on the issues of race, gender and class along with study of writings that reflect major literary and social movements. *Prerequisite: E, R*

211 UNITED STATES LITERATURE II, WINTER 3(3-0)

Survey of major elements of American literature from 1865 to 1960s. 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.

Prerequisites: E, R

214 CHILDREN'S LITERATURE, FALL, WINTER 3(3-0)

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.

Prerequisites: E, R, ENGL 101

215 POETRY, ON DEMAND 3(3-0)

Appreciation and understanding of poetry. Study of important aspects of poem: images, figures, symbols, rhythm, sounds and tone. Emphasis on twentieth-century poetry. Recommended for English majors.

Prerequisites: E, R

216 LITERATURE OF BLACK AMERICA, WINTER 3(3-0)

Narratives, short stories, poems, plays and novels by black American authors. These works, from the heritage of black Americans, are part of American literature heritage. Selection of works by Frederick Douglass, Harriet Jacobs, Booker T. Washington, W.E.B. DuBois, Paul Lawrence Dunbar, Claude McKay, Jean Toomer, Countee Cullen, Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin, Ernest Gaines, Malcolm X, Gwendolyn Brooks, Lorraine Hansberry, Alice Walker, Toni Morrison and August Wilson.

Prerequisites: E, R

217 CREATIVE WRITING, FALL, WINTER 3(3-0)

Imaginative writing, i.e., writing of original poetry, fiction and/or drama. Students select any one area of imaginative writing or any combination of them. Study and application of specific techniques in each genre. Conducted on seminar/workshop basis. Students expected to produce a portfolio of finished pieces in chosen area(s).

Prerequisites: E, R

220 CONTEMPORARY FICTION, ON DEMAND 3(3-0)

Central themes and fictional approaches evident in contemporary fiction.

Prerequisites: E, R

ENGLISH AS A SECOND LANGUAGE (ESLA)

084 ENGLISH AS A SECOND LANGUAGE I, FALL, WINTER, SUMMER 4(4-0)

First level in a three-tiered English-as-a-Second-Language (ESL) sequence designed to help non-English speakers increase their English proficiency. Emphasis is on specific language skill acquisition through vocabulary development, basic level oral/listening skills, and English grammar.

Prerequisite: Assessment Placement

085 CONVERSATIONAL ENGLISH AND PRONUNCIATION

Course will help students enhance their ability to communicate in spoken English and will be taught in the standard American English dialect. Students will learn correct pronunciation and articulation of English language sounds and accent reduction. Spontaneous conversation, oral exercises, listening and thinking in the English language will be stressed. Both connotative and denotative forms of the language will be addressed. Course work is focused on verbal communication skills.

086 ENGLISH AS A SECOND LANGUAGE II, FALL, WINTER, SUMMER **4(4-0)**
 Second level in a three-tiered English-as-a-Second-Language (ESL) sequence designed to help non-native English speakers increase their English proficiency. Intermediate level students develop a greater understanding of English grammar, increase their high frequency vocabulary, and improve listening/oral communication skills.
Prerequisites: Assessment Placement

088 ENGLISH AS A SECOND LANGUAGE III, FALL, WINTER, SUMMER **4(4-0)**
 Third level in a three-tiered English-as-a-Second-Language (ESL) sequence designed to help non-native English speakers increase their English proficiency. Advanced level students receive extensive practice in oral/listening skills, standard written English grammar, and college level vocabulary.
Prerequisites: Assessment Placement

FIRE SCIENCE (FISC)

102 FIREFIGHTER II **12 (10-4)**
 Course includes basic fire fighting skills while utilizing tools and equipment commonly used by municipal fire departments. Hazardous Materials Operations (24 hour) level training is a required component.

IMPORTANT NOTE: The current Fire Science curriculum is offered as a career advancement program for the already certified volunteer or career firefighter. The program can recognize a limited number of training certifications issued by the State of Michigan and the State of Indiana. Students possessing state certifications should contact KVCC for transferability. The Fire Science Consortium is aggressively pursuing the ability to offer a Firefighter II academy. Students in need of Firefighter II certification are encouraged to contact KVCC at (269) 372-5202, or visit the KVCC web site at [Http://puma.kvcc.edu/fire](http://puma.kvcc.edu/fire) for program updates.
Prerequisite: Corequisite: None

110 FIRE PREVENTION **3 (3-0)**
 This course will introduce students to an important function of any progressive fire department - fire prevention. Major topics include fire prevention inspection techniques, the importance of code enforcement procedures, and developing public fire education programs.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification.

111 BUILDING CONSTRUCTION **3 (3-0)**
 Students will explore the methods and materials used to construct buildings, how the design and engineering of a structure can influence smoke and fire travel, and how the structural integrity of a building is affected by fire. The safety of building occupants and firefighters is emphasized.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification.

112 FIRE SERVICE TACTICS **3 (3-0)**
 This course will examine modern firefighting techniques used to effectively mitigate a variety of incidents. Students will review different tactics related to general and specific fire situations. It is designed to prepare firefighters and fire officers to successfully execute strategic assignments from incident managers.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification required.

210 FIRE CAUSE DETERMINATION **3 (3-0)**
 Firefighters and fire officers will learn how to determine the origin and cause of a fire. Identifying and preserving evidence, recognizing when the assistance of a more highly trained investigator is needed, and courtroom procedures will be discussed.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification.

211 INSTRUCTIONAL TECHNIQUES **3 (3-0)**
 This course is a comprehensive approach to the basics of instructing and presenting. Students will study characteristics of adult learners, learn to identify training needs, develop outlines, and make presentations in class. The operation of audio-visual equipment will be demonstrated.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification.

212 INCIDENT MANAGEMENT **3 (3-0)**
 The emphasis of this course is to provide firefighters and fire officers with the knowledge and skills necessary to manage incident operations. Classroom activities will focus on recognizing incident priorities and the ability to manage fire service personnel, equipment and other resources.
Prerequisite: Michigan or Indiana Firefighter II and Haz-Mat Operations certification. FIRE 112 is recommended.

FOREIGN LANGUAGE (FORL)

SELF-INSTRUCTIONAL LANGUAGE PROGRAM

The following are National Association for Self-Instructional Language Program courses addressing the needs of beginning students in various languages. 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. Permission required from program coordinator before registering for these classes. Each course has a separate fee.

125	Elementary Mandarin Chinese I	4 cr. hrs.
126	Elementary Mandarin Chinese II	4 cr. hrs.
174	Elementary Polish I	4 cr. hrs.
175	Elementary Polish II	4 cr. hrs.
177	Beginning Russian I	2 cr. hrs.
178	Advanced Beginning Russian I	2 cr. hrs.
179	Beginning Russian II	2 cr. hrs.
180	Advanced Beginning Russian II	2 cr. hrs.
181	Elementary Russian I	4 cr. hrs.
182	Elementary Russian II	4 cr. hrs.
184	Beginning Japanese I	2 cr. hrs.
185	Advanced Beginning Japanese I	2 cr. hrs.
186	Beginning Japanese II	2 cr. hrs.
187	Advanced Beginning Japanese II	2 cr. hrs.
188	Elementary Japanese I	4 cr. hrs.
189	Elementary Japanese II	4 cr. hrs.
191	Beginning Italian I	2 cr. hrs.
192	Advanced Beginning Italian I	2 cr. hrs.
193	Beginning Italian II	2 cr. hrs.
194	Advanced Beginning Italian II	2 cr. hrs.
195	Elementary Italian I	4 cr. hrs.
196	Elementary Italian II	4 cr. hrs.
198	Elementary Arabic I	4 cr. hrs.
199	Elementary Arabic II	4 cr. hrs.

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, WINTER 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.

Prerequisites: E, R

122 ELEMENTARY SPANISH II, WINTER 4(4-0)

Continuation of FORL 121. Study of basic grammatical principles is completed with continued conversation, writing, dictation and cultural study.

Prerequisites: E, R, FORL 121

123 SPANISH FOR THE WORKPLACE, FALL, WINTER 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.

Prerequisites: None

124 SPANISH FOR THE WORKPLACE II FALL, WINTER 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 semester of College Spanish, or permission of the instructor.

201 INTERMEDIATE FRENCH I, FALL 4(4-0)

Review of basic grammatical functions, advanced conversation and more writing, reading of selections from contemporary writers. Classes may be conducted in French.

Prerequisites: E, R, FORL 102 or successful completion of at least two years high school French

202 INTERMEDIATE FRENCH II, WINTER 4(4-0)

Continuation of FORL 201. Further emphasis on ability to read, write and converse in French.

Prerequisites: E, R, FORL 201

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, WINTER 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 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, WINTER 4(4-0)

Broad approach to human geography that deals with fundamental relationship of humans to land-why people live where they do and as they do. Proposes that each society interprets earth and humans from viewpoint of its particular culture. Cultural factors studied with examples from modern societies.

Prerequisites: E, R

102 ELEMENTS OF PHYSICAL GEOGRAPHY FALL, WINTER FEE, 4(3-2)

Includes study of planetary relations, atmosphere, air masses, climates, water resources, landforms, soils and vegetation. Demonstrates basic relationship among these topics. Impact of human activities on environment emphasized. Laboratory work integral to course and used to reinforce important topics.

Transfers as science (Area III-General Education) or major/minor credit to Western Michigan University.

Prerequisites: E, R

GRAPHIC DESIGN (GRDN)**101 DIGITAL STUDIO FALL, WINTER FEE 3 (2-4)**

Introduces a working knowledge of the Macintosh computer platform as a design tool. Provides experience in industry standard software used by graphic designers including illustration, image manipulation and page layout programs. Serves as a foundation course in the use of computer technology for artists and graphic designers.

Prerequisites: E, R

110 INTRODUCTION TO GRAPHIC DESIGN FALL, WINTER 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 DIGITAL PHOTOGRAPHY WINTER FEE 3 (2-4)

This course advances the student in the fundamentals of digital imaging using industry standard image manipulation software and serves as a foundation course in the creation, use and selection of original photographic images for advertising and graphic design work.

Prerequisites: E, R, GRDN 101 or instructor's consent.

140 PRODUCTION SKILLS FOR GRAPHIC DESIGN WINTER, 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 or instructor's consent

200 TYPOGRAPHY I FALL FEE 3 (2-4)

This course is an introductory study of the typographic arts from the invention of writing through the Industrial Revolution. Emphasis will be placed on the use of type in professional communication, the art of classical typography, letterforms, basic type principles and the contribution of the printed word to humanity.

Prerequisites: E, R, GRDN 101, GRDN 110 or instructor's consent

201 TYPOGRAPHY II WINTER 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 or instructor's consent

220 DESIGN STRATEGIES FALL FEE 3 (2-4)

This course is an interdisciplinary approach to design where the student will consider a "360 degree" strategy to complex design problems in the development and maintenance of brand. Building copywriter and art director teams, working with artist, employing field experts, media selection, the use of technology, developing marketing strategies and advertising campaigns will be discussed and applied in laboratory projects. Students will devise a plan and execute designs for an interdisciplinary project.

Prerequisites: E, R, GRDN 101, GRDN 110, GRDN 140 or instructor's consent

250 PORTFOLIO WINTER FEE 3 (2-4)

This course will guide the student in presenting a portfolio based on their personal career objectives. Students will prepare for their career by researching transfer institutions or implementing a job search. Professional practice will be emphasized.

Prerequisites: E, R, GRDN 101, GRDN 110, GRDN 130, GRDN 140, GRDN 200, GRDN 201, GRDN 220 or instructor's consent

HEALTH (HEAL)

120 HEALTH AND HEALTH OCCUPATIONS, FALL, WINTER 2(2-0)

Basic knowledge necessary for students interested in health or health careers. General background given in many health areas: anatomy, nutrition, vital signs and infection control are examples. Health career overview as integral part of course with opportunities to research many different occupations in health care field. Students completing this course will have good background for study of any health occupation and will be knowledgeable about what these occupations entail.

165 STANDARD FIRST AID AND PERSONAL SAFETY, FALL, WINTER, SPRING 1.5(1.5-0)

Intensive course on beginning first aid that includes choking, shock, burns, wounds, poison, heat and cold reactions, bandaging, sudden illness and other emergency situations. Students receive American Red Cross or American Heart Association certification in Standard First Aid upon successful completion of course.

Prerequisite: HEAL 163 or BLS certification

166 CPR/AED, FALL, WINTER, SPRING, SUMMER 1 (1-0)

The purpose of the CPR/AED for the Professional Rescuer course is to teach professional rescuers (those with a duty to act) the skills needed to respond appropriately to breathing and cardiac emergencies. CPR/AED also includes the use of automated external defibrillators, oxygen administration and airway management. American Red Cross or American Heart Association certificate issued upon successful completion of course.

HISTORY (HIST)

101 HISTORY OF WESTERN CIVILIZATION, FALL 4(4-0)

Explores evolution of Western cultural heritage from roots in the ancient world to Italian Renaissance. Examines character and achievements of ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Traces 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 Renaissance.

Prerequisites: E, R

102 HISTORY OF WESTERN CIVILIZATION, WINTER 4(4-0)

Examines developments in 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 state, and scientific and intellectual revolution of 17th and 18th centuries. Explores impact of two upheavals, 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. Study of causes and effects of World War I.

Prerequisites: E, R

201 AMERICAN HISTORY, FALL, WINTER 3(3-0)

United States history from the colonial period through the Civil War. Topics include process and problems of colonization, factors promoting independence, difficulties encountered in developing workable political structure, the process of democratization, socio-economic change, territorial expansion and rivalries leading to Civil War. Special attention is paid to the modern legacy from America's past.

Prerequisites: E, R

202 AMERICAN HISTORY, FALL, WINTER 3(3-0)

United States history from the Civil War to the 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 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, 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 impact of modernization but continue to influence contemporary culture. Studies effects of Western encroachment on East-West relations in modern period. Features evolution of Communist China and Japan's imperialist experiment.

Prerequisites: E, R

205 AFRICAN AMERICAN HISTORY, ON DEMAND 3(3,0)

Reviews theories surrounding 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. Challenges, contributions and culture of African Americans in North America from pre-Revolution to post- World War I are included.

207 MODERN RUSSIAN HISTORY, ON DEMAND 3(3-0)

Examines history of Tsarist Russia, USSR, and Russian Republic in the 19th and 20th centuries. Examination of geographic, ecological, cultural and political forces that have shaped Russian civilizations. Explores conflict between traditional and modern influences in 19th century and how such tension shaped domestic and foreign policy. Rise of revolutionary movements, success of Bolsheviks in 1917 and subsequent transformation of the Soviet society under Lenin, Stalin, Khrushchev and later leaders. Concludes with breakup of Soviet Empire.

Prerequisites: E, R

209 WOMEN IN THE WESTERN WORLD, ON DEMAND 3(3-0)

Examines experience of women in selected sample of Western cultures from ancient world to modern times. Explores how societies create and modify definitions of gender-appropriate roles and behavior. Investigates how such 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 understanding gender issues in present.

Prerequisites: E, R

210 THE CIVIL WAR AND RECONSTRUCTION, WINTER 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 PROGRAM**HONORS COLLOQUIUM FALL, WINTER 1(1-0)**

The Honors Colloquium, offered every fall and winter semesters, 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 of 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.

HONORS CREDIT COURSES (Generic Description) 1(1-0)

These one-hour Honors Credit courses are open only to those students who have been admitted into 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 either must have already successfully completed the regular course or must be concurrently be registered in the corresponding regular course. A variety of honors credit courses will be offered each fall and winter semesters.

HONORS 250 ENGLISH COMPOSITION 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.

HONORS 251 ENGLISH COMPOSITION 3(3-0)

Extension and intensification of elements writing and critical thinking covered in HONR 250. Particular emphasis given to formal, stylistic and rhetorical consideration and techniques involved in developing longer critical essays that incorporate documented evidence from broad range of source material.

HOSPITALITY MANAGEMENT (HOSP)**110 SANITATION FALL, WINTER 1(1-0)**

Sanitation policies necessary to effectively operate commercial food service facility. Students successful in course will receive Educational Foundation of National Restaurant Association Certification in Applied Food Service Sanitation and Michigan State Certification.

Prerequisites: E, R

113 NUTRITION AND DIET THERAPY, WINTER, SPRING, SUMMER, FALL 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

115 SAFETY AND LEGAL OVERVIEW, FALL, WINTER 2(2-0)

Course provides awareness of rights and responsibilities that law grants or imposes in the hospitality industry.

Prerequisites: E, R

116 MEDIA PRESENTATION TECHNOLOGY, WINTER 1(1-0)

How to use media presentation equipment for meetings in restaurants, hotels, businesses and conference centers. Provides hands-on experience with media presentation technology and equipment.

Prerequisites E,M,R

117 INTRODUCTION TO MEETINGS AND EVENTS, WINTER 2 (2-0)

Overview of the planning and implementation of meetings and events that includes types of meetings and events, site selection, marketing, food and beverage, budget, reservations and evaluation.

Prerequisites E, M, R (It is advisable that student take HOSP 116 prior to this course)

150 INTRODUCTION TO HOSPITALITY CAREERS, FALL, WINTER 3(3-0)

Covers career opportunities in restaurants, hotels, institutional feeding, travel and tourism, and hospitality management for those considering the hospitality industry as career.

Prerequisites: E, R

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 cycle and apply principles to menu planning and food preparation.

Prerequisites: E, R

200 HOSPITALITY MANAGEMENT INTERNSHIP, FALL, WINTER, SPRING 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. Students must meet with coordinator prior to enrollment.

Prerequisites: E, M, R, HOSP 110, HOSP 115, HOSP 150, HOSP 252, students must meet with coordinator prior to enrollment.

201 RESTAURANT OPERATIONS, WINTER 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, FALL 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. Elective course This course may be used as a substitute for Comm 101, Hosp 253, Hosp 116 and 117.

Prerequisites: E, M, R

250 FOOD PREPARATION SKILLS, WINTER FEE, 2(0-4)

Proficiency in tool, equipment usage, standardized recipes found in commercial kitchen and learn to insure 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 hospitality industry. Implementation of marketing concept in competitive climate in hospitality industry is essential to a successful student.

Prerequisites: E, M, R

252 SUPERVISORY SKILLS AND HUMAN RELATIONS, WINTER 3(3-0)

Prepares student 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, WINTER 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, WINTER 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.

Co/Prerequisites: HOSP 150, E,M,R

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

HUMANITIES (HUMN)

105 AWARENESS OF THE FINE ARTS, ON DEMAND 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 INTRO TO THE ARTS, FALL, WINTER, SPRING 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.

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)

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, WINTER 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, WINTER 3(3-0)

Continuation of HUMN 212 which is not prerequisite. Contributions of these cultural periods considered: Enlightenment; Romanticism; modern and contemporary times.

Prerequisites: E, R

221 PORTRAITS OF THE ARTIST, WINTER 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,
ON DEMAND**

3(3-0)

Travel course of interdisciplinary nature where world of theatre, music, dance and visual arts 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.

Recommended: MUSI 109, ART 101 or ART 102, or DRAM 201

INDUSTRIAL MAINTENANCE TECHNOLOGY (INMT)

109 INTRO TO WELDING, FALL, WINTER

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.

Prerequisites: M, R

109A WELDING PROCESSES AND SAFETY, OE/OE

1(1-2)

Basic overview of common welding processes and safety practices that are used in industry.

Prerequisites: M, R

109B OXYACETYLENE, OE/OE

1(1-2)

Basic skills and techniques in oxyacetylene welding for maintenance welders and welding technicians. Instruction and practice in brazing, flame cutting, 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 and cutting are emphasized.

Prerequisites: M, R, INMT 109A or equivalent

109C SHIELDED ARC, OE/OE

1(1-2)

Basic skills and techniques in shielded metal arc welding for maintenance welders and welding technicians. Instruction and practice in 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 shielded metal arc are emphasized.

Prerequisites: M, R, INMT 109A or equivalent

110 MIG/TIG WELDING, FALL, WINTER

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.

Prerequisites: M, R

110A MIG, OE/OE

1(1-2)

Considers various gas metal arc welding (MIG) processes, including micro wire, fluxcore, inner shield, and submerged arc, with emphasis on metal inert gas welding. Students will demonstrate techniques of welding in MIG in all positions, using various gauges of metal.

Prerequisites: M, R, INMT 109A or Equivalent

110B TIG, OE/OE

1(1-2)

Provides experience in gas tungsten arc welding (TIG). Students will demonstrate techniques of welding in TIG, in all positions.

Prerequisites: M, R, INMT 109A or Equivalent

120 BASIC HVAC, FALL, WINTER

FEE, 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.

Prerequisites: M, R

120A BASIC HVAC SHOP, OE/OE

1(1-2)

This is a study of the basic tools and safety procedures used in HVAC. This course will cover the basic procedures for soldering, brazing and duct fabrication. This course will demonstrate equipment used for recovery, recycling and reclaiming of refrigerants.

Prerequisites: M, R

120B AIR CONDITIONING FUNDAMENTALS, OE/OE

1(1-2)

Fundamentals of compression systems used in conditioning of air and controlled spaces. Includes refrigeration cycles and components used in systems. Introduces basic service procedures used in industry.

Prerequisites: M, R

120C HEATING FUNDAMENTALS, OE/OE

1(1-2)

Fundamentals of heating used in conditioning of air and controlled spaces. Includes combustion process, heat flow, temperature measurement, heating cycles and components used in systems.

Prerequisites: M, R

**204 BASIC HYDRAULICS AND PNEUMATICS,
FALL, WINTER, 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 circuit 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.

Prerequisite: INMT 204 or industrial experience

206 HYDRAULIC AND PNEUMATIC CIRCUITRY, WINTER

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.

Prerequisite: INMT 204 or industrial experience.

**240 PREDICTIVE AND PREVENTIVE MAINTENANCE,
FALL, WINTER**

FEE, 3(2-2)

A comprehensive preventive maintenance program that will include: predictive maintenance, team- and individual-driven maintenance tasks, and corrective maintenance to provide comprehensive support for all plant production and manufacturing systems. This course will utilize regular evaluation of critical plant equipment, machinery and systems to detect potential problems, and develop appropriate timelines to prevent problems from occurring.

Prerequisites: E, M, R, INMT 205, ELEC 152 or related industrial experience.

LAW ENFORCEMENT (LAWE)

140 INTRODUCTION TO CRIMINAL JUSTICE, FALL, WINTER

3(3-0)

History, philosophy and mechanics of several elements that comprise criminal justice system. Related responsibilities and vocational opportunities discussed. Designed to introduce students to criminal justice system.
Prerequisites: E, R

142 POLICE ORGANIZATION AND ADMINISTRATION, FALL, WINTER

3(3-0)

Functional divisions of organization and operation of modern police departments. Functions studied are management operations, communications, budgeting, public relations, recruiting and training.
Prerequisites: E, R

144 CRIMINOLOGY, FALL, WINTER

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, WINTER

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, WINTER

FEE, 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. Reports required.
Prerequisites: E, R

252 CRIMINAL PROCEDURE, WINTER

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, WINTER

FEE, 3(1-4)

Introductory course includes theory, demonstrations and shop experience. Basics in safety, blueprint reading, layout, band sawing, machine setup, lathe work, milling machine work, surface grinding. Machine theory and machine application comply with National Institute for Metalworking Skills (NIMS) Level I Machining Skill Standards.
Prerequisites: M, R or by permission of instructor

110A MACHINE TOOL SAFETY OE/OE

.12(0-12)

Gives an overview of safe work practices, safe clothing, personal safety, fire prevention in the shop, hand tool safety, and machinery safety.
Prerequisites: M, R

110B SHOP MATH-SPEEDS & FEEDS OE/OE

.12(0-12)

Instruction and practice in calculating cutting speeds, RPM, and feeds.
Prerequisites: M, R

110C LAYOUT TECHNIQUES OE/OE

.48(0-48)

Develop skill in the use of the scale, dividers, calipers, combination square, and for rough measurements and laying out work pieces for machining.
Prerequisites: M, R

110D MACHINE SHOP MEASUREMENT OE/OE

.36(0-36)

Develop skill in the use of contact precision measuring equipment such as micrometers, calipers, telescoping gages, and dial indicators.
Prerequisites: M, R

110E DRILL PRESS & SAWING OE/OE

.55(0-55)

Learn proper operation of drill press and vertical and horizontal band saw.
Prerequisites: M, R

110F BEGINNING MILL OE/OE

.91(0-91)

Learn basic milling machine techniques.
Prerequisites: M, R

110G BEGINNING LATHE OE/OE

.91(0-91)

Learn basic lathe techniques.
Prerequisites: M, R

110H BEGINNING SURFACE GRINDING, OE/OE

.55(0-55)

Learn basic set-up and operation of surface grinders.
Prerequisites: M, R

120 MACHINE TOOL II, FALL, WINTER

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. Machine theory and machine applications comply with National Institute for Metalworking Skills (NIMS) Level I and Level II Machining Skill Standards. Each student will be assessed to determine his/her starting point in the program.
Prerequisites: M, R or by permission of instructor

120A ADVANCED MILL, OE/OE

1.52(0-1.52)

Learn advanced milling machine techniques.
Prerequisites: M, R, MACH110 or equivalent

120B ADVANCED LATHE, OE/OE

1.52(0-1.52)

Learn advanced lathe techniques.
Prerequisites: M, R, MACH110 or equivalent

120C ADVANCED SURFACE GRINDING, OE/OE

.3(0-3)

Learn advanced surface grinding techniques.
Prerequisites: M, R, MACH110 or equivalent

120D EDM FUNDAMENTALS, OE/OE

.67(0-67)

Fundamentals of EDM plunge machining.
Prerequisites: M, R, MACH110 or equivalent

129 USE OF MACHINERY'S HANDBOOK, FALL

FEE, 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.
Prerequisites: M, R, MACH 110, MATH 100

130 PRECISION INSPECTION, FALL, WINTER

FEE, 3(2-2)

Methods of inspecting industrial products. Emphasis on measuring devices such as sine bar, reed comparator, optical flats, shadow comparator, electronic comparator and profilometer. Students develop skill in use and maintenance of instruments and become able to select inspection equipment best suited to specific job.
Prerequisites: M, R, MACH 110 or by permission of instructor

**140 INTRODUCTION TO NUMERICAL CONTROL (NC)
COMPUTER NUMERICAL CONTROL (CNC),**

FALL, WINTER, 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, MACH 110 or by permission of instructor

150 INTRODUCTION TO CAM,

FALL, WINTER, SPRING, SUMMER

FEE 2(1-2)

Introductory course which includes the basic concepts of CAM usage and progresses to Geometric definition, 2D Toolpaths, 3D Contouring and Surface Machining.

Prerequisites: M,R or by permission of instructor.

220 PRESSWORKING OF METALS/MOLD MAKING, WINTER

FEE, 3(1-4)

Principles of die and mold making. Exit-level course in conventional and CNC 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, DRAF 101, DRAF 102

231 CMM FUNDAMENTALS, FALL, WINTER

FEE 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 or by permission of instructor.

241 CNC PROGRAMMING I,

FALL, WINTER, 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 or by permission of instructor

242 CNC PROGRAMMING II, FALL, WINTER

FEE 2(1-2)

This the third of three course in the CNC sequence. An elective course for students in the Machine Tool Program. Content designed to provide opportunity for student to gain advance programming skills. Students will employ special advance features of computerized machining such as polar coordinate programs and special machine programming functions. All instruction pertaining to CNC machine theory and CNC machine application comply with National Institute for Metalworking Skills (NIMS) Level II and Level III Machining Skill Standards.

Prerequisites: M, R, MACH 241 or by permission of instructor.

251 2D/3D MACHINING,

FALL, WINTER, SPRING, SUMMER FEE

2(1-2)

Advanced course with a focus on CAM concepts such as surface and 3D machining.

Prerequisite: M, R, MACH 150 or by permission of instructor.

MANUFACTURING TECHNOLOGY (MANU)

111 MANUFACTURING PROCESSES I,

FALL, WINTER

FEE, 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. Maybe offered in alternate formats.

Prerequisites: M, R

120A BASICS OF PLC'S,

OE/OE 1(1-0)

An introductory course designed to familiarize students with the basics of programmable logic controllers (PLC). The student will have an overview of the PLC and its hardware components. Students will study the number systems and code used by the PLC and the fundamentals of logic.

Prerequisite: M, R

120B BASIC PROGRAMMING OF PLC'S

OE/OE 1(0-2)

An introductory course designed to familiarize students with the basics of programming programmable logic controller (PLC). The student will have an overview of the basic PLC commands and how they are used to program a PLC.

Prerequisite: M, R and MANU 120A

122 INTRODUCTION TO ROBOTICS, FALL, WINTER

OE/OE 1(1-0)

Types of robots, axis designation, application, terminology, drive systems and control systems as related to industrial robots.

Prerequisite: R

123 PROGRAMMABLE LOGIC CONTROLLERS II, WINTER, FEE, 2(1-2)

Course designed to follow MANU 120. Concentrates on system maintenance and upper-level functions of programmable controllers including system maintenance and installation, peripheral operations, program control instructions and report generation.

Prerequisites: M, R, MANU 120

123A ADVANCED PLC PROGRAMMING

OE/OE 1(0-1.5)

The course concentrates on the use of upper level commands of a programmable logic controller (PLC).

Prerequisite: M, R, MANU 120 or Equivalent

123B PLC TROUBLESHOOTING & MAINTENANCE

OE/OE 1(0-1.5)

The course concentrates on the use of a programmable logic controller (PLC) to troubleshoot and maintain a system.

Prerequisite: M, R, MANU 123A, MANU 120 or Equivalent

130 STATISTICAL PROCESS CONTROL, WINTER

3(3-0)

Basic statistical process control and capability analysis. Students learn how to collect data to be organized into control charts to improve process and determine process capability. Topics include prevention versus detection, causes of variation, and introduction to, construction and use of control charts.

Prerequisites: E, M, R

213 COOPERATIVE INDUSTRIAL PRACTICE

FEE, 3(1-4)

Supervised on-the-job training in approved industrial setting, which integrates students' academic study with work experience.

Prerequisites: Permission of coordinator

214 COOPERATIVE INDUSTRIAL PRACTICE

FEE, 3(1-4)

Continuation of MANU 213.

Prerequisites: Permission of coordinator

MATHEMATICS (MATH)

NOTE: Courses that have identification numbers below 100 do not count toward total credit hours needed to earn a Certificate or Associate Degree.

MATHEMATICS MINI-COURSE DESCRIPTIONS, FALL, WINTER, SPRING, SUMMER

Basic mini-courses are designed to provide remedial or review work for students with deficiencies in specific areas of basic math. The seven units of Basic Mathematics (090) are paired in a variety of combinations to serve as one-credit mini-courses.

The materials covered in each of the seven units of Basic Mathematics are as follows:

WHOLE NUMBERS - representation, rounding, addition, subtraction, multiplication, division, primes, powers and roots.

FRACTIONS - definitions, equivalents, addition, subtraction, multiplication and division.

DECIMALS - representation, rounding, binary operations and applications.

RATIO AND PROPORTION - definitions and applications.

PERCENT - percents as fractions, finding a percent of a number, fractions as percents and applications of percents.

PRACTICAL GEOMETRY - basic concepts, perimeters, circumferences and areas.

060 Whole Numbers and Fractions	1(1-0)
061 Whole Numbers and Decimals	1(1-0)
062 Whole Numbers, Ratio and Proportion	1(1-0)
063 Whole Numbers and Percent	1(1-0)
064 Whole Numbers and Practical Geometry	1(1-0)
066 Fractions and Decimals	1(1-0)
067 Fractions, Ratio and Proportion	1(1-0)
068 Fractions and Percent	1(1-0)
069 Fractions and Practical Geometry	1(1-0)
071 Decimals, Ratio and Proportion	1(1-0)
072 Decimals and Percent	1(1-0)
073 Decimals and Practical Geometry	1(1-0)
075 Ratio, Proportion and Percent	1(1-0)
076 Ratio, Proportion and Practical Geometry	1(1-0)
078 Percent and Practical Geometry	1(1-0)

090 BASIC MATHEMATICS,

FALL, WINTER, SPRING, SUMMER 4(4-0)

Individualized competency-based or lecture course in basic mathematical skills. Students placed by assessment results at appropriate level at beginning of course. Proficiency at 70-percent level must be demonstrated in each unit before progressing to next unit. Basic Mathematics covers whole numbers, fractions, decimals, ratio and proportion, percent, practical geometry and/or introduction to algebra.

Prerequisites: Assessment Placement

095 ELEMENTARY ALGEBRA,

FALL, WINTER, SPRING, SUMMER 4(4-0)

Covers all topics in one-year beginning algebra course, including sets and numeration systems, set of integers, multiplication and division, algebraic operations, equations, introduction to factoring, factoring techniques, basic fractional operations; addition, subtraction, multiplication, division, complex fractions, introduction to rectangular coordinate system and systems of equations. Elementary Algebra is offered as a self-paced course or in a traditional classroom format.

Prerequisites: Assessment Placement

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.

110 TECHNICAL MATHEMATICS I, WINTER

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: MATH 100 or MATH 095 with C or better, or high school algebra

122 INTERMEDIATE ALGEBRA, FALL, WINTER, 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 high school algebra

128 PRE-CALCULUS ALGEBRA, FALL, WINTER, SPRING

4(4-0)

Prepares students 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, complex numbers, sequences and binomial theorem.

Prerequisites: R, MATH 122 with B or better, or three or more units high school math (two must be algebra), or consent of Mathematics Department

130 PRE-CALCULUS TRIGONOMETRY, FALL WINTER

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 Mathematics 109.

Prerequisites: R, MATH 122 with B or better, or two years high school mathematics (one year must be geometry), or consent of Mathematics Department

151 CALCULUS I, FALL, WINTER

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 130, MATH 128 or consent of Mathematics Department. (With satisfactory completion of two or more units high school mathematics—two algebra and one of trigonometry—the prerequisites may be waived only by FT Mathematics Instructor)

200 MATH FOR ELEMENTARY TEACHERS, FALL, WINTER

4(4-0)

For students preparing to teach grades K-6. Gives prospective teacher 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: M, R, and Math 095 (B or better) or a College assessment score qualifying for MATH 122 or higher.

201 CALCULUS II, WINTER**5(5-0)**

Continuation of MATH 151. Topics include analytic geometry, techniques and applications of integration, infinite series, polar coordinates and vectors in two space.

Prerequisites: R, MATH 151

202 CALCULUS III, FALL**5(5-0)**

Calculus with multiple independent variables. Topics include three-dimensional vectors, partial derivatives, multiple integrations and vector analysis.

Prerequisite: MATH 201

205 TECHNICAL MATHEMATICS II, ON DEMAND**4(4-0)**

Applied course for students in engineering and industrial technologies. Includes selected topics from analytic geometry, derivatives, integrals and their applications.

Prerequisite: MATH 110 or MATH 130

210 GEOMETRY FOR ELEMENTARY TEACHERS, FALL, WINTER**4(4-0)**

This course explores the fundamental ideas of planar and spatial geometry. Topics include: analysis and classification of geometric figures; geometric transformations; symmetry; measurement. This course includes an introduction to the use of computers in the teaching and learning of informal geometry. This course is designed specifically to transfer Western Michigan University's elementary education program and may not transfer to other institutions.

Prerequisites: Math 200 (with a B or better) and either: Math 095 (with a B or better) or a college assessment score qualifying for MATH 122 or higher.

216 INTRODUCTION TO STATISTICS, FALL, WINTER, SPRING**3(3-0)**

Statistical decision-making. 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, and analysis of variance.

Prerequisite: E, M, R, MATH 128 with C or better or equivalent

252 DIFFERENTIAL EQUATIONS, WINTER**4(4-0)**

Ordinary differential equations. Topics include equations with variables separable, homogenous equations, exact equations, integrating factors, linear equations with constant coefficients, simultaneous linear equations and Laplace transformations. Applications to physics and engineering.

Prerequisite: MATH 201, MATH 202

265 PROBABILITY AND STATISTICS FOR ELEMENTARY/MIDDLE SCHOOL TEACHERS, FALL, WINTER**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: Math200 (with a C or better) and either: Math 122 (with a C or better) or a sufficient score on a mathematics department approved algebra proficiency exam. or a College assessment score qualifying for math 122 or higher.
Prerequisites: M, R, and Math 095 (b or better) or a College assessment score qualifying for math 122 or higher.

MUSIC (MUSI)

All music courses involve required concert attendance.

ENSEMBLES:**101 CONCERT CHOIR, FALL, WINTER****FEE, 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, WINTER**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, WINTER**FEE, 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.

108 SHOW CHOIR, FALL, WINTER**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.

CLASSROOM COURSES:**109 MUSIC APPRECIATION, FALL, WINTER, 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 brief look at jazz. For non-Music majors.

110 INTRODUCTION TO MUSIC THEORY, ON DEMAND**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, WINTER**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, WINTER**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, WINTER**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

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.

Prerequisite: E, R, MUSI 110 with a grade of C or higher.

Corequisite: MUSI 114 and MUSI 164

- 163 BASIC MUSIC II** **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 modulation to foreign keys.
Prerequisite: E, R, MUSI 162 with a grade of C or higher
Corequisite: MUSI 115 and MUSI 165
- 164 AURAL COMPREHENSION I** **FEE 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.
Prerequisite: Acceptance into MUSI 162
Corequisite: MUSI 114 and 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 divisions of the beat, triads and seventh chords, and harmonic dictation.
Prerequisite: MUSI 164 with a grade of "C" or better
Corequisites: MUSI 115 and MUSI 163
- 185 GUITAR CLASS I** **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, WINTER** **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 BEGINNING APPLIED MUSIC/HARP FALL, WINTER; SPRING, SUMMER ON DEMAND** **FEE, 1(0-5)**
Individual instruction for music majors or highly proficient musicians. All students are required to perform a jury.
- 190 PERCUSSION ENSEMBLE, WINTER** **FEE 2(02)**
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, WINTER** **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. This course is designed to transfer to Western Michigan University's elementary education program and may not transfer to any other institutions.
Prerequisites: E, R
- 213 MUSIC HISTORY I, FALL** **FEE, 3(3-0)**
Survey course of music in Western world from antiquity through Twentieth Century. Covers Middle Ages, Renaissance, Baroque and early Classical periods.
Prerequisites: E, R
- 214 MUSIC HISTORY II, WINTER** **FEE, 3(3-0)**
Survey course of music in 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
- 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.
Prerequisite: E, R, MUSI 163 with a grade of "C" or higher
Corequisite: MUSI 264
- 263 BASIC MUSIC IV** **3(3-0)**
A continuation of MUSI 262. 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.
Prerequisite: E, R, MUSI 262 with a grade of "C" or higher
Corequisite: MUSI 265
- 264 AURAL COMPREHENSION III** **FEE 1(0-2)**
A continuation of MUSI 165. Sight-reading, prepared performance and improvisation of melodies using solfège syllables, dictation, recognition of musical events, and ensemble skills. This course concentrates on chromatic melodies with modulation, changing and composite meters, and harmonic dictation.
Prerequisite: MUSI 165 with a "C" or higher
Corequisite: MUSI 262
- 265 AURAL COMPREHENSION IV** **FEE 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.
Prerequisite: MUSI 264 with a grade of "C" or higher
Corequisite: MUSI 263

Instrumental students must own or have access to an instrument before enrolling in applied lessons.

APPLIED MUSIC:

1-credit hour lesson = 1/2 hour private lesson per week requiring 1 hour daily practice.

2-credit hour lesson = 1 hour private lesson per week requiring 2 hours daily practice - limited to Music majors or with permission of instructor.

All Applied Music classes involve required concert attendance. Instrumental students must own or have access to an instrument before enrolling in applied lessons.

**THE FOLLOWING APPLIED MUSIC CLASSES
(private music instruction)
ARE OFFERED FALL AND WINTER**

When offered, one-credit hour classes are available during the Spring and Summer sessions. Placement in class level determined by instructor.

100 BEGINNING APPLIED MUSIC

The following one-credit hour, Beginning Applied Music classes are individual instruction, intended for personal enrichment:

A	Beginning Voice (<i>Prerequisite: MUSI 113</i>)	FEE, 1(0-.5)
	Beginning Clarinet	FEE, 1(0-.5)
	Beginning Trumpet, Cornet	FEE, 1(0-.5)
	Beginning French Horn	FEE, 1(0-.5)
	Beginning Trombone, Euphonium, Baritone	FEE, 1(0-.5)
	Beginning Tuba	FEE, 1(0-.5)
	Beginning Flute	FEE, 1(0-.5)
	Beginning Oboe	FEE, 1(0-.5)
	Beginning Bassoon	FEE, 1(0-.5)
B	Beginning Piano (<i>Prerequisite: Music 115</i>)	FEE, 1(0-.5)
	Beginning Pipe/Electric Organ	FEE, 1(0-.5)
	Beginning Saxophone	FEE, 1(0-.5)
	Beginning Percussion	FEE, 1(0-.5)
	Beginning Violin	FEE, 1(0-.5)
	Beginning Viola	FEE, 1(0-.5)
	Beginning Cello	FEE, 1(0-.5)
	Beginning String Bass	FEE, 1(0-.5)
C	*Beginning Electric/Acoustic Guitar	FEE, 1(0-.5)
D	*Beginning Classical Guitar	FEE, 1(0-.5)
	*(Prerequisite music 186)	
	Beginning Applied Harp	FEE, 1(0-.5)

The following one-credit hour, college-level Applied Music classes require an audition or permission of instructor to qualify and include individual instruction for Music majors or highly-proficient musicians.

All students required to perform a jury:

120 Applied Voice	FEE, 1(0-.5)
130 Applied Piano	FEE, 1(0-.5)
134 Applied Pipe/Electric Organ	FEE, 1(0-.5)
140 Applied Trumpet, Cornet	FEE, 1(0-.5)
142 Applied French Horn	FEE, 1(0-.5)
144 Applied Trombone, Euphonium, Baritone	FEE, 1(0-.5)
146 Applied Tuba	FEE, 1(0-.5)
150 Applied Flute	FEE, 1(0-.5)
152 Applied Oboe	FEE, 1(0-.5)
154 Applied Bassoon	FEE, 1(0-.5)
156 Applied Clarinet	FEE, 1(0-.5)
158 Applied Saxophone	FEE, 1(0-.5)
160 Applied Percussion	FEE, 1(0-.5)
170 Applied Violin	FEE, 1(0-.5)
172 Applied Viola	FEE, 1(0-.5)
174 Applied Cello	FEE, 1(0-.5)
176 Applied Electric Bass	FEE, 1(0-.5)
178 Applied Acoustic/Electric Guitar	FEE, 1(0-.5)
180 Applied Classical Guitar	FEE, 1(0-.5)
181 Applied String Bass	FEE, 1(0-.5)
188 Applied Harp	FEE, 1(0-.5)

The following two-credit hour, 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 required to perform a jury:

220 Applied Voice	FEE, 2(0-1)
230 Applied Piano	FEE, 2(0-1)
234 Applied Pipe/Electric Organ	FEE, 2(0-1)
240 Applied Trumpet, Cornet	FEE, 2(0-1)
242 Applied French Horn	FEE, 2(0-1)
244 Applied Trombone, Euphonium, Baritone	FEE, 2(0-1)
246 Applied Tuba	FEE, 2(0-1)
250 Applied Flute	FEE, 2(0-1)
252 Applied Oboe	FEE, 2(0-1)
254 Applied Bassoon	FEE, 2(0-1)
256 Applied Clarinet	FEE, 2(0-1)
258 Applied Saxophone	FEE, 2(0-1)
260 Applied Percussion	FEE, 2(0-1)
270 Applied Violin	FEE, 2(0-1)
272 Applied Viola	FEE, 2(0-1)
274 Applied Cello	FEE, 2(0-1)
276 Applied Electric Bass	FEE, 2(0-1)
278 Applied Acoustic/Electric Guitar	FEE, 2(0-1)
280 Applied Classical Guitar	FEE, 2(0-1)
281 Applied String Bass	FEE, 2(0-1)
288 Applied Harp	FEE, 2(0-1)

NURSING (NURS)

130 PHARMACOLOGY I, FALL

2(2-0)

Nursing 130 is the introduction of basic principles of pharmacology including pharmacodynamics, pharmacokinetics, legal aspects, controlled substances, drug testing, and specific selected categories. Also included is the study of pharmacology math. Principles are based on the concepts of the role of the nurse as well as the concepts of client centered care, critical thinking, communication, accountability, and competence along the health continuum and across the lifespan.

Prerequisites: E, M, R, READ 110, BIOL 205, CIS 102, CHEM 105, and acceptance into the nursing program or permission of instructor/coordinator.

135 PHARMACOLOGY II, WINTER

2(2-0)

Nursing 135 builds on Nursing 130, continuing and expanding upon concepts learned. The focus of this course is the study of selected classifications of medications and the nurse's role in administering and monitoring them. Principles are based on the concepts of the role of the nurse as well as the concepts of client-centered care, critical thinking, communication, accountability, and competence. Learning focuses on the care of the individual across the healthcare continuum and throughout the life span.

Prerequisites: E, M, R, READ 110, BIOL205, BIOL 206, CIS 102, CHEM 105, ENGL 101, PSYC 201, NURS 130, NURS 180, and acceptance into the nursing program or permission of instructor/coordinator

180 NURSING FUNDAMENTALS, FALL**Fee, 6(3-9)**

Nursing 180 is a fundamental course where students learn the philosophy of nursing, including the roles of the nurse as provider of care, manager of care, and member of a profession. Nursing uses a base of science, art, and technology to guide the student towards identifying self as an individual and nurse in the associate degree or the practical nurse role within the environment. The concepts of client-centered care, critical thinking, communication, accountability, and competence along the health continuum and across the lifespan are integrated. Students learn theoretical concepts, skills and principles basic to the care of individuals with common health problems. Beginning medical-surgical concepts are introduced. Learning is applied by planned experiences in the classroom, nursing laboratory, and acute and long-term care facilities in the community throughout the semester.

Prerequisites: E, M, R, READ 110, BIOL 205, CIS 102, CHEM 105, and acceptance into the nursing program or permission of instructor/coordinator.

185 WOMEN'S HEALTH, WINTER**FEE, 4(2.4-4.8)**

Nursing 185 builds on Nursing 180, continuing and expanding the base of science, art and technology, guiding the student towards identifying self as an individual and nurse in the associate or practical nurse role within the environment. Concepts of client-centered care, critical thinking, communication, accountability, and competence are expanded upon. The course reinforces student understanding and adoption of the nursing roles as provider of care, manager of care, and member of profession. The learning focuses on the care of individuals along the health continuum and across the lifespan with common women's health conditions such as adolescence, childbearing experience, menopause and simple gynecological conditions. Learning is applied during 5 weeks of clinical experience in community and acute care settings

Prerequisites: E, M, R, READ 110, BIOL 205, BIOL 206, CIS 102, CHEM 105, ENGL 101, PSYC 201, PSYC 203 (may take currently), NURS 130, NURS 180, and acceptance into the nursing program or permission of instructor/coordinator.

186 MEDICAL-SURGICAL NURSING I, WINTER**FEE, 3(1.5-4.8)**

Nursing 186 builds on Nursing 180, continuing and expanding concepts learned. The course reinforces student understanding and adoption of nursing roles as provider of care, manager of care, and member of a profession. Learning focuses on the care of the individual along the health continuum and across the life span with selected common medical-surgical conditions. These conditions include the perioperative experience, fluid and electrolyte imbalance, and gastrointestinal impairment. Learning is applied during four and one half weeks of clinical experience in an acute-care facility.

Prerequisites: E, M, R, READ 110, BIOL 205, BIOL 206, CIS 102, CHEM 105, ENGL 101, PSYC 201, NURS 130, NURS 180, and acceptance into the nursing program or permission of instructor/coordinator

187 MEDICAL-SURGICAL NURSING II, WINTER**FEE, 3(1.5-4.8)**

Nursing 187 builds on NURS 180, continuing and expanding concepts learned. The course reinforces student understanding and adoption of nursing roles as provider of care, manager of care, and member of a profession. Learning focuses on the care of individuals along the health continuum and across the lifespan with selected common medical-surgical conditions. These conditions include diabetes, acute and chronic respiratory impairment, and acute and chronic cardiac impairment. Clinical experience is scheduled for four and one half weeks in medical-surgical settings within the community.

Prerequisites: E, M, R, READ 110, BIOL 205, BIOL 206, CIS 102, CHEM 105, ENGL 101, PSYC 201, NURS 130, NURS 180, and acceptance into the nursing program or permission of instructor/coordinator.

190 CHILD NURSING, SPRING**FEE, 3(2-3)**

The focus in this practical nursing level course is on the care of the child both in health and illness. In this class, students will use critical thinking, the nursing process, and concepts of caring in the classroom and clinical settings. Working under supervision, students will gain experience on the pediatric in-patient unit and in community agencies for seven weeks as they apply the theory gained from nursing and other related courses.

Prerequisites: E, M, R, READ 110, CIS 102, BIOL 205, 206, ENGL 101, PSYC 201, PSYC 203, NURS 180, NURS 130, NURS 185, NURS 186, NURS 187, NURS 135, and acceptance into the nursing program or permission of the instructor/coordinator

191 ADULT NURSING, SPRING**FEE, 4(2 - 6)**

Nursing 191 builds on all previous first year courses continuing and expanding concepts learned. This course focuses on the adult client by exploring additional common conditions including cardiac, neurological, respiratory, peripheral, vascular, renal, and musculoskeletal needs of the patient, as well as blood disorders and diet therapy. Concepts of management of care at the licensed practical nurse level, critical thinking, effective communication, and competent care are developed. Clinical experience is scheduled for seven weeks in acute/long-term care settings in the community.

Prerequisites: E, M, R; READ 110; CIS 102; CHEM 105; ENGL 101; PSYC 201, PSYC 203; BIOL 205, BIOL 206, NURS 180, NURS 185, NURS 186, NURS 187, NURS 130, NURS 135, and acceptance into the nursing program or permission of the instructor/coordinator

192 ADVANCED MEDICAL-SURGICAL NURSING, SUMMER**FEE, 5(2-9)**

This course continues the focus on the adult client by exploring common conditions including mental health, skin, endocrine, metabolic, immunologic, reproductive (male) disorders, emergency care needs, and/or geriatric involvement. Concepts of management of care at the licensed practical nurse level, critical thinking, effective communication, and competent care are developed. Clinical experience is scheduled for six weeks in acute/long-term care settings in the community.

Prerequisites: E, M, R, READ 110, BIOL 205, BIOL 206, CIS 102, CHEM 105, ENGL 101, PSYC 201, PSYC 203, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187, NURS 190, NURS 191, and acceptance into the nursing program or permission of instructor/coordinator

280 COMMUNITY MENTAL HEALTH, FALL**FEE, 4(2.3 - 5.3)**

Utilizing a systematic and multidisciplinary approach, students in the course will assist mentally ill individuals and others with disrupted homeostasis in meeting emotional health care needs in the hospital and in community agencies over a five-week period. Critical thinking, the nursing process, and concepts of caring will be used to provide client-centered care. Using effective communication, students will manage care for culturally diverse individuals, families, and significant others. Students, as future members of the nursing profession, will accept accountability for the ethical, legal, and professional dimensions of nursing practice.

Prerequisites: E, M, R; READ 110, BIOL 105, CIS 102, CHEM 105, ENGL 101, PSYC 201, PSYC 203, BIOL 206, ENGL 102, HOSP 113, PHED 200, SOC 101, NURS 130, NURS 180, NURS 135, NURS 185, NURS 186, NURS 187, and acceptance into the nursing program or permission of the instructor/coordinator.

281 MEDICAL-SURGICAL NURSING III, FALL FEE, 3(1.5-4.8)

NURS 281 reinforces understanding and adoption of nursing roles as provider of care, manager of care, and member of the profession. Students begin to relate concepts of client-centered care, communication, critical-thinking, accountability and competency learned from previous nursing courses to the care of individuals along the health continuum and across the lifespan with common conditions. These conditions include rheumatic disorders, musculoskeletal disorders, musculoskeletal trauma and neoplastic conditions. Clinical experience is provided for 4.5 weeks in the nursing laboratory, acute/long-term, community and specialty care settings.

Prerequisites: E, M, R, READ 110, CIS 102, CHEM 105, ENGL 101, ENGL 102, HOSP 113, BIOL 205, BIOL 206, PSYC 201, PSYC 203, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187, and acceptance into the nursing program or permission of the instructor/coordinator

282 MEDICAL-SURGICAL NURSING IV, FALL FEE, 3(1.5-4.8)

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, READ 110, 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, and acceptance into the nursing program or permission of the instructor/coordinator

285 CHILDREN'S HEALTH, WINTER FEE, 4(2.3 – 5.3)

The major emphasis in this course will be upon the child and family in health and illness. Safe, competent, and client-centered care will be provided in hospital and community settings over a five-week period using the nursing process, critical thinking, and concepts of caring. Students will manage care for culturally diverse individuals and groups. In addition, as future members of the nursing profession, students will accept responsibility for ethical, legal, and professional dimensions of nursing practice.

Prerequisites: E, M, R, READ 110, BIOL 205, CIS 102, CHEM 105, ENGL 101, PSYC 201, PSYC 203, BIOL 206, ENGL 102, HOSP 113, PHED 200, SOC 101, NURS 130, NURS 180, NURS 135, NURS 185, NURS 186, NURS 187, NURS 280, NURS 281, NURS 282, and acceptance into the nursing program or permission of the instructor/coordinator

286 MEDICAL-SURGICAL NURSING V, WINTER FEE, 3(1.5-4.8)

NURS 286 expands upon student understanding and adoption of nursing roles as provider of care, manager of care, and member of the profession. Students continue to relate concepts of client-centered care, communication, critical thinking, accountability and competency learned from previous nursing courses to the care of individuals along the health care continuum and across the lifespan with selected common recurring conditions. These conditions include acute cardiovascular impairment and endocrine disorders. Also included in this course are nursing leadership and nursing management concepts. Clinical experience is provided for 4.5 weeks in acute/long-term care, community, and specialty care settings.

Prerequisites: E, M, R, READ 110, CIS 102, CHEM 105, ENGL 101, ENGL 102, HOSP 113, BIOL 205, BIOL 206, PSYC 201, PSYC 203, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187, NURS 280, NURS 281, NURS 282, and acceptance into the nursing program or permission of the instructor/coordinator

287 MEDICAL-SURGICAL NURSING VI, WINTER FEE, 3(1.5-4.8)

NURS 286 expands upon student understanding and adoption of nursing roles as provider of care, manager of care, and member of the profession. Students continue to relate concepts of client-centered care, communication, critical thinking, accountability and competency learned from previous nursing courses to the care of individuals along the health care continuum and across the lifespan with selected common recurring conditions. These conditions include acute cardiovascular impairment and endocrine disorders. Also included in this course are nursing leadership and nursing management concepts. Clinical experience is provided for 4.5 weeks in acute/long-term care, community, and specialty care settings.

Prerequisites: E, M, R, READ 110, CIS 102, CHEM 105, ENGL 101, ENGL 102, HOSP 113, BIOL 205, BIOL 206, PSYC 201, PSYC 203, PHED 200, SOC 101, NURS 130, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187, NURS 280, NURS 281, NURS 282, and acceptance into the nursing program or permission of the instructor/coordinator

288 CURRENT ISSUES IN NURSING, WINTER, SUMMER (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, NURS 135, NURS 180, NURS 185, NURS 186, NURS 187, NURS 130, NURS 135; Also either NURS 190 and NURS 191 or NURS 280, NURS 281, NURS 282, and acceptance into the nursing program or permission of instructor/coordinator.

OFFICE INFORMATION SYSTEMS (OIS)

101 KEYBOARDING I**FALL, WINTER, SPRING, SUMMER****2(0-2)**

Beginning keyboard course for students with no prior training in use of a keyboard. Class is self-paced and self-instructional. Students learn alphabetic, numeric, and symbol keys including ten-key pad.

Prerequisite: R

102 KEYBOARDING II**FALL, WINTER, SPRING, SUMMER****2(0-2)**

Introductory course on a computer using a software package. Students develop correct keyboarding techniques and skill in practical production problems such as centering, letters, manuscript, simple tabulations and forms. This class is self-paced and self-instructional. Open to students with limited training in keyboarding or speeds less than 25 net words per minute.

Prerequisite: R

103 KEYBOARDING III, FALL, WINTER, SPRING, SUMMER 2(0-2)

Concentrates on using a computer software package to review the keyboard, improve techniques, and build speed and accuracy. This class is self-paced and self-instructional. The course is designed for students who plan to use keyboarding either vocationally or personally. The course is review of OIS 102.

Prerequisites: R, OIS 102 or equivalent and keyboarding speed of at least 25 net words per minute

114 INTERMEDIATE KEYBOARDING, FALL, WINTER 3(3-0)

Development of greater speed and accuracy on computer keyboard using a software package. Emphasis is on production work required in offices.

Prerequisites: M, R, OIS 102 or equivalent and keyboarding speed of at least 40 net words per minute

125 RECORDS MANAGEMENT, FALL, WINTER 3(3-0)

Concentrates on effective and efficient management of business records. This course covers both manual and computer records management systems.

Topics include basic filing methods, storage systems and supplies, information retrieval, records retention and disposition, indexing, records protection and procedures, and the operation and control of filing systems. Database applications are also covered.

Prerequisite: M, R

201 ADVANCED KEYBOARDING, FALL, WINTER 3(3-0)

Further development in speed and accuracy on computer using a software package. Attention given to advanced keyboarding problems such as statistical keyboarding, tabulations, charts, graphics, and presentations. Special attention is given to attaining high standards of production.

Prerequisites: E, M, R, OIS 114 or equivalent and keyboarding speed of at least 50 net words per minute

204 LEGAL TRANSCRIPTION, WINTER (ODD YEARS) 3(3-0)

Learn legal terminology and build transcription skills with materials encountered in legal offices.

Prerequisites: E, R, OIS 114 or equivalent, OIS 217

208 MEDICAL TRANSCRIPTION, WINTER (EVEN YEARS) 3(3-0)

Learn medical terminology and build transcription skills with materials encountered in medical offices.

Prerequisites: E, R, OIS 114 or equivalent, OIS 217, READ 110

211 OFFICE PROCEDURES, FALL, WINTER 3(3-0)

Concentrates on secretarial and clerical technologies studied and practiced in a typical office environment. Topics include: discussion and hands on use of the latest office technologies, personal presentation, practice in mailing procedures, proper use of communication mediums, employment strategies, office etiquette and development of appearance and personality.

Prerequisites: R

213 WORD PROCESSING TRANSCRIPTION, WINTER 3(3-0)

Instruction and practice in transcribing from machines to microcomputers using wordprocessing software. Students develop skills in punctuation, grammar, spelling, proofreading, and typing mailable copy directly from machine dictation.

Prerequisites: E, R, OIS 114, OIS 217

217 INTRODUCTION TO WORD PROCESSING APPLICATIONS, FALL, WINTER 3(3-0)

Concepts, systems, and practices used in information processing. Students with no previous experience learn by lecture, discussion and hands-on activities with various software commands, functions and skills. Students will gain an understanding of a total information processing operation.

Prerequisites: E, R, OIS 102 or equivalent

218 ADVANCED WORD PROCESSING APPLICATIONS, FALL, WINTER 3(3-0)

Follows OIS 217, Introduction to Word Processing Applications, and expands student understanding of concepts, systems, and practices used in information processing. Students learn by lecture, discussion and hands-on activities. Includes more advanced word processing applications.

Prerequisites: E, R, OIS 114 or equivalent, OIS 217

219 LEGAL OFFICE PROCEDURES, WINTER (ODD YEARS) 3(3-0)

Concentrates on duties of legal secretaries. Special attention given to legal vocabulary, typing, documents, filing and accounting.

Prerequisites: E, R, OIS 114 or equivalent, OIS 217

220 MEDICAL OFFICE PROCEDURES, WINTER (EVEN YEARS) 3(3-0)

Concentrates on duties of medical secretaries. Special attention given to medical vocabulary, typing, documents, filing and accounting.

Prerequisites: E, R, OIS 114 or equivalent, OIS 217

261 OFFICE CO-OP I, FALL, WINTER FEE, 3(1-15)

Allows students to work in approved office training station and earn credits for satisfactory secretarial experience. Minimum of 15 hours work per week required. Each student meets one hour per week with coordinator in related class. To participate in class, application must be placed with coordinator.

Prerequisites: E, M, R, advanced standing in Office Information Systems program, 2.00 GPA or higher in all previous college work and approval of coordinator.

262 OFFICE CO-OP II, WINTER 3(1-15)

Elective for students who successfully completed OIS 261. Minimum of 15 hours work per week required. Each student meets one hour per week with coordinator in related class. To participate in class, application must be placed with coordinator.

Prerequisites: E, M, R, OIS 261 or equivalent, approval of coordinator.

PHILOSOPHY (PHIL)**101 INTRODUCTION TO PHILOSOPHY, FALL, WINTER 3(3-0)**

Nature of Philosophy by consideration of major types of philosophical questions, such as principles of rational belief, existence of God, pursuit of 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, WINTER 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, WINTER 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

298 INDEPENDENT STUDIES IN PHILOSOPHY, FALL, WINTER 1(0-1)

Independent research activities for students with special interest in Philosophy.

Prerequisites: E, R

299 INDEPENDENT STUDIES IN PHILOSOPHY 2(0-2)

Study with supervising instructor in special area of advanced study. May be elected for one or two semester credit hours in any of disciplines listed in catalog if student has completed offered course(s).

Prerequisites: E, R

PHYSICAL EDUCATION & WELLNESS (PHED)

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

105 BOWLING, WINTER AND ON DEMAND FEE, 1(1-1)

Emphasis will be placed on fundamental skills including footwork, approach, delivery, timing, release, and scoring.

106 INTERMEDIATE BOWLING, WINTER AND ON DEMAND FEE, 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 or equivalent

107 GOLF, FALL, SPRING FEE, 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.

108 BEGINNING TENNIS, SUMMER FEE, 1(0-2)

Mechanics of fundamental strokes, service, singles and doubles strategy, basic rules and etiquette of game.

109 INTERMEDIATE TENNIS, SUMMER FEE, 1(0-2)

Review of fundamentals. Emphasis on court strategy, both singles and doubles, with more time spent in actual matches and playing situations.

Prerequisite: PHED 108

115 KARATE, FALL, WINTER, SPRING, SUMMER FEE, 1(0-2)

Art of self-defense, self-improvement and character development. Along with basic techniques of attacking and blocking, students improve on physical fitness, coordination and balance, increase physical and mental strengths, and weight control.

118 PHYSICAL CONDITIONING, FALL, WINTER FEE, 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, WINTER FEE, 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, WINTER FEE, 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 FEE, 1(0-2)

Introduction to the sport of basketball. Includes all skills necessary to play game as well as some defensive and offensive strategies.

130 BACKPACKING AND WILDERNESS CAMPING I, FALL FEE, 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, camp site selection and maintenance, proper fire consideration and trip organization. Students required to take part in weekend backpacking trip.

131 BASIC SCUBA, ON DEMAND FEE, 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.

132 INTERMEDIATE KARATE, FALL, WINTER, SPRING, SUMMER FEE, 1(0-2)

Review of basic movements presented in Karate 115. Skills enhanced with more complex, effective moves and with defenses against multiple attackers. Emphasis on proper mental concentration.

Prerequisite: PHED 115

134 FUNDAMENTALS OF BASEBALL, FALL FEE, 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.

Prerequisites: None

140 STRETCH AND ABS, FALL, WINTER FEE, 1(0-2)

A variety of stretching and core strengthening exercises will be utilized and proper form and breathing techniques presented. Emphasis will be placed on muscle control, balance, exercise efficiency (form) and fluidity to promote muscular balance, improved circulation and reduced stress, improved posture and injury prevention. A fitness assessment before and after the course will be administered.

Prerequisites: None

143 LIFEGUARD TRAINING, ON DEMAND FEE, 1(1-1)

This course is designed to teach lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. American Red Cross Lifeguarding procedures are presented. Lifeguard certification will be awarded upon satisfactory completion.

Prerequisite: Intermediate Swimming equivalence

145 TOTAL FITNESS I FALL, WINTER, 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.

Prerequisites: None

146 TOTAL FITNESS II FALL, WINTER, SPRING/SUMMER**FEE, 1(0-2)**

This class is designed for students who have successfully completed Total Fitness I 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. The course is taken for college-credit with a letter grade assigned.

150 STEP AEROBICS**FEE, 1(0-2)**

Series of choreographed routines taught using aerobic step. All areas of body utilized to raise heart rate level to predetermined personal rate. Basic principles of condition and body tone presented. Fitness assessment administered before and after course.

151 WALKING FOR FITNESS**FEE, 1(0-2)**

Walking is an excellent activity to improve cardiovascular conditioning, weight control and overall muscle tone. Presentation of proper walking techniques, injury prevention, training principles and proper warm-up and cool-down. Students walk at every class session.

152 AEROBIC KICK BOXING**FEE, 1(1-1)**

An alternative to traditional fitness classes, Aerobic Kick Boxing moves are used to raise the heart rate to a predetermined, personal rate to improve aerobic fitness. Basic principles of conditioning, balance, and correct form are stressed. Fitness will be assessed before and after the course.

**200 HEALTHFUL LIVING,
FALL, WINTER, SPRING, SUMMER****FEE, 1(1-1)**

Concepts of total fitness and relationship between physical activity and optimal health and fitness. Lecture and laboratory experiences included.

216 HEALTH ISSUES: STRESS MANAGEMENT**2(2-0)**

Physiological responses to stress and developing techniques for better stress management.

217 HEALTH ISSUES: SELF-ESTEEM**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.

220 HEALTHFUL LIVING II, FALL, WINTER**2(2-0)**

The purpose of this course is to acquaint the student with additional concepts related to healthy living that are not included in the PHED 200 Healthful Living course. Areas of study include mental and emotional health, safety, violence and abuse, sexuality, reproductive health, infectious and noninfectious disease, aging, death and dying, environmental health and alternative medicine.

Prerequisite: PHED 200 or concurrent enrollment and basic computer skills.

PHYSICAL EDUCATION PROFESSIONAL COURSES (PHED)

The professional program is designed to offer instruction in physical education skills, program, philosophy and administration as a vocation. The following courses are open to those students planning to receive a major or a minor in Physical Education in their bachelor's degree program.

201 FOUNDATIONS OF PHYSICAL EDUCATION, FALL**3(2-1)**

Orientation to physical education and recreation profession. Emphasis on basic philosophy, principles and interpretation of well-balanced programs. Skills readiness of professional students determined by testing program.

205 VOLLEYBALL OFFICIATING, FALL**FEE, 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.

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, athletic training.

210 ATHLETIC TRAINING, WINTER**FEE, 2(1-2)**

Knowledgeable background and experience in prevention, immediate treatment and rehabilitation of injuries commonly sustained by participants in athletics.

Prerequisite: E

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)

090 FUNDAMENTALS OF SCIENCE, ON DEMAND**FEE, 3(2-2)**

Lecture-laboratory course to review fundamental concepts in science. For students who anticipate difficulty with courses in physical and biological science areas. Credit hours do not apply toward transfer.

101 PHYSICAL SCIENCE: CHEMISTRY AND PHYSICS**FEE 4(3-2)**

A lecture-laboratory course for the student not majoring in science. The chemistry portion emphasizes the understanding of the atom and relates this understanding to metals, non-metals and the formation of compounds. The physics portion emphasizes the nucleus of the atom and gives a basic understanding to the effects of radioactivity on man and his environment.

Prerequisite: E, R, and Math 095 (B or better), or a College assessment score qualifying for MATH122 or higher.

**104 PHYSICAL GEOLOGY,
FALL, WINTER, 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, WINTER****FEE, 3 (2-2)**

This is a laboratory-Based course specifically designed for perspective 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)**

The first of a two-course laboratory-based earth science sequence designed for preservice elementary/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. This course will explore the practice of science by emphasizing inquiry-based activities. This course is specifically designed to address the Elementary and Middle School Content Standards of the Michigan Science Strand V: Use Scientific Knowledge from the Earth and Space Sciences in Real-World Contexts. Prerequisite: E, M, R, and computer literacy. This course is the prerequisite for PHSC 290.

**280 PHYSICAL SCIENCE FOR ELEMENTARY TEACHERS II, WINTER,
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, WINTER, FEE 3(2-3)**

The second of a two-course laboratory-based earth science sequence 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 of the geology of Earth. 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.

Prerequisite: E, M, R, and computer literacy; PHSC190 is recommended.

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 108 or MATH 128 concurrently or consent of instructor.

102 GENERAL PHYSICS II, WINTER 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, WINTER FEE, 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 and MATH 100 (or equivalent)

110 TECHNICAL PHYSICS, WINTER FEE, 4(3-2)

Topics from general physics for students pursuing 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 130

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.

Corequisite: Mathematics 201

**202 ENGINEERING PHYSICS II (ELECTRICITY AND MAGNETISM),
WINTER 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

PLASTICS (PLTS)

**110 INTRODUCTION TO PLASTICS
FALL, WINTER FEE, 3(2-2)**

Introductory course in the Plastics Technology curriculum that assumes the student has no prior knowledge of plastics or of the plastics manufacturing industry. Directed toward providing the student with a functional awareness of the basics of the plastics industry and its issues.

Prerequisites: E, M, R

121 PLASTICS PROCESSING I FALL, WINTER FEE, 3(2-2)

Provides the student with beginning knowledge of seven basic forming processes: vacuum forming; injection molding; extrusion; compression molding; transfer molding; blow molding; and rotational molding. Addresses characteristic and applications of polymers, basic plastic processing techniques used in industry, data collection techniques and reporting.

Prerequisites: R, M, E; PLTS 110 or equivalent

**193 PLASTICS TECHNOLOGY INTERNSHIP
FALL, WINTER FEE, 4(1-27)**

Supervised employment experience at an approved firm which manufactures or processes with plastics. Provides experience through daily routines and demands of a plastics manufacturing environment. Employment must be for at least 27 hours per week. Requires attendance in classroom for minimum of 15 hours as scheduled by instructor.

Prerequisites: M, R, E; PLTS 110 or equivalent; PLTS 121 or co-enrolled; Internship agreement required.

220 PLASTICS AND ELASTOMER MATERIALS, FALL, WINTER 4(4-0)

Reviews all major polymeric materials currently commercially available. Major attributes, manufacturers and applications will be discussed.

Prerequisites: R, M, E; CHEM 101, PLTS 110, PLTS 121

Corequisite: PLTS 223

221 PLASTICS PROCESSING II, FALL, WINTER FEE, 4(2-4)

Knowledge and experience in solving common problems encountered in running plastics compression/transfer, thermoforming, rotational molding, blow molding, extrusion and injection molding production equipment with a concentration on injection molding. Relates machine control parameters to effects on the process and final part quality. Primary troubleshooting, process optimization, estimation of production costs and application of standard quality control techniques. Mold changes and machine setup are practiced in the laboratory. Technical writing skills and data collection techniques are refined.

Prerequisites: E, M, R; PLTS 110 or equivalent, PLTS 121 or equivalent

223 PLASTICS TESTING AND PHYSICAL PROPERTIES FALL, WINTER FEE, 3(2-2)

Presents (1) procedures used in evaluating plastics materials; (2) standard testing methods used by American Society for Testing of Materials evaluation of plastics materials; (3) interpretation of testing results with respect to raw materials selection, processing parameters, and part design considerations; (4) basic quality control; and (5) end product testing.

Prerequisites: M, R, E; PLTS 110; MATH 110, PLTS 121

Corequisite: PLTS 220

POLITICAL SCIENCE (POSC)**101 NATIONAL GOVERNMENT FALL, WINTER, SPRING & SUMMER 3(3-0)**

Examine 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 & WINTER (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 WINTER (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 WINTER (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.

Prerequisite: E, R

250 INTRODUCTION TO SOCIAL SCIENCE RESEARCH (ON DEMAND) 3(3-0)

Examine 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.

Prerequisite: PSYC201 with B or better, PSYC201 and POSC101 or POSC102 or SOC101

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 POSC 102 or permission of instructor.

PSYCHOLOGY (PSYC)**201 INTRODUCTION TO PSYCHOLOGY, FALL, WINTER, 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 more satisfactory adjustment to life and introduction to field of Psychology.

Prerequisites: E, R

203 HUMAN DEVELOPMENT, FALL, WINTER, SPRING 3(3-0)

Physical, cognitive, social and emotional development from conception through death. Emphasis upon factors influencing development of personality.

Prerequisite: PSYC 201

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.

Prerequisite: PSYC 201

205 INTERPERSONAL RELATIONS, FALL, WINTER 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.

Prerequisite: PSYC 201

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. In-class participation will be strongly encouraged.

Prerequisites: E, R

231 ABNORMAL PSYCHOLOGY, FALL, WINTER 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.

Prerequisite: PSYC 201

250 INTRODUCTION TO SOCIAL SCIENCE RESEARCH, WINTER 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.

Prerequisites: B or better in PSYC 201 and permission of instructor

RADIOLOGIC TECHNOLOGY (RADT)**130 INTRODUCTION TO RADIOGRAPHY, FALL 3(3-0)**

Introduction to radiography. Topics covered include historical perspective of radiology, medical ethics, patient care and radiation protection.

Prerequisites: E, M, R, acceptance into Radiologic Technology program

131 RADIOGRAPHIC POSITIONING I, FALL FEE, 3(2-2)

Radiographic nomenclature used in positioning, routine positioning of upper extremities, associated girdles, chest, abdomen and related pathology.

Prerequisites: E, M, R, acceptance into Radiologic Technology program

133 CLINICAL EXPERIENCE A, FALL 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, acceptance into Radiologic Technology program

140 RADIOGRAPHIC POSITIONING II, WINTER FEE, 3(2-2)

Routine positioning of vertebral column, lower extremities, special views of body and related pathologies.

Prerequisites: E, M, R, RADT 130, RADT 131, RADT 132

141 CONTRAST STUDIES, WINTER 3(2-2)

Anatomy and positioning of gastrointestinal, biliary, genitourinary systems, glands and related pathology.

Prerequisites: E, M, R, RADT 130, RADT 131, RADT 132

142 RADIOGRAPHIC PHYSICS, WINTER 3(2-2)

Physics as related to operation of x-ray equipment, x-ray interaction with matter, and effect of radiation on living cells.

Prerequisites: E, M, R, RADT 130, RADT 131, RADT 132, CHEM 105

143 CLINICAL EXPERIENCE B, WINTER 2(0-16)

Continuation of XRAY 132. Students continue to refine positioning skills taught during first semester, adding to their repertoire with positioning of lower extremity and spine.

Prerequisites: E, M, R, RADT 130, RADT 131, RADT 132

145 RADIATION PROTECTION AND BIOLOGY, SPRING 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 130, RADT 142

146 CLINICAL EXPERIENCE C, SUMMER 5(0-18.6)

Seven week rotation through area health care facilities. Students participate in 40-hour week supervised clinical practicum which focuses on fluoroscopy and portable radiography.

Prerequisites: E, M, R, RADT 140, RADT 141, RADT 142

230 COMMON EQUIPMENT AND PROCEDURES, FALL 3(2-2)

Investigates common equipment and procedures employed in diagnostic radiology. Topics include X-ray circuits, holders, beam limiting devices, x-ray tubes, fluoroscopic and tomographic equipment.

Prerequisites: E, M, R, RADT 130, RADT 142, RADT 145

231 RADIOGRAPHIC POSITIONING III, FALL 3(2-2)

Radiographic positioning of petrous portion of skull, facial bones, thorax and related pathology.

Prerequisites: E, M, R, RADT 146

232 CLINICAL EXPERIENCE D, FALL 3(0-24)

Weekly 24-hour clinical rotation at area health care facilities with emphasis on skull and thoracic radiography.

Prerequisites: E, M, R, RADT 146

240 RADIOGRAPHIC QUALITY, WINTER 4(2-2)

Lecture/lab course covering principles of radiographic image formation, quality assurance tests and technical variables that affect finished radiographs.

Prerequisites: E, M, R, RADT 230, RADT 231, RADT 232

241 SPECIAL PROCEDURES/EMERGING MODALITIES, WINTER 3(3-0)

Specialized radiologic procedures including tomography, myelography and angiography. Introduction to other imaging's modalities including CT, MRI and Sonography.

Prerequisites: E, M, R, RADT 240, RADT 231, RADT 232

242 CLINICAL EXPERIENCE E, WINTER 3(0-24)

Weekly 24-hour clinical rotation at area health care facilities. Students expected to perform more complex radiographic examinations in preparation for final spring clinical.

Prerequisites: E, M, R, RADT 230, RADT 231, RADT 232

245 CLINICAL EXPERIENCE F, SPRING 5(0-18.6)

Seven week rotation through area health care facilities. Students participate in 40 hour per week supervised clinical practicum which focuses on assisting transition into professional setting. Rotations include CT, MRI, Ultrasound, Nuclear Medicine, Radiation Therapy and Cardiovascular departments.

Prerequisites: E, M, R, RADT 240, RADT 241, RADT 242

READING (READ)

NOTE: Course numbers below 100 are not counted toward a Certificate or Associate Degree.

Reading is a basic life skill, the cornerstone for success in school, career and throughout life. The Reading curriculum assists students to become better readers. Instruction varies from individualized to large/small group in order to meet individual needs, abilities and interests. Audio-visual materials are incorporated into class presentations. Computer-assisted instruction is used.

Students must pass their Reading coursework and a Reading Assessment test to register for classes with a Reading prerequisite. Once beginning the sequence, students must complete all courses or demonstrate proficiency on the Reading Assessment test.

ONE-CREDIT COURSES:

These courses are for students who want or need a brief, concentrated review of a certain discipline or who need an additional hour or two for various reasons. Students who choose a one-credit course should register as usual then go to the Reading Center, to arrange class hours. One-credit courses are scheduled as follows:

(1) one credit hour; attend 2 hours per week for 15 weeks

(2) one credit hour; attend 3.5 hours per week for 8 weeks

Students may register for one-credit classes as follows:

(1) at the start of the semester, or

(2) during the semester until mid-term

088 1100 WORDS (YOU NEED TO KNOW), FALL, WINTER **FEE, 1 (0-2)**
Improves speaking and reading vocabulary. Vocabulary exercises employ techniques of using pronunciation symbols, using terms in context and completing sentences.
Prerequisite: READ 084

090 POWER STUDY SKILLS, FALL, WINTER **FEE, 1 (0-2)**
Audio-tutorial course to improve study and note-taking skills. Stresses reading and note-taking techniques appropriate to academic materials.

093 SUPER-SPEED READING, FALL, WINTER **FEE, 1 (0-2)**
Increases reading speed and comprehension. Utilizes individualized audio-visual techniques to fit needs, interests and abilities of student.
Prerequisite: READ 085

096 VOCABULARY POWER, FALL, WINTER **FEE, 1 (0-2)**
Audio-modular, programmed system that concentrates on different aspects of developing vocabulary.

099 SPELLING MASTERY, FALL, WINTER **FEE, 1 (0-2)**
For students with below-average spelling skills. Modular audio materials allow mastery to be accomplished individually.

110 MEDICAL TERMINOLOGY VOCABULARY, FALL, WINTER, SPRING **FEE, 1 (0-2)**
Learn structure of medical vocabulary. Provides aids to pronunciation, spelling and meaning of continually expanding medical vocabulary. Utilizes audio-visual, programmed materials. Applies to General Studies and Associate Degrees.
Prerequisite: R

ADDITIONAL-CREDIT COURSES:

081 READING IMPROVEMENT I, FALL, WINTER, SPRING, SUMMER **4(3-1)**
Improves student academic preparedness. Emphasis on techniques and strategies to help improve reading skills, read more effectively and develop appreciation for reading. Computer-assisted instruction occurs in the Reading Laboratory.
Prerequisite: Appropriate Reading assessment score

083 READING STRATEGIES I, FALL, WINTER, SPRING, SUMMER **4(3-1)**
Provides techniques and strategies to help develop college-level vocabulary and reading proficiency. Emphasis on learning and practicing a combination of reading skills and integrating them into a college text. Computer-assisted instruction occurs in the Reading Laboratory.
Prerequisite: Appropriate Reading assessment score

084 READING IMPROVEMENT II, FALL, WINTER, SPRING, SUMMER **4(3-1)**
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 principles to reading materials. Computer-assisted instruction occurs in the Reading Laboratory.
Prerequisite: Appropriate Reading assessment score

085 READING STRATEGIES II, FALL, WINTER, SPRING, SUMMER **2(0-2)**
Interactive, computer delivered instructional course, teaching comprehension strategies through understanding, evaluating, and researching ideas, answering questions, and locating information. Goes beyond teaching of literal comprehension to include integration and synthesis of information.
Prerequisite: Appropriate Reading assessment score

101 STUDY SKILLS, FALL, WINTER, 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, WINTER, 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, WINTER **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, and SOC 101 with a "C" or better

202 MARRIAGE AND THE FAMILY, WINTER **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, and SOC 101 with a "C" or better,

204 THE FIELD OF SOCIAL WORK, FALL, WINTER **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, and SOC 101 with a "C" or better

THEATRE (DRAM)

110 PRINCIPLES AND PRACTICES OF ACTING I, ON DEMAND **FEE, 3(2-2)**
Principles of acting for the stage. Emphasis on performance through exercises and scene work. Movement and voice work covered. Brief study of general theatre language and terms.

111 PRINCIPLES AND PRACTICE OF ACTING II, ON DEMAND **FEE, 3(2-2)**
Techniques and problems of stage actor. Emphasis on performing scenes. Stresses character development and ensemble acting. Students develop audition pieces.
Prerequisite: DRAM 110

112 STAGECRAFT, WINTER **FEE, 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.

175 SUMMER THEATRE WORKSHOP **6(6-0)**
Experience as part of professional production company. Array of tasks and duties as part of company. 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 project.
Prerequisite: E, R

202 THEATRE PRACTICUM, FALL, WINTER 3(3-0)
Supervised experience in one or more areas of theatre. Nature of involvement determined by student theatre contract. Students may add class within one week after casting. Course may be repeated for credit.

TRADE RELATED INSTRUCTION (TRIN)

105 APPLIED TRIGONOMETRY II, FALL, WINTER 2(2-0)
Oblique angle trigonometry which incorporates law of sines, cosines, cotangents and right triangles in solving practical shop problems.
Prerequisite: MATH 110 or TRIN 107

106 COMPOUND ANGLES, FALL, WINTER 3(3-0)
Study of practical application of five basic solid geometric figures. Emphasis on utilizing figures when calculating rotation and tilt of part before machining.
Prerequisite: TRIN 105

107 APPLIED GEOMETRY/TRIGONOMETRY, FALL, WINTER 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.
Prerequisites: MATH 100

113 INTERPRETIVE BLUEPRINT READING, WINTER 4(4-0)
Designed for Machinist, Mold Maker, and Trim Die Maker trainees/apprentices in their final year of training. Advanced blueprint interpretation for different types of molds, and understanding gating, heating and cooling along with advanced processes required to build a mold.
Prerequisites: M, R, MACH 110, MACH 120, MATH 100, MATH 107, MATH 111 TRIN 143, TRIN 147 144, 145

129 ELECTRICAL CODE STUDY, ON DEMAND 2(2-0)
Interpretation and application of State and National Electrical Code.
Prerequisites: ELEC 100, ELEC 106, ELEC 111, ELEC 113

134 METALLURGY AND HEAT TREATMENT, FALL, WINTER 3(3-0)
Acquaints students with properties of metals and heat treating methods.
Prerequisite: MATH 110 or TRIN 107

135 STRENGTH OF MATERIALS, ON DEMAND 3(3-0)
Fundamental principles of material strength. Includes simple machines, vector quantities, simple stresses, rivets, material properties, beams, center of gravity and similar topics.
Prerequisite: TRIN 105

138 INDUSTRIAL SAFETY, SPRING 1(1-0)
Safety rules applied to industry. Covers OSHA standards and guidelines.

143 INTRODUCTION TO MOLD MAKING, FALL, WINTER FEE, 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, WINTER 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.
Prerequisites: M, R

145 GEOMETRIC TOLERANCING AND POSITIONING, WINTER 2(2-0)
Second in a series of three blueprint reading courses providing an in-depth study of interpreting geometric tolerancing as it is used on blueprints in today's industrial environment.
Prerequisites: M, R, TRIN144, MACH 110, MATH 100

147 INTRODUCTION TO DIE MAKING, FALL ON DEMAND 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 to the manner in which dies function. Primary die components are discussed along with efficient working die processes through films, videos and plant tours.
Prerequisites: M, R

148 COIL AND HAND FED PRESS OPERATIONS, ON DEMAND FEE, 3(3-0)
Basic press components, press operating controls, safe operation procedures, measuring and gaging piece parts, setup and control of tools, changing/installation of die assembly, setup of uncoilers, straighteners, feeds and coil handling procedures, adverse coil and material conditions, and troubleshooting system operations. Principles and practices of press setup and operation will comply with OSHA/MIOSHA safety standards and with metal working industry skill standards.
Prerequisites: M, R, TRIN147

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, ON DEMAND 3(3-0)
Die press operation, advanced die construction and advanced applied diemaking 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



Other Education Opportunities

Siena Heights University at Lake Michigan College

Siena Heights University is a Catholic, coeducational, liberal arts university founded and sponsored by the Adrian Dominican Congregation in 1919. The main campus, in Adrian, Michigan, enrolls about 1,200 students in full-time and part-time study leading to associate's, bachelor's, and master's degrees. A leader in non-traditional education, Siena Heights has over 25 years experience providing service-oriented education for working adults. Siena Heights was the first private liberal arts college in Michigan to offer degree completion programs designed specifically for adult students. In addition to the Lake Michigan College Center, Siena Heights operates degree completion programs in Battle Creek, Jackson, Lansing, Metropolitan Detroit, Monroe, Port Huron and Ann Arbor.

Degree completion is an integral part of the Siena Heights mission to assist people to become more competent, purposeful and ethical. Siena Heights challenges individuals to identify, refine and achieve their personal goals, and to articulate a personal philosophy of life. Siena Heights University is accredited by the North Central Association of Colleges and Schools.

Degree Programs

Siena Heights offers junior and senior level courses to associate degree graduates and other students interested in earning a bachelor's degree. Siena Heights will accept up to 90 semester hours of transfer credit. All courses needed to complete the bachelor's degree are offered on the Napier Avenue Campus.

Bachelor of Business Administration

This is a complete business administration degree, providing a strong business foundation within the context of a contemporary liberal arts curriculum. In addition to the standard major, students may focus their electives in management, marketing, finance or accounting for a concentration in those areas. The program's case study method fosters critical thinking, problem solving, communication and decision-making skills, while exploring the social, legal and ethical issues shaping today's business environment. Faculty members are practicing business professionals who bring marketplace reality to the classroom and provide sound career advising for students. An overall 2.25 GPA is required in the major.

Bachelor of Business Administration in Accounting

The BBA degree is also offered with a major in Accounting. This degree is a perfect way for associate degree holders in accounting from Lake Michigan College to continue on and complete a bachelor's degree. Students with accounting credits from other institutions may be required to validate their accounting knowledge in upper-division accounting classes. A 2.25 GPA is required for all Siena classes in the major.

Bachelor of Arts in Community Services

The Community Services major is a program for persons interested, or already involved in, social service careers. This degree prepares students for a variety of career opportunities in the "helping" professions, where social service workers help strengthen the abilities and resources of others. Designed for students with some previous study and / or experience in the social sciences, the program offers a strong overview of the social service field and the role of the professional as an agent for positive social change. Students must maintain a 2.5 GPA in the major.

Bachelor of Arts in Multidisciplinary Studies

This major is a specially designed program with maximum flexibility for adults with a diverse educational background. Each student in the program develops a personalized curriculum contract that includes classes clustered in four areas: humanities, social sciences, natural sciences / mathematics, and applied science / professional studies. This program enables students to address specific career interests quickly and efficiently. For example, a student could focus on management or marketing without committing to a total business administration program.

Bachelor of Applied Science

The Bachelor of Applied Science is a career-oriented degree program designed for professionals with allied health, technical or vocational training and experience, and graduates of two-year occupational programs, or those who have completed an apprenticeship or certain military certification. There is also a MOCAC testing option to obtain credit and establish a major. The B.A.S. is structured on the inverted-major concept, which builds an individually designed academic degree program around the technical or occupational major the student already has completed. B.A.S. students develop a customized degree plan appropriate to their prior learning and future goals. Several B.A.S. programs are described below; however, the B.A.S. is also appropriate for majors such as corrections / law enforcement, computer information systems, hospitality management and many other occupational associate's degree programs.

B.A.S. in Allied Health

Students with previous health care training in nursing, radiologic technology, radiation therapy, ultrasound technology, dental hygiene, surgical technology, medical assistant technology, cardiorespiratory care, and other related fields may combine their training with classes offered by Siena Heights for Bachelor of Applied Science degrees in allied health. Siena awards credit based on registry or licensure, work experience and health care training.

B.A.S. in Trade and Industrial

Many technically oriented Associate of Applied Science degrees may be accepted as bachelor's degree majors. Siena also awards credit for successful completion of programs at many accredited technical and trade schools. Graduates pair their training with classes offered by Siena for the B.A.S. with majors such as nuclear technology, legal office systems, electronics technology, drafting & design technology, industrial maintenance technology, plastics technology, machine tool technology and many more.

The Personal Touch

You've probably already achieved a lot, whether at school, work, in the community or military. Siena Heights University lets students build on that foundation. Known as Michigan's most transfer-friendly college, Siena Heights recognizes a range of traditional and non-traditional credit, including college study, technical or occupational training, professional experience and prior learning. Credit may be awarded for coursework completed at accredited colleges and universities as well as approved technical, trade and allied health schools.

Meeting Adult Needs

Siena Heights University has a flexible, innovative approach to education that offers:

- evening and weekend classes
- a variety of credit options, including CLEP, military training and possible credit for college-equivalent learning
- a convenient location
- individualized academic advising

As a result of earning degrees from Siena, many graduates have improved their employment status with new jobs, promotions, pay raises and career changes. Many have also gone on to successfully complete graduate programs.

Graduation Requirements

To receive a bachelor's degree from Siena Heights University, a student must successfully:

- complete a total of 120 semester hours; 30 semester hours must be completed with Siena Heights;
- complete a minimum of 30 credit hours at the 300 / 400 level, including at least 15 hours of upper-level coursework earned at Siena Heights;
- complete an approved major;
- fulfill the general education core requirements;
- demonstrate proficiency in mathematics and writing;
- maintain a grade point average in coursework required for the major at Siena Heights;
- apply for graduation.

Cost

Financial assistance is available through federal and state aid programs. Students may also be eligible for tuition reimbursement from their employers. For information, contact the Siena Heights University Financial Aid Office at (800) 521-0009, extension 7130, or (517) 264-7130.

Admissions

Prospective students may submit an application form on-line and should request official transcripts from high school and all post-secondary institutions attended, including trade and technical schools. A Siena Heights advisor will help determine if additional information is needed to ensure maximum transfer credit.

It is the policy of Siena Heights University not to discriminate on the basis of race, color, national origin, age, handicap, sex, religion, or sexual orientation.

For More Information

We look forward to working with you! Please contact our office for more information.

Siena Heights University at Lake Michigan College
2755 East Napier Avenue, Room D-202A
Benton Harbor, MI 49022
Phone: (269) 927-6711 or
(800) 252-1562 ext. 6711
Fax: (269) 927-861
www.sienahts.edu



WESTERN MICHIGAN UNIVERSITY

SOUTHWEST CAMPUS

Western Michigan University Extended University Programs Southwest

Lake Michigan College and Western Michigan University have partnered to bring bachelor degree programs to Lake Michigan College's Napier Avenue campus. WMU-Southwest's campus is located on LMC's campus and is housed in a state of the art 45,000 square foot facility, previously located in St. Joseph. There is also a WMU center at the Lake Michigan College's South Haven Campus with classrooms and WMU staff to serve students.

If you are pursuing a bachelor's degree in Business Administration, Elementary Education, Interdisciplinary Health Studies, or Manufacturing Engineering, you will be able to take your first two years of courses at Lake Michigan College at LMC tuition rates. You then will be able to seamlessly move into junior and senior level courses at WMU's center on the Lake Michigan College campus.

About Western Michigan University

Western Michigan University, located in Kalamazoo, Michigan is a public, national university committed to excellence in graduate and undergraduate education. Founded in 1903 as a "normal" school and now enrolling more than 28,000 students, it is classified as "Doctoral/Research universities – Extensive" by the Carnegie Commission on Higher Education.

The Division of Extended Universities Programs (EUP) supports the delivery of the University's academic programs through seven regional campuses (Battle Creek, Grand Rapids, Lansing, Muskegon, South Haven, Southwest for the St. Joseph and Benton Harbor region, and Traverse City). Through these campuses and sites, the division promotes advanced lifelong learning in Michigan and the region by supporting faculty in their planning and delivery of undergraduate and graduate programs, and by providing a strong link between campus units and off-campus students.

Undergraduate Degree Programs

Students can begin course planning by working closely with the counseling office at LMC and meeting with WMU advisors at Southwest Campus. Knowing how a course transfers from LMC toward degree requirements at WMU will help applicants make a smooth transition into a baccalaureate degree completion program.

Taking LMC and WMU Courses Concurrently

You can be enrolled at LMC and WMU at the same time as long as you meet the pre-program requirements. By being dually enrolled, you can begin work on your professional program at WMU while still finishing some of your required LMC courses. Once you are admitted to the WMU degree program and have enrolled in Southwest Campus courses, you may also take courses on the WMU main campus, or at any of the WMU Extended University Campuses.

Business Administration

The Business Administration Degree Completion program leads to a WMU Bachelor of Business Administration Degree. Students receive a management major with a general business minor. The curriculum is designed to prepare students to understand and apply global business knowledge and diverse perspectives in their careers. The program is a part-time evening program. The WMU Haworth College of Business has been accredited by the Association to Advance Collegiate Schools of Business (AACSB) for more than 25 years. To earn the B.B.A. degree, a minimum of 124 credit hours are required.

Elementary Education

The Elementary Education Degree Completion Program leads to a WMU Bachelor of Science degree. The curriculum is designed to prepare students to assume teaching responsibilities in grades K-5 all subjects, grades 6-8 in second and third minors, and grades K-8 in all subjects when teaching in a self-contained classroom. It is a part-time or full-time, day or evening program. Students receive a minor in elementary education and choose two additional minors. The choice of minors includes Integrated Science, Elementary Language Arts, Elementary Social Studies and Elementary and Middle School Mathematics (with some math courses required at Kalamazoo campus). To earn the B.S degree a minimum of 122 credit hours is required.

Interdisciplinary Health Services

WMU's Bachelor of Science in Interdisciplinary Health Services degree has been developed for registered, certified and licensed health and human services professionals wishing to upgrade their knowledge and abilities. It is also a very suitable program for those with a liberal arts degree. This exciting new program will prepare professionals for a number of entry and mid-level administrative positions in ambulatory care facilities, hospitals, long-term care facilities, public health departments, public or private health and human services agencies, health-related industries, rehabilitation facilities and employee assistance programs.

Manufacturing Engineering

The Manufacturing Engineering Bachelor of Science degree at WMU is one of the few manufacturing engineering degrees offered in the nation. It is only offered through the Extended University Programs and is not available at WMU main campus. The program is designed to develop engineers who have the ability to take a product or concept and design the manufacturing processes. The program also prepares students for diverse roles in the manufacturing enterprise by providing knowledge of several engineering disciplines, including mechanical, electrical and industrial engineering. The program consists of 128 credit hours.

Graduate Degree Programs

WMU offers graduate classes for applicants with a bachelor's degree who wish to earn a graduate degree or a certificate. By receiving Non-Degree Status (NDG) applicants may also take classes without pursuing a degree program.

Educational Leadership

The Department of Educational Leadership, Research and Technology offers a Master of Arts in Educational Leadership with concentrations in three areas available at Southwest: K-12 School Principal Leadership (Central Office endorsement or Business Management endorsement available), K-12 Curriculum and Instruction Leadership, Organizational Analysis Leadership.

Education - Elementary Education

The Master of Arts in Education and Professional Development is designed to enhance the knowledge and skill of reflective practitioners for a variety of educational settings. It requires teachers to examine, interpret and evaluate the teaching-learning process.

Education - Literacy Studies

Graduate programs in Literacy prepare educators for advanced positions in education. Most of the courses required are offered at Southwest Campus. The program provides a Master of Arts in Literacy in a 30 credit hour program.

Education - Middle School

The Master of Arts in Teaching in the Middle School is designed for teachers who teach (or plan to teach) in grades 5 through 9. The program core of required courses focuses on adolescent learners, the school and effective teaching.

Education – Practice of Teaching: Urban Education

This newly developed program offers the Master of Arts in The Practice of Teaching. It is designed for P-12 teachers and instructional leaders. The P-12 Urban Education concentration is offered at Southwest Campus. This program requires completion of 30 credit hours.

Engineering Management

The Master of Science in Engineering Management was named the "Best Engineering Management Program" in 2006 by the American Society for Engineering Management. The program is the art and science of planning, organizing, allocating resources and directing and controlling activities which have a technical component. This degree "bridges the gap" between engineering and management. It focuses on leadership and the skills necessary to manage.

Social Work (Cohort)

The Masters of Social Work (MSW) offered at the Southwest Campus is offered as a cohort program as enrollments allow. It is nationally accredited by the Council on Social Work Education. The courses prepare students for direct-service and leadership positions in the field of social welfare.

Graduate Certificate: 18-Hour Professional Teacher Development

This program enables a teacher to complete the requirements for the Michigan Professional Education Teaching Certificate without pursuing a Master's degree or a new endorsement. Additionally, specific professional development goals or areas of interest may be explored. If later the teacher decides to pursue a Master's program, some of the coursework may apply towards credit hours in the degree program.

Excellence in Education

Western Michigan University strives to service its students with an education of excellence obtained from degree programs that are nationally recognized and certified. The Southwest Campus additionally serves its students with evening and weekend courses to serve the area's working adults. Most student services such as admissions, advising, library and career services are offered at the Southwest Campus.

Cost

Financial assistance is available through federal and state aid programs. Students may also be eligible for tuition reimbursement from their employers. For information, contact the Western Michigan University Financial Aid office at (269) 387-6000 or visit their website at www.wmich.edu/finaid.

Financial Aid Consortium

The Financial Aid Consortium Agreement allows a student to receive financial aid for courses taken at Western Michigan University and Lake Michigan College simultaneously. It enables students to be enrolled at WMU and LMC and receive financial aid for all credit hours in which they are enrolled at the two educational institutions. The agreement ensures that there is no lapse or decrease in financial aid coverage should a student wish to begin taking courses at WMU prior to completing their entire curriculum at LMC. Visit www.eup.wmich.edu/advising/Financial Aid/ or speak with your financial aid advisor for more information.

Admissions

Prospective students may submit an application form on-line at www.wmich.edu/admissions/ or by bringing the application into the Southwest Campus with the non-refundable application fee. Students must request official transcripts from all post-secondary institutions attended to be sent to:

Western Michigan University
Office of Admissions
1903 W. Michigan Avenue
Kalamazoo, Michigan 49008-5211

For More Information

Please call or write Western Michigan University – Southwest Campus for more information:

Western Michigan University – Southwest
2785 E. Napier Avenue
Benton Harbor, MI 49022
(269)934-1500 Fax (269)934-1505
www.smich.edu

Western Michigan University – South Haven
125 Veteran's Boulevard
South Haven, MI 49090
(269)637-7506 Fax (269)637-7514
www.shmich.edu



Academic and College Policies

Academic Complaint Procedures

Procedure for general and informal issues

Students having concerns, problems or complaints of a general instructional nature (e.g., faculty, course offerings, procedures) should immediately confer with the appropriate instructor involved in an effort to resolve the issues informally.

If, after working with the appropriate faculty member, the student's concerns or problems are not resolved, the student should then confer with the appropriate department chair in an effort to find a resolution.

If, after working with the appropriate department chair, the student's concerns are not resolved, the student should discuss the issue with the appropriate instructional dean, whose decision is final.

Disclosure to accreditation agencies

All complaints submitted in writing, signed by a student and addressed to or submitted to an institutional officer may be shared with any of the several agencies that accredit the College or its programs. Individual names will not be shared without the express permission of the complainant.

Procedure for formal grade appeals

Students who desire to appeal a grade are to follow this procedure in this sequence.

(1) Instructor. A student concerned about a grade should immediately discuss the issue with the instructor who awarded the grade. This appeal to the instructor is to occur just as soon as possible and certainly within ten days of learning of the grade. The instructor will meet with the student, consider all of the issues, and then render a decision.

(2) Department Chair. If, after discussion with the appropriate instructor, the dispute is not resolved, the student may appeal to the appropriate department chair within ten days of notification of the instructor's decision. The department chair will meet with the persons involved, attempt to resolve the issue, and then render a decision which will be communicated to the student in writing.

(3) Instructional Dean. If, after discussion with the department chair, the dispute is not resolved, the student or faculty member may, within ten days of notification of the department chair's decision, appeal to the appropriate instructional dean. The Dean will meet with the persons involved in an attempt to resolve the issue and then render a decision which will be communicated in writing. The decision of the Dean is final.

If a student appeals the final grade for a course, the formal appeal is to be completed within the semester immediately following the one in which the course grade was received. Grades older than one calendar year may not be appealed.

Grade appeal decision guidelines

When appealing a grade, the student is responsible for providing factual information and documentation to support the need to alter or modify the grade. If appealed beyond step (1) above, the department chair, and Dean shall carefully consider whether or not the grade and the decisions leading up to it (a) were within the scope of the authority of the individual making the decision, (b) were done in accordance with established policies or procedures, and (c) were neither arbitrary nor capricious.

Other issues

The above procedures exclude issues related to sexual harassment, civil rights, Title IX, and disability concerns. Problems in these areas should be discussed with the director of Human Resources.

Academic Intervention

Academic Intervention is a practice used by Lake Michigan College to assist students with successfully maintaining required Academic Standards of Progress. Several intervention strategies are proactively employed by the College, including Supplemental Instruction, Freshman Seminar, and a tutoring program. You should talk with your counselor/advisor to access these services.

If your cumulative GPA does fall below the level required to maintain satisfactory academic standing, you will be subject to more aggressive intervention strategies, including being placed on Academic Probation or Academic Dismissal from the College for one or more semesters.

Students placed on academic intervention for any semester will be required to see a designated advisor before the end of the drop-add period of that semester. Authorization from that advisor will be required to register for or remain in classes for which the students have already registered.

Academic Probation

Students placed on Academic Probation for any semester will be required to see a designated advisor prior to registering. The designated advisor will develop a written plan of help for the student. This plan will be discussed with the student during their meeting with the designated advisor.

Students on Academic Probation will be required to:

1. Meet with the same designated advisor at least three times during that semester.
2. Limit their enrollment as described in the student's plan of help. A study skills class is strongly recommended.
3. Obtain a grade of "C" or better for each class in which they are enrolled.

Students who fail to meet these requirements will be subject to Academic Dismissal.

Academic Dismissal

If a student who has been placed on Academic Probation does not meet the three requirements previously listed, they will be prohibited from enrolling in classes at LMC for one semester. This semester of non-enrollment must be the following Fall or Winter semester. At the time they return to LMC, they will automatically reenter the Academic Probation program and be expected to accomplish all requirements as stated in items 1 through 3 above.

Academic intervention advisors will:

1. Meet with the student at least three times during the semester in which they have been placed on Academic Probation.
2. Provide the student information about sources of help and assist them in accessing resources that are deemed most beneficial.
3. Provide students information on withdrawing from classes and other information and/or material appropriate for enabling them to pursue their educational goals more successfully.

Appeal Process

Students who have been notified of their academic dismissal from Lake Michigan College may appeal in writing to the Executive Dean of Student Services following the college's Due Process procedure.

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 satisfactory academic standing. Intervention strategies are detailed in the section, "Academic Intervention." Students must maintain a cumulative grade point average above the ranges detailed below to be considered in good standing.

Students will have their cumulative GPA calculated at the end of each semester (Fall, Winter, Spring and Summer) and, if it falls within the range as indicated in the table below, they will be placed on academic probation and will be notified in writing by Student Services.

Credit hours attempted	GPA Range
6 to 15	1.00 to 1.50
16-30	1.25 to 1.75
31 or more	1.5 to 1.99

Students placed on academic probation will be required to meet with an advisor to review their progress. If a student has pre-registered, it will be necessary to gain the advisor's approval to remain in the classes for which he or she has pre-enrolled. Students whose cumulative GPA falls below the ranges indicated above will be required to follow a prescriptive plan developed by the designated advisor.

Note: Students on Financial Aid, participating in intercollegiate athletics, and/or enrolled in Health Science programs and/or other programs with specific criteria different from this standard will be required to meet the academic standards of progress for those programs as outlined in the College catalog and in program-specific student handbooks.

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, Financial Aid, 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.

Attendance

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.

Auditing Courses

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 policy applies. 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.

Children on Campus

Children under age 16 not enrolled in a College class must be under the direct supervision of a responsible adult any time they are on College property. Students are not to bring children to class unless the child's attendance is part of the student's responsibilities in completing a course assignment or the student receives permission from the instructor.

If you do have child care needs, the Kidzone Preschool & Child Care Center, L.L.C. is available on the Napier Avenue Campus and South Haven Campus.

Code of Conduct Policy to Support Drug-Free Workplace

The welfare and success of Lake Michigan College depends on the physical and psychological health of all 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 and tranquilizers as well as 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, it be utilized in a socially responsible manner and only in those public situations previously approved by the College.

It is the joint responsibility of the College, its students and 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 policy. 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 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 College provides confidential help with alcohol or drug problems through referrals to support groups and community agencies. Students are encouraged to seek assistance before the problem affects judgment, performance or behavior. Contact a College counselor for assistance.

Computer Code of Conduct

Proper Use of Information Resources, Information Technology, and Networks at Lake Michigan College.

It is the policy of Lake Michigan College to maintain access for its community to local, national and international sources of information. In this environment, access to knowledge and the sharing of information is encouraged.

It is the policy of the College that information resources will be used by members of its community with respect for the public trust through which they have been provided and in accordance with policy and regulations established and updated by the College and its operating units. The information resources are to be used for purposes that are consistent with the instructional, research and administrative processes used at Lake Michigan College.

The College is responsible through a combination of federal, state, local laws and the regulations of various agencies to establish and maintain the technological environment at the College at a level that protects the privacy of its constituents and is resistant to disruption.

Access to networks and information is a privilege and must be treated as such by all users of these systems. Any member of the

College community who alters, destroys, dismantles, disfigures or without permission accesses or uses information resources including those items owned by third parties has engaged in unethical and unacceptable conduct.

The College characterizes as unethical and unacceptable and just cause for disciplinary action any activity through which an individual:

1. Violates College or third party copyright or patent protection and authorizations, including license agreements and other contracts,
2. Interferes with the intended use of the information resource,
3. Seeks to gain or gains unauthorized access to information resources,
4. Alters, destroys, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of networks or information resources,
5. Invades the privacy of individuals using the College's information resources and networks,
6. Creates a situation that results in inefficient or wasteful use of the College's information resources and networks.

Networks and information resources at Lake Michigan College include information in electronic or audiovisual format or any hardware or software that makes possible the storage and use of such information. Examples are recorded magnetic media, photographs and digitized information such as that found in libraries.

Credit-Hour Limit

No student may take more than 18 semester hours without special permission from the appropriate dean. Permission may be granted in those instances where students have a 3.00 (B) cumulative GPA or better. During the Summer or Spring sessions, a student may not exceed a maximum of eight semester hours without permission from the appropriate Dean.

Dean's List

A Dean's List is published at the completion of each semester. To be named to the Dean's List, a student must be enrolled full time and complete a minimum of 12 semester hours of 100-level courses or above with a 3.50 or higher grade point average during the semester. Grades for remedial courses (099 or below), W, S and U will not be computed in the Lake Michigan College grade point average. Presidential Scholars are those students who earn a GPA of 4.0 during a semester.

Graduation with Honors

The cumulative GPA needed to qualify for graduation honors will be as follows:

Highest Honors	4.00
High Honors	3.75
Honors	3.25

A student must have completed at least 30 semester hours at Lake Michigan College with the appropriate GPA prior to the semester of graduation to qualify for Academic Recognition during the Commencement Ceremony. The Honors status identified at the time of application for Graduation for eligible students will be used for purposes of the Commencement Ceremony only.

Final Honors designation is determined at the time that all requirements for a degree or certificate are completed and this final, cumulative GPA will determine the Honors designation on the official transcript.

Diversity

The Lake Michigan College Board of Trustees has reaffirmed the College's continuing commitment to equal opportunity, nondiscrimination and affirmative action. 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 sex. For more information, contact the Affirmative Action Officer.

Electronic Devices in the Classroom

Recording devices, cellular phones, pagers, personal data devices, MP3 players, CD players, radios, and similar devices may be used in the classroom and laboratory facilities only with the specific permission of the instructor or the lab administrator.

Equal Opportunity for Disabled Students

According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participation 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. Contact the Office of Special Populations for assistance if needed.

GRIEVANCE PROCEDURES For: Title VI of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and Section 504 of The Rehabilitation Act of 1973

Section I. If any person believes that Lake Michigan College or any part of the College organization has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the College Affirmative Action Officer at the following address: Director, Human Resources & Affirmative Action Officer, Lake Michigan College, 2755 E. Napier Ave., Benton Harbor, MI 49022-1899.

Section II. The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Affirmative Action Officer, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1. A written statement of the grievance signed by the complainant shall be submitted to the Affirmative Action

Officer within five (5) business days of receipt of answers to the informal complaint. The Affirmative Action Officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2. If the complainant wishes to appeal the decision of the Affirmative Action Officer, he/she may submit a signed statement of appeal to the College President within five (5) business days after receipt of the Affirmative Action Officer's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Trustees within five (5) business days of receipt of the President's response in Step 2. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. The complainant, at his or her discretion, may request a closed meeting with the Board. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, DC 20201.

Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, DC 20201. The College Affirmative Action Officer, on request, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the College Affirmative Action Officer's office.

Grading System Using Honor Points

An "A" grade carries four honor points for each hour of credit; "B" grade, three honor points; "C" grade, two honor points; "D" grade, one honor point; "E" grade, no honor points. Plus and minus signs are not used on final grades or transcripts.

Grading Policies

Grades

1. A, B, C, D, E, IP (In Progress), I (Incomplete).

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 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.

2. All other grade changes must be made within one semester of their issuance.

3. W

Students who withdraw from class(es) through the 12th week of the semester (5th week in spring/summer session) will be assigned a grade W. Beyond the 12th week of the semester, students who did not complete will be assigned a grade of W or E by the instructor.

4. (Satisfactory); (Unsatisfactory).

Grades of "S" and "U" are used only in continuing education courses.

5. 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.

Guest Students

Students who attend another college or university other than Lake Michigan College may enroll in LMC course work as guest students. Those wishing to enroll as guests at Lake Michigan College must submit either the LMC Guest Student Application or the MACRAO approved Michigan Uniform Undergraduate Guest Student Application prior to registration. Guest students are afforded all the rights and responsibilities of matriculated Lake Michigan College students except they are not eligible for financial aid.

Guest student status will be granted to individuals who attend other colleges and universities upon completion of the Guest Student Application. Guest students may enroll in course work for which all stated pre-requisites have been met.

Privacy Act - FERPA

Pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, any person who is or has been in attendance at Lake Michigan College shall have the right to inspect and review any and all educational records directly related to that person after a request for access to such records has been made in accordance with the approved College procedure for such access. Requests are to be made through the Registrar's Office, room A220, (269) 927-8614.

Directory information, which may be made public without your written permission, shall include: name, phone number, major field of study, semesters of attendance, degrees and academic awards received, participation in officially recognized activities and sports, and the most recent previous educational institution attended by the student. If you do not want the College not release any or all

of the above information you must inform the Registrar's Office, room A220, on the Napier Avenue Campus (269) 927-8614, in writing. This request must be renewed annually.

Personally identifiable information from your educational record - which includes, but is not limited to, academic evaluation, counseling and advisory records, financial aid records, psychological and medical reports, disciplinary records, transcripts, test scores and other academic records, financial records and student payrolls - shall not be released without your written authorization. Exceptions to this policy may include but are not limited to: persons or organizations providing to the student financial aid, or determining financial aid decisions; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; persons in compliance with a judicial order or a lawfully issued subpoena; or persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons

At Lake Michigan College, school officials with a legitimate educational interest may access your confidential records without your written consent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In order to meet the requirements of the Carl. D. Perkins Vocational and Technical Education Act, Section 113, and the Workforce Investment Act of 1998, Section 122, the College, under the auspices of the Office of Institutional Research (IR), may use your social security number to compile certain data for the purpose of instructional program improvement and Perkins and Workforce Investment Act reporting.

Reporting and Availability of Grades

Grades will be available within one calendar week of the semester end. Grades are not mailed. Students may access their grades on-line via the LMC WaveLink system.

Students who require an official document from the Records and Registration Office may request this, in person, at any LMC campus. Photo identification is required. No third party may have access to a student's grades without the student's express written permission.

Repeating Courses Policy

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.

Sexual Harassment

Employees and students are prohibited from sexually harassing other employees or students. 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 that have as its 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, College employees, or contractors or other non-employees who have reason to be on College premises where:

- Submission to such conduct is either an expressed or implied condition of employment, education, or academic, financial, or counseling assistance;
- Submission to or rejection of such conduct is used as a basis for an employment decision or the performance evaluation of students or staff;
- 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 educational 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 operational procedures. For more information, contact the Assistant Dean of College Life or the Executive Dean of Student Services, in room A216, or call (269) 927-8170.

Smoking Policy

In accordance with the Michigan Clean Indoor Act, P.A. 198 of 1986 and the Berrien County Clean Indoor Air Regulation of 2007, the Smoking Policy is as follows:

All Campuses: Smoking is strictly prohibited in all enclosed areas within this workplace, without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles, storage areas, closets, lobbies, reception areas and all other enclosed facilities. This policy applies to all employees, clients, independent contractors, students and visitors.

Smoking is prohibited within twenty-five feet of entrances, windows and ventilation systems except in designated areas. All smoking trash receptacles and ashtrays shall be placed outside the no smoking area to discourage smoking in those areas.

Mendel Center: Smoking is only permitted within the building when it is part of a stage production.

South Haven Campus (Van Buren County): Pursuant to the goal of protecting the public health and welfare by regulating smoking in public places and places of employment, the South Haven Campus will follow the same requirements set forth by the regulation for our Berrien County campuses.

No Retaliation: No person or employer shall discharge, refuse to hire or in any manner retaliate against any employee, applicant for employment, student or customer because such employee, applicant, student or customer communicates a desire for a smoke-free environment.

Student Appeal Process and Complaint Resolution

The Student Appeal Board shall hear and determine appeals in the following situations: student-, faculty-, or staff-generated complaints concerning faculty or administration decisions and student conduct.

A. Informal Resolution.

Step 1. Faculty, adjunct, staff or student identifies a problem/issue/behavior requiring resolution to a faculty, adjunct, staff or student, as the situation defines.

Prior to the next scheduled class meeting (for faculty and adjunct faculty) or within five (5) business days (for staff and administrators), the faculty, adjunct, or staff and student(s) will meet face-to-face to identify the conflict/issue/problem and work to a resolution/solution. The problem and solution will be briefly detailed on the LMC Complaint Resolution Form and filed with the Ombudsman and the student returns to class/campus. If the problem is unresolved, the student is handed a copy of the LMC Complaint Resolution Form and the resolution of the problem moves to the formal steps.

B. Formal Resolution.

Step 2. Within five (5) business days, the student must articulate the problem in writing on the LMC Complaint Resolution Form and meet for the second time with the faculty, adjunct or staff member in an attempt to resolve the issue. Input from the faculty or staff member is added to the LMC Complaint Resolution Form.

Step 3. Without resolution, the aggrieved has five (5) business days to meet with the Department Chair of the identified faculty for academic issues or the Assistant Dean of College Life for non-academic issues for continued appeal and resolution. The LMC Complaint Resolution Form used in Steps 1 and 2 follows the complainant. In an academic complaint, the faculty has to agree with the resolution reached by the Chair. If the faculty disagrees with the Chair's resolution or the staff with the Assistant Dean for College Life's resolution, the issue can be moved to step 4 by the faculty/staff member.

Step 4. Without resolution the appeal must be filed with the Student Appeals Committee within five (5) business days where the Committee has seven (7) business days to set a hearing date where the faculty, staff and/or student will be required to make their case, present evidence and share their perceptions for the committee to consider.

Step 5. Within seven (7) business days after hearing all the evidence and perceptions, the Student Appeals Committee will render a decision. The resolution will be communicated in writing on the LMC Complaint Resolution Form and is final.

If at any Step the issue is resolved, the LMC Complaint Resolution Form is completed, distributed as necessary (aggrieved, faculty/staff, Executive Dean) and filed with the Office of the Executive Dean of Student Services.

Student Appeals Committee

I. Jurisdiction – The Student Appeals Committee shall hear and determine appeals in the following situations: Student-, faculty-, or staff-generated complaints concerning student conduct.

II. Composition – The Student Appeals Committee shall consist of two (2) students from the Student Senate, two (2) faculty from outside the division* or staff outside the department and the Divisional Executive Dean. The Assistant Dean of College Life will chair and facilitate the Student Appeals Committee and is a non-voting member. The Student Senate, Divisions 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.

C. Ombudsman.

The Student Services Counselors, Grade 10 and 11 Administrators will serve as the Lake Michigan College Ombudsman for terms of one (1) year and are appointed by the Executive Dean of Student Services. (In 2007-08 the Registrar will serve as the Lake Michigan College Ombudsman.) The Ombudsman's primary duty is to assist students in resolving complaints or disputes within the College. The Ombudsman also helps staff members, instructors and administrators sort through College rules and regulations that might apply to specific issues and concerns. The Ombudsman carries out these duties in a neutral, confidential, informal and independent manner.

Campus disputes usually fall into two broad categories: academic and non-academic. The former includes instruction (e.g., grades, exams, academic dishonesty), registration (e.g., holds, late registration and drops and adds), and academic status (e.g., administrative withdrawal, voluntary withdrawal and recess). Non-academic matters include student conduct and/or discipline, student/staff complaints and other special problems.

Following a request for assistance, the Ombudsman 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 Ombudsman is available to all parties involved in Student Appeals Committee hearings, the final step in an effort to resolve a dispute.

Note: The Ombudsman is not an advocate for any group on campus; instead, the Ombudsman is an advocate for fairness. The Ombudsman 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 Ombudsman does not accept formal complaints or notice for the College. Members of the LMC community may contact the Ombudsman 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 Ombudsman for procedural assistance. The Ombudsman provides the LMC Complaint Resolution Form (also available from the offices of any Executive Dean) to the interested party at the initiation of the appeal process. Any informal records that are generated will be kept on file by the Ombudsman.

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 Director of Human Resources.

Student Conduct, Rules and Regulations

Students of Lake Michigan College 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 Lake Michigan College 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 Lake Michigan College. These regulations were adopted not to deny any rights or privileges previously guaranteed, but to ensure a pleasant educational environment for all LMC students.

Students are expected to conduct themselves as responsible individuals in accordance with institutional policy, rules and regulations. In developing responsible student conduct the institution prefers counseling, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

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.

Prohibited Conduct – Rules and Regulations

Academic Honesty: This means that all academic work will be done by the student to whom it is assigned without giving or receiving unauthorized aid of any kind. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Cheating and plagiarism are the two most obvious violations of academic honesty. No student shall engage in behavior that, in the judgment of the instructor of the class, constitutes cheating, fabrication, 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. Falsifying, forging or altering of student records, college documents, and records or instruments of identification or providing false information to any official, college employee, or office also constitutes academic dishonesty and is subject to similar consequences.

Alcohol and Drugs: The unlawful manufacture, distribution, possession and/or sale of drugs and unauthorized use and/or sale of alcohol on any Lake Michigan College property or off campus sites such as hospitals or clinics is illegal and counter to the mission of the College.

Assault and Battery: 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.

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 institutional facilities.

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.

Contracts: No student shall enter into any contract in the name of the institution except with prior written authorization from appropriate college officials.

Disruptive Behavior: No student shall behave in a manner that disrupts the academic atmosphere of the institution or that endangers the rights and/or safety of the student or other persons.

Gambling: No student shall engage in any form of gambling on college-owned or operated property or at any college-sponsored activity.

Harassment: No student shall engage in harassment or bullying of another person. This shall include but not be limited to stalking, harassment of any person protected by the Civil Rights Act, sexual harassment, harassment involving sexual orientation.

Safety: No student shall 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: No student shall erect or display signs or posters on college-owned or operated property unless authorized by the institution. No student shall deface, alter, tamper with, destroy or remove any sign or inscription on college-owned or operated property.

Soliciting: No student or organization may 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 & Use of Tobacco: In accordance with the Michigan Clean Indoor Act, P.A. 198 of 1986, Lake Michigan College maintains a smoke-free environment. No smoking is allowed anywhere inside the Napier Avenue Campus academic building, the Mendel Center, the Bertrand Crossing building, M-TEC facility, or South Haven Campus including restrooms and private offices. Smoking and use of tobacco products (i.e. chewing tobacco) is not allowed anywhere inside the premises, including restrooms and private offices, or other space owned, operated, or leased by Lake Michigan College, or in any College vehicles. Employees and students who are found smoking or using tobacco products outside of the designated smoking areas will be considered in violation of College policy and will be subject to discipline in the same manner as violations of other College policy. (Also see Smoking section of this catalog).

Theft and Vandalism: No student shall engage in attempted theft of and/or damage to property of the institution, of 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: No student shall 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.

Failure to Comply: No student shall neither fail to comply with direction of institutional officials, faculty, staff or security officers in performance of their duties nor fail to identify oneself to these persons when requested to do so. All students will wear or carry a LMC-issued, photo identification.

Keys: No student shall engage in the unauthorized possession, duplication or use of keys to any institutional facility nor engage in unauthorized entry to or use of institutional premises or property.

Theft or Other Abuse of Computer Time: This is addressed in detail in the catalog. (See Computer Lab Policies section of the catalog.)

Other Prohibited Misconduct: The Assistant Dean of College Life or the Executive Dean of Student Services may specify other behaviors that shall constitute student misconduct, subject to the approval of the President.

Student Discipline and Due Process

The Board of Trustees recognizes the need for a student discipline process that allows students the right to due process. The Board, therefore, authorizes the Administration to establish procedures for implementing the policy for student discipline and due process.

Discipline

Disciplinary sanctions include, but are not limited to:

- Expulsion - permanent exclusion or removal from the College, with re-enrollment and attendance only upon express consent of the Board.
- Suspension - exclusion from the College for a definite period of time.
- Administrative Withdrawal - exclusion from a particular course, with permission to attend others, with a corresponding grade of a W in accordance with established College policies.
- Reduction of grade.
- Probation not to exceed one academic year and which may include suspension of certain other privileges during the probationary period.
- Censure or reprimand - subject to further and more severe discipline in the event of further violations of College rules or policies.

A student who is expelled or suspended from the College will not be permitted access to College property and may not participate in any College activities during the period of suspension or expulsion. A student who is expelled, suspended, or removed from a class or course will not be entitled to a refund, either in whole or in part, of any tuition or fees.

Transfer of College Credit

Students who have completed college coursework at an institution accredited by the one of the Regional Accrediting bodies (example: North Central Association of Colleges and Schools) may receive equivalent transfer credit toward a certificate or degree from Lake Michigan College. Students who have applied for admission to Lake Michigan College may have their transcripts reviewed for transfer credit evaluation. Students must have an official copy of their previous academic transcripts sent directly to the LMC Registrar's Office. Only those courses in which a grade of "C" (2.00) or higher were earned will be considered for transfer.

Weapons - Free Campus Policy

Lake Michigan College is a weapon-free campus that prohibits any weapon, including, but not limited to, guns (including starter guns), explosives, knives with blades longer than three inches, clubs, brass knuckles, martial arts weapons, bow and arrow combinations, and/ or fireworks.

Propellant sprays and electronic stunning devices used for personal protection and self-defense purposes are allowed.

Violations can result in expulsion, loss of a campus job, a ban on attending campus facilities and events, and/or criminal prosecution. Exceptions include the arms carried by uniformed police officers and theatrical props. The College president can make other exceptions.

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LAKE MICHIGAN COLLEGE



Napier Avenue Campus
2755 E. Napier Avenue, Benton Harbor, MI 49022
269-927-3571

M-TECSM at Lake Michigan College
400 Klock Road, Benton Harbor, MI 49022
269-926-6832

Bertrand Crossing Campus
1905 Foundation Drive, Niles, MI 49120
269-695-1391

South Haven Campus
125 Veterans Boulevard, South Haven, MI 49090
269-637-7500

1-800-252-1562

www.lakemichigancollege.edu

Lake Michigan College is accredited by the Higher Learning Commission and is a member of the North Central Association of College and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, (312) 263-0456.
In addition, many programs are accredited by their respective accrediting agencies.

LAKE MICHIGAN COLLEGE BOARD OF TRUSTEES

Mr. Steven Silcox, Chairman • Mr. Pat Moody, Vice-Chairman
Dr. David Maysick, Secretary • Mr. Paul Bergan, Treasurer
Ms. Barbara Hall • Ms. Judy Truesdell • Ms. Renee Williams
Dr. Randall R. Miller, President

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 sex.
Minorities and disabled persons are encouraged to attend Lake Michigan College.